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| Hospital travel plan toolkit for Victorian health services (overview) |
| 0.0 – Sustainable transport in health care |
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# Introduction

The Department of Health has developed the *Hospital travel plan toolkit* to help health services put sustainable travel plans in place for metropolitan and large regional hospitals by 2023, as part of the department’s *Environmental sustainability strategy*.

A workplace travel plan identifies actions an organisation can implement that make sustainable transport options (such as walking, cycling, public transport and carpooling) easier to use and helps to reduce the amount of drive-alone commuting by staff.

Do you want to prepare a sustainable travel plan for your hospital? This overview explains the steps involved in developing a travel plan and how to use the resources in this toolkit designed help you at each step.

# The steps

## Step 1: Analysis and assessment

Assess the opportunity for change in travel options, site travel issues, and organisation’s capacity:

* Desktop analysis of travel options, site audit of access, facilities and access.
* Internal stakeholder discussions, travel survey analysis and report.

### Resources for this step

* Travel plan assessment tool (2.0)
* Site access audit template (2.1)
* Staff home location analysis (2.2)
* staff travel survey templates (simple and comprehensive) (2.3, 2.5)
* Staff travel survey implementation guide (2.4)
* Example staff travel survey implementation plan (2.6)
* Stakeholder engagement matrix (2.7)
* Example staff travel survey communications copy (2.8)
* Stakeholder travel survey briefing pack example (2.9)
* Example comprehensive staff survey analysis report (2.10)
* Tips for running a focus group (2.11)

## Step 2: Select travel plan level

* Select the most relevant travel plan level for your site**.**
* **Identify resources** that your organisation has available to support the plan (staff time and budget).

### Resources for this step

* Travel plan assessment tool (2.0)
* Site access audit template (2.1)
* Staff home location analysis (2.2)
* staff travel survey templates (simple and comprehensive) (2.3, 2.5)
* Staff travel survey implementation guide (2.4)
* Example staff travel survey implementation plan (2.6)
* Stakeholder engagement matrix (2.7)
* Example staff travel survey communications copy (2.8)
* Stakeholder travel survey briefing pack example (2.9)
* Example comprehensive staff survey analysis report (2.10)
* Tips for running a focus group (2.11)
* Example travel plan objectives and targets (3.0)
* Hospital travel plan case studies (1.1)
* Travel plan resources (1.2)

## Step 3: Review and confirm objectives

**Set** **targets** linked to objectives.

### Resources for this step

* Example travel plan objectives and targets (3.0)
* Hospital travel plan case studies (1.1)
* Travel plan resources (1.2)

## Step 4: Identify travel plan actions

**Set priorities and timeframe** to implement actions:

* Select and prioritise travel plan actions from spreadsheet.
* Prepare travel plan strategic document – linking analysis and assessment to actions.
* Gain commitment for plan: Agree roles, responsibilities and timelines.

### Resources for this step

* Interpreting results and identifying actions (3.3)
* Travel plan actions template (3.1)
* Hospital travel plan strategic presentation template (3.2)
* Hospital travel plan case studies (1.1)
* Travel plan resources (1.2)

## Step 5: Implement actions

Address organisational factors for success as part of the implementation.

### Resources for this step

* Travel plan actions template (3.1) explanation and notes
* Travel plan resources (1.2) to help implement different actions
* Hospital travel plan case studies (1.1)
* ‘How to get to…’ webpage examples (4.1)
* Example transport access guide (4.2)
* Create a transport access guide (4.3)
* High quality end-of-trip facilities at The Alfred: case study (4.4)
* Myki Commuter Club example policy (4.5)
* Carpooling program summary guide (4.6)
* Example priority car parking policy (4.7)
* Simple staff travel survey template (2.3)

## Step 6: Evaluate progress

Review and confirm objectives and further actions.

### Resources for this step

* Travel plan actions template (3.1) explanation and notes
* Travel plan resources (1.2) to help implement different actions
* Hospital travel plan case studies (1.1)
* ‘How to get to…’ webpage examples (4.1)
* Example transport access guide (4.2)
* Create a transport access guide (4.3)
* High quality end-of-trip facilities at The Alfred: case study (4.4)
* Myki Commuter Club example policy (4.5)
* Carpooling program summary guide (4.6)
* Example priority car parking policy (4.7)
* Simple staff travel survey template (2.3)

# How long will this take?

It may take six to 12 months to prepare a travel plan and seek executive endorsement to implement it if the project is an addition to your usual role (at 0.2 EFT).

This includes:

* completing the background analysis and staff travel survey
* developing the travel plan actions and priorities.

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