

HR Policy

P047 A11

TfL travel at work

Contents

1 Purpose ..... 2

2 Scope ..... 2

3 Background ..... 2

4 Policy statement..... 2

5 Requirements ..... 3

5.1 Business travel..... 3

5.2 Occupational driving..... 5

5.3 Commuting..... 5

5.4 Responsibilities ..... 5

6 Support and advice ..... 6

7 Ownership and review ..... 6

8 Person accountable for this document ..... 6

9 Abbreviation ..... 6

10 References ..... 6

11 Document history ..... 6



## 1 Purpose

The purpose of this policy is to describe Transport for London's (TfL's) approach to travel at work.

## 2 Scope

This policy applies to employees of TfL, Docklands Light Railway Limited, Rail for London Limited, London Bus Services Limited, London Buses Limited, Victoria Coach Station (VCS) Limited who are on TfL employment contracts (paybands 1-5 and directors) and those staff on predecessor organisation employment contracts where the individual has transferred to the employment of TfL.

## 3 Background

Transport for London understands the impact that travel can have on society and the environment and recognises its role in maximising sustainable transport opportunities. In the context of this policy 'sustainable' refers to low carbon, energy efficiency issues specifically.

Through making informed decisions regarding travel at work, TfL employees can also have a positive impact upon their own health and road safety, in addition to reducing the environmental impact of their journeys.

Carbon dioxide from transport, particularly from air and road travel, is a key contributor to climate change. In keeping with the Mayor's Transport Strategy and Climate Change Action Plan strategy, TfL can reduce the impact through enabling staff not to travel where appropriate and by increasing usage of more sustainable modes such as walking, cycling and public transport. Increased use of the most sustainable modes of transport will help improve London's air quality in addition to reducing congestion and overcrowding. As part of the Greater London Authority (GLA) group, TfL aims to lead by example through the principles contained in this policy. The GLA family of companies, which includes TfL, is using the Government Carbon Offsetting Fund to reduce the impact of carbon emissions.

## 4 Policy statement

TfL seeks to reduce the overall amount of travel by its employees where possible and appropriate, and promote the use of sustainable transport for TfL employees who travel as part of their job requirements. This is in keeping with the Mayor's Transport, Climate Change and Air Quality strategies and road safety targets. This policy and the principles within it set the standard that can be implemented through local, specific processes.

This policy applies to all travel carried out by TfL employees whilst carrying out their roles at work – this encompasses all elements of travel including longer distance business journeys, shorter trips across London and travelling as a core element of their role e.g. deliveries and maintenance support.

When planning travel as part of work, the potential for improving the sustainability of the journey should be considered for the overall journey. Other considerations, such as health and safety, are considered in section 5.1.

Printed copies of this document are uncontrolled.

Page 2 of 7

## 5 Requirements

There are many different types of travel at work. For each of these, there are different implications and decisions to be made in order to demonstrate that sustainability principles are being followed.

### 5.1 Business travel

This section should be read in conjunction with the [TfL business expenses policy](#) and any exceptions to these principles must be discussed with the approving manager at the time of booking.

Pre-authorisation for any travel must be sought before incurring any cost from the line manager, and the manager responsible for the cost centre to which the costs are to be charged.

Those responsible for making decisions regarding business trips should take account of the following hierarchy of principles:

- Consideration will first be given to the need to travel versus other sustainable options such as telephone calls or video-conferencing, whilst ensuring the delivery of TfL's business aims. This should include consideration of the benefits to TfL (as opposed to the member of staff concerned) of the trip being made in the first place. For example, whether attendance at an international conference is of benefit to TfL should be given careful consideration before the decision is made about the most appropriate means of travel.
- The most sustainable option, including safety considerations, will be given priority wherever possible and appropriate. Walking, cycling and public transport use for business trips within London are to be encouraged and should be used in favour of taxis in all but limited circumstances (i.e. a small number of business-critical cases related to safety, time, cost or logistical implications. Failure to leave on time for a non-urgent meeting, for example, would not normally be considered justification for using a taxi).
- Employees should give priority to their own mobility and health and safety when considering the travel options below.

Mode of Travel	Considerations
Walk, cycle, public transport - including overground rail	Most sustainable options. Employees should make use of route map/journey planner information in order to ensure that sufficient time is factored in.  Public transport, cycling and walking is preferred over car and plane for business travel in all cases unless these modes are unavailable due to time of day or route. Rail travel (not covered by the staff Oyster card) must be booked via Capita
Taxi/shared car	Only to be used in business critical cases based on safety, time, cost or logistics. Car sharing is to be encouraged over single occupancy use.
Single occupancy car	To be avoided unless vehicle is for core work role e.g. delivery. Where possible choose pool car and low carbon fuel vehicles. Drivers must comply with modal safety standards and with relevant laws. Avoid use of employee's own or hired vehicles. Consider provision of driver training. Consider inspection regime for roadworthiness of vehicles.

Printed copies of this document are uncontrolled.

