

Business Action Plan



With reduced capacity in our public transport network, it is important to anticipate how this can affect you and your business. In order to allow our transport network to run smoothly and avoid unnecessary risks, it is key to plan ahead and develop a strategy to support staff and suppliers.

ISSUE	WHAT can you and your business do?	TICK actions that apply	WHEN can you do this by?	WHO is best for this task?	NEXT STEPS to progress the action
TRAVEL TO WORK	Consider the need for travel. Who can work from home?				
	Communicate the impact on travel to your staff so they are aware of existing restrictions and changes to services				
	Inform staff of the available active travel infrastructure, and opportunities to purchase bikes (Cyclescheme, Cycle2Work...)				
	Provide your staff with updated travel information, including changes to public transport services				
	Conduct a survey to understand your staff's travel patterns				
	Support staff in remote working, flexible hours and travelling at different times				
	Help staff plan for the safe use of public transport, including the use of online journey planners				
	Set up and undertake a survey monitoring changes in travel mode				

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AT WORK	Check 'end of trip' facilities (showers, lockers etc) are available and adequate				
	Review current parking provision and potential changes to existing setup				
	Ensure cycle parking facilities are appropriate for a potential increase in demand				

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TRAVEL FOR WORK	Reduce the need to travel if possible. Promote the use of teleconference / video conference to attend meetings				
	Promote the allocation of meetings at times that avoid travel during peak periods				
	Encourage your staff to walk and cycle if they need to attend meetings or business visits				
	Arrange business travel in a way that reduces the number of trips through the day. Consolidate appointments in the same area				
	Inform your visitors of potential issues in the transport network, encouraging to plan ahead				

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SERVICING AND DELIVERIES	Arrange reception and collection of goods avoiding peak periods				
	Talk to your suppliers about potential changes to the road network around your business				
	If possible, try to switch to alternative delivery modes such as cycle couriers				
	Try to receive fewer deliveries by bulk buying and arranging shared delivery drops with other businesses near you				
	If possible, arrange fewer collections by reorganizing delivery timelines with your clients				
	Design a plan to manage vehicle movement in and out of your premises. This will help identify trends and potential interventions to reduce demand.				

Information Sources for Employers

- Traveline Scotland ([link](#)) for real time information and journey planning
- Scotrail ([link](#)) will also be providing up to date travel information
- Sustrans' Spaces for People ([link](#))
- TravelKnowHow Scotland ([link](#))
- Cycling Scotland ([link](#))
- Way to Work Scotland ([link](#))
- Strathclyde Transport Partnership (SPT) ([link](#))
- South-East of Scotland Transport Partnership (SESTRAN) ([link](#))

