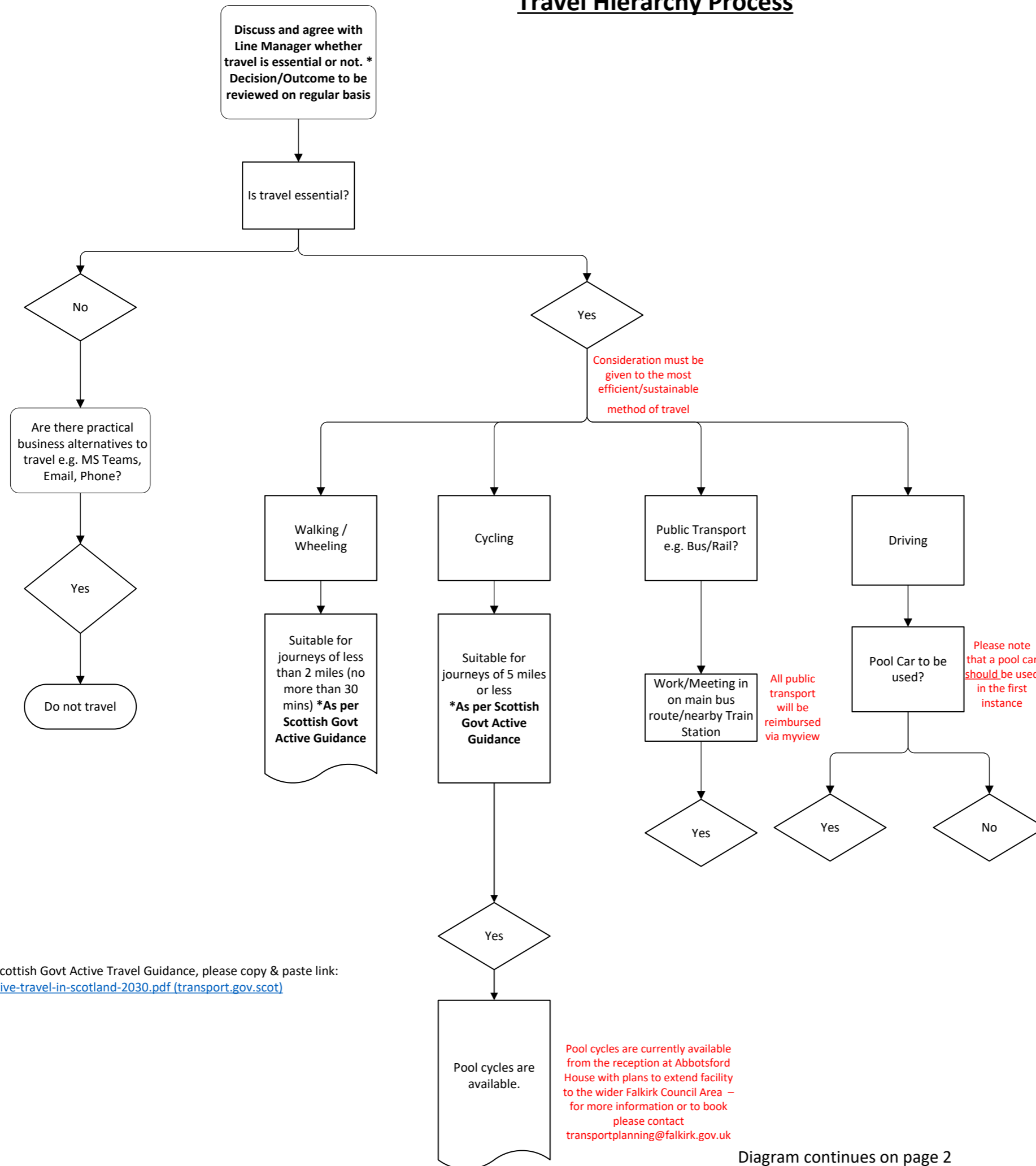


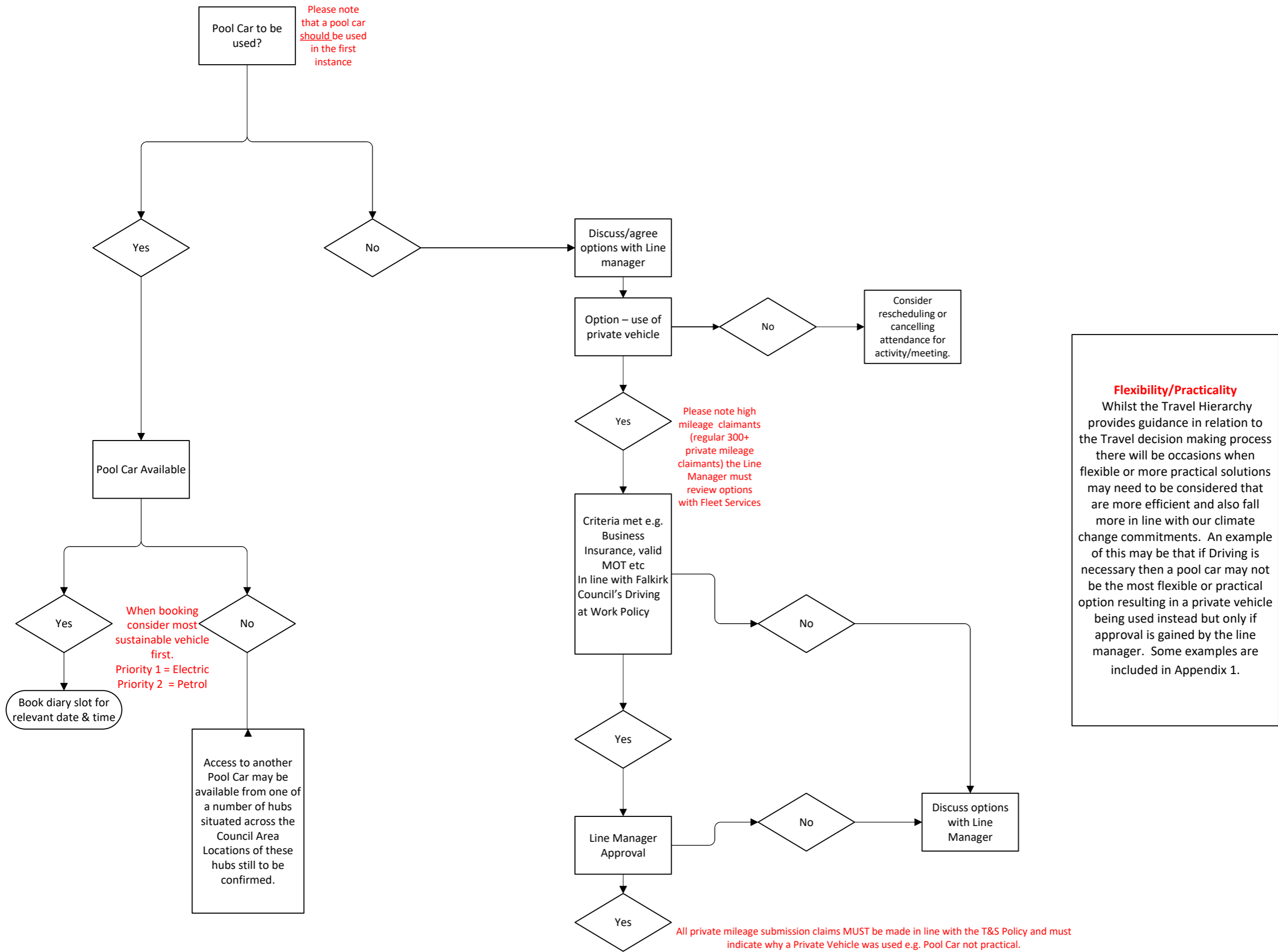
DRAFT - Falkirk Council Travel Hierarchy Process



