



## ETSC Travel Policy

### 1) Aim

Safer and Sustainable Travel for ETSC Staff

### 2) **Rationale for ETSC's travel plan**

ETSC's travel plan aims to promote safe and sustainable transport solutions, rail and bus travel, walking, cycling facilities and working from home to:

- Reduce risk of collision and ensure safe travel.
- Reduce costs and time spent on commuting and business travel.
- Encourage staff retention and recruitment and improve staff fitness levels.
- Protect the environment and enhance its image with community and members.
- Ensure all staff know about the sustainable travel options available to them.
- Comply with Belgian Health and Safety Law including travel during commuting time.

### 3) **Who is covered**

Staff commuting, travelling for work in Brussels, in Belgium and outside Belgium.

Staff will be consulted about the travel policy.

New colleagues will be informed as part of the induction.

### 4) **Process**

Staff should consider the following journey planning tips for work travel.

Before ANY journey:

- Ask yourself 'is this journey necessary?'
- Investigate alternatives – such as video conference, telephone conference and email.
- Consider modes of transport.
- Try to link together necessary journeys rather than making many trips.
- Plan your journey to know where you are going, reduce unnecessary mileage.
- Consider fatigue and stress when planning journey: early mornings and late nights.

If the journey DOES have to happen, ask:

- How can I make it as safe as possible?
- Which form of transport is safest and most fuel efficient?
- Am I fit to drive?
- What is the best time to travel?
- How long will I be driving for?
- Have I scheduled breaks?
- What is the best route?

- Could I share the journey with anyone else?
- Is my vehicle prepared for the journey?

## **5) Commuting to work**

For environmental, safety and health reasons, employees should try and live within a reasonable commuting distance, and to journey to ETSC by public transport (bus, train, walking). Cycling is encouraged if there is a safe cycling route. Bicycles can be stored at the ETSC office.

## **6) Using the car for ETSC Business**

On very rare and exceptional occasions staff may ask to drive short journeys (less than 50 kms) on ETSC business. However, they should do so only with the authority of the Director. In such a case, car insurance must cover business use. The journey will be recorded in a driving log which the Director will review annually to ensure that journeys by car are being kept at a very low level. Drivers will comply with speed limits and other road safety laws and avoid times of the day when falling asleep at the wheel is most likely (2am-6 am and 2 pm to 4pm).

## **7) Taxi Use**

ETSC staff should avoid taxis or being a passenger in someone else's vehicle wherever possible, as ETSC cannot guarantee the standard of the driver or their vehicle. ETSC staff should not get into any vehicle that they consider to be old and in a potentially dangerous condition, and are required not to travel with any driver that they consider may not drive safely. If travelling by taxi or accepting a lift, ETSC staff are required to belt up. In taxis, ETSC staff are required to sit in the rear. ETSC staff travelling by taxi or as passenger in someone else's car on ETSC business, are required to ask the driver before setting off to please drive slowly, well within limits. They are also required to be aware of the speed of travel by watching limits on the road and the driver's speedometer and to ask the driver politely to slow down if they think they are exceeding limits. In case of late nights and early evenings personnel security should also be taken into account when deciding on choice of mode taxi or public transport.

ETSC will support the use of public transport to reach ETSC and will publicise different routes from the airport and main train stations on the web-site.

When organising meetings in Brussels (and elsewhere) ETSC will consider public transport access.

## **8) Points for ETSC when Travelling for work**

1. Ask yourself if you need to make the journey. Check with Director.
2. If yes try to use public transport, cycle or walk (as appropriate).
3. Try not to use your own car for ETSC business unless unavoidable. If yes comply with above conditions.
4. When planning ETSC meetings either in office or elsewhere factor in access and make sure that there are public transport options for visitors.
5. Consider fatigue and stress when planning journeys for ETSC.
6. When commuting, try to use public transport, cycle or walk.

*Acknowledgments: ETSC thanks BRAKE for providing a model of their Travel Policy [www.brake.org.uk/](http://www.brake.org.uk/)*