

## **What is the GMPTE Travel Plan?**

This Travel Plan identifies what we are doing to help staff make sustainable travel choices. The Plan includes a co-ordinated package of measures to encourage different ways of travelling. The measures are all aimed at helping GMPTE to meet the following four objectives:

- A. To increase the use of public transport for home to work and work-related travel of GMPTE staff, consultants, contractors and delivery partners.
- B. To reduce the reliance on the car for home to work and work-related travel of GMPTE staff, consultants, contractors and delivery partners.
- C. To increase the use of walking and cycling for home to work travel of GMPTE staff, consultants, contractors and delivery partners.
- D. To reduce the environmental impact of the home to work and work-related travel of GMPTE staff, consultants, contractors and delivery partners.

It's a two-year Plan, which will be updated after the first year.

## **Why do we need a Travel Plan?**

As the lead body for delivering public transport policy in Greater Manchester, GMPTE must be seen to be at the forefront of sustainable travel, setting an example to our customers, businesses, stakeholders and partners. GMPTE is committed to encouraging and supporting sustainable travel and has made a corporate commitment to developing and resourcing the delivery of a Travel Plan.

Everyone has a responsibility for the environmental impacts of their travel choices. You can do your bit by choosing sustainable modes of travel, such as public transport, walking and cycling.

## **Who does the Travel Plan include?**

This Plan applies to all GMPTE staff, for journeys to and from work as well as journeys for work purposes (business travel). It also includes recommendations which help reduce the impact of the vehicles GMPTE directly manages, GMPTE travel practices and systems, and the travel behaviour of consultants, contractors and delivery partners.

## How will we achieve our objectives?

Over the next two years we will be focusing on a number of measures. You can help us to achieve our objectives by taking advantage of the changes we will be putting in place:

	<b>What GMPTE will be doing</b>	<b>Potential benefits for staff</b>
<b>OBJECTIVE A:</b> <i>Increase the use of public transport for home to work and work related travel of GMPTE staff, consultants, contractors and delivery partners</i>	Identifying potential enhancements or amendments to the GMPTE staff travel scheme.	An improved free travel pass scheme.
	Evaluating current procedures and practices in relation to business travel including: <ul style="list-style-type: none"> <li>• Travel arrangements for consultants, contractors and delivery partners.</li> <li>• Business travel booking.</li> </ul>	A more streamlined and cost effective method of booking business travel.
	Encouraging new starters to choose sustainable travel modes, through the appointment and induction processes, personal journey planning and sustainable travel location/direction maps.	Personalised journey planning advice prior to appointment, and map information for staff and visitors.
	Promoting and encouraging sustainable travel choices through marketing and communications.	Travel choice advice and information available via the staff intranet. Opportunities to get involved in interest groups and competitions.
	Investigating the feasibility of the future development of a GMPTE home working/flexible working policy, procedures, guidelines and monitoring system.	Increased flexibility of working practices to encourage sustainable travel choice.
<b>OBJECTIVE B:</b> <i>Reduce reliance on the car (especially single occupancy vehicle journeys) for home to work and work-related travel of GMPTE staff, consultants, contractors and delivery partners</i>	Ensure there is a clear procedure/policy and guidance on the allocation of future essential car user status; so as to relate the allocation of car related benefits to job requirements and car usage.	Clear and concise guidance on which roles are entitled to essential user status.
	Review and update allocation and charging procedures for staff car parking facilities and paid for parking spaces/passes, with the aim of encouraging a reduction in car related journeys for office based staff.	Clear and concise guidance on which roles are entitled to car parking facilities.
	Introduce procedures and practices to encourage sustainable and cost effective travel including work to investigate the feasibility of the current mileage allowance rates in relation to fuel use and vehicle size, cycling and car sharing mileage, the monitoring of mileage, taxi usage and couriers.	Clear information about what mileage rates are available for a range of business travel choices.

	<b>What GMPTE will be doing</b>	<b>Potential benefits for staff</b>
<b>Objective B contd.</b>	Investigate the potential of GMPTE joining the city centre car club (Whizz Go), as well as utilising the GMPTE owned Toyota Prius (hybrid car) as a staff pool car.	Access to a car for business travel, and clear guidance on when this is available and appropriate.
	Promoting the Greater Manchester and Local Authority car sharing web sites/schemes.	Assistance and advice on local car sharing opportunities. Car sharing can help cut the cost of personal car travel, as well as reducing congestion.
<b>OBJECTIVE C:</b> <i>Increase the use of walking and cycling for home to work travel of GMPTE staff, consultants, contractors and delivery partners</i>	Investigate the practicability and feasibility of the provision of staff changing facilities, showers, lockers, and cycle storage facilities at all GMPTE sites.	Improved access to changing facilities, showers, lockers, and cycle storage facilities.
	Promote walking to staff through the arrangement of lunch time walks.	Free, guided lunch time walks for staff – helping to improve health and well-being.
	Investigate the possibility of the provision of a recognised scheme for the purchase of staff-owned bikes and cycling equipment (nationally administered schemes which offer financial incentives for cycle purchase).	Assistance with the purchase of a bicycle for home to work travel.
	Promote local level cycle training for staff who require support.	Information about local cycle training for adults, providing help to feel confident when cycling.
	Provide access to cycling parking for all consultants, contractors and delivery partners.	Providing access to changing facilities, showers, lockers, and cycle storage facilities for consultants, contractors and delivery partners.
<b>OBJECTIVE D:</b> <i>Reduce the environmental impact from home to work and work-related travel of GMPTE staff, consultants, contractors and delivery partners</i>	Enable the data capture and monitoring of travel choices so as to facilitate carbon footprint calculations.	Staff will be able to see how their travel choices have associated carbon.
	Promote the use of current tele conferencing facilities, and consider the feasibility of video conferencing, and provide training and facilities to enable the effective use of these systems.	These services will help to reduce the need to travel to meetings, and save on staff travel time.
	Identify the cost of offsetting the carbon emissions that are directly a result of GMPTE staff business travel.	This will improve GMPTE's business image, and help to promote sustainable travel choices to staff.
	Investigate the feasibility of introducing a fleet management system for GMPTE owned vehicles. This would include fuel use, vehicle use, and driving practices.	Staff who drive GMPTE vehicles will be provided with information and advice about efficient driving.

To make sure that the Travel Plan is achieving its objectives, we have set a number of aspirational first and second year targets. We will be surveying staff to monitor progress in Spring 2008. Our baseline is taken from the 2005 staff travel survey, the results of which can be found on the staff intranet.