



## BUSINESS TRAVEL POLICY

### DOCUMENT VERSION CONTROL

Date	Author	Version	Status	Reason for Change
Sept 2016	SEStran	1.0	FINAL	Policy Adopted
Oct 2017	SEStran	1.1	FINAL	Adoption of version control

## POLICY STATEMENT

The South-East of Scotland Transport Partnership (SEStran) is committed to reducing the financial and environmental impact arising from its business travel. SEStran is tasked with reducing its carbon emissions through the Public Body Duties under the Climate Change (Scotland) Act 2009. Where possible, the aim of this policy is to encourage employees to reduce unnecessary travel and encourage the use of more sustainable forms of transport. However, SEStran recognises that occasionally there is no alternative to using a car for business travel and this policy is not intended to impede business travel where it is required nor to restrict car use where it is the most appropriate mode of transport for business purposes. This policy applies to all staff employed by SEStran and all Board members of SEStran.

## OBJECTIVES

SEStran is committed to encouraging greener travel and as such this policy endorses the following objectives:

- To reduce the need to travel
- To increase awareness among staff of travel choices and their implications
- To encourage the use of sustainable forms of transport on official business

## BUSINESS TRAVEL HIERARCHY

Before undertaking any journey, staff should consider the Business Travel Hierarchy.

1. Is there a need for travel – would a telephone call, video conference or email deliver the same outcome.
2. Walking/Cycling – These are the healthiest, most sustainable and lowest cost travel options, however only viable for journeys over a short distance.
3. Bus/Rail – Public transport provides an alternative to car-based business travel. Benefits include lower CO2 emissions and increased efficiency allowing for the ability to work while travelling.
4. Taxi/Private Car – It is recognised that sometimes this may be the most time-efficient mode of transport however, this results in congestion and high carbon emissions. Therefore multi-occupancy trips should be encouraged where possible.
5. Air Travel – This method of transport may be more efficient in terms of cost and travel time however it does result in the highest CO2 emissions.

## RESPONSIBILITY

### *Partnership Director*

- Should seek to apply this policy throughout the organisation
- Cascade the policy to ensure that all staff are aware of and adhere to the policy
- Ensure the policy is applied fairly and consistently across the organisation
- Review, on a regular basis, the implementation of this policy.

- Encourage discussion with staff on how business travel contributes to the organisation's carbon emissions, reviewing how staff travel against the business travel hierarchy and explore with staff, opportunities where more appropriate travel choices can be made, in order to encourage a reduction in business mileage and carbon emissions.

### ***Individual Employees***

Staff are required to follow this Business Travel Policy and to make their contribution towards making SEStran a more sustainable organisation.

### **REVIEW**

This policy is designed to encourage a change in staff business travel modes to be more financially efficient and to reduce the organisations CO2 emissions. A baseline of the organisation's annual mileage and carbon emissions has been established by the Climate Change Report. This will be monitored on an annual basis and the policy will be subject to review every three years.