



Travel & Transport Checklist

The aim of this checklist is to encourage organisations to have a positive impact on the local Community we live and work in. In doing so we hope to raise awareness, save costs, enhance our reputation, and reduce our carbon emissions. The list is a starting place all suggestions may not be applicable to your business, please feel free to adapt and tailor to your organisational needs.

The tick table will enable you to assess where you are now and identify areas that you might be able to improve, it can be completed on a monthly or quarterly basis. It might help to nominate “champions” for the various sections if you do not have a Corporate Sustainability Team.

Office based Initiative	We do not do this at all	We have started doing this but it is incomplete/hasn't been sustained	We have done this and there is a strategy to keep this going	Goal/Aim	Comments & Actions
Video conferencing facilities (e.g. Teams and Zoom) are encouraged instead of travelling					
Cycle to work scheme is promoted					
If so, how many people are signed up?					
Public transport for staff is incentivised					
Car sharing is promoted					
Public transport links to the office are promoted to clients					
Nearest electric car charger is advertised to staff and clients					
Travel suggestions and thoughts? Add in any ideas and/or targets you would like your office to achieve.					