

PAS 500:2008

National specification for workplace travel plans



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Foreword

This Publicly Available Specification (PAS) has been sponsored by London European Partnership for Transport (LEPT), supported and funded by Transport for London (TfL) in collaboration with The British Standards Institution (BSI). Acknowledgement is given to the following organisations that were consulted in the development of this specification:

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- Department for Transport (DfT)
- National Business Travel Network (NBTN)
- Highways Agency
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- TravelWise Northern Ireland
- Welsh Assembly Government

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Introduction



Background

The Eddington Report [1] on transport carried out for the UK government emphasized the clear links between a high performing transport system and sustained economic prosperity. It argued that a 5% reduction in travel time for all businesses and freight travel on the roads could generate around £2.5 billion of costs savings – some 0.2% of GDP.

Eddington also argued that if left unchecked, the rising cost of congestion would have a considerable impact on the UK economy, for example it is estimated that it would waste an extra £22 billion of time in England alone by 2025. By this date 13% of all traffic will be subject to stop-start travel conditions.

Finding ways to make the best possible use of transport infrastructure and minimizing loss of time and economic damage is a clear priority and an activity

that all businesses and sectors of the economy can engage in.

Travel plans offer one proven methodology for bringing about this change. The UK Department of Transport has concluded that, on average, travel plans can reduce the number of single-occupancy vehicle trips to a destination by 18% (Smarter Choices [2]). Reductions in traffic levels of this magnitude at peak time can make a huge difference to easing traffic flows, increasing the reliability of journey times and improving the commuting experience. Travel plans are specifically recommended in Planning Policy Guidance 13: Transport [3]

The King Review [4] reiterated the recommendation in the 2004 White Paper that all government departments should reduce car commuting by 5% by 2006.

What is a travel plan?

The original concept of travel planning came from the private sector in response to business pressures and have matured considerably since they first appeared in the UK in the early 1990s. They now provide a coherent approach to transport management that brings benefits to commuters, business travellers, businesses and the urgent need to address climate change, congestion and air pollution problems.

A travel plan is a long-term management strategy for an organisation and its various sites or business park that seeks to deliver transport objectives through positive action and is articulated in a document that is regularly reviewed.

What are the benefits of a travel plan?

Workplace travel plans (WTP) generate benefits to the business, the local economy, the individual members of staff, the community, the environment and increase the quality of life for all those who live and work in the area or location addressed by the travel plan. Businesses benefit by reducing expenditure on car parking and travel in course of work and through being able to release land allocated for car parking for more productive core-business purposes.

In addition, there is well documented evidence that staff who walk and cycle occasionally and embrace “active travel” are healthier, have reduced incidence of cardiovascular disease, have fewer days off work and are more productive. These benefits accrue to both individuals and organisations and assist recruitment and retention and the reduction of turnover rates. WTPs are a key element in healthier workplace policies and in dealing with the obesity epidemic now hitting the UK. Active travel makes a substantial contribution to reducing obesity and reducing early onset diabetes.

Reduced car use to a particular site feeds directly to reduced air pollution which can assist in delivering compliance with air quality management objectives and reduces greenhouse gases allowing both companies and local authorities to deliver reductions in greenhouse gases in line with statutory objectives set out in the Climate Change Bill.

Reducing congestion is a headline objective for local and central government and is of great value to businesses in reducing time and monetary penalties as a result of delays caused by congested traffic. Reducing numbers of vehicles will also benefit road safety objectives and increase the attractiveness of



walking and cycling through its impact on creating safer conditions for these sustainable modes. Travel plans make a substantial contribution to widening social inclusion and enabling many more people than is currently the case to gain access to jobs, training and education and the ability to make contact with these facilities without a car is of great value to those groups who are traditionally excluded from wider participation in social, educational and work opportunities.

NOTE More information on the role of transport improvements in promoting social inclusion can be found in "The value of new transport in deprived areas. Who benefits, how and why?" [5]

What can a travel plan cover?

A travel plan typically focuses on journeys to and from a site made by staff and visitors of all types, but often includes business travel, fleet activities and the delivery of goods, supplies and services.

It should establish a structured strategy with clear objectives and targets, supported by suitable policies and quality measures for implementation. It is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the organisation. These aspirations and actions should be documented in a travel plan. The structure and content of such a document will depend on a range of factors, including the location of the site to which it relates, the nature of the development and of the occupier and end users.

[Guidance for workplace travel planning for development [6]]

Requirements regarding the nature and content of the travel plan, are provided in **Clause 3**.

