

Alternatives to Travel Diagnostic Checklist

Introduction

Defining Alternatives to Travel (ATT)

ATT is defined as home working and remote working, flexi working and staggered hours, and communication technologies, such as teleconferencing, videoconferencing and web conferencing, to substitute travel to, and for, work .

Purpose of the Diagnostic Checklist

This diagnostic checklist has been designed to improve your understanding of your organisation's travel profile, the opportunities that may exist to reduce travel and the potential benefit of implementing ATT measures. Completing this initial review will help to identify ways that ATT can be introduced, or progressed at your organisation.

Diagnostic: Four Step Approach

The diagnostic tool checklist has four inter-linked stages:

- 1. - Step 1: Mobilise - How ready is your organisation to implement ATT measures? What organisational structures are in place?*
- 2. - Step 2: Baseline - What data is available to understand the potential for ATT, and the business case for implementing ATT measures? How can it be obtained?*
- 3. - Step 3: Identify and implement -What ATT measures have already been introduced, and what is missing?*
- 4. - Step 4: Monitor - How will the effectiveness of ATT be monitored in the long term?*

1. Mobilise		
ATT Leadership		
Who is responsible for strategy (policy), ATT measures and the management of ATT in your organisation		
ATT Governance		
What are the main drivers behind ATT for your organisation		
Are there any formal objectives at your organisation that ATT could contribute towards? (if not already mentioned above)		
Do any managers/directors/or other leaders in your organisation have a specific interest in ATT?		
ATT Contact Details:		
Please provide contact details for a first point of contact, and alternative contact, and a senior manager/director/leader or your organisation who is a decision maker for ATT:		
Primary Contact:	Alternative Contact:	Decision Maker:
Name:	Name:	Name:
Position:	Position:	Position:
Department:	Department:	Department:

2. Baseline

Policy and Strategy

Does your organisation have any ATT policies in place?

If there is no policy dedicated to ATT, please provide details of any other policies that ATT is part of, such as:

- Flexible working policies,
- Business travel policies,
- Commuter travel management/Travel Plans,
- Environmental policies, or
- Facilities management?

Please provide copies of policies mentioned, with details of the dates introduced (or last updated) and the owner:

Please provide any knowledge about the level of compliance to each policy, i.e. high/medium/low, and provide comments:

Business Travel Data

Is any data available to understand existing business travel patterns?

	y/n	Level of detail (i.e. by department, by job role?)	Who holds this data? Please provide details of departments, or individuals if possible.
Business mileage by mode			
Car travel by type (i.e. hire, company, grey fleet)			
Travel expenses			
Travel contracts from external suppliers			
Number of staff who have applied for /adopted flexible working			
Other (please detail, adding extra rows as required)			

Commuter Travel Data

Is any data available to understand existing commuter travel patterns?

	y/n	Level of detail (i.e. by department, by job role?)	Who holds this data? Please provide details of departments, or individuals if possible.
Mode share			
Time of travel			
Journey origins and destinations			
Other (please detail, adding extra rows as required)			

3. Identify and implement

Home and Remote Working

Has home and remote working been implemented?

How do staff apply for home or remote working? (what is the procedure)

What facilities are available for home or mobile working?(IT provision)

How many staff have adopted home and remote working practices?

Is hot desking in place, and if so how does this work?

Flexible Working

Has flexible working been implemented?

How do staff apply for flexible working? (what is the procedure)

What flexible working arrangements are available to staff (e.g. part time, compressed week, annual hours, staggered hours)?

How many staff have adopted flexible and mobile working practices?

Communication technologies

Have any communication technologies been introduced at your organisation, such as teleconferencing, video conferencing, or webinars?

What are the teleconferencing arrangements at your organisation, i.e. how do staff hold a telephone meeting?

What are the videoconferencing arrangements at your organisation, i.e. how do staff hold a videoconference?

Does your organisation use any web conferencing facilities? If so, what are the arrangements i.e. how do staff hold a web conference?

Is any training provided for these technologies?

Please provide details of the number of units, and any information about their usage levels:

	y/n	Number of units	Utilisation levels	Comments
Videoconferencing Suites				
Web conferencing facilities				
Teleconference facilities				
Skype				
Instant messenger				
Other (please detail, adding extra rows as required)				

Please provide any additional information about progress with the use of communication technologies that reduce the need to travel:

--

Other Measures that support ATT		
Are any other measures in place to encourage efficient business travel?		
	y/n	Comments
Travel Management Company (TMC)		
Mileage claims		
Company cars		
Other (please detail, adding extra rows as required)		
Please provide information about previous successes with these measures or any barriers to progress:		
Are any measures in place to encourage sustainable commuting?		
	y/n	Comments
Car park management (i.e. car permits, car park barrier)		
Car sharing scheme		
Season ticket loans		
C2WS		
Other (please detail, adding extra rows as required)		
Please provide information about previous successes with these measures or any barriers to progress:		

4. Monitoring	
How does ATT fit into your existing monitoring processes? Please provide information about the process for obtaining data from existing sources referred to above in the baseline section:	
Please provide details of existing staff surveys (travel and non travel related). Add additional rows as needed:	
Survey 1	
Survey name	
Survey recipients	
Dates	
Staff member responsible for survey	
Survey 2	
Survey name	
Survey recipients	
Dates	
Staff member responsible for survey	
Please provide any additional information in relation to how ATT is or could be monitored at your organisation:	
Making a business case	
Have the benefits of any of the work done so far in ATT been reported?	
To what extent have recognised benefits been quantified? For example, have any business cases been prepared? Is the Return on Investment, or Return on Objective understood?	

ATT Support

Please indicate which of the following measures you would like to investigate further:

ATT Measure	y/n	Comments
Home and Remote Working		
<i>Home Working</i>		
<i>Remote Working</i>		
Flexible Working		
<i>Compressed working week</i>		
<i>Staggered hours</i>		
<i>Annual hours</i>		
<i>Part time working</i>		
Communications technologies		
<i>Teleconferencing</i>		
<i>Videoconferencing</i>		
<i>Web conferencing</i>		
Please detail any other measures or priorities that you have, and why:		