

# Swindon Travel Choices Toolkit

## Resources and templates for travel planning



This document is part of a suite of templates available at:  
<https://www.swindontravelchoices.co.uk/travelplans/>

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## Reducing Business mileage (including flexible working practices)

This toolkit offers some great ideas on how to reduce business mileage; introducing any one of these plans could help reduce your business costs.

This toolkit includes information on:

1. [Why try to reduce business mileage?](#)
  2. [Business mileage;](#)
  3. [Business travel](#)
  4. [Flexible working: Why reduce the need to travel to work?](#)
  5. [Work Hubs](#)
  6. [Working from home](#)
  7. [Flexible working hours](#)
  8. [Compressed working week](#)
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### 1. Why try to reduce business mileage?

- It can save you money on travel costs;
  - It can make your staff fitter, healthier and happier;
  - It may encourage staff to travel more sustainably to and from work as well as during work hours; and
  - It may help towards your business travel plan.
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## 2. Business Mileage

Restructuring your business mileage policy can make business travel more cost effective. Options could include:

- Introduce a cycling and/or walking mileage allowance.
  - Reduce your business mileage rates for car travel – high business mileage payments can encourage employees to drive unnecessary miles due to financial gain.
  - Provide a 'flat rate' for mileage payments which does not discriminate in favour of larger cars.
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## 3. Business Travel

Reducing the number of car trips made for business travel can not only reduce costs, but can also increase the amount of productive staff time. This can be achieved by making alternative travel choices more attractive than lone driving:

- Ensure the workforce has access to technology that allows virtual meetings online, and encourage its use where possible;
  - Consider purchasing public transport season tickets for staff making regular business trips to the same destination, or buy 'pool tickets' so any member of staff can take the ticket for meetings, training, or whenever necessary;
  - Set up a small fleet of pool bikes for going to meetings or training that are short distances away – individuals can cycle up to 7 miles depending on their level of fitness. Read the [Pool Bikes Guide](#) for help with this;
  - Set up an e-bike scheme;
  - Encourage travel using public transport by providing your staff with up-to-date travel information – maps and timetables etc;
  - Sign up to a local car club as a corporate member - find out more about [joining a car club](#) and how this could save you money. If there isn't a car club locally, consider providing pool cars, which can be booked by staff for business trips or site visits as and when they are needed;
  - Encourage staff to [car-share](#) when travelling to training or meetings; and
  - Incorporate electric vehicles into your company car fleet.
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#### 4. Why reduce the need to travel to work?

With technology transforming our working lives employees can now work from home, hold meetings by Teams / Skype / Zoom, or work a condensed week. Reducing the need to travel to work can benefit the employer by:

- Reducing workspaces by having more staff working from home or at work hubs;
- Increasing staff morale by allowing flexible options for staff with difficult or stressful journeys;
- Being seen as a considerate employer, and;
- Increasing the safety of staff in bad weather conditions.

The next few paragraphs explore ways that employees can reduce the need to travel to work.

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#### 5. Work Hubs

Work Hubs offer local work spaces that mean the opportunity to travel shorter distances and the freedom to arrange meetings and days in an office environment without the long commute. Workers can find their local hub and take advantage of the hot desks available. Many people face a long commute every day, but by encouraging employees to work from a local work hub you can cut your carbon footprint and save your company money.

Work hubs can be other buildings that your company owns (eg other sites) or can be hired from a 3<sup>rd</sup> party such as [Regus](#), and [Desk Cowork](#)

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#### 6. Working from Home

Allowing staff to work from home can benefit both you and your staff. According to a new survey by market researcher Ipsos MORI on flexible working commissioned by the Anywhere Working Group, 70 per cent of British office workers, who are able to work away from the office, say they can get 'more done' working away from the office and over one third (38 percent) say they can be more creative when they are able to work flexibly.

Nearly half (47 percent) make a conscious attempt to be extra visible by sending more emails and making more phone calls. Almost one in three (30 per cent) feel guilty about not being in the office, with 39 per cent working longer hours to prove they are not 'shirking from home'.

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## **7. Flexible Working Hours**

This can allow people to car share more flexibly or take restricted public transport. A flexible hours scheme usually involves working a set of "core hours" - perhaps 10am until 3pm or 4pm, with the ability to vary the hours either side of this. Benefits to staff include the ability to fit work around other commitments, such as childcare, doctors' appointments etc. For the employer, this can be an attractive benefit when recruiting staff.

It is recognised that not every working situation is suited to this, particularly for staff working in frontline roles, but for those that can, it is a valuable benefit.

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## **8. Compressed Working Week**

An increasingly popular option is the 'compressed working week' where staff condense their working week or fortnight by working longer days:

- 4 day week – staff work their weekly hours over four days instead of the usual five and have an additional day off per week. On a 40 hour week this would involve 4 x 10 hour days rather than 5 x 8 hour days.
- 9 day fortnight – staff work two weeks' worth of hours over nine days instead of the usual ten and have an additional day off every fortnight. On a 40 hour week this would involve 8 x 9 hour days and 1 x 8 hour day rather than 10 x 8 hour days.

***Information checked: July 2021***