



## Greater Wellington's Travel Plan Programme for Workplaces

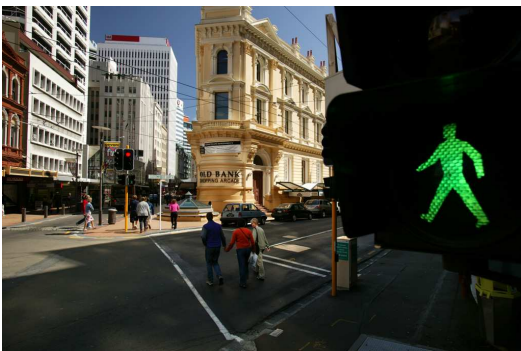
### Choosing Sustainable Transport

Greater Wellington is delighted to introduce our travel plan programme for workplaces. Travel plans are a great way for your organisation to improve staff health and productivity and demonstrate its commitment to sustainability at the same time. Developing a travel plan is straightforward and Greater Wellington provides guidance and assistance through each step in the process.

- Online staff travel surveys for researching how staff currently travel and later evaluating how staff travel patterns have changed
- General survey analysis including a map of where staff live and how they travel to work

### What actions might be in our travel plan?

Your travel plan will be unique to suit your workplace and the level of commitment in your organisation to sustainable transport. The examples below indicate what may be included in your travel plan and the resulting reductions in car use.



Pedestrians on Lambton Quay.

### Provide alternatives

Resulting in a 5-10% reduction in car use<sup>1</sup> Examples include:

- Encourage walking by providing rain gear, pedometers and changing facilities
- Encourage cycling by providing pool bikes, secure and covered cycle parking, showers and lockers
- Save on business travel by providing:
  - Video conferencing facilities
  - Shuttle service or public transport tickets for work day meetings and airport trips

### What is a travel plan?

A workplace travel plan is a range of measures that promote sustainable modes of transport for the journey to and from work and also during the course of the working day. A workplace travel plan includes analysis of the way staff travel to and from work, a site and policy audit and promotion of active modes of travel.

### What does Greater Wellington provide?

Greater Wellington aims to provide guides and assistance that make travel planning easy and cost effective. The following are provided to participating travel plan workplaces:

- Templates and guides are provided for all steps in the travel planning process, including a travel plan coordinator's guide
- Advice and guidance through all the travel plan steps



Commuters departing at Wellington Station.

<sup>1</sup> These percentages indicate typical reductions in car use for travel to and from work based on research on travel plans in the United Kingdom. They do not guarantee your workplace will achieve these reductions through implementing the actions listed.

- Carpool and vanpool schemes. This could include helping carpoolers meet and providing free parks in a good location for carpoolers
- Guaranteed Ride Home Programme. Provide assurance to staff who have walked, cycled, taken public transport or carpooled to work of a ride home in the event of an unexpected emergency, unscheduled overtime or a carpool ride falling through
- Offer flexible working hours to enable staff to travel to work in off-peak commuting hours. Develop a working from home policy

## Provide alternatives and incentives

Resulting in 10-20% reduction in car use.  
Examples include:

- Subsidise public transport tickets and offer incentives for staff to walk or cycle
- Offer an interest free loan for staff to buy a bicycle or annual public transport pass
- Offer a relocation package with an incentive to those choosing to live within walking or cycling distance to work

## Alternatives, incentives and parking management

Resulting in 15-25% reduction in car use.  
Examples include:

- Parking management. This could include charging for car parks, reducing the number of car parks or providing incentives for staff to give up their park. This can be a sensitive issue but if done with consideration can significantly improve results. There are overseas case studies where businesses have reduced the cost of their travel plan to zero through parking management
- Audit company car policy. For example offering cash instead of a company car, auditing business mileage rates and removing uneconomical cars from the company car list

## What does a workplace travel plan involve?

The five phases in a workplace travel plan are outlined below. Each phase is completed when the organisation submits key documents and key milestones are achieved.



Ferry across Wellington Harbour.

## Travel Plan Phases

### 1. Set up

The purpose of the set up phase is to gain management commitment and appoint a travel plan coordinator. In this phase the objectives and scope of the travel plan are decided and how the travel plan will be researched.

### 2. Research

This phase involves researching how staff currently travel and the transport issues for your site. It includes a staff travel survey of all staff and a site and policy audit.

### 3. Planning

In this phase, the organisation decides which actions will be taken and how and when they will be implemented. The travel plan is then approved by senior management.

### 4. Implementation and Completion

This is when the actions in the travel plan are implemented. At the end of this phase a final progress report and lessons learned report are completed to better assist organisations to meet travel plan targets and provide best practice examples.

### 5. Continuous Improvement Cycle

This phase involves monitoring and improving the plan, including an evaluation survey on how staff travel patterns have changed as a result of implementation of your travel plan.

## Key success factors

- Management commitment and leadership by example
- Travel plan is a living document, with policy changes embedded in business practice
- Providing significant incentives to influence travel choices
- Travel plan fits well with organisation's needs and provides a clear benefit

### FOR FURTHER INFORMATION

Ping Sim  
Sustainable Transport Planner  
Transport Strategy  
Implementation  
Greater Wellington

Greater Wellington Regional  
Council  
142 Wakefield Street  
Wellington  
PO Box 11646

DD 04 382 7959  
F 04 802 0352  
Ping.sim@gw.govt.nz

T 04 384 5708  
www.gw.govt.nz/travelplans

First Published January 2007  
Last updated October 2007