

APPLY TODAY – Closing Date: 2nd November 2009

Please complete as many sections as you would like to be considered for an award for. Only one award will be offered per organisation, per year, so you may wish to concentrate on your strongest categories.

If you are applying for a certificate only you do not need to complete this section, for example if you are only in the planning stages or have recently developed a plan but have not yet implemented anything.

<p>Category</p> <p>Awards will be given under five key themes. There are two awards in each category except 'enable' where there is one award. There is one overall star performer award.</p>	<p>Examples of criteria</p> <p>Things you might have done in your own business...</p>	<p>What you have done in 2009?</p> <p>Please give examples of specific schemes you have introduced.</p> <p>Please tell us: What did you do? When did you do it? How has it rewarded your business?</p> <p>Please also consider? Is it unique? Was it effective? How was it integrated with the rest of your business policies? What qualities or standards of provision did you achieve or choose?</p>
<p>EXEMPLIFY - setting a good corporate example when it comes to smarter travel choices.</p>	<p>Do your organisation's policies, practices and management support sustainable transport choices?</p> <p>Examples:</p> <ul style="list-style-type: none"> ● Do you have flexible and home working policies to enable staff to use convenient public transport or reduce the need to travel? ● Does your system of travel expense payments/approval favour sustainable modes? ● Do your employees feel able to use sustainable modes of transport when travelling on business or is there an expectation they will always drive? ● Are your travel policies well documented and integrated with other employment conditions? ● Have you engaged e-Commerce and adopted a system for customers to order your products or services online without having to travel themselves? 	

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ENCOURAGE - encouraging smarter travel choices by creating supportive travel initiatives.	Do you encourage your staff and customers to travel sustainably to your site by raising awareness of the availability and benefits of alternatives modes? <ul style="list-style-type: none"> ● Do you provide incentives such as subsidised bus tickets or bicycle purchasing schemes to your employees? ● Do you support and promote local, national and internal sustainable transport initiatives, such as Bike Week, the Somerset Car Share Scheme and other local campaigns? ● Are the facilities available to enable staff to reduce their car travel e.g. video-conferencing facilities and portable IT equipment for working at home or on the move? 	
EDUCATE - providing the right information for people planning smarter travel journeys.	Do you provide comprehensive information on travel to/from your site by sustainable means to your customers, visitors and staff? Examples: <ul style="list-style-type: none"> ● Is this information regularly updated and made available on your website, in print and other appropriate formats? ● Do you provide adequate signage to and within your site for pedestrians, cyclists and those travelling from bus/train stops? ● Do you provide information about training to make staff more confident in using alternative modes of travel? 	

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ENFORCE - enforcing smarter travel choices by providing and managing parking spaces for all modes of transport.	Do you have a system in place to restrain car parking on site e.g. limited places, access controls and parking charges? Example: <ul style="list-style-type: none"> ● Do you provide priority spaces for car sharers and decent parking for motorcyclists and cyclists? 	
ENABLE - enabling smarter travel choices through improvements away from the site for all modes of transport – plus providing the right facilities for the sustainable distribution of freight.	Do you provide the necessary equipment and environment to support non-car travel to, from and within your site? <ul style="list-style-type: none"> ● Do you take steps to make walking and cycling routes safe, attractive and accessible? ● Do you respond promptly to address problems encountered by your staff, such as obstructions and litter? ● Do you provide services and support to help your staff try alternative modes of transport during their working day, such as pool bicycles and cars, User Groups for pedestrians and cyclists? ● Do you manage deliveries so they arrive off-peak and do not get in the way of walkers and cyclists? 	

Your details

- I would like to apply for a Smarter Travel Management Award**
 - I have filled in and attached the table above
 - I have provided a copy of the Smarter Travel Charter signed by a senior member of staff on behalf of my organisation. *Please contact us in advance so we can send you a copy – email ‘Charter’ to movingforward@somerset.gov.uk*
 - I have provided any supporting evidence needed that might support my application, for example photos, documents, screenshots, videos, emails/letters etc.

- I would like to apply for a certificate of Smarter Travel Management only**
 - I have provided a copy of the Smarter Travel Charter signed by a senior member of staff on behalf of my organisation. *Please contact us in advance so we can send you a copy – email ‘Charter’ to movingforward@somerset.gov.uk*

Name

Position

Name of company

Brief background and history of your company

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.....

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Address

.....

Postcode

Email

Telephone

Signature

Date

Please return the application form to:

Email: movingforward@somerset.gov.uk

Post:

Margaret Turner
C7 Strategic Planning
County Hall
Taunton
TA1 4DY

Fax: 01823 35 6113/4

For all enquiries, please contact Reggie Tricker using the email address above or by phoning 01823 35 8079 during office hours.

WANT TO IMPROVE THE HEALTH AND PRODUCTIVITY OF YOUR WORKFORCE?

Our guidance helps businesses to:

- Reduce carbon emissions
- Reduce transport costs
- Reduce staff time spent travelling

CONTACT US DIRECT TO FIND OUT MORE

WWW.MOVINGSOMERSETFORWARD.CO.UK/BUSINESS

MOVINGFORWARD



Moving Forward is a Somerset County Council initiative to reduce congestion and pollution in Somerset by helping people to explore sustainable transport options.

www.movingforward.co.uk provides detailed information about all forms of transport in Somerset and beyond, helping individuals and businesses understand their options, plan their journeys, and get further support.