For more information regarding Scottish Govt Active Travel Guidance, please copy & paste link:
[long-term-vision-for-active-travel-in-scotland-2030.pdf \(transport.gov.scot\)](https://www.transport.gov.scot/publications/long-term-vision-for-active-travel-in-scotland-2030.pdf)

Pool cycles are currently available from the reception at Abbotsford House with plans to extend facility to the wider Falkirk Council Area – for more information or to book please contact transportplanning@falkirk.gov.uk

Diagram continues on page 2



Falkirk Council Travel Hierarchy Process Appendix 1

Summary of Appendix

- 1. Flexibility/Practicality Guidance.**
- 2. Travel Hierarchy Worked Examples.**
- 3. List of Hyperlinks.**

1. Flexibility/Practicality Guidance

It is essential that flexibility is a consideration as well as our commitments to Climate Change when using the hierarchy to assist in the Travel Decision Making process example of which could be Home to Work – where a team member who lives closer to the workplace that they are due to travel to that using a pool car may not be the most efficient or offer the best commercial option which may justify the use of a private vehicle instead.

2. Travel Hierarchy Worked Examples

Detailed below are 2 x examples of where the Travel Hierarchy has been applied. These should be considered for guidance only and will not cover every scenario. Line managers will need use their own personal judgement taking into consideration each team members unique circumstances and the role or activity they are employed to undertake on behalf of Falkirk Council.

i) **- Home Care Team member - works with the East Locality Team providing personal care to residents in Grangemouth Area Home Help area.** Team member needs to conduct visit various private/council addresses on a daily basis. Team member does possess a full driving licence, meets all relevant criteria to enable him/her to drive a Council vehicle and is willing to drive during the completion of council business. Conversation between team member and line manager should consider :-

1. The locations of each resident where personal care is provided.
2. the distance from each scheduled location that is visited during the course of the working day
3. Availability/practicality of conventional transport e.g. walking/wheeling, cycling or public transport and whether that is appropriate taking into consideration any equipment/materials the team member may be required to carry around from each location and the capability of the employee. If conventional travel is not practical then first option should be to book a Pool Car (ideally one that is already dedicated to this particular Service but if this isn't available explore whether a pool car from another service is available).
4. If a Service specific pool car is not available then it may be appropriate to raise with the Fleet Services Team to establish whether this is a viable option in the future.
5. Only after the option of a Pool Car has been ruled out should use of a private vehicle be considered. The manager will need to **a)** ensure that the team member meets all the relevant criteria in line with the Councils Travel & Subsistence and Driving At Work Policies. **b)** establish whether the employee is willing to use their private vehicle in the completion of council business. Once an informed decision has been made this arrangement should be reviewed on a regular basis.

ii) - **Regular High mileage claimant (300 + miles)** - Team member regularly uses their own private vehicle to conduct Council business. In line with Falkirk Council Travel Hierarchy using a private vehicle should be by exception and only a consideration when other options have been ruled out. A conversation needs to take place between the line manager and the individual to determine why this is and consider what sustainable/efficient options are available that would replace the requirement for the team member to use their own private vehicle. The preferred option would be for a Pool Car to be dedicated to the Service and for this vehicle to be accessible for the team member. The Fleet Services team are available to assist relevant Line Manager/Service Manager to facilitate this option.

3. List of Hyperlinks contained within Travel Hierarchy

Link for First Bus Commuter Travel Club to **gain prepaid bus tickets from First Bus** - [Employee benefits - First Bus Commuter Travel Club | Falkirk Council](#)

Link for **Scottish Government Active Travel Guidance** - [long-term-vision-for-active-travel-in-scotland-2030.pdf \(transport.gov.scot\)](#)

Link for **Falkirk Council Driving At Work Policy** - <https://www.falkirk.gov.uk/employees/policies/docs/hr/policies/Driving%20at%20Work%20policy.pdf?v=202004241419.pdf>