



## Julie's Bicycle Practical Guide:

### Business Travel, Commuting and Delivery Services



The arts and creative industries are ideally placed to lead on environmental sustainability; with creativity and inspiration they can champion a greener economy, energy efficiency, challenge our reliance on fossil fuels, make creative use of otherwise wasted materials and open new ways to greener production and living.

Business Travel Version 2015

# Julie's Bicycle Practical Guide:

## Business Travel, Commuting and Delivery Services

### What this guide will cover

This guide will walk you through ideas on how to reduce the amount and impacts of staff commuting, business travel and delivery services, across all sectors within the arts and to organisations of any size. It is broken down into subject areas, each containing tips on areas where you can take action.

### Who is this guide for?

This guide is aimed at anyone who is responsible for organising or overseeing travel and transportation for the organisation. It is also for anyone who travels in the course of work, including the daily commute and business travel.

### What this guide will not cover

This guide is specifically for daily commuting, business travel and delivery services. It does not cover any advice on audience travel, touring, productions or shipping artworks. For a more in-depth look at organising a tour, please refer to the Julie's Bicycle Practical Guide on Touring. For further information on sustainably preparing and packaging artworks or sets for exhibitions or productions, see the Julie's Bicycle Practical Guide on Production. For more information on reducing your audience travel emissions, please see the Julie's Bicycle Practical Guide on Audience Travel Guide.

[www.juliesbicycle.com/resources](http://www.juliesbicycle.com/resources)

## Creating the Conditions for Change

There are four key stages to taking action on environmental sustainability:



- **Commit:** put in place the structures, resources, policies and responsibilities necessary to support and action your initiatives
- **Understand:** understand your impacts and establish systems to measure and monitor them continually.
- **Improve:** implement an action plan to reduce your environmental impact.
- **Communicate:** Involve your team, suppliers and audiences; share and exchange knowledge with others.

Your key ingredients are **knowledge, skills, time, and enthusiastic people.**

Your success at integrating environmental sustainability into your workplace is often dependant on the internal culture of your organisation and the resources available to you.

Without people buy-in, you will at best limit, and at worst fail, to achieve your goals. It's important that the whole organisation should be involved in the process; this is an opportunity to test new ideas, build support and use existing experience.

And finally, some dedicated, even if modest, budget is also helpful!

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## Introduction

Travel is an essential part of many artists or arts organisations' work, whether it's through touring, supply chains or simply getting to and from work.

Between 1990 and 2009, greenhouse gas (GHG) emissions from domestic transport increased by 12%, with 92% of these emissions coming from domestic road transport. In the UK, transport emissions account for around 21% of our carbon footprint – a significant contribution to our national environmental impact. Unsurprisingly, air pollution is also on the rise – especially from exhaust fumes – and is the cause of widespread respiratory illnesses across Europe.

The European Environment Agency estimates that it will be the main environmental cause of premature mortality by 2050, and the cost of these deaths and diseases in Europe exceeded £1 trillion in 2010. Our current travel habits aren't just polluting the atmosphere, they're having a profound effect on our health and wellbeing, and the economy too.

We need to reverse this trajectory – the UK has a legally binding commitment to reduce GHG emissions across the economy (including transport) by 34% by 2020 and at least 80% by 2050. To achieve this we need to rethink our mobility, support our public transport system, create opportunities to walk and cycle and minimise our car journeys.

The arts and culture have both a responsibility for their own transport emissions and also a powerful role in enabling a cultural shift towards the use of cleaner, greener transport. The first step is to start walking the walk and use alternative modes and systems. Reduce your footprint, save money and improve wellbeing – what's not to like?

## Team Engagement



## Measuring and Monitoring



Planning will make all the difference to improving your travel emissions, so getting the whole organisation on board is essential.

People need to be invested in changes for them to be implemented effectively – without buy-in, no amount of top-down decision making will have a lasting impact. Your team are key players in generating creative responses to travel challenges, and making sure long-term commitments to being greener are met.

- 1 Consult your team throughout the process of change.
- 2 Communicate why the change is important and how the actions you propose together will contribute to your organisation's environmental action plan.
- 3 Make sure commitments are agreed with everyone involved, and put an evaluation framework in place to measure progress – this will help you communicate where further improvements can be made and (most importantly) celebrate success and achievement together.

