



WORKPLACE SUSTAINABLE TRAVEL SITE AUDIT

You may find this form useful for providing an overview of your workplace, it will also help you to identify any opportunities, problems or issues. Please note that all information should be obtained from on-site inspections rather than relying on Google or website information as this may not be up to date. Photos can be useful in supporting the audit. Once completed, the form can be returned to Active Travel if you require further advice or support on next steps. The form can also be downloaded from the website (www.activetravelsefton.co.uk)

Name of person completing the audit		Date	
Contact Email address			

Business and Organisation Details:					
Company Name					
Company address					
Total Number of staff		Full time		Part time	
Number of contractors/agency staff		Number of visitors per week		Number of other users per week	
Main business activity					
Main contact for sustainable travel activity including position and email					

Site Information – Please indicate the type of site:	
Part of a building	
One entire building and own grounds	
Several buildings in own grounds	
One building on industrial estate/business park	
Several buildings on industrial estate/business park	
Entire industrial estate/business park	

Hours of Operation:	
Times and Days of opening and closing	
Details of shift patterns (eg 6am-2pm etc)	
Details of any flexi time working	

Travel Information Provision	Y/N	Details
Is there a designated Travel Plan Coordinator		
Is travel information available on site (eg timetables)		
Do you have a site specific travel guide (How to Get to Guide)		
Is travel information available on company intranet		
Is 'how to get to' information available on company website		



Car parking – please state the number of spaces for each group:	
Staff only	
Disabled spaces	
Designated spaces for named individuals (eg Managers)	
Designated spaces for visitors	
Coach parking	
Drop off/loading bays	
Motorcycle parking	
Cycle Parking	
Any other designated parking	
Additional car parking spaces off site	

Car Park Information	Y/N	Details
Is the car park well signed		
Is there CCTV		
Is it well lit or is there lighting present		
Is it secure		
Is it managed (regularly inspected, security in place)		
Is there a barrier or security gates		
Is there a parking fee. If so provide details		
Is there a parking permit system		
Is there public parking nearby. If so is it free or paid		
Does demand for spaces exceed capacity. If so, how often		
Any other issues (please provide details)		

Footpath/Pedestrian Information:	Y/N	Details
Are footpaths in and around the site well lit		
Are footpaths in and around the site in good condition		
Are footpaths in and around the site covered by CCTV		
Are off site footpaths linked by safe crossing points in the vicinity		
Are pedestrian routes to/from the site obscured or shielded from view		
Are surrounding roads equipped with safe, convenient crossing points (tactile paving, dropped kerbs)		
Are there any other restrictions to accessing the site by foot		
Are there any other initiatives/facilities/incentives for those who walk to work		



Cycle Parking Information:	Y/N	Details
Where located – is this close to the building entrance		
Type of parking (eg what type of stands)		
No. of bikes observed on day of audit		
Is it covered		
Is it secure/is the parking lockable. If so, how is this accessed eg key, swipe card, fob		
Is it covered by CCTV		
Are there any other issues with regard to cycle parking		
Are there cycle routes in the vicinity of the site		
Are there any access issues for cyclists		
Are lockers provided		
Are showers/changing rooms/drying areas available		
Are there any other facilities for those who cycle to work		
Are any pool bikes available. If so, number of bikes and storage/access arrangements		
Is there a cycle to work scheme If so how does this operate		
Is there any bike maintenance provision		
Are there any other cycling related schemes, initiatives or incentives		

Public Transport Information	Y/N	Details
Is there a season ticket loan scheme, subsidised tickets or any other incentives to using public transport offered to staff		
Number of bus stops located within 400m of the site		
Details of buses serving local/nearest bus stop – include number of service, route and frequency		
Are the bus stops well maintained		
Do the bus stops display up to date timetable information		
Are the bus stops sheltered or have a sheltered area		
Do the bus stops have seating		
General perception of the bus stops (eg isolated, located on busy road)		



Public Transport Information:	Y/N	Details
Is there a train station within 800m of the site. If so detail which station(s), service and frequency		
Is the station well maintained		
General perception of station environment and service		
Are there any other issues to note with regard to public transport access		

Business Travel:					
Number of staff required to travel as part of their working day					
Are there sites which are visited regularly (please provide details)					
Car Mileage Paid (pence per mile)		Motorcycle mileage paid (pence per mile)		Cycle mileage Paid (pence per mile)	

On Site Facilities Please indicate which of the following facilities are on site or within walking distance:	Onsite	Walking distance	Details
Staff canteen			
Shop			
Gym or fitness facilities			
ATM			
Any other facilities (state which)			

Car Sharing and Electric Vehicles:	Y/N	Details					
Is there a car sharing scheme							
Are there pool cars available for staff to use							
Electric Vehicle charging points		Number		Usage		Location	

Company Policies:	Y/N	Details
Do you have an environmental/sustainable management system in place		
Is there a business travel policy		
Are health and wellbeing issues promoted at the business		
Is sustainable travel covered in employee induction/induction pack or recruitment information		

