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## Introduction

The public have a greater understanding of climate change today which has led to the growing awareness of the importance of sustainable transport. Transport accounts for a quarter of carbon emissions from UK domestic energy use, with road vehicles responsible for 93% of this. Measuring your organisations transport activity allows you to better understand the current usage, identify areas for improvement and implement cost saving measures. About 75% of us are unsure of how much CO<sub>2</sub> the vehicles we drive emit. By employing a travel plan your business is able to measure transport usage and create targets to reduce travel expenses and emissions.

## Business Travel Plan

Although a Travel Plan will be unique to any given site, all plans should contain the following:

1. **Background** – explaining the site, location, numbers of staff and visitors, measures already in place and the motivation for producing the plan
2. **Baseline Data** – current travel patterns to and from work, business travel undertaken during the working day, and travel patterns of visitors to the site. This data is usually gathered by carrying out a staff and visitor survey.
3. **Monitoring** – setting out arrangements for the review and monitoring of the Travel Plan to determine whether the objectives are being met, including a report to the local planning authority if the plan is a planning condition or part of a Section 106 Agreement. This can be achieved by calculating the carbon footprint of transport and managing your companies grey fleet.

### a.) Carbon Footprinting

- Useful tool for measuring the quantity of carbon dioxide as well as other greenhouse gases that are produced directly and indirectly from your company's transport activity.
- Easy and cost effective method of measuring your companies' mileage on a monthly, quarterly or three-quarterly basis.
- Once a baseline has been established the next step is to create CO<sub>2</sub> reduction targets which results in company savings.
- If your company is not able to conduct a carbon footprinting audit [here](#).



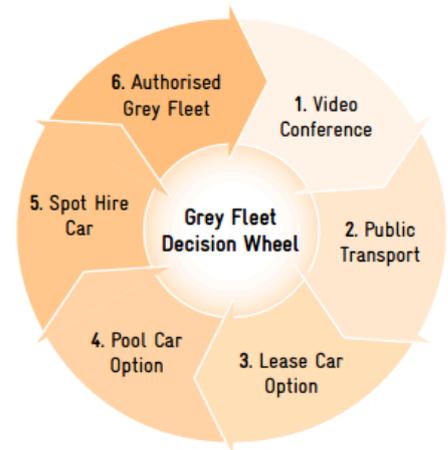
### VEHICLES

Size of car	Total distance travelled	Units	kg CO2e per unit	Total tCO2e
<b>Passenger</b>				
Small petrol car, up to 1.4 litre engine		miles	0.32427	0.0
Medium petrol car, from 1.4 - 2.0 litres		miles	0.40199	0.0
Large petrol cars, above 2.0 litres		miles	0.56694	0.0
Small diesel car, up to 1.7 litre or under		miles	0.27764	0.0
Medium diesel car, from 1.7 to 2.0 litre		miles	0.34656	0.0
Large diesel car, over 2.0 litre		miles	0.46613	0.0
Medium petrol hybrid car		miles	0.22389	0.0
Large petrol hybrid car		miles	0.39896	0.0
Medium LPG car		miles	0.34643	0.0
Large LPG car		miles	0.48818	0.0
Medium CNG car		miles	0.31476	0.0
Large CNG car		miles	0.44315	0.0
Motorbike, up to 125cc		miles	0.16571	0.0
Motorbike, 125cc to 500cc		miles	0.20102	0.0
Motorbike, over 500cc		miles	0.26463	0.0
<b>Freight</b>				
Van, petrol, up to 3.5 tonnes		miles	0.25611	0.0
Van, diesel, up to 3.5 tonnes		miles	0.28937	0.0

## b.) Grey Fleet Management

Grey fleets are employee-owned vehicles which are reimbursed by the company as travel expenses. There is more than three times the number of grey fleet cars in the UK compared to company cars identifying the opportunity to reduce emissions and cut costs.

Grey fleet management helps to monitor fuel consumption and provide feedback on incidents such as speeding, idling or harsh driving styles which help to reduce your companies' fuel costs. The following steps enable your business to carefully monitor your grey fleet:



- **Assign Fleet Manager(s):** establish a working group assisting the development and implementation.
  - **Baseline Survey of Existing Grey Fleet:** questions designed to assess your employees driving characteristics such as the type of and how many journeys they make, how much the journeys costs and what management controls are in place. According to the Miles Consultancy report, properly auditing mileage (i.e. eliminating exaggeration and rounding up of mileages claimed by employees) results in average savings of 24.7% on mileage claims.
  - **Vehicle and Driver Checks:** Vehicle legally complies with traffic laws, MOT certificate and safe and roadworthy condition. Valid drivers licence available for annual licence checks.
4. **Objectives** – stating in general terms what the Plan is trying to achieve
  5. **Travel and Infrastructure Audit** – description of existing travel infrastructure and facilities, and accessibility of the site
  6. **Targets** – clearly identified targets against which the effectiveness of the Plan will be measured, or targets for its delivery. Targets should be site-specific, measurable, achievable, realistic and time-related (SMART). They may be phased year on year and can be “aim” type (e.g. to increase percentage of staff using non-car modes by ...) or “action” type (e.g. appoint a Travel Co-ordinator by ...)
  7. **Actions** – detailing the proposed actions and measures for achieving the stated targets, with specific dates and names responsible persons
  8. **Promotion** – how the Plan itself and specific measures will be promoted to staff, visitors and stakeholders

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