For a more in-depth look at engaging your team please refer to the Julie's Bicycle Practical Guide on [Team Engagement](#).

An effective 'greener' travel plan starts with an understanding of what type of travel your organisation currently relies on. This will range from commuting to business trips and delivery services. Monitor these types of travel separately for a richer understanding of where you can make the biggest savings.

Psst! Looking for guides on touring and audience travel? Head to: [www.juliesbicycle.com/resources](http://www.juliesbicycle.com/resources)

## Commuting Survey



## Commuting Survey Sample Questions



Hold an annual commuting survey to get an idea of how far your team are traveling to get to work and their mode of transportation. This should give you a percentage breakdown of the different transport modes for comparison year on year.

The important information to collect is:

- The mode of travel, including the fuel type (e.g. petrol or biodiesel)
- The distance travelled
- For car journeys, include the number of people in the car

You can collate this data in carbon calculators such as the Julie's Bicycle free Creative IG Tools to measure the annual carbon impact of your staff travel. [www.ig-tools.com](http://www.ig-tools.com)

### 1 How do you normally travel to work?

- walking / running       bicycle
- public transport  
[select all that apply: bus / train / metro / tram]
- motorcycle       car
- other

Tick all that apply – for mixed journeys.

### 2 How far is your journey in miles? If you don't know, please provide your postcode of origin.

### 3 If you travel by car, how many people are normally in the car?

### 4 How long is your average journey to work? (This can make the case for working from home policies)

- 0-30 mins
- 31-60 mins
- 61 – 90 mins
- more than 90 mins

### 5 Why do you choose this/these forms of transport?

### 6 What would encourage you to travel by a more sustainable means (if you don't already)?

You can download our [staff commuting survey template here](#):

## Business Travel



Keep track of team, procurement and courier journeys, tracking the distances covered and the types of transport used, including the number of people for any modes of transport used exclusively for your business travel. You can use the example below as a template to track your travel, and/or embed columns into budget templates to capture the distance and transport mode for travel and deliveries paid for by the organisation.

Walking		
Journey Description	No. of People	Distance Travelled
Cycling		
Journey Description	No. of People	Distance Travelled
Motorcycle		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
Car		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
Taxi/Private Car Hire		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
Bus		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	Number of People
Minibus		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
People Carriers		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)

Minibus		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
People Carriers		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
Vans		
Vehicle Type (petrol, diesel etc)	Distance Travelled (km or m)	OR Fuel Used (litres)
Train		
National / International?	Distance Travelled (km or m)	Number of People
Ferry		
Journey Description	Distance Travelled (km or m)	Number of People
Flights		
Domestic / Shorthaul / Longhaul?	Distance Travelled (km or m)	Number of People and Flight Class (Economy / Business)

You can measure the annual carbon impact of your organisation's travel by inputting this data into the Julie's Bicycle's free Creative IG Tools. If you use the Creative IG Tools to track all of your office impacts (including energy, water and waste too), you can find out what proportion of your carbon footprint comes from travel. This is frequently an unexpectedly high source of impact, in particular if your staff take regular shorthaul or any longhaul flights as part of their work. [www.ig-tools.com](http://www.ig-tools.com)

## Understanding your Data



The data you collect from your commuting and business travel monitoring will give insight into current travel habits and identify what changes will make the biggest difference. Start with the largest impacts and develop an action plan for how to reduce them. For example, if regular flights are making a significant contribution, explore where video conferencing or land transport might be a viable alternative.

Compare your impacts from travel year after year to identify what sustainable travel policies are most successful. After a year or two of data collection, you can consider setting a travel 'carbon budget' to set hard targets for reducing travel emissions.

The following sections provide top tips to tackle specific travel impacts.

## Commuting



### Location



Location matters when it comes to greener transport approaches. In London 20% of commuters spend an average of two hours a day commuting which amounts to one working day a week. Nationwide, two thirds of commuters would like to reduce the amount of time traveling to and from work and almost a third would like the option to work from home (or remotely) to reduce commuting time, listing a raft of commuting frustrations ranging from traffic jams to cost.

With people commuting from increasingly dispersed locations, many organisations are considering how working from home and green transport incentives like the Cycle to Work scheme could contribute to people's wellbeing and productivity. It's worth considering staff needs and access to different types of transport when designing your sustainable travel plan, particularly if you're considering a relocation of your work space any time soon.

