

Appendix 1 – Green Travel Policy



Gloucester City Council is committed to encouraging greener travel by its staff and Elected Members. To do so the Council endorses the following principles for greener travel supported by the provision of an online integrated business travel portal:

- To reduce the need to travel;
- To increase awareness among staff of travel choices and their implications;
- To facilitate and promote more active modes of travel;
- To encourage staff to commute to work by walking, cycling and using public transport and reduce in particular, single occupancy car journeys;
- To encourage the use of sustainable and cost effective forms of transport on business Journeys;
- To maximise the efficiency of fleet vehicles and hire availability vehicles where these are identified as the most sustainable and cost effective form of travel
- To ensure the Travel Policy is embedded into existing corporate and departments processes reviewed on a regular basis

The travel hierarchy upon which this Travel Policy is based is provided below:

- Is there a need to travel – can a telephone call, tele-conference, video conference, email exchange or use of google maps (etc.) deliver the same outcome;
- Walking / cycling – the healthiest and cheapest forms of transport, negligible carbon emissions flexibility;
- Public transport – reduced carbon emissions particularly if travelling as a group but does come with issues or reliability and congestion.
- Pool Car & Hire Car – access to a clean, fully serviced and well maintained vehicle does prove popular and can reduce carbon emissions particularly where journeys are shared.
- Air Travel – sometimes the only viable option. High in carbon emissions and thus high in cost but sometimes may be cheaper in monetary terms for other long distance modes of travel.
- Private car – sometimes the only option due to need but better if a shared trip

Every business journey you undertake will require planning and where you are considering undertaking your journey by vehicle then that will require to be pre-planned (unless 'business critical' exceptional circumstances) through the Council's online business travel portal

Once you have submitted your business journey details, the portal will direct you to travel in the most sustainable and cost effective manner available and this will include, pool car and hire car. Other than by exception you will be expected to travel in the most sustainable and cost effective manner and if you choose not to do so and use your own personal car for business travel then the Council will not reimburse that journey.