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| Create a transport access guide |
| 4.3 – Sustainable transport in health care |
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# Introduction

Having information on all the travel options to your site, in one easy to read guide, is a good first step to support staff and visitors to use public transport, walk or ride to work more often.

A transport access guide– also known as a travel access or local access guide – includes all the options for getting to your site in one place, including:

* accessible access points on the site
* walking access and approximate travel times from nearby destinations
* bike paths and on-road bike lanes
* end-of-trip facilities (secure bike parking, lockers and showers)
* public transport services and stops nearby
* car parking locations and management (such as fees or permit system)
* freight access (optional).

# Getting started

* Determine your audience – will the guide just be for employees and contractors or for visitors too? Will it be shared with and cover facilities of other organisations on-site?
* What is the budget for the guide?
* What format will the guide be in? Digital only (such as for the intranet), a print brochure or poster? How will you make it accessible and useable for everyone in your audience?
* What mapping and graphic design services do you need?
* Research transport and access options for the span of hours people travel to the site. Complete a site audit to collect the information you need.

# What to include

A map of the local area:

* mark out public transport stations and stops, and nearby destinations
* include bike routes (on- or off-road) and popular walking routes and travel times
* cover a 15- to 20-minute walking catchment unless there are major destinations beyond this.

A map of the site, showing:

* access points (accessible access and other)
* location of facilities (such as bike and car parking).

Information on arriving by each travel option:

* walking – highlight easy and safe routes
* bike riding – describe end-of-trip facilities available, locations and access
* public transport services to the site or a short walk away
* driving – parking locations, any access restrictions and fees
* taxis and car share, if available.

Also include:

* links to resources, such as public transport timetables
* publication date
* contact details for more information.

## How to include information

* Highlight public transport, walking and bike riding options to make them more visible.
* Create an appealing visual identity for the guide and other materials that promote travel-related policies and programs.
* Use maps and diagrams to help reduce text.
* Create accessible alternatives to ensure all staff can use the materials.

# Examples

North Shore Hospital transport access guide:

* easy-to-read brochure with map
* available on the [Northern NSW LHD website's Active travel page](https://www.nslhd.health.nsw.gov.au/HealthPromotion/Pages/ActiveTravel.aspx) – under ‘Transport access guides’ <https://www.nslhd.health.nsw.gov.au/HealthPromotion/Pages/ActiveTravel.aspx>

7 Harvest Street Macquarie Park travel access guide:

* detailed transport access guide
* PDF version is at <http://data.mysydney.nsw.gov.au/TDM/Sample+Travel+Access+Guide\_7+Harvest+St+Macquarie+Park.pdf>

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