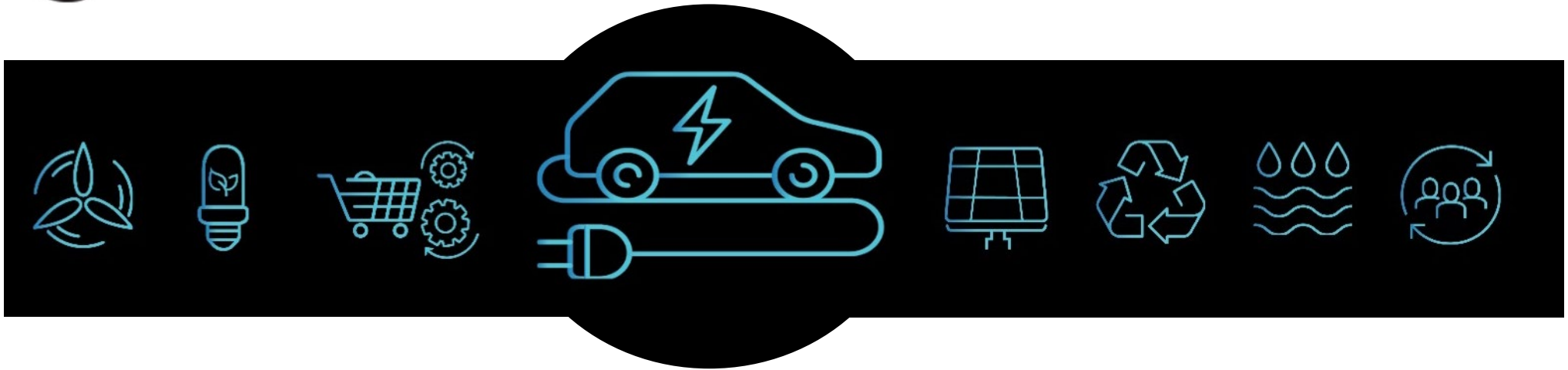


Sustainable Transport Self-assessment checklist



1. Use the checklist to assess your current status (tick in 'Current' column).
2. Then choose your next level of action to create your own Sustainability Action Plan (tick the relevant 'Target' column).

Statement of Best Practice	No Action	Current	Some Action	Current	Target	Moderate Action	Current	Target	High Action	Current	Target
The business provides employees with the opportunity to commute sustainably. (e.g., public transport/maintenance of bikes/walking shoes are subsidised).	No actions are taken to promote sustainable commuting.		The business passively encourages sustainable commuting options.			The business actively encourages sustainable commuting options with benefits or incentives.			Incentives or compensation are provided such that all staff can commute sustainably.		

Statement of Best Practice	No Action	Current	Some Action	Current	Target	Moderate Action	Current	Target	High Action	Current	Target
<p>The business encourages active transport / commuting.</p>	<p>No effort to encourage active transport.</p>		<p>One of the following occurs:</p> <ul style="list-style-type: none"> - Bike racks are provided on site. - Changerooms/showers are accessible on site. - Other strategy is in place to encourage active transport. 			<p>Limited access to amenities within close proximity of the business. Including bike racks</p> <p>AND</p> <p>Changeroom / shower.</p>			<p>Employees have complete access to amenities which encourage active commuting.</p> <p>AND</p> <p>The business takes part in activities promoting active transport i.e., walk to work / Step-tember.</p>		
<p>The business offers flexible working hours to minimise travel and allow employees to commute outside peak hour times (where possible).</p>	<p>Flexible working arrangements are not allowed.</p>		<p>The business offers some flexibility for staff to avoid peak hour traffic, e.g., work from home options.</p>			<p>The business offers all staff flexible working hours to avoid peak hour traffic, e.g., work from home options.</p>			<p>Moderate action</p> <p>AND</p> <p>Flexible working opportunities are detailed within the company management policy and efforts to reduce employee commuting hours have been put in place.</p>		

Statement of Best Practice	No Action	Current	Some Action	Current	Target	Moderate Action	Current	Target	High Action	Current	Target
Meetings are held virtually where practicable.	<i>All meetings must be attended in person.</i>		<i>Meetings are held virtually occasionally.</i>			<i>Most meetings have virtual options (where practicable) to encourage and allow staff to work from home.</i>			<i>All meetings have virtual options (where practicable) to allow staff to work from home. AND Where virtual meetings are not considered possible, public transport details are provided on invitations / company website to encourage sustainable commuting.</i>		
Fleet Vehicles use alternative fuel sources including biogas (E10 or higher), biodiesel, or electricity.	<i>No fleet vehicles use alternative fuel sources.</i>		<i>Some (less than 50%) of fleet vehicles use alternative fuel sources. OR All new fleet vehicles, from 2021 onwards (as a minimum) use alternative fuel sources.</i>			<i>Between 51-89% of vehicles use alternative fuel sources. OR All new fleet vehicles, from 2021 onwards (as a minimum) use alternative fuel sources.</i>			<i>90-100% of vehicles use alternative fuel sources.</i>		