



Perform process/add something.



Edit current section.



Return focus to section

**TRAVEL MODES DESCRIPTION:**

**Green:** Walk, Cycle, Work from Home, Scooter (Non-motorised or electric);

**Amber:** Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

**Red:** Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

## Approved Travel Plan (Green) Accreditation Checklist

*The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system*

### Introduction

<b>Reviewed and updated within the last 12 months and contains sufficient information for anyone travelling to the site to understand how to get there. All relevant fields completed, with particular emphasis on those listed below.</b>	
'Site Details' section completed	
'Staff & Volunteer Information' section completed	
'Visitor Information' section completed	
'Opening Hours' section completed	
'Introduction to our site' completed	
'Local Amenities' completed	
'Location Type' completed	

### Aims & Objectives

Travel Plan 'Aim' added	
Travel Plan 'Objectives' added	

### Working Group

Working group established*	
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### Site Audit

<b>Reviewed and updated within the last 12 months and contains sufficient information for anyone travelling to the site to understand how to get there and what facilities to expect on arrival. All relevant fields completed, with particular emphasis on those listed below.</b>	
'Transportation Links' section completed. <i>Each mode of travel field must contain sufficient detail to describe how to access the site by each travel mode to someone unfamiliar with the site.</i>	
All fields in 'On-site Facilities' section completed	
'Car Travel' section completed	

### Travel & Transport Policies

'Travel & Transport Policies' section completed*	
'Sustainable Travel Tools' section completed*	

### Surveys, Modal Shift & Targets

At least one 'Target' set <i>Targets must be SMART, with a date in the future &amp; not already achieved</i>	
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### Initiatives

A minimum of seven unique 'Travel Initiatives' planned	
A minimum of three unique 'Supporting Initiatives' planned	

### Sign Off

Application is signed off by Senior Management Team	
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Perform process/add something.



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**Amber:** Bus, Car share, Park & Ride, Park & Walk, Train, Tube/Metro/Tram/Light Rail;

**Red:** Car/Van alone, Dropped off by car, Motorbike/Scooter, Taxi

Statement of endorsement provided by Senior Management Team	
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*\*Not a requirement for Approved level accreditation but it is best practice to complete this section*

## Good Travel Plan (Bronze) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

### Previous Level Complete

All Approved Level criteria complete & up to date	
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### Working Group

Working group established*	
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### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year	
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*Minimum response rates: <50 staff = 40%; 50 - 99 staff = 30%; 100 - 499 staff = 25%; 500 - 999 staff = 20%; 1,000 - 2,499 staff = 15%; 2,500+ staff = 10%*

### Travel & Transport Issues

A minimum of one current issue has been identified, and recorded	
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### Initiatives

Evidence is not required for Good Level but is strongly recommended.

*NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.*

A minimum of seven unique 'Travel Initiatives' recorded and Completed	
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A minimum of three unique 'Supporting Initiatives' recorded and Completed	
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### Sign Off

Application is signed off by Senior Management Team	
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Statement of endorsement provided by Senior Management Team	
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*\*Not a requirement for Good Level accreditation but it is best practice to complete this section*



Perform process/add something.



Edit current section.



Return focus to section

**TRAVEL MODES DESCRIPTION:**

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## Very Good Travel Plan (Silver) Accreditation Checklist

*The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system*

### Previous Level Complete

All Approved Level criteria complete & up to date	
All Good Level criteria complete & up to date	

### Working Group

Working Group established and active. <i>The Working Group must represent the organisation and include a minimum of three people.</i>	
Working Group actions/activity documented annually, with evidence	

### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year <i>Minimum response rates: &lt;50 staff = 50%; 50 - 99 staff = 40%; 100 - 499 staff = 30%; 500 - 999 staff = 25%; 1,000 - 2,499 staff = 20%; 2,500+ staff = 15%</i>	
Achieve a reduction in red travel modes and increase in amber and/or green modes	

### Initiatives

Evidence is required for all Initiatives

*NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.*

A minimum of fifteen unique 'Travel Initiatives' recorded and Completed	
A minimum of five unique 'Supporting Initiatives' recorded and Completed	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Perform process/add something.



Edit current section.



Return focus to section

**TRAVEL MODES DESCRIPTION:**

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## Excellent Travel Plan (Gold) Accreditation Checklist

The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system

### Previous Level Complete

All Approved Level criteria complete & up to date	
All Good Level criteria complete & up to date	
All Very Good Level criteria complete & up to date	

### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year <i>Minimum response rates: &lt;50 staff = 50%; 50 - 99 staff = 50%; 100 - 499 staff = 40%; 500 - 999 staff = 30%; 1,000 - 2,499 staff = 25%; 2,500+ staff = 20%</i>	
Decrease in red travel modes of 5% or more or less than 10% red modes in current year	

### Initiatives

Evidence is required for all Initiatives

*NOTE: There must be sufficient information in 'Reporting' for someone outside the organisation to understand what was done. 'N/A', 'none', abbreviations, initials and similar are not acceptable for accreditation.*

A minimum of twenty-five unique 'Travel Initiatives' recorded and Completed	
A minimum of ten unique 'Supporting Initiatives' recorded and Completed	

### Excellent/Outstanding Standard Delivery

Evidence is required for all Initiatives

A minimum of two unique 'Excellent/Outstanding Standard Initiatives' recorded and Completed	
Excellent/Outstanding Standard Testimony section completed and updated for each accreditation renewal	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	



Perform process/add something.



Edit current section.



Return focus to section

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## Outstanding Travel Plan (Platinum) Accreditation Checklist

*The 'Business Accreditation' tab shows up to date progress in the Modeshift STARS system*

### Previous Levels Complete

All Approved Level criteria complete & up to date	
All Good Level criteria complete & up to date	
All Very Good Level criteria complete & up to date	
All Excellent Level criteria complete & up to date	
Must have held Excellent level STARS accreditation for a minimum of 3-years	

### Surveys, Modal Shift & Targets

'Staff Travel Mode Data' completed within the current year <i>Minimum response rates: all sites, any number of staff = &gt; 50%</i>	
Achieve a reduction in red mode journeys and an increase in green modes of at least 5%	

### Sign Off

Application is signed off by Senior Management Team	
Statement of endorsement provided by Senior Management Team	