

# New staff travel and transport handout

At [Organisation], our aim is to encourage our staff to travel sustainably for both commuting and work related purposes. This document provides information and contact details to enable you to easily access information on cycling, walking, car sharing and public transport options.



## Travel and Transport

For all your [ENTER ORGANISATION NAME] travel and transport information, visit:

[WWW.EXAMPLEORGANISATIONINTRANETORINTERNETPAGE.ORG.UK](http://WWW.EXAMPLEORGANISATIONINTRANETORINTERNETPAGE.ORG.UK)

Organisational contact name: [ENTER NAME]

Email: [ENTER email address]

Phone: [ENTER phone number]

### Walking and cycling

It's free and healthy - [We even have a cycle allowance of XXp per mile for business mileage]

Our site is only x minutes cycle from the [cycle route number/ name], which is [traffic free/on road, with cycle lanes/ connects to quiet cycle friendly streets]. On these routes you can easily connect to [place name].

For local cycle routes, route planning and free maps visit [www.sustrans.org.uk/map](http://www.sustrans.org.uk/map)

Download your free 'Complete National Cycle Network' iPhone App from: <http://itunes.apple.com/uk/app/the-complete-national-cycle/id436521445?mt=8&ls=1>

For route planning and carbon savings visit [www.cyclestreets.net](http://www.cyclestreets.net)

To support you in your active travel, facilities on our site include:

- Secure and covered cycle storage
- Shower and changing facilities
- Cycle to work scheme
- Nearby cycle routes and hospital map

ADD YOUR  
LOGO HERE

## Buses and trains

The nearest bus stops to our site are on [street name], only a [x] minute walk from reception. You can connect to [add place name] from this/ these stops. The nearest train station is [add name]. This is x minutes on foot, or x minutes by bicycle. You can connect to [place name] from here.

Traveline Cymru ([www.traveline-cymru.info](http://www.traveline-cymru.info)) has all the information you need regarding all buses and trains, Wales and UK wide.

### The Traveline Cymru 'Journey Planner' provides:

- Travel times for trains and buses
- Locations of bus stops and train stations

### You can also access bus timetable information from any bus stop:

- Find your unique bus stop code at either bus stop or website e.g. SWADATP
- Text it to 84268 and get a free reply
- Times of the next four buses for that stop and real time info where available

Use your phone to find out bus times by down loading the Traveline Cymru iphone app at the itunes store or browse [Nextbuses.mobi](http://Nextbuses.mobi) mobile internet service.

For train times and fares, visit: [www.nationalrail.co.uk](http://www.nationalrail.co.uk); [www.trainline.co.uk](http://www.trainline.co.uk); [www.arrivatrainswales.co.uk](http://www.arrivatrainswales.co.uk) or [www.firstgreatwestern.co.uk](http://www.firstgreatwestern.co.uk)

Annual discounted bus passes are available: **employer subsidised/ discounted/ monthly/ weekly**

Contact: **Organisational contact and local bus company contact**

Train passes: Check if you are eligible for a Young Persons rail card or Senior Persons rail card

## Car sharing

You could halve your travel costs if you car share.

Car sharing can provide a cost effective way of travelling when you make either a one off or regular journey. You can car share as a passenger or driver.

To find out more log on to your regional car share scheme, where **[ORGANISATION NAME]** has a car share group called..... You can also find car parking space allocated specifically for car sharers at **[ORGANISATION ADDRESS]**



For South West Wales



[www.swwitch2share.com](http://www.swwitch2share.com)

For South East Wales



[www.sewtacarshare.com](http://www.sewtacarshare.com)

For Mid Wales



[www.midwalescarshare.com](http://www.midwalescarshare.com)

For North Wales



[www.northwalescarshare.com](http://www.northwalescarshare.com)

Sustrans is the charity that's enabling people to travel by foot, bike or public transport for more of the journeys we make every day.

It's time we all began making smarter travel choices.  
Make your move and support Sustrans today.  
[www.sustrans.org.uk](http://www.sustrans.org.uk)

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