



## TRAVEL PLAN: TP1

Company: Zampell Limited  
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Issue: 1  
Written by: Gary Dukes, Travel Plan Coordinator  
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Signed:

### **A Travel Plan shall be developed and implemented for Zampell Ltd that:**

- a) Supports Zampell Ltd Environmental Policy
- b) Supports Zampell Ltd Travel Policy
- c) Meets any requirements as laid down within ISO14001:2004
- d) Provides Staffordshire Moorlands District Council, with a detailed action plan that satisfies the district planning authority regarding future site development.
- e) Complies with all relevant statutory provisions.
- f) Promotes a positive attitude and culture towards travel.

### **Scope:**

The Travel Plan will primarily cover:

- a) Zampell Ltd employees travelling to and from work
- b) Zampell Ltd employees travelling to and from customers and suppliers  
(e.g. sales staff on business journeys)

Objectives and targets have been set to achieve the above.

### **Primary Purpose:**

To encourage Zampell Ltd employees to be responsible in their methods of travel to and from work, and to promote more environmentally sustainable and less polluting methods of transportation. This shall include car sharing and cycling.

### **Background / Site Assessment:**

The site is currently occupied by Zampell Ltd.

Zampell Ltd is a Refractory Engineering company.

Employees: Office, Warehouse and production

Staff: 45 Hours of operation 7:30am – 4.30pm

### **PUBLIC TRANSPORT PROVISION – BUS SERVICES**

The nearest bus top to Zampell Ltd is approximately 250 Yards away. It is anticipated that 0 Employees will use public transport to and from the office.

### **PEDESTRIAN ACCESS**

There are safe pedestrian routes (paths) which lead to a bus stop as detailed above.



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### CYCLING / MOTORCYCLES

Onsite provision consists of a secure and well-lit cycle locking hoop storage facility/cycle lockers.

On a normal working day there will be approximately 2 bikes.

Motor bikes would be parked with bicycles and provision increased and when required.

### VEHICULAR ACCESS

Congestion problems do not exist on the industrial estate due to each unit having adequate parking provision and companies having staggered start times and access roads being of adequate capacity.

### CAR PARKING

Currently there are 8 car park spaces on site.

Zampell Ltd has adequate on-site parking in accordance with current planning requirements and will therefore not create any additional parking congestion.

Most Zampell employees are encouraged to work from home when possible and practical to reduce on site congestion.

The nature of the works carried out by Zampell means that the majority of staff are out of the office on a daily basis which again reduces parking requirements and on site congestion.

The on-site car park is owned outright by Zampell Ltd.

Spaces are on a first come first served basis, except for visitors and directors.

### Plan Methodology:

1. Zampell Ltd have nominated a Travel Plan Co-ordinator who will be responsible for the implementation and monitoring of the travel plan.
2. The plan shall carry the support of the Directors and carry their authority for implementation.
3. Zampell Ltd shall carry out an employee travel survey to establish current methods of travel to and from work, and what potential alternatives they would be willing to use (e.g. car sharing / cycling).
4. Zampell Ltd shall re-visit the employee travel survey on a three yearly basis, so as to capture new employees and identify opportunities to reduce car usage.
5. The Travel Plan Co-ordinator shall promote other forms of transport by use of company notice boards with posters, leaflets and information on health and cost benefits.
6. Zampell Ltd shall carry out a site assessment, which shall detail the current situation with regards to the number of cars parked on site during normal working hours versus the number of employees at work during the same hours.
7. Zampell Ltd shall continue with the driver assessment training to all commercial vehicle drivers, to improve driver efficiency, and to capture new employees.
8. Zampell Ltd will continue to minimise customer site visits by using other means of communication wherever possible reducing the need for salespersons travel.
9. Zampell Ltd will encourage employees to work from home when practical to reduce travel to the office.
10. The plan shall be made available to all Zampell Ltd employees via notice boards and announcements.



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11. The Zampell Ltd Travel Plan Co-ordinator will supply an annual report to the Staffordshire County Council Site Co-ordinator detailing the performance against the agreed measures.
12. The plan will be subject to external audit by Staffordshire County Council and internal review at least annually as deemed necessary by the local authority.

Following a review of the site and the current methods of travel by employees to and from the site. It has been determined that the alternative methods of transport include cycling to work, or car sharing, walking or public transport.

### **Initiative 1 – Cycling**

Zampell Ltd have provided an area for changing, lockers, safe and secure cycle storage facility.

Zampell Ltd shall encourage the use of cycles by providing employees with information on the health, costs and environmental benefits of cycling to work instead of using a car, including any new cycle paths as and when they are made available by the Council.

Zampell Ltd shall carry out employee travel surveys to determine the potential change in methods of transport used following cycle promotions. Zampell Ltd shall audit the site to determine cycle usage against car usage.

Zampell Ltd participates in the new government initiative cycle to work scheme, by allowing employees to purchase bicycles at a significant saving.

### **Initiative 2 – Car Sharing**

Zampell Ltd will make information / literature on the financial and environmental benefits of car sharing available for employees to consider. Zampell Ltd will invite employees to submit their names for the internal car-sharing scheme. This will identify the times of travel and the general destination. Zampell Ltd will also provide publicity for and access to the local authority scheme. This will be subject to assurances from the local authority regarding the Data Protection Act, and employee safety.

Zampell Ltd will provide a guaranteed emergency lift home scheme for incidents where a car sharer is left stranded. (This scheme will only apply where all other practical solutions have been exhausted).

### **Initiative 4 - Company Vehicles**

Zampell Ltd will continue to encourage customer contact by conference calling and video conferencing to reduce the number of unnecessary business miles.

### **Targets:**

1. To reduce the number of wasted business journeys made to and from customers and suppliers.
2. To reduce the number of employee cars on site by 5% in the next 2 years.

### **Achievements**

1. The plan is still being communicated to all employees.
2. The travel initiatives are provided to employees on their first day induction.
3. Customers contact by conference calling and video conferencing has increased. A follow up survey shall take place in 12 months' time to better understand employee concerns and to monitor targets set.



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4. A new cloud-based project management system is in development to allow all staff to access all required project and company information from anywhere in the world which will reduce the number of office visits for staff based off site.
5. 4 new electric car charging points are being installed with provision for a further 4 to be installed at a later date.