### Walking



If you are based close to residential areas or where most of your team live, walking is a great way to cut carbon – it's also zero-cost and keeps you fit too!

- Plan a 'walk to work' week to get your team into the habit of walking. Or better yet, start a competition and award a prize to whoever clocks up the most distance walked. You can incorporate walking challenges into fundraising campaigns. If this doesn't work for commuting, it can still be an option for business meetings and awareness-raising or team-building activities.
- Ensure that there are appropriate shower/changing facilities available for your team at the office.
- Provide information on your company's intranet or notice board on safe walking routes in the area and if you're based in a public building make sure that there is sufficient signage in the immediate area to encourage people to get to you on foot.
- Ensure there is safe pedestrian access to your workspace and that it is well lit after dark.

- Use an online route planner such as Walkit.com to help find the quickest routes, low pollution routes, or even themed walks.
- Provide daily updates on weather, so your team can plan their travel.

### Cycling



There are lots of benefits to getting employees cycling – reducing pollution, congestion and costs, and healthier and happier workers.

- Ensure that there are appropriate shower and changing facilities available for your team on site.
- Provide information and maps on your organisation's website, intranet or notice board on safe local cycling routes.
- Pool bikes for business: If you are based in a city with a cycle hire scheme, businesses can help pay towards an annual cycle hire subscription for their employees in the same way public transport can be subsidised.
- Plan a Cycle to Work week with events such as free bike maintenance, cycle training, bike building workshops and bicycle themed film screenings.
- Ensure there is safe off-street cycle parking (many insurers won't cover bicycles locked up on the street, for example). Cycle parking should be in a prime location, well lit, safe and secure.
- Set up an onsite shared bike pump in a communal area.
- Set aside a budget for a stock of spare tubes, puncture repair kits and pumps for your team to use.

## Schemes to support workplace cycling:



- The Cycle to Work Scheme is a UK government tax exemption initiative that enables employers to loan bikes and cycling safety equipment to employees as a tax-free benefit. Particularly for larger businesses, using a cycle-to-work scheme provider can ease any administrative burden involved, though they may add on a commission.
- In London, the TfL Cycling Workplaces Scheme offers support and funding credits (for training, setting up bike parking, and similar initiatives) for eligible businesses.
- Sustrans is a UK charity that promotes more sustainable travel. They provide free guidance on cycling safety and training, policy research, and detailed maps of the UK's National Cycle Network and cycling routes. [www.sustrans.org.uk](http://www.sustrans.org.uk)
- If you are based in London it's also worth noting Find Properly's cycling map, which approximates whether a journey will be quicker by bike or public transport.

### Bow Arts Trust

The Bow Arts trust ran four free bicycle maintenance sessions during February and March 2014 and over 30 bikes owned by staff and artists were checked. Cycle improvements were made possible through the Transport for London Barclays Cycle Superhighways workplace scheme. [www.bowarts.org/about/sustainability](http://www.bowarts.org/about/sustainability)

### NGCV and Sustrans Green Explorer

Newcastle Gateshead Cultural Venues (NGCV) network has been working with Sustrans to explore more ways to encourage and facilitate walking, cycling, buses and metro travel for their staff and audiences. They have run successful public transport campaigns to encourage both staff and audience to walk and cycle to their venues, as well as setting up staff travel and cycle schemes and running an annual audience travel survey to understand how people travel to venues and what issues they face. They have advocated environmental sustainability through a broad range of events such as the national Recycling Week, Green Office Week, Climate Week, National Bike Week and Car Free Days.

[www.juliesbicycle.com/latest/case-studies/6111-cultural-networks-newcastle-gateshead-cultural-venues](http://www.juliesbicycle.com/latest/case-studies/6111-cultural-networks-newcastle-gateshead-cultural-venues)

### Cubitt Arts

"Cubitt invested in planters for bike docking, for the use of its office staff, artists and visitors, with vegetation maintained by one of the Cubitt artists. These provide a welcoming, pleasant entrance environment while encouraging to cycle more to and from the venue". [cubittartists.org.uk](http://cubittartists.org.uk)  
**Fabio Altamura Gallery Manager**

### Active Travel and Psychological Wellbeing

A British Household Panel survey funded by the Wellcome Trust in 2014 named 'Does active commuting improve psychological wellbeing?' studied 18 years of data on almost 18,000 18-65-year-old commuters in Britain, and found that "active commuters" (cyclists or walkers) felt better able to concentrate and were less under strain than if they travelled by car. It examined different aspects of psychological health including feelings of worthlessness, unhappiness, sleepless nights, and being unable to face problems.