Page 3 of 7

All travel outside UK borders and for any flights	<p>ALL applications for travel by air and any international travel must be booked through Capita. Business justification and financial authority will be required prior to sending the travel request for trips up to the value of £1000 per person. Trips costing over £1000 per person will require additional financial authority.</p> <p>The delegated authorities for approvals are outlined in the <a href="#">Delegated Authorities document</a>.</p> <p>Flights MUST have their carbon offset.</p>
---	--

- If you have to travel by air, the process to be followed and the application form from Capita is found on Working at TfL, [Business Travel and Accommodation](#). Where the business case for the trip is approved, air travel should only be approved where use of more sustainable modes of travel would incur excessive time, cost or logical implications.
- Travellers are required to plan their air travel as far in advance as possible to secure the lowest fares.
- Capita will book the most cost effective carrier and ticket according to requirements, taking advantage of promotional fares where possible.
- Prior to making a booking for international travel the line manager and employee(s) embarking on the travel must follow the instructions outlined in the managing international travel risk procedure and complete the international business travel risk assessment form and the working safely abroad checklist. All these documents are available on Working at TfL, [Business Travel and Accommodation](#).
- When looking at alternatives to air travel, consideration should be given to total door to door journey times, rather than just the time spent in the air compared to travel by other means. Consideration should also be given to the potential business value of rail travel in terms of the opportunity it provides for uninterrupted work. When comparing total door to door journey times, air travel within mainland Europe may be approved if the likely alternative journey by rail would take more than 6 hours. Air travel will be approved in exceptional circumstances where the alternative rail journey would take less than six hours if the flight option is more cost effective.
- Any flights which are undertaken will have their carbon emissions offset as an important final step for dealing with carbon emissions that cannot be reasonably avoided. Carbon offsetting is a technique where carbon emissions from activities like air travel are calculated and priced. An equivalent payment is made to support activities that directly reduce emissions.
- **To ensure that TfL can offset, all flights must be booked through Capita.** Details can be found at: [Business Travel and Accommodation](#) or Telephone: 0333 220 0084.
- Details of insurance cover whilst travelling for TfL business purposes is downloadable as part of the booking from the Capita portal.

- Rail or bus travel should be the preferred mode for any journeys within mainland UK and where there are high speed links to mainland Europe.
- Tickets for air travel must not be purchased with credit, debit or purchasing cards.

## 5.2 Occupational driving

Sustainable transport principles can be incorporated into occupational driving - i.e. covering those staff required to drive a vehicle on a regular basis as a core function of their role (e.g. operational support, deliveries and collections) and their managers. For these roles, the following issues should be considered:

- Job / role design – what travel is necessary to fulfil the business need?
- Vehicle selection – what sustainable options are available? (e.g. low or no carbon vehicles)
- Provision of equipment – what supplementary equipment is required? (e.g. high visibility jackets, first aid kits)
- Ensure that any training / licensing needs are met and sustainable driving techniques such as defensive and eco (fuel efficient) driving are adopted
- Maintenance – are adequate processes in place for inspecting and maintaining the vehicle and equipment?

## 5.3 Commuting

Commuting is taken to mean travelling to and from a normal place of work and is outside the scope of this Travel at Work Policy. TfL employees are encouraged to consider the principles in this policy and the actions when planning their journey to and from work.

## 5.4 Responsibilities

### 5.4.1 Managers

Managers are responsible for reviewing and approving travel arrangements within their areas of responsibility. You must ensure the cost centre manager has pre-approved the expense. Approving an expense which is clearly in breach of the business expenses policies will lead to investigation under the [Discipline at work policy and procedure](#).

Managers should incorporate the principles contained within this policy into their decision making and business planning. They also have a key role in ensuring that sustainable modes of travel such as a greener support fleet or pool cycles are available, where appropriate, for them and their team to use.

Managers should encourage sustainable transport options amongst staff wherever this is possible and lead by example in this regard.

### 5.4.2 Employees

Employees should consider their travel arrangements and apply this policy when arranging work travel.

## 6 Support and advice

Support and advice can be obtained through speaking to your manager or by contacting HR Services. For advice on travel and booking arrangements see [Business Travel and Accommodation](#) or telephone Capita: 0333 220 0084.

## 7 Ownership and review

Employee Relations, Engagement & HR Policy will review this policy in discussion with the Finance Service Centre (FSC) as part of the annual HR policy review.

## 8 Person accountable for this document

Name	Job title
Martin Boots	Head of Employee Relations and HR policy

## 9 Abbreviation

Term	Meaning
FSC	Finance Service Centre
GLA	Greater London Authority
VCS	Victoria Coach Station

## 10 References

Document no.	Title or URL
P078	<a href="#">TfL's Code of Conduct</a>
P104	<a href="#">Working Time Regulations Guidelines</a>
Working at TfL	<a href="#">HS&amp;E Policies</a>
P046	<a href="#">Business Expenses policy</a>
P092	<a href="#">Equality and Inclusion policy</a>
Working at TfL	<a href="#">HR policies index</a>
	<a href="http://www.carbontrust.co.uk">www.carbontrust.co.uk</a>
R2689	<a href="#">Delegated authorities</a>
Working at TfL	<a href="#">Business travel and accommodation</a>
P090	<a href="#">Discipline at work policy and procedure</a>

## 11 Document history

Issue no.	Date	Changes	Author
A1	Jun 2007		ER &HR policy
A2	Jun 2008		ER &HR policy
A3	Jun 2010	Incorporates changes to requests for business flights	ER &HR policy
A4	Jul 2010	Clarification on approval for business flights	ER &HR policy
A5	Oct 2011	Clarification on travel modes and authorisation	ER &HR policy
A6	Dec 2012	Process change regarding travel outside the UK and train tickets inside the M25	ER &HR policy

A7	Aug 2015	TfL Change control 04087 to clarify air travel approval, reformat and update links	Jo Page
A8	Dec 2015	Amended contact details for VCS	Jo Page
A9	Jan 2016	Changes to requests for any flights or travel outside the UK borders. TfL change 04419	Sheela Gajjar, Continuous Improvements Manager, R&U Finance
A10	Oct 2017	Minor amendment to wording on sustainable transport options for staff whilst awaiting further health and safety guidance. CR-10003	Jo Page
A11	July 2018	Incorporate changes to booking business travel and accommodation (CR-10551) and new requirement for international travel risk assessment (CR-10192)	Brian Davey/Jo Page