Improving the journey to work

Practical suggestions to help with your journey
This resource has been developed based on research conducted with people just like you. This research aimed to identify the problems that people have with the journey to work.

The information is divided into different categories of issues. It also lists different strategies that you may find helpful to improve your journey to work. These strategies don’t need to be used everyday, but even once or twice a week may make a difference.

We’ve given examples of websites to give you an idea of what is available, but there are many others out there.

For more information on the research behind this resource, please visit: www.workinglate.org
List of suggestions for employees to try to help improve their journey to work

Card title describes the issue

Quotes based on employees’ experiences that demonstrate how they have improved their journey to work

Where this symbol is present, it means that there is more information included in the ‘further information’ section (select the symbol or related heading to view)

Some cards also have a few helpful links where you can get more information

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Driving Issues
**Boring route**

*What can you do to improve your journey to work?*

**Change of route:** Use a route planner or ask your colleagues for their suggestions about alternative routes in the local area.

**Car share:** Explore car sharing schemes. Ask if any colleagues who live in the same area would like to car share.

**Different ways of travelling:** Investigate the local public transport services and different ways you could get to work.

**Listen to something:** Listen to the radio or music to help stay alert.

**Daylight travel:** Try and travel in daylight to keep you more alert.

**Working from home** could also help. Visit the further information pages for more details.

**Useful links:**

- Journey Planner: [www.transportdirect.info](http://www.transportdirect.info)
- Google maps: [www.maps.google.co.uk](http://www.maps.google.co.uk)
- Find the best route: [www.findthebestroute.com](http://www.findthebestroute.com)
**Car journey time**

**What can you do to improve your journey to work?**

- **Car share:** Explore car sharing schemes and ask if any colleagues who live in the same area would like to car share.

- **Different ways of travelling:** Investigate the local public transport services and other ways you could get to work.

- **Change of route:** Use a route planner or ask your colleagues for their suggestions about alternative routes in the local area. There may be longer routes which are less congested.

- **Alternative location:** Ask your employer if, on certain days, you can work from a different site that is nearer to home.

- **Working from home** and **flexible working** could also help. Visit the further information pages for more details.

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**WORKING FROM HOME**

“I have the opportunity for working at home. I usually do that one day a fortnight, but if there was something that required me to spend 3 days at a computer, then I would actually stay at home.”

**DIFFERENT WAYS OF TRAVELLING**

“If I ever have the opportunity, I’ll go by train. I find that much more relaxing and I’m able to get work done on the way in and on the way home. I suppose it lengthens the effectiveness of my working day.”
Cost of driving

What can you do to improve your journey to work?

**Service deals:** Ask your local garage about service and maintenance deals which allow you to buy several years of car servicing for a fixed fee. This could save you money on your car maintenance. Alternatively, shop around for lower cost servicing.

**Car share:** Explore car sharing schemes and ask any colleagues who live in the same area if they would like to car share.

**Different ways of travelling:** Investigate the local public transport options and other ways you could get to work such as walking or cycling part or all of the journey.

**Downsize your car:** Consider swapping your car for a smaller, more efficient model or even buying a motorbike!

**Motability scheme:** If you have a disability you may be entitled to help via the Motability scheme which uses all or part of your disability allowance in payment for a vehicle.

**Working from home** could also help. Visit the further information pages for more details.

**Useful links:**

Motability scheme website: [www.motability.co.uk](http://www.motability.co.uk)
Journey Planner: [www.transportdirect.info](http://www.transportdirect.info)

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**SERVICE DEALS**

“I pay into a service plan over 20 months and that’s for 3 years so I don’t have anything to pay for the last year and a bit.”

**MOTABILITY SCHEME**

“I do have a disability car now so the car doesn’t actually cost me anything, it’s just the cost of fuel.”
Cost of fuel

What can you do to improve your journey to work?

Driving style: Adopt a more fuel efficient driving style. For example avoid harsh braking/acceleration, change gear at 2000rpm, drive at a lower speed or use your car’s cruise control.

Car share: Explore car sharing schemes and ask any colleagues who live in the same area if they would like to car share.

Different ways of travelling: Investigate the local public transport services and other ways you could get to work.

Cycle part of the journey: You could drive the first half of the journey and cycle the rest.

Downsize your car: Consider swapping your car for a smaller, more efficient model, a hybrid or electric car or even buying a motorbike!

Work fewer days: Condense your contracted hours so that you work fewer days but for longer hours.

Working from home could also help. Visit the further information pages for more details.

Useful links:

Find the cheapest fuel: www.petrolprices.com
What can you do to improve your journey to work?

Different ways of travelling: Investigate the local public transport services and other ways you could get to work.

Change of route: Use a route planner or ask your colleagues for their suggestions about alternative routes in the local area. There may be longer routes which are less congested.

Cycle part of the journey: You could drive the first half of the journey, and cycle the rest. Folding bikes can fit easily into the back of a car. Cycling can often provide a more certain journey time.

Radio traffic information: Listen to local radio to find where the traffic black spots are so that you can avoid them.

Park & ride: Make use of park & ride schemes in cities. Drive to the car park and then use the designated bus to travel into the centre. The bus may have a specified lane to bypass the traffic.

Working from home and flexible working could also help. Visit the further information pages for more details.

FLEXIBLE WORKING
“I do miss a lot of traffic; 10 minutes difference in journey start time can make a difference. Even in London where the rush hour is very extended, but in a lot of smaller towns and cities, that 10 minutes could make a huge difference in the amount of traffic you were exposed to.”
Public Transport Issues
Accessibility

What can you do to improve your journey to work?

**Report issues to your local council:** Report poor accessibility of public transport to your local council.

**Station help:** Enquire at the train or bus station if they provide any additional help for those who are less able.

**Travel with colleagues:** Ask your colleagues if anyone lives near enough to pick you up on their route to work, you could offer to give them petrol money.

**Access to Work Scheme:** If you have significant disabilities, enquire about the help you can gain from the ‘Access to Work’ Scheme, which may help pay for private travel to work or help you to adapt your car to meet your needs.

**Working from home** and **flexible working** could also help. Visit the further information pages for more details.

**Useful links:**
- Access to Work Scheme: [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)
- Information on legislation and provision: [www.dft.gov.uk/topics/access](http://www.dft.gov.uk/topics/access)
Busy public transport
What can you do to improve your journey to work?

Travel with colleagues: Talk to colleagues who live in your local area, and see if anyone could pick you up from a mutually convenient location, for example, from a bus stop on your route which they drive past every day.

Change of route: Consider using a less direct route which is quieter or combining modes of transport