A WTP is traditionally organisationally based. This means that the travel plan would be owned by the local authority, university, hospital, business etc and would apply to the staff of that single organisation. In recent years travel plans have developed so that a group of organisations on a business park (for example) would co-operate to share ideas, budgets and bring about target modal shift. Airports are special cases where considerable work has been done across hundreds of individual organisations to bring about modal shift.

Organisations frequently have many sites. This is especially the case for local authorities, universities and NHS trusts. In these cases a travel plan should be developed and owned by the organisational body



responsible for corporate decisions and budgeting and should apply to all sites within that organisation (see 3.1), taking into account the unique characteristics of each constituent site.

For the purposes of a WTP, “site” means any location where the organisation carries out any of its activities (see 2.9). Some organisations operate over 250 sites and a WTP under these circumstances would have to be very clear about its organisational wide impact and its relevance to every site within that organisation.

Travel plans can form part of a wider menu of transport interventions and are often referred to as a specific example of Transport Demand Management (TDM) or Mobility Management. Both TDM and Mobility Management are defined in the glossary (see Annex A).

Annex B contains further information on travel plans and sources of information that will be useful to those involved with travel plans.

PAS 500 is intended to improve the quality and consistency of the WTP. It does not supplant or replace local authority guidance on travel plans or Transport Assessments and does not supplant any part of the development control process which will often impose travel plan conditions on applicants for new developments.

DfT has published *Guidance on Transport Assessments* [7]

A Transport Assessment is intended to assist developers proposing a new development to assess and manage the transport impacts of that development. Those who are involved in producing travel plans for new developments should follow this guidance and make sure that the travel plan is an integral part of the travel assessment process and is consistent with the requirements of the local planning authority.



1 Scope

This Publicly Available Specification (PAS) defines requirements for developing and implementing a workplace travel plan (WTP), including public availability, resources and claims of conformity.

It is intended for use by any organisation planning or developing WTPs and applies to all WTPs and all the situations in which WTPs are initiated, developed and implemented. This includes (but is not limited to) WTPs:

- initiated as part of an organisational policy to manage transport impacts for the benefit of staff, the environment, corporate social responsibility, the reduction of congestion, the better management of parking and to foster good relationships with neighbours;
- submitted with planning applications and/or transport assessments as part of the development control process;
- designed to reduce pollution from motor vehicles as part of an air quality strategy.

PAS 500 is applicable in all situations where the term “travel plan” is likely to be used and is deemed relevant to all those involved in the travel plan process including but not limited to:

- managers charged with transport and parking responsibilities;
- planners in local authorities;
- consultants;

- transport, traffic, planning, architectural and engineering consultants advising on transport impacts and plans designed to reduce the need to travel;
- transport demand management staff in central and local government;
- developers bringing forward plans for new developments or changes to existing developments likely to result in traffic generation and impacts;
- public transport operators interested in attracting customers presently using cars;
- cycle planners and pedestrian planners interested in increasing the use of these modes of transport;
- campaign groups;
- urban designers and architects seeking to create attractive environments with less traffic and a greater reliance on walking and cycling and public transport.

This PAS applies to all the main components of transport generated by a particular site. These include:

- commuter trips made by staff;
- trips made by staff in undertaking their duties or otherwise in relation to their work;
- visitors to the site e.g. patients and visitors to hospitals, clinics and other NHS facilities, local residents visiting council offices, suppliers or customers making trips to businesses;
- contractors involved in carrying out projects at a



particular site e.g. building and construction, catering and cleaning;

- students travelling to university and college campuses and sites;
- trips made by all those carrying out work related tasks at premises covered by the travel plan (e.g. servicing plant and equipment, delivering supplies);
- trips made by delivery vehicles of all types where the delivery is directly the result of demands made by the site to which the travel plan applies.

