

MANUAL FOR iOnTRAVEL

**SOMERSET COUNTY
COUNCIL'S**

**BUDDY SYSTEM
FOR TRAVEL PLANS**

**PREPARE, SUBMIT,
MONITOR AND MANAGE**



A Users' Guide

This guide is intended to help users navigate their way around and use Somerset County Council's Monitoring Tool for Travel Plans – iOnTRAVEL®.

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All travel plans in Somerset are held on iOnTRAVEL, and it is a way for developers, site occupiers and SCC to keep track of the process of developing, approving and implementing a travel plan.

GETTING STARTED ON iOnTRAVEL

STEP 1. Register as a new user or log-in as an existing user

STEP 2. Enter basic information about your site and how it will operate

✓ Your **travel plan document will then be approved** by Somerset County Council before you enter it into iOnTRAVEL

STEP 3. Input a series of actions from your approved travel plan

STEP 4. Input a series of targets to quantify changes in the use of alternative modes of transport over time

STEP 5. Complete actions and submit survey data over the life of your plan