



Travel at Work Policy

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Travel at Work Policy

1. Introduction

Transport for London understands the impact that travel can have on society and the environment and recognises its role in maximising sustainable transport opportunities. In the context of this policy 'sustainable' refers to low carbon, energy efficiency issues specifically.

Through making informed decisions regarding travel at work, TfL employees can also have a positive impact upon their own health and road safety, in addition to reducing the environmental impact of their journeys.

Carbon dioxide from transport, particularly from air and road travel, is a key contributor to climate change. In keeping with the Mayor's Transport Strategy and Climate Change Action Plan strategy, TfL can reduce the impact through enabling staff not to travel where appropriate and by increasing usage of more sustainable modes such as walking, cycling and public transport. Increased use of the most sustainable modes of transport will help improve London's air quality in addition to reducing congestion and overcrowding. As part of the GLA group, TfL aims to lead by example through the principles contained in this policy. The GLA family of companies, which includes TfL is using the [Government Carbon Offsetting Fund](#) to reduce the impact of carbon emissions.

2. Organisational Scope

Employees of TfL, Docklands Light Railway Limited, Rail for London Limited, London Bus Services Limited, London Buses Limited, Victoria Coach Station Limited who are on TfL employment contracts (Paybands 1-5 and Directors) and those staff on predecessor organisation employment contracts where the individual has transferred to the employment of TfL.

3. Policy Statement

TfL seeks to reduce the overall amount of travel by its employees where possible and appropriate, and promote the use of sustainable transport for TfL employees who travel as part of their job requirements. This is in keeping with the Mayor's Transport, Climate Change and Air Quality strategies and road safety targets. This policy and the principles within it set the standard that can be implemented through local, specific processes.

This policy applies to all travel carried out by TfL employees whilst carrying out their roles at work – this encompasses all elements of travel including longer distance business journeys, shorter trips across London and travelling as a core element of their role e.g. deliveries and maintenance support. TfL's Workplace Travel Plan (WTP) will address how the policy will be implemented.



When planning travel as part of work, the potential for improving the sustainability of the journey should be considered for the overall journey. Other considerations, such as Health and Safety, are considered in section 4.1.

4. Requirements

There are many different types of travel at work. For each of these, there are different implications and decisions to be made in order to demonstrate that sustainability principles are being followed.

4.1 Business Travel

(This section should be read in conjunction with the Business Expenses Policy and any exceptions to these principles must be discussed with the approving manager at the time of booking).

Those responsible for making decisions regarding business trips should take account of the following hierarchy of principles:

- Consideration will first be given to the need to travel versus other sustainable options such as telephone calls or video-conferencing, whilst ensuring the delivery of TfL's business aims.
- The most sustainable option, including safety considerations, will be given priority wherever possible and appropriate, based on the hierarchy below. Walking and cycling for business trips within London are to be encouraged and public transport should be used in favour of taxis in all but limited circumstances (i.e. a small number of business-critical cases related to safety, time, cost or logistical implications).
- Employees should give priority to their own mobility and health and safety when considering the travel options below.

Mode of Travel	Considerations
Walk	Most sustainable option. Employees should make use of route map/journey planner information in order to ensure that sufficient time is factored in.
Cycle	Most sustainable option. Consider availability of cycles (e.g. pool bikes), safety helmet and high visibility clothing, lights, lock and storage space. Consider provision of cycle training.
Bus/Tube or Rail/Tram/DLR	Option preferred over car and plane for business travel in all cases unless these modes are unavailable due to time of day or route.
Taxi/shared car	Only to be used in business critical cases based on safety, time, cost or logistics. Car sharing is to be encouraged over single occupancy use.



Single occupancy car	To be avoided unless vehicle is for core work role e.g. delivery. Where possible choose pool car and low carbon fuel vehicles. Drivers must comply with modal safety standards and with relevant laws. Avoid use of staff's own or hired vehicles. Consider provision of driver training. Consider inspection regime for roadworthiness of vehicles.
Air Travel	To be avoided within mainland UK or mainland Europe wherever possible and all flights will need to be approved by the Managing Director or a designated Director. These essential flights must have their carbon offset.

- TfL employees should avoid flying within mainland UK or mainland Europe wherever possible and all flights will need to be approved by the Managing Director or a designated Director. Travel by plane should only be approved where use of more sustainable modes of travel would incur excessive time, cost or logistical implications.
- When looking at alternatives to air travel, consideration should be given to total door to door journey times, rather than just the time spent in the air compared to travel by other means. Consideration should also be given to the potential business value of rail travel in terms of the opportunity it provides for uninterrupted work.
- Any flights which are undertaken will have their carbon emissions offset as an important final step for dealing with carbon emissions that cannot be reasonably avoided. Carbon offsetting is a technique where carbon emissions from activities like air travel are calculated and priced. An equivalent payment is made to support activities that directly reduce emissions. To ensure that TfL can offset, all flights must be booked through VCS Worldtravel. Details can be found at: [VCSTravel](#) or tel: 020 7824 0022. VCS Worldtravel can also provide details of insurance cover whilst travelling for TfL business purposes.
- Rail or bus travel should be the preferred mode for any journeys within mainland UK and where there are high speed links to mainland Europe.
- Tickets for air travel must not be purchased with credit, debit or purchasing cards, except in emergency situations.

4.2 Occupational Driving

Sustainable transport principles can be incorporated into occupational driving - i.e. covering those staff required to drive a vehicle on a regular basis as a core function of their role (e.g. operational support, deliveries and collections) and their managers. For these roles, the following issues should be considered:

- Job / role design – what travel is necessary to fulfil the business need?



- Vehicle selection – what sustainable options are available (e.g. low or no carbon vehicles)?
- Provision of equipment – what supplementary equipment is required (e.g. high visibility jackets, first aid kits)?
- Ensure that any training / licensing needs are met and sustainable driving techniques such as defensive and eco (fuel efficient) driving are adopted
- Maintenance – are adequate processes in place for inspecting and maintaining the vehicle and equipment?

4.3 Commuting

Commuting is taken to mean travelling to and from a normal place of work and is outside the scope of this Travel at Work Policy, but is incorporated within the Workplace Travel Plan. TfL employees are encouraged to consider the principles in this policy and the actions outlined in the Workplace Travel Plan when planning their journey to and from work.

4.4 Responsibilities

Managers

Managers are responsible for reviewing and approving travel arrangements within their areas of responsibility. They should incorporate the principles contained within this policy into their decision making and business planning. They also have a key role in ensuring that sustainable modes of travel such as a greener support fleet or pool cycles are available, where appropriate, for them and their team to use.

Managers should actively encourage sustainable transport options amongst staff wherever this is possible and lead by example in this regard.

Employees

Employees should consider their travel arrangements and apply this policy when arranging work travel.

5. Support and Advice

Support and advice can be obtained through speaking to your manager or by contacting HR Services. For advice on travel and booking arrangements contact VCS on [VCSTravel](#) or tel: 020 7824 0022.

6. Ownership and Review

TfL Group Employee Relations and HR Policy.

7. Related Documentation

TfL Group HSE Policy

TfL Code of Conduct

Working Time Regulations Guidelines

Mode Health, Safety and Environment Management Systems

Transport for London



Business Expenses Policy
TfL Workplace Travel Plan
Equality and Inclusion Policy

www.carbontrust.co.uk

<http://erasemyfootprint.com>

<http://www.atmosfair.de/index.php?id=9&L=3>