



694. Sustainability & Climate Action - Climate Risk & Adaptation - Sustainable Travel Plan Review

Category:	Sustainability & Climate Action
Subcategory:	Climate Risk & Adaptation
Status:	Best Practice
Type:	Competent Person
Priority:	Recommended
Commonality:	Common

Note: This document provides guidance to support compliance but is not a substitute for professional advice.

Why This Task Matters

Your careful review of sustainable travel arrangements supports healthier lifestyles for pupils and staff while reducing the organisation's carbon footprint and demonstrating responsible environmental leadership. By monitoring travel choices and updating initiatives, you contribute to cleaner air around schools, promote active travel habits that benefit community health, and build confidence in the organisation's commitment to sustainable transport while recognising the vital role facilities staff play in supporting eco-friendly commuting that enhances both environmental and community wellbeing.

Task Summary

Best Practice: This task involves reviewing the school or college's Sustainable Travel Plan each year to monitor pupil, staff, and visitor transport choices and update initiatives. The review should assess current travel patterns, evaluate the effectiveness of existing sustainable travel measures, identify opportunities for improvement, and update the plan with new initiatives. Staff should analyse travel survey data, review parking usage, assess active travel infrastructure, and consider integration with curriculum activities. The process should include stakeholder consultation and alignment with the broader Climate Action Plan. Updated plans should include measurable targets, implementation timelines, and monitoring arrangements. This regular review ensures the travel plan remains relevant, effective, and contributes to carbon reduction goals while supporting health and wellbeing objectives.

Relevant Legislation & Guidance

- **Climate Change Act 2008:** Supports carbon reduction through sustainable transport measures.
- **Environment Act 2021:** Includes provisions for sustainable transport and air quality improvement.
- **DfE guidance on sustainable travel in education:** Provides framework for developing and maintaining travel plans.
- **Air Quality (England) Regulations 2000:** Supports travel measures that reduce vehicle emissions.
- **Equality Act 2010:** Ensures travel plans consider accessibility for all users.

Typical Frequency

This task should be completed yearly, ideally aligned with the academic year and budget planning cycles. The frequency could vary if significant changes occur in local transport infrastructure, pupil demographics, or if travel patterns shift substantially. In education settings, annual reviews allow time to implement changes and measure their effectiveness over the following year.

Applicability

This task is recommended and common, applying to most schools and colleges as part of good environmental management practices. It is particularly relevant for establishments with high car usage, limited public transport access, or those wanting to promote active travel. The task applies regardless of location or size, though urban schools may have different challenges than rural establishments. Schools and colleges should consider this essential for supporting health, wellbeing, and sustainability objectives.

Responsible Persons

- **Task Type:** This is a Competent Person task that should be carried out by staff with knowledge of transport planning and stakeholder engagement.
- **Contractor Requirements:** Not applicable as this is a Competent Person task.
- **In-House Requirements:** Staff should have training in sustainable transport principles and experience with stakeholder consultation. Familiarity with local transport options and school travel patterns is essential.

- **Permit to Work:** No permit to work is required for this task.
- **Delivery Model:** This task is normally completed in-house by trained staff, often involving cross-departmental collaboration.

Key Considerations

Important factors include coordinating with local transport authorities, involving pupils and parents in planning, and ensuring accessibility for all users. The review should align with academic calendars and budget cycles. Consider the educational value of travel planning and integration with health and wellbeing initiatives. Risk assessment should focus on safety implications of active travel measures and parking management.

Task Instructions

Prerequisites & Safety

- Access to current travel plan and survey data
- Understanding of local transport options and infrastructure
- Knowledge of sustainable travel principles and initiatives
- Familiarity with stakeholder consultation processes

Tools & Materials

- Current sustainable travel plan
- Travel survey templates and results
- Local transport maps and timetables
- Parking usage data and access records
- Stakeholder consultation materials

Method (Step-by-Step)

1. **Data Collection:** Gather current travel survey data and usage statistics.
2. **Performance Analysis:** Assess effectiveness of existing travel measures and initiatives.
3. **Stakeholder Consultation:** Consult with pupils, staff, parents, and local transport providers.

4. **Infrastructure Review:** Evaluate active travel infrastructure and parking arrangements.
5. **Plan Update:** Revise travel plan with new initiatives and measurable targets.
6. **Approval Process:** Obtain governance approval for updated plan.

Measurements & Acceptance Criteria

Travel mode share should show clear targets with measurable improvements in sustainable transport usage. Updated plans should include specific, achievable objectives with implementation timelines.

If Results Fail

Follow instructions on the Compliance Pod task completion form to record remedial/follow up actions and generate Reactive Task Tickets as required. If travel patterns show declining sustainable transport use, immediate actions should include consulting stakeholders and developing interim improvement measures.

Reinstatement & Housekeeping

No reinstatement required. Ensure all consultation records are filed appropriately.

Completion Checks

Confirm that comprehensive review has been completed, plan updated, approval obtained, and evidence uploaded to Compliance Pod.

Record-Keeping & Evidence

- **Upload Process:** Upload any required statutory or supporting evidence to the corresponding task form in Compliance Pod.
- **Statutory Evidence:** No statutory evidence is required for this task.
- **Supporting/Good Practice Evidence:** Revised travel plan, travel survey results, and Board/Trust approval minutes.

Common Pitfalls & Best Practice Tips

Common mistakes include focusing only on school-run travel without considering staff commuting, failing to consult all stakeholders, or setting unrealistic targets. Best practices include involving pupils in travel planning, coordinating with local authorities, and integrating travel initiatives with curriculum activities. In educational settings, combine travel planning with health education programs. Warning signs include declining active travel participation or lack of progress towards sustainable transport

targets.

Quick Reference Checklist

- [] Collect current travel survey data
- [] Analyse existing travel measures effectiveness
- [] Consult stakeholders and gather input
- [] Review infrastructure and parking arrangements
- [] Update travel plan with new initiatives
- [] Obtain governance approval
- [] Implement and monitor new measures
- [] Upload evidence to Compliance Pod

Grouped Tasks

Grouping is feasible; align with related tasks of the same frequency and contractor visit.

Related Tasks

- Sustainability & Climate Action - Climate Risk & Adaptation - Flood Risk & Drainage Resilience Review
- Sustainability & Climate Action - Education & Engagement - Community & Parent Engagement on Climate Action
- Sustainability & Climate Action - Policy & Governance - Climate Action Plan Annual Review & Update

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