


Vacman Cleaning Ltd	
Environmental Management System	

<b>Procedure Title:</b> Transport and Travel		<b>Procedure No:</b> 14
<b>First issued:</b> 03.04.04	<b>Last revised:</b> 23.9.05	<b>Revision No:</b> 05.0
<b>ISO 14001 reference:</b> 4.4.6		
<b>O M reference:</b> None.		
<b>Related procedures:</b>	<ul style="list-style-type: none"> <li>▪ Procedure 19 - Maintenance of Register of Applicable Legislation and Other Requirements</li> <li>▪ Procedure 11 - Purchasing</li> <li>▪ Procedure 5 - Energy Management</li> <li>▪ Procedure 7 - Environmental Complaints</li> </ul>	

## 1. Purpose


- 1.1 The purpose of this procedure is to describe the measures involved in the reduction of pollution and natural resource depletion from transport and travel activities of Vacman Cleaning Ltd.

## 2. Scope

- 2.1 This procedure relates to business travel, Vacman vehicles: vans and cars, company lease cars, hired cars, deliveries to sites and any other visitors to Vacman premises.

## 3. Definitions

- 3.1 Travel Plan – a set of measures tailored to suit the individual circumstances of different locations, but with the common aim of reducing the impacts of travel *to work* and transport activity *during work*.
- 3.2 Tele-working – working from a location remote from the main place of work, without compromising the ability of employees to fulfil their employment duties.
- 3.3 Suppliers – organisations or companies who provide a service or product for use by Vacman Cleaning Ltd and its employees.
- 3.4 Prospective vehicle list – list of motor vehicles for which an employee obtains a cost quote for the purchase of a company vehicle.
- 3.5 Visitor vehicle episode – the occurrence of a visitor arriving at any site via a motor vehicle.
- 3.6 Delivery episode – the occurrence of a delivery.

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3.7 Business miles – authorised travel by motor vehicle on company business, through use of owned, leased, hired or personal motor vehicles.

#### **4. Responsibilities**

4.1 The Managing Director, or nominated representative, has overall responsibility for the development and implementation of a Travel Plan.

4.2 All members of the Management have responsibility for the approval of lease cars and the use of private vehicles for business purposes.

4.3 The Office Manager is responsible for assembling relevant travel data (e.g. business miles travelled).

4.4 All Line Managers have responsibility for the approval of travel mode, including the use of hire cars.

4.5 Site Supervisors are responsible for the collation and quarterly reporting of data on visitor-vehicle episodes and delivery episodes to the Office Manager.

4.6 Employees being visited are responsible for ensuring all visitors are signed in, indicating where applicable, vehicle use.

4.7 All employees have a responsibility to comply with the relevant parts of this procedure.

4.8 All employees are responsible for promptly submitting their travel expenses (including mileage data) via the expenses system

4.9 The Managing Director, or nominated representative, is responsible for reviewing the effectiveness of this procedure and for reviewing existing and new Company policies to determine travel impacts that may arise and the implications of these in terms of the objectives and targets of the Company's Travel Plan.

#### **5. Procedure**


5.1 The Travel Plan will be maintained and reviewed on an annual basis.

5.2 A policy on business travel will be maintained.

5.3 Employees will be made aware of the environmental impacts of various modes of travel.

5.4 Hire cars will only be authorised in the event that the use of public transport is deemed impractical or is estimated to increase journey time to an unacceptable level. The group of hire car selected will be appropriate to the travel need and the following:

5.4.1 published CO<sub>2</sub> emissions for any vehicles for which the employee obtains a lease cost quotation

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- 5.4.2 average fuel consumption based upon manufacturer's published data for any vehicles for which the employee obtains a lease cost quotation.
- 5.5 Available data on business mileage by car will be collated for analysis and reporting on a quarterly basis.
- 5.6 The average combined cycle fuel consumption of the company vehicle fleet will be assessed on a quarterly basis, if data is readily available.
- 5.7 Suppliers will be informed of the Vacman's commitment to a Travel Plan, where appropriate.
- 5.8 Directions to all locations issued to site visitors will include public transport arrangements.
- 5.9 The choice of new office premises and the venue for external meetings, training seminars, conferences and other similar events will include consideration of travel and transport implications for visitors, deliveries and employees.
- 5.10 Welfare facilities (such as lockers, showers, changing rooms, etc.) will be provided, where possible, so as to encourage cycling and walking to work.
- 5.11 Each delivery to sites will be recorded
- 5.12 Vehicle-sharing will be promoted and monitored.
- 5.13 Revisions to existing Company policies, and new policies that are introduced, should be reviewed to determine travel impacts that may arise and the implications of these in terms of the objectives and targets of the company's Travel Plan.

**6. Further References**

None

**7. Record Forms**

None.