

Travel Plan Review Template

1. Introduction

Introduction

- State what the report will show (eg: staff travel survey data and results).
- State what original travel plan it supports.
- State if it makes comparisons to original data from a baseline survey or not, and/or if it will be used for comparison with future data.

Overview

- Give the site address and contact details.
- State what the original travel plan was for (either amendments to a site or a new construction etc.).
- State what the response rate was for the survey.
- State that this has been submitted to meet the requirements set by the local authority as part of the planning agreement.

2. Survey Results

Response Rate

- State when the surveys were sent out.
- State when they were returned by.
- State how many people were issued a questionnaire and how many responses you received.
- State the response rate as a percentage.

Staff Profile

- Give information regarding Gender, Age, Disability as a barrier, Full time or Part time? And days staff usually work.
- Give both frequency and a percentage.
- Present data in a table format.
- Give a written account explaining each set of results.
- Give a written account of when staff arrive and leave work, specifying peak arrival and departure times.
- Compare with previous survey data (if applicable).

Travel Modes

- Give detail regarding travel modes ranging from walking to single occupancy car use.
- Present data in a suitable fashion.
- Give a written account to support the table and/or chart data.
- Present data relating to average journey times and the number of legs in a journey.
- Provide a written account to support this data.

3. Travel Plan Commitments

Introduction

- Give a brief introduction to what else has been done other than the staff survey.
- Relate back to the original travel plan, referencing categories, sub-categories and/or page numbers.
- Outline if the measures discussed are short term, long term or on-going changes.

What has been done?

- State what the company has done to date (other than the staff survey).
- Provide photo evidence (if possible)(eg: if shower facilities have been installed).
- Provide evidence of implementation of several measures that were suggested in the original travel plan.
- State the relative success of the implemented measures.
- State any problems you have encountered.

4. Conclusions and Recommendations

Conclusions

- State if there are any apparent positive changes.
- State what still needs to be improved.
- State if the results are meeting your expectations.

Recommendations

- State main areas to improve/ key focus areas.
- Suggest methods of improvement.
- Outline how you will now improve on these results and possibly set new/amend old targets for the next review stage.

Remember to sign and date the review and give a date for when the next review will be submitted. Give the contact details of the Travel plan coordinator and the person who produced the review (if different to those of the Travel plan coordinator).