

Staff travel information template

One of the simplest ways to help your staff commute more sustainably is to help them access up-to-date information on travel options and services. This involves maintaining some basic information on your intranet, website and/or noticeboards – whatever your preferred staff comms channels are.

Below is some suggested text and content that you can tailor for your organisation.

What to cover

- Links to existing web resources staff should use for route planning and service information
- Support available to staff from the local Council
- Information on your facilities and site policies

Much of the up-to-date advice your staff will require is available from the Travelwest website - www.travelwest.info. We recommend you link to existing web resources as much as possible to reduce the need to make regular updates to your information. You can use the Travelwest mode icons (as below, attached with this document) to help refer staff clearly to the relevant sections of the Travelwest website.



You may also want to embed the Travelwest journey planner widget on your website. Instructions are available here <https://travelwest.info/journey-planner/journey-planner-widget-embed>

You will also need to provide some additional details specific to your organisation, such as information on relevant site facilities, services and policies.

Displaying the information

Work with your internal communications colleagues to establish the best way of presenting information to staff. Whatever channels you use we would advise that you choose as prominent a location as possible to display the information.

Online we would recommend you put the information somewhere easily accessible and, ideally, in a network location that staff and new starters can access when at home or working remotely. Printed information on noticeboards should go in an area with high footfall.



Suggested content

Blue text indicates details of URLs for hyperlinks.

Orange text indicates suggestions for site specific information to provide or tailor.

Travel to and from **YOUR COMPANY SITE**

YOUR COMPANY is committed to encouraging the use of sustainable transport options for staff commuting and business journeys.

Like other leading companies and organisations in the area, we are working with North Bristol SusCom [<http://www.northbristolsuscom.org/>] to help reduce congestion, improve air quality and support staff to travel in healthy, active ways.



We want to reduce the number of single car occupancy vehicles arriving on site each day as our part in helping to reduce congestion in North Bristol. We realise that not everyone can change the way they commute to **YOUR SITE** but for many of you there are alternative options which we want to help you consider – even if it is only one day a week to start.



Planning your journey to work

Travelwest

The Travelwest Journey Planner [<https://travelwest.info/journeyplanner>] generates route options for walking, cycling, public transport and driving across the West of England region. You can access Real Time Information for bus stops and train stations, and see which buses are available from nearby stops.

For guidance on the journey planner's useful features see Travelwest's [how-to videos](https://www.youtube.com/playlist?list=PLmWz6qVVW0mpK1vT0_5_Gnnt3HR6r4lc) [https://www.youtube.com/playlist?list=PLmWz6qVVW0mpK1vT0_5_Gnnt3HR6r4lc]

Site postcode/s

List site postcode/s to help staff use accurate GPS origin/destination.



Walking

Walking routes are often more direct than you might think due to the freedom pedestrians have to use shortcuts and quiet routes - you don't necessarily have to follow the main driving routes. Google maps and other free route mapping services are available online or Walkit.com [<http://walkit.com>] helps you find routes depending on your preference for most direct route or quieter route.

To explore and share routes you can link up with other walkers travelling from a similar location on joinmyjourney [<https://www.joinmyjourney.org/>] NB Delete if your organisation is not a member of joinmyjourney or why not think about signing up!

For advice and tips on walking to work see Travelwest's walking pages [<https://travelwest.info/walk>]

Facilities

List facilities for walkers (lockers, drying etc.) – or direct to full facilities list in cycling section below.



Cycling

Facilities

Include details on: showers, changing rooms, drying facilities, lockers, bike parking, gate access for bikes, pool bikes, emergency cycle repair tools available on-site etc. Include any instructions of how to access the facilities (i.e. signing up for a locker) and link to your code of conduct for facilities use if you have one.

Cycle to Work Scheme

As part of our employee benefits package we offer the Cycle to Work scheme enabling staff to purchase a bike and/or equipment for cycle commuting through salary sacrifice with monthly re-payments, helping you to save up to 39% on the cost. Provide instructions on how staff can find out more and access your scheme.

Bicycle User Group / Workplace Cycle Champions

We have an active Bicycle User Group (BUG) to help cyclists collaborate on cycling issues and promote cycling to colleagues. Provide instructions on how to join email list / contact BUG lead.

