

### Sample Action Plan

Mode	Action	Person Responsible	Timeline	Targets
<b>Car-sharing</b>	Set up a car-sharing scheme			
<b>Walking</b>	Promote walking through organised walking events			
	Pedometer Challenge			
<b>Cycling</b>	Survey & improve Cycle Parking			
	Survey and improve cyclists' (and walkers') facilities			
	Cycle to Work Scheme			
	Bike Maintenance Class			
	Cycle training/ on road skills			
	Cyclists Forum			
	Provide Cyclist's Equipment			
<b>Public Transport</b>	Promotion of Tax Saver tickets for Employees			
	Publicise 'BusTxt' next bus time service for mobile phones			
	Raffle public transport tickets for people to try services			
<b>Business Travel</b>	Make Smart Cards available for business travel			
	Introduce insurance for cyclists on company business			
	Introduce fleet bikes for employees			
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	Introduce Travel Allowance instead of Car Mileage Allowance			
	Re-examine overall Business Travel Policy			
<b>Technology-Assisted Trip Reduction</b>	Liaise with HR and Management to identify employees who could work from home regularly or occasionally, and facilitate them to do so			
	Hold a workshop on tele- & video-conferencing			
	Direct all visitors coming to on site to a How to Get Here section on your organisation's website			
<b>All Modes</b>	Brand all organisation Travel Plan work			
	Examine Parking Policy			
	Incentive Scheme for 'Green Commuters'			
	Green Commuters Coffee Mornings			
	Include travel information in employee Induction packs and online in an easily accessible location on the intranet			