

Step	Criteria	Documents required	Score	Time Guide	Cumulative Time
One: Certificate of Commitment				1 month	1 month
Comp	Clear management support for developing a travel plan		0		
1 Point Standard	Written request to join TfW/Travelchoice and commitment to develop a plan from most senior manager ion	Signed letter from senior manager. Can be letter of application for TP awards			
2 Point Standard	Senior Management actively assists with the development of the Travel Plan	As above, but also stating role of SM in TP development			
Comp	Staff time allocated to develop the Travel Plan		0		
1 Point Standard	Tasks allocated, but with no additional time.	State how this has been done, on the Application Form			
2 Point Standard	Tasks allocated within existing role with additional time	State how this has been done, on the Application Form			
3 Point Standard	Full or part time travel plan coordinator appointed	State how this has been done, on the Application Form			
Comp	Scope of travel plan identified		0		
1 Point Standard	The travel plan will cover travel to work.	Application Form			
2 Point Standard	The travel plan will cover travel to work & business travel.	Application Form			
3 Point Standard	The travel pan will cover travel to work, business travel, visitors travel & deliveries.	Application Form			
	Total points available for Step One = 8 plus 1 bonus point	Total points awarded			
Two: Certificate of Development				7 months	8 months
Comp	Staff awareness of travel plan development		0		
1 Point Standard	Demonstrate that employees have been informed of the development of a travel plan.	sample newsletter, transcript of presentation or photo of notice board etc			
	Steering group set up to help advise on the development of the travel plan		0		
1 Point Standard	Steering Group mentioned but no details of membership provided	Minutes from steering group			
2 Point Standard	Steering group incl. representatives from some of the following HR, Facilities, Finance, Union/Employees and Senior Management	Minutes from steering group			
3 Point Standard	Steering group incl. representatives HR, Facilities, Finance and Senior Management	Minutes from steering group			
Comp	Consultation with staff		0		
1 Point Standard	Employees consulted in someway	evidence of consultation			
2 Point Standard	Questionnaire or other communication sent to staff asking for suggestions for initiatives.	Sample of questionnaire			
3 Point Standard	Staff forum or other method set up to discuss proposals	Minutes from forum meeting			
Comp	Staff travel survey undertaken		0		
1 Point Standard	Undertaken TfW travel survey or equivalent to baseline ascertain.	Travel Plan Document			
2 Point Standard	In addition to above asked additional 'attitudinal' question of staff.	Travel Plan Document			
3 Point Standard	Carried out additional travel surveys for example car/cycle park usage, through a staff forum etc	Travel Plan Document			
	Site and facilities survey undertaken		0		
1 Point Standard	Undertake site and facilities survey	Submit site and facilities survey report			
	Map of employees home locations produced		0		
1 Point Standard	Produce map of employees home address.	Map			
	Survey results published.		0		
1 Point Standard	Survey results published to all staff with little or no interpretation	sample of published results			
2 Point Standard	Survey results interpreted and key findings published to staff	examples of communication(s)			
3 Point Standard	Survey results made accessible and meaningful for staff - clearly linking to travel plan initiatives	examples of communication(s)			
Comp	Objectives set		0		
1 Point Standard	Clearly set out the objectives of the Travel Plan	Travel Plan Document			
Comp	Targets set		0		
1 Point Standard	Set Specific Measurable Achievable Realistic and Timebound targets.	Travel Plan Document			
Comp	Actions identified/ Funds/ resources allocated		0		
1 Point Standard	Identify actions	Travel Plan Document			

