

TOOLKIT

A STEP-BY-STEP GUIDE TO CREATING A SUSTAINABLE TRAVEL PLAN FOR YOUR ORGANISATION

Developing a sustainable travel plan can help your organisation reduce its carbon footprint and contribute to improving staff wellbeing through active travel. This toolkit provides recommendations and considerations to help you to develop a sustainable travel plan for your business.

Evaluate current travel practices

- Conduct a review of current travel practices to identify areas of improvement.
- Determine the frequency, purpose, and mode of travel for each employee.
- Assess the carbon footprint of the business's travel activities, including air travel, ground transportation, and commuting.

Develop goals and objectives

- Establish specific, measurable goals for reducing carbon emissions associated with business travel.
- Set targets for increasing the use of low-carbon modes of transportation, such as walking, cycling, public transit, and electric vehicles.
- Define objectives for reducing the business's overall travel footprint, such as reducing the number of flights taken or minimising the distance travelled.

Encourage sustainable travel

- Promote the use of low-carbon modes of transportation, such as walking, cycling, and public transit, by providing incentives such as subsidies or rewards.
- Encourage employees to use video conferencing and other digital communication tools to reduce the need for travel.
- Provide training to employees on sustainable travel practices, including the use of public transportation and car-pooling.

Reduce emissions from air travel

- Encourage employees to book direct flights when possible, as take-off and landing are the most carbon-intensive parts of air travel.
- Choose airlines that use more efficient aircraft and have implemented sustainability initiatives.

STEP-BY-STEP TO MORE SUSTAINABLE TRAVEL

- Explore offsetting options to compensate for unavoidable emissions from air travel.

Minimise ground transportation emissions

- Promote the use of electric vehicles, hybrids, and fuel-efficient cars for business travel.
- Encourage car-pooling and public transportation use.
- Provide incentives for employees to walk or cycle to work, such as bike parking or shower facilities.

Monitor and evaluate

- Establish metrics to track progress toward sustainable travel goals and objectives.
- Regularly review the travel plan and adjust as needed to ensure the business is on track to meet sustainability targets.
- Celebrate successes and share progress with employees to promote ongoing commitment to sustainable travel.

Further reading

Click the links below to see examples of some sustainable transport plans created by Business in the Community member organisations. Please email environment@bitcni.org.uk to add your organisation's Sustainable Travel Plan included below.

- [Allstate Northern Ireland | Green Transport Plan](#)
- [Queen's University Belfast | Travel Plan Strategy](#)
- [Ulster University | Sustainable Travel Plan](#)

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