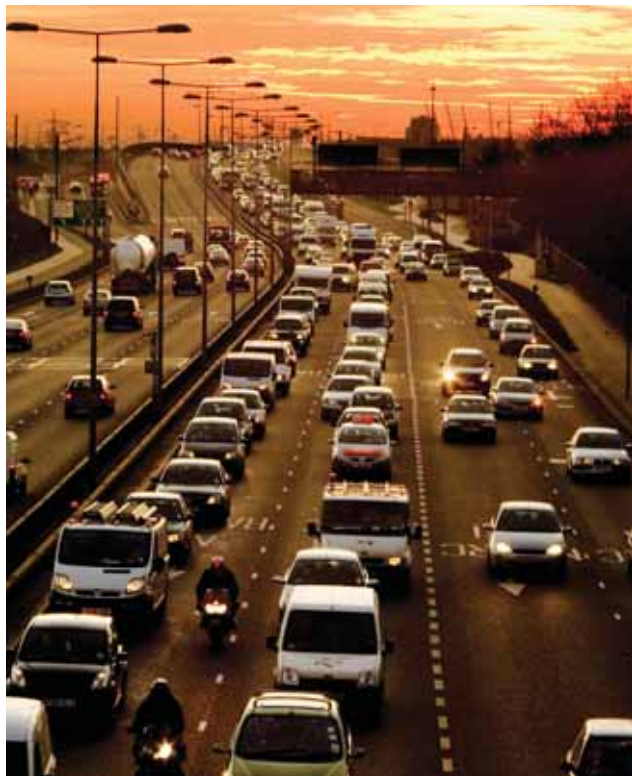
This PAS provides valuable requirements for organisations of all sizes but would be of particular use to workplaces or groups of organisations with more than 100 employees.

This PAS does not cover:

- the design of attractive walking and cycling facilities;
- public or private bus, coach and train operations;
- the design and operation of public transport services;
- the detailed design and operation of car share and car club schemes.

It does not specify detailed measures or interventions that are likely to succeed in reducing car trips.

This PAS does not establish specific targets, objectives or outcomes.



2 Terms and definitions

For the purposes of this PAS the following terms and definitions apply.

NOTE An additional glossary can be found in Annex A which aims to provide more in-depth explanations of some of the key aspects of WTPs.

2.1 aim

intention or purpose of an organisation or activity

2.2 alternative mode (of transport)

means of transport, the availability of which, reduces reliance on cars

NOTE These can include walking, cycling, public transport, motorcycles, mopeds, car share and/or car clubs, carpooling etc.

2.3 dot-map

visual representation of the area in which the site under discussion is located which shows the main roads, railway lines and station and any other public transport facilities and a dot representing each member of staff working at that site

2.4 intervention

specific, planned, timed and co-ordinated action designed to produce changes in travel behaviour in line with the aims and objectives of the travel plan

2.5 objective

goal intended to be achieved

2.6 organisation

entity (e.g. company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not and whether public or private) that has its own identity, functions and administration

NOTE Where organisations operate from more than one site, the organisation is made up of all sites.

2.7 outcome

change in modal split

2.8 output

measure to be implemented

2.9 site

premises at a specific geographical location which, either individually or combined, form part of an organisation

NOTE This can include business parks.

2.10 SMART

specific, measurable, achievable, realistic and timebound

2.11 transport demand management (TDM) staff

employees with skills in transport demand management, including transport planners, travel planners/coordinators and those involved in developing smarter choices and for whom travel plans form a key part of their work

NOTE These could include facilities managers working in HR, environmental etc.

2.12 workplace

specific geographical location to which employees, visitors and others travel

NOTE 1 This covers a wide variety of destinations with substantial commuter, visitor, student and/or user flows e.g. hospitals, clinics, universities, colleges, offices of all kinds, business parks, town halls, government departments and manufacturing facilities.

NOTE 2 Separate guidance and best practices exists for schools and residential locations and they are not included in the PAS 500 definition of a workplace.

2.13 workplace travel plan (WTP)

long-term management strategy for an organisation(s) and or an area(s) that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed

[Guidance for workplace travel planning for development [6]]



3 The workplace travel plan process

3.1 General

Organisations developing WTPs for which conformance with this PAS is to be claimed shall ensure that those plans are aligned with the long-term management strategy of that organisation, contributing to the delivery of high level objectives for the organisation as a whole.

A single organisational travel plan can be implemented irrespective of the number of sites occupied by that organisation. However, that organisational travel plan shall specify how implementation is to be achieved, on each site (see Introduction – What can a travel plan cover?).

The process for the design, development and implementation of any WTP shall be configured into the areas of activity illustrated in Figure 1 (for existing sites) and Figure 2 (for new sites). The plan shall reflect the decisions and outputs from all development areas and shall document the steps taken to meet its objectives.

3.2 Existing sites

3.2.1 General

The organisation responsible for the design, development and implementation of a WTP for an existing site, for which conformance with this PAS is to be claimed, shall ensure that all the activity stages identified in Figure 1 and specified in 3.2.2 to 3.2.8 are included.



Figure 1 Activities to be undertaken for a travel plan for an existing site (voluntary travel plans)