2 Point Standard	Identify actions and link to targets.	Travel Plan Document		
Comp	Likely availability of funding identified		0	
1 Point Standard	Funding reviewed, but no dedicated source identified or made available	Travel Plan Document/Step 2 form		
2 Point Standard	Funding reviewed and non dedicated funding source identified and made available	Travel Plan Document/Step 2 form		
3 Point Standard	Funding reviewed and dedicated funding made available	Travel Plan Document/Step 2 form		
	Deadlines set for targets		0	
1 Point Standard	Timescale set for some targets.	Travel Plan Document		
2 Point Standard	Timescale set for all targets.	Travel Plan Document		
Comp	Car park management		0	
1 Point Standard	Car park management reviewed but not developed at this time.	Travel Plan Document		
3 Point Standard	Car park management reviewed and current management system is appropriate for targets (i.e.. already has an effective car park management system)	Travel Plan Document		
3 Point Standard	Car park management reviewed and further developed to help meet targets.	Travel Plan Document		
Comp	Written travel plan document		0	
1 Point Standard	Develop TP document receiving advice from TfW/Travel Choice	Travel plan first draft		
	Standard format of travel plan		0	
1 Point Standard	Travel plan submitted in appropriate format.	Travel plan final draft		
	Submission of final draft of travel plan document to TfW/ Travel Choice		0	
1 Point Standard	Submit final draft of travel plan to TfW/Travel Choice with taking account of suggested alterations to previous drafts	Travel plan final draft		
2 Point Standard	As above with documented support for travel plan from senior management	Travel plan final draft		
	Total points available for Step Two = 31 plus 2 bonus points	Total points awarded	0	
Three: Certificate of Implementation			4 months	12 months
Comp	Travel plan initiatives linked to launch (assess retrospectively for existing TP's)		0	
1 Point Standard	Have at least one initiative already in place before launch	Annual travel plan report		
2 Point Standard	Have at least one initiative already in place before launch and another to promote at launch	Annual travel plan report		
3 Point Standard	Have at least one initiative already in place before launch and more than one other to promote at launch	Annual travel plan report		
Comp	Travel plan launch		0	
1 Point Standard	Inform staff the travel plan is active through email/newsletter	Annual travel plan report		
2 Point Standard	Hold one event to inform staff of launch of the travel plan	Annual travel plan report		
3 Point Standard	Hold a number of events promoting the plan and some initiatives.	Annual travel plan report		
	Total points available for Step Three = 6	Total points awarded	0	
Four: Travel Plan Award			12 months	24 months
	Actions set out in travel plan have been implemented		0	
1 Point Standard	At least half of TP actions have been implemented by target date	Annual travel plan report		
2 Point Standard	3/4 of TP actions have been implemented by the target date	Annual travel plan report		
3 Point Standard	All TP actions have been implemented by the target date	Annual travel plan report		
Comp	Monitoring - Annual travel survey carried out		0	
1 Point Standard	Participated in annual TfW/Travelchoice travel survey or equivalent.	Annual travel plan report		
	Study into success or failure of actions undertaken		0	
1 Point Standard	Identify which actions have worked and which have not.	Annual travel plan report		
2 Point Standard	Identify which actions have been successful/unsuccessful and why	Annual travel plan report		
Comp	Annual review of travel plan progress written and submitted		0	
1 Point Standard	Submit Travelchoice annual survey results as an annual progress report. N/A for TfW	Annual travel plan report		
2 Point Standard	Submit to TfW/Travelchoice an annual progress report detailing progress towards targets and any initiatives.	Annual travel plan report		
	Promoted and encouraged staff to participate in a national sustainable travel event		0	
1 Point Standard	Promote and participate in one national sustainable travel event	Annual travel plan report		

2 Point Standard	Promote and participate in more than one national sustainable travel events.	Annual travel plan report		
	Total points for available for Step Four = 10 plus 1 Bonus	Total points awarded	0	
Five: Travel Plan Excellence Award			12 months	36 months
Comp	All initial targets met or revised if monitoring has shown them to be inappropriate		0	
1 Point Standard	One or more initial targets met and revisions made	Annual travel plan report		
2 Point Standard	More than half initial targets met and revisions made	Annual travel plan report		
3 Point Standard	All initial targets have been met and new targets developed	Annual travel plan report		
	Monitoring of travel to site is ongoing.		0	
1 Point Standard	The employer has participated in annual TfW/Travelchoice survey or equivalent	Annual travel plan report		
2 Point Standard	The employer has participated in annual TfW/Travelchoice survey and undertaken further consultation/monitoring	Annual travel plan report		
	The employer demonstrates that the development of new measures and review of existing measures is continual		0	
1 Point Standard	Two new initiatives have been launched since the initial plan was written	Annual travel plan report		
2 Point Standard	Three or more initiatives have been launched since the initial plan was written	Annual travel plan report		
	Show that the travel plan is now an "active" document that is seen as a tool to benefit/business / employees / local community and the environment.		0	
1 Point Standard	Key annual survey results/report are published internally	Annual travel plan report		
2 Point Standard	Travel plan initiatives and success are published externally, e.g. on the internet/ press releases.	Annual travel plan report/ press releases/WebPages etc		
3 Point Standard	As above and evidence of trying to involve employer neighbours in joint travel initiatives	Annual travel plan report/ minutes of meetings/ leaflets etc.		
	A high level staff awareness has been demonstrated.		0	
1 Point Standard	Annual survey shows that at least 50% of staff are aware of travel plan	Annual travel plan report		
2 Point Standard	Annual survey shows that at least 75% of staff are aware of travel plan	Annual travel plan report		
	Total points available for Step Five = 12 plus 1 bonus point	Total points awarded	0	