We are also part of South Gloucestershire's Workplace Cycle Champions network. Cycle Champions help support colleagues to find the info and support they need to start or increase cycling to work. Provide name/s of designated Workplace Cycle champion/s and contact details.

To explore and share routes, you can buddy up with other cyclists from your organisation cycling from a similar location on [joinmyjourney](https://www.joinmyjourney.org/) [<https://www.joinmyjourney.org/>]

Better By Bike

The Better By Bike website [<http://betterbybike.info/>] has region-wide information on starting to cycle, maps and cycle routes, bike shops and maintenance, support and more.

Free loan bike service

Travelwest offers a month-long loan bike service [<http://betterbybike.info/start-cycling/get-a-bike/loanbikes>] for people considering buying a bike but wanting to try it out first to see how it works for them. A range of male and female frame sizes are available, plus electric and fold-up bikes.

Free Cycle Confidence training

Adult cycle confidence training sessions tailored to a range of levels from beginner to confident cyclists may be available for free in your residential or work area [<http://betterbybike.info/start-cycling/get-cycling/bike-skills-accompanied-rides>].



Bus

Service information

See Travelwest's bus pages for journey planning, timetables, ticketing, service feedback [<https://travelwest.info/bus>]. They also cover information on Metrobus services. [<https://travelwest.info/metrobus>]

You can find an interactive real-time map of all your nearest home and work bus stops on Travelwest's Journey Planner routes feature [<https://travelwest.info/journeyplanner/routes>] or on your mobile using the UK Bus Checker App [<https://travelwest.info/bus/real-time-information-apps>]

Fare Discounts

YOUR ORGANISATION is part of First Bus Corporate Travel Club, giving you access to a 10% discount on First Bus tickets and passes for journeys to work. **Provide details of how staff access this service in your organisation. Delete if not applicable or add in your own discount scheme details.**



Rail

The nearest train stations to **YOUR SITE** are:

- Bristol Parkway [<http://www.nationalrail.co.uk/stations/BPW/details.aspx>]
Parkway has a Brompton Bike Hire dock just outside the main entrance so you can cycle from the station without the need to carry your bike on the train [<https://www.bromptonbikehire.com/>]
- Patchway [<http://www.nationalrail.co.uk/stations/pwy/details.aspx>]
- Filton Abbey Wood
[http://www.nationalrail.co.uk/stations_destinations/FIT.aspx]

Rearrange order of stations as appropriate for your site depending on distance from site. You could add the distance from your site in walking/cycling minutes (use google maps or similar to calculate).

Onwards travel from these stations can be planned on Travelwest's Journey Planner.

General information on rail services in the Bristol region can be found on Travelwest. [<https://travelwest.info/rail>]



Driving: car share, motorbikes, parking

Car share

We encourage staff to give or share lifts in to work when possible. Car sharers get the following support:

- Enjoy Priority Parking in the dedicated 2+ car park spaces
- Guaranteed lift home if your lift arrangements change short notice
- Pool cars available for off-site business journeys during working hours

Delete and edit as appropriate

We don't expect people to car share every day, just when you can on the day or days of the week it fits in with your schedule.

Find a colleague to share a lift with through the free joinmyjourney website [<https://www.joinmyjourney.org/>] or simply by asking around colleagues and team mates. As well as people who live nearby, there may be colleagues passing nearby your home area en route.

Parking policy

Provide instructions on (or refer to additional webpage):

- parking and permit process
- contact details for parking contact
- any relevant policy documents etc.

Motorbikes

Detail any additional details for motorbikes: dedicated parking areas, special arrangements at barrier access etc.

Traffic disruptions

Travelwest provides updates and alerts on all disruptions impacting the road network. [<https://travelwest.info/drive/traffic-disruptions>]



Electric Vehicles

We encourage the use of electric cars and vehicles to help reduce air pollution in the local area.

Charging points

Detail locations for staff charging points, how many points, typical charge time, parking arrangements (it is useful to make it clear that people only park there when actively charging).

Access and charging

Detail how staff access charging points and what the charging arrangements are.

Contact

Provide a contact email or number for particular queries or issues not covered in the summary

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