



SUSTAINABLE TRAVEL TOOLKIT



## SMARTER WORKING AND REDUCING THE NEED TO TRAVEL

Sustainable Travel is not just about walking, cycling or public transport – sustainable travel covers a range of other options, and reducing the need to travel takes things one step further.

There are a number of additional measures, activities and initiatives you can implement to incorporate and encourage sustainable travel options and choices. Reducing the need to travel also helps to bring positive benefits to your business, your employees, customers and other visitors.

### Contact us ...

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### SMARTER WORKING AND REDUCING THE NEED TO TRAVEL

To help introduce Smarter Working and Reduce the Need to Travel in the Workplace you could consider:

#### Smarter Working:

The wealth of modern technology available today and improvements in ICT offer many advantages and options:

- Virtual desktops and cloud computing enable staff to be able to work from anywhere
- Communications technologies such as teleconferencing and video conferencing could be used
- There are a number of apps available for smartphones and tablets in addition to software which enables online meeting collaborations and virtual meetings

#### Business Travel:

For some staff, travel during the working day whether for meetings, training courses or as part of their role will always be necessary. However there are still options which can also help to save money and increase productivity:

- Consider start and finish times of meetings and venues to make it easier to access using bus or train, and plan accordingly to account for peak time travel pass restrictions on time of travel too.
- Provide travel passes for travelling to meetings, site visits or other travel required during the working day. This can save money on mileage costs
- Arrange meetings in the same area on the same day through better planning and diary management to save on travel
- Offer pool vehicles for staff who do need to travel, particularly low emission, fuel efficient or electric vehicles
- Encourage eco driving techniques, not just for staff who need to travel during the working day but for all staff who drive to work
- Opt for fuel efficient low emission vehicles with a smaller engine size, or consider electric vehicles

#### Flexible Working Options:

Smarter working practices can be promoted as part of health and wellbeing strategies, as this can contribute to managing work/life balances, in turn reducing stress and absenteeism. Policies which mean staff don't all have to travel in peak hours can also help to reduce congestion:

- Arrange working hours, shifts or meetings around public transport timetables, and adjust hours to cater for needs such as childcare commitments
- Consider condensed hours or a compressed working week whereby staff can have one day off by working all required hours in advance
- Implement a flexi time/flexi hours policy so that staff can choose how weekly hours are worked, by coming in and leaving earlier or later, or if they work overtime they can take the time off in lieu

#### Car Sharing:

Encouraging staff to car share can be as formal or informal as you like. In fact, often people will car share without realising, by giving lifts to friends, family or colleagues:

- Set up a database which matches people travelling at the same time from the same locations
- Hold coffee mornings where people can meet informally and arrange lifts
- Offer incentives such as dedicated parking, which can reduce demand on parking spaces
- Consider extending the network of car sharing and discuss with local businesses in the area

#### How We Can Help You:

Support, advice and guidance is available on all aspects of smarter working practices and reducing the need to travel, whether in terms of implementing policies, technologies available or assisting with promotional activities.

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