[www.repository.cam.ac.uk/handle/1810/246948?show=full](http://www.repository.cam.ac.uk/handle/1810/246948?show=full)

## Public Transport



- Offer season ticket loans to team, to encourage the use of public transport
- Ensure your team are made aware of any upcoming public transport strikes with contingency arrangements in the event of delays
- Be flexible with working hours where possible to allow employees to avoid rush hour crushes, which may incentivize more of them to take advantage of public transport.

## Car Pooling



'Car pooling' or 'car sharing' is often common in suburban or rural areas where public transport is not widely accessible. If several members of your staff live within a similar route or area, encourage them to set up a car pooling group. Each member of the group can pitch in on fuel costs, and take turns in who drives on a weekly basis. If five people share a journey, that can take four cars off the road, reducing emissions by 80%.

There are several tools that can facilitate car pooling including:

GoCarShare: [gocarshare.com](http://gocarshare.com)

BlaBlaCar: [blablacar.co.uk](http://blablacar.co.uk)

Liftshare: [www.liftshare.com.uk](http://www.liftshare.com.uk)

National Car Share: [nationalcarshare.co.uk](http://nationalcarshare.co.uk)

## What is Eco-driving?

Eco-driving is improving fuel efficiency and safety through your driving. Some local authorities offer free eco-driving training for companies. It uses techniques that reduce fuel consumption, Scope 3 GHG emissions and accidents. This is done through:

- Making sure cars are serviced regularly
- Driving at appropriate speed
- Avoiding engine idling
- Avoiding sharp breaking or fast acceleration
- Removing unnecessary weight in your vehicle.

Find out more about Ecodriving here: [www.ecodrive.org/en/what\\_is\\_ecodriving](http://www.ecodrive.org/en/what_is_ecodriving). You can also download apps such as FuelforGood which provides helpful tips on how to save fuel and reduce your carbon impact.

## Flexible Hours



Allowing flexibility in work hours helps your team to avoid the 'rush hour' crush. This not only dramatically reduces commuting times, but also reduces the stress levels of your team. A less busy journey to work can mean less late arrivals and puts people in a better mood too!

You could also consider a condensed week, whereas a five day week becomes four. By working longer hours four days a week, your team will not only benefit from missing out on the rush hour, but it also cuts for reducing their fuel use and emissions their commuting impacts by 20% - this can have a significant impact in particular if people are travelling long distances to work by car.

## Home Working



As technologies such as broadband internet, smart phones, cloud computing and teleconferencing become cheaper, easier to use and more widely available, working from home becomes an attractive option.

Home working can save time, money and carbon, and can significantly reduce office energy consumption and rental costs, if the workspace is rationalised to reflect an increase in home working.

Let's not forget about the health and well being benefits! A survey by Microsoft showed that employees are 45% more productive working from home as well finding it 44% less distracting and 38% less stressful. Technology can make the transition to home working easier. Some solutions to consider include:

- Skype, GoToMeeting and other video conferencing software to make meetings easier and connect people "face-to-face"
- Project management software to enable remote task delegation and updates on progress

The benefits of home working to your organisation's carbon footprint will depend on:

- The number of employees you have
- The size and efficiency of your office
- Commuting distance
- The home situation of employees

## National Skills Academy: Flexible Working

When relocating their Head Office from London to Purfleet in 2014, the National Skills Academy had to make a number of changes to their existing policies to help their staff manage their time and travel in the most environmentally and economically sustainable way. They have incentivised staff to use public transport with the extension of the season ticket and bike loans. They brought in a flexible working policy meaning that staff did not have to travel to Purfleet every day, and suggested on days when they had meetings in London that they did not also travel out to Purfleet. They created a new meeting structure so that home workers and office staff could attend all meetings over a two day period rather than requiring additional travel, cutting down on travel. [www.juliesbicycle.com/latest/case-studies/6111-cultural-networks-newcastle-gateshead-cultural-venues](http://www.juliesbicycle.com/latest/case-studies/6111-cultural-networks-newcastle-gateshead-cultural-venues)

## Working Unsocial Hours

It's often the case in the arts that your staff will work outside of the normal 9-5 office hours, so here are a few measures to take to reduce your carbon impact, whilst ensure your staff get to and from work safely.

- Ensure there is information visible about local public transport, indicating the last train/bus times and make sure you make allowances for your staff to leave to catch them.
- If arranging taxis for your staff out of hours, group them together by route. Make sure you have clear policies about the use of taxis and specify the use of electric or hybrid vehicles.
- Use maxi-taxis rather than ordering multiple taxis.
- Ensure there is safe off-street cycle parking. Cycle parking should be in a prime location, well lit, safe and secure.
- Make sure the venue site is well lit at night, so your staff can come and go safely.

## Business Travel



The three key things to bear in mind when developing a sustainable business travel policy are:

- Reducing the need to travel
- Using alternatives to carbon intensive travel modes
- Maximise the efficiency and impact of external meetings

## Planning



- Plan business activities and meetings more efficiently to reduce travel impacts. For example, try to cluster meetings in similar locations and combine meetings if significant travel is required. If you're attending a conference, festival or conducting research in another UK location or abroad, make the most of your time and travel.
- Choose locations that are easily reachable by public transport or cycling/walking for both parties where possible.
- Contact your local borough or local authority for any cycling initiatives such as funding a lump sum towards a bicycle, free bike maintenance and cycle training.
- Consider buying and making available some company travel cards (e.g. Oyster Cards in London, System One cards in Manchester) if available in your area.
- Time meetings outside of peak travel hours, which can reduce journey times and cost.
- Use tele-desktop or video conferencing for meetings, especially if it means you can avoid air or other long distance travel. It also means that more team members can be present at meetings that concern them, enabling more efficient communications.
- Include thinking about travel impacts in your decision process about whether to attend international conferences or not, and if you must go think about all the options for participating first. For example, could you join via live stream instead?

## Video Conferencing

Video conferencing has proven to be an effective way of overcoming travel barriers when planning meetings or events. There are a variety of free or low cost resources available including Skype and Google Hangout, which are increasingly improving in their reliability. These are also great for beaming in international speakers for live arts events, however the most reliable resource for this is a satellite link up such as GroundControl which can cost between £3,000 and £5,000. You can also look into training for delivering effective presentations and facilitating successful business meetings through video conferencing.

Here are some tips to make sure your video conference runs smoothly:

- Pre-add contacts before the meeting
- Familiarise yourself with the resource in case something goes wrong.
- Arrange a suitable time
- Decide duration
- Choose a quiet location to prevent noise pollution

## Wysing Arts Centre

Wysing Arts Centre is an arts centre based on a large rural site near Cambridge. This includes a gallery, education and new media facilities, artists' studios, project spaces and a 17th century farmhouse. Being based in a rural area can come with it's own access challenges, however Wysing have turned this on it's head and championed a "working rurally, operating globally" model through videoconferencing. As part of Futurecamp 2014, a month long programme of events exploring the future, Wysing hosted a series of talks and invited several international speakers including LA-based artist John Harris to present to their audience via Skype.

'Being based in rural Cambridgeshire is no barrier to having an international dialogue, and being able to Skype contributors into our programmes both adds a richness to content for audiences, and links our remote corner of East Anglia into global conversations. We have only just begun to play with the possibilities and aim to expand on this way of working.'

Donna Lynas, Director, Wysing Arts Centre  
[www.wysingartscentre.org](http://www.wysingartscentre.org)

## Carbon Offsetting

A carbon offset is a mechanism that allows a company, organisation or individual to reduce its environmental impact on the atmosphere in one area by investing in projects that reduce greenhouse gas (GHG) emissions in another. These reductions can come in three forms: 1) removing carbon directly from the atmosphere, 2) by investing in energy efficiency or new clean technology to replace fossil fuel burning or 3) by removing pollution allowances from compliance carbon markets so that they are no longer available for heavy industry to use. Carbon offsets are neither the solution to climate change, nor the antithesis of carbon mitigation action. If carried out correctly and as part of a wider climate change strategy offsets can create both atmospheric and social benefits.

For more information on carbon offsetting, please refer to our Offsets Factsheet:  
[www.juliesbicycle.com/resources/offsets-factsheet](http://www.juliesbicycle.com/resources/offsets-factsheet)

## Lancashire Wildlife Trust and EcoSpeed Partnership

National Carbon Capture is a scheme to enable businesses to fund the North West's degraded mosses back to health and balance out their carbon emissions. EcoSpeed, an eco-friendly courier based in Bolton has been donated 10 percent of its monthly profits to the Wildlife Trust's National Carbon Capture Scheme. This scheme has helped them work towards their target of being a carbon neutral business and already saved them 167 tonnes of carbon.

[www.lancswt.org.uk/how-you-can-help/business/natural-carbon-capture](http://www.lancswt.org.uk/how-you-can-help/business/natural-carbon-capture)

## Travel Modes



- Make it company culture to arrive for local meetings on foot, bike or public transport. Have a clear policy or sign-off process about what kinds of journeys taxis are appropriate for.
- Buy a company folding bike for multi-transport journeys.
- Ensure taxis are not kept waiting for passengers, and encourage your team to use public transport instead wherever possible.
- If many are travelling together, use maxi-taxis rather than ordering multiple taxis.
- If accessibility is an issue for local public transport, and you need to book a taxi, choose the lowest emission vehicle and maximise occupancy.
- Use car hire and taxi services with low emissions vehicles, preferably electric or hybrid cars, or cars fuelled by waste vegetable oil biodiesel.
- Join a car sharing scheme like Zipcar or CityCarClub for business, saving on parking space, insurance and maintenance costs while still giving you the flexibility to get a car for business use whenever needed
- If you have a fleet of vehicles, choose fuel-efficient, electric, hybrid or waste vegetable oil biodiesel compatible vehicles when updating your fleet. You should be eligible for a First Year Allowance (FYA) from the government, which will cover the cost of low-emissions vehicles or zero emission goods vehicles. The FYA is part of a wider scheme called The Enhanced Capital Allowance (ECA) energy scheme, which provides tax allowances for energy saving products. It allows you to write-off 100% of the cost of energy-saving equipment against your taxable profits for the first tax year. This could save you a significant amount of money, as well as helping you to be greener.
- Improve team driving efficiency through eco-driving training courses (see above).
- For national and domestic European journeys, switch from flights to train travel. Consider banning all domestic flights out-right.
- Reduce or eliminate business class, first class and private jet travel.

### BBC

The BBC promotes use of video conferencing and desk to desk video conference systems to try and tackle non-essential travel, and is developing a system to encourage sharing of shoot schedules and accessing information about local crews and resources which can help reduce the need for certain trips.

[www.bbc.co.uk](http://www.bbc.co.uk)

### HOME (formerly known as Cornerhouse)

After piloting a staff bicycle scheme with loan bikes from Transport for Greater Manchester in 2013, Cornerhouse used a Travel Choices Sustainable Travel Grant to purchase its own fleet of three folding bikes and two hybrids to encourage greener staff travel around the city. Staff have made over 100 business journeys by bike now and some have been inspired to buy their own bikes to commute to and from work. The bikes will move with the Cornerhouse into their state of the art new building, HOME, in 2015.

[www.homemcr.org](http://www.homemcr.org)

### Manchester International Festival

Manchester International Festival staff are incentivised to travel green by being able to reclaim 20p per mile of bike travel through the organisation.

[www.mif.co.uk](http://www.mif.co.uk)

## Deliveries and Couriers



For more information on working with suppliers please refer to the Julie's Bicycle Guide to Sustainable Procurement: [www.juliesbicycle.com/resources/procurement-guide](http://www.juliesbicycle.com/resources/procurement-guide)

- Always try to use local suppliers where possible.
- Rationalise the use of couriers: combine deliveries where possible, and consider where it is possible to use normal mail and longer planning timeframes.
- Make it policy to use bicycle couriers for city-wide deliveries, and to use couriers with low emissions vehicles for national and international deliveries.
- Try to avoid last minute supplier orders, which usually require a dedicated trip.
- Combine trips or deliveries for production freight – either in-house (speak to each other!), or by collaborating with other local organisations.
- Services such as Voyage Control ([www.voyagecontrol.com](http://www.voyagecontrol.com)) allow you to buy and sell spare space on your freight vehicles.
- Speak to your regular suppliers about their environmental commitments.

### Soho Theatre

Soho Theatre have added Climate Cars as a minicab supplier and uses Creative Cars and couriers for bicycle deliveries. They have also taken a lease on a nearby flat for visiting companies to use, reducing commuting times within the city.

[www.sohotheatre.com](http://www.sohotheatre.com)

## Resources and Links



Julie's Bicycle Creative IG Tools:  
[www.ig-tools.com](http://www.ig-tools.com)

Claim Capital Allowances  
[www.hmrc.gov.uk/capital-allowances/fya/energy.htm](http://www.hmrc.gov.uk/capital-allowances/fya/energy.htm)

Julie's Bicycle Practical Guides  
[www.juliesbicycle.com/resources/practical-guides](http://www.juliesbicycle.com/resources/practical-guides)

The following guides would be useful to read alongside this:

- [Touring](#)
- [Green Office](#)
- [Productions and Exhibitions](#)
- [Procurement](#)
- [Audience Travel](#)

### Factsheets

- [Videoconferencing](#)
- [Offsets](#)
- [Biofuels](#)
- [Air and Seafreight](#)

Cycling Workspaces:  
<https://businessoffers.tfl.gov.uk>

Cycle to Work Scheme:  
[www.cyclescheme.co.uk/](http://www.cyclescheme.co.uk/)

Pool bikes for business:  
[www.tfl.gov.uk/cdn/static/cms/documents/Pool-bikes-for-business.pdf](http://www.tfl.gov.uk/cdn/static/cms/documents/Pool-bikes-for-business.pdf)

Ecodriving: [www.ecodrive.org](http://www.ecodrive.org)

FuelforGood:  
[www.energysavingtrust.org.uk/scotland/domestic/improving-my-travel/fuelgood](http://www.energysavingtrust.org.uk/scotland/domestic/improving-my-travel/fuelgood)

European Mobility and Transport:  
[ec.europa.eu/transport/strategies/facts-and-figures/all-themes/index\\_en.htm](http://ec.europa.eu/transport/strategies/facts-and-figures/all-themes/index_en.htm)

Sustrans: [www.sustrans.org.uk](http://www.sustrans.org.uk)

Walkit: [walkit.com](http://walkit.com)

Find Properly:  
[www.findproperly.co.uk/faster-by-public-transport-or-bike.php#.VVIO49pVikq](http://www.findproperly.co.uk/faster-by-public-transport-or-bike.php#.VVIO49pVikq)

Science Direct on Active Travel:  
[www.sciencedirect.com/science/article/pii/S0091743514003144](http://www.sciencedirect.com/science/article/pii/S0091743514003144)

GroundControl:  
[www.groundcontrol.com/Video\\_Conferencing\\_Satellite.htm](http://www.groundcontrol.com/Video_Conferencing_Satellite.htm)

Voyage Control: [www.voyagecontrol.com](http://www.voyagecontrol.com)

GoCarShare: [gocarshare.com](http://gocarshare.com)

BlaBlaCar: [blablacar.co.uk](http://blablacar.co.uk)

Liftshare: [www.liftshare.com.uk](http://www.liftshare.com.uk)

National Car Share: [nationalcarshare.co.uk](http://nationalcarshare.co.uk)

Zipcar: [www.zipcar.co.uk](http://www.zipcar.co.uk)



## Commuting Survey Sample Questions

### 1 How do you normally travel to work?

- walking / running                       bicycle  
 public transport  
     [select all that apply: bus / train / metro / tram ]  
 motorcycle                       car                       other

Tick all that apply – for mixed journeys.

### 2 How far is your journey in miles? If you don't know, please provide your postcode of origin.

### 3 If you travel by car, how many people are normally in the car?

### 4 How long is your average journey to work? (This can make the case for working from home policies)

- 0-30 mins  
 31-60 mins  
 61 – 90 mins  
 more than 90 mins

### 5 Why do you choose this/these forms of transport?

### 6 What would encourage you to travel by a more sustainable means (if you don't already)?

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# Julie's Bicycle

SUSTAINING CREATIVITY

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