TRANSPORT AND POLICY ASSESSMENT CHECKLIST

An internal travel and transport policy assessment for your organisation can help identify potential opportunities or barriers to travel behaviour change. Look at your HR policies and other rules related to travel, including car use and parking, working from home and business travel arrangements.

Note: Not all questions may be applicable to your organisation or precinct.

Recruitment and retention	Comment
What information are employees/students/contractors given about travel to and from the site before joining and when they join?	
What are new staff told about working flexibly and business travel?	
Employment contracts / salary packaging	**Comment**
Is anyone offered free parking?	
Is anyone offered assistance with travel costs?	
Who is offered a company car?	
Is an alternative offered to a car?	
Working arrangements	**Comment**
Is there a policy on flexible working arrangements, where appropriate?	
Does the organisation support flexible working? For example, flexible working could be working from home, remote offices, job sharing, hot desking or a compressed working week.	
How many people work flexibly in an average week?	
Are staff shifts scheduled to avoid peak travel times?	
Are there any incentives to encourage staff to change their travel time?	

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Travel and Transport Policies	Comment
Does your organisation offer any assistance with public transport costs?	
Is there a clothing allowance for walkers and/or cyclists?	
Are any incentives offered to encourage walking or cycling?	
Is parking charged for from post-tax or pre-tax salary?	
What is the policy on allocation of pool and fleet vehicles?	
What is the mileage payment for business vehicles?	
Are any employees required to have a car available during the working day?	
Is a guaranteed ride home provided for people working late (taxi)?	
Is a guaranteed ride home offered for people who are carpooling?	
Are any pool bicycles available?	
Are shuttle buses available for transport within the precinct or to/from public transport?	

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