Sustainable travel policy guidance

A sustainable travel policy should outline the organisation's approach to corporate travel and the measures and/or alternatives that are available to support the use of sustainable modes of transport. This should take the same format as other company policies.

Below is an example layout of how a sustainable travel policy could look with ideas of areas to include:



1 - Introduction

An introduction to the organisation, why travel is sometimes required, and why it is committed to minimising its environmental impact from travel.

2 - Your targets

With reference to your environmental policy, explain how the following measures will help achieve the company's environmental performance targets

3 - Your approach

A summary of the overall stance the company takes on business travel. This is usually something like "On occasions where business travel is necessary, then the viability of travelling on foot, by bike, by public transport, by sharing a journey, or by car should be considered".

Detail the necessary information associated with each mode of transport:

Walking – the average person walks at 3 miles per hour; a 1 mile journey would therefore take roughly 20 minutes. Highlight examples of destinations that are within this radius

Cycling – the average person cycles at 9 miles per hour; a 20 minute cycle would therefore allow you to travel around 3 miles. Highlight examples of destinations that are within this radius. Highlight whether any cycle facilities are available at the site and whether employees are able to claim any mileage (up to 20p/mile)

Public transport - identify the nearest stations and stops, and provide links to journey planning tools (National Rail, Suffolk on Board etc.). Note process of buying tickets/claiming back expenses if applicable.

Car sharing – note that colleagues should Liftshare where possible. Reference websites such as Suffolk Car Share for employees that might be interested in sharing part or all of their journey to/from work.

Read More: Check out our comprehensive Business Travel Guide at http://bit.ly/CCTravelGuide



For further support and details of any opportunities for grant funding please contact a Carbon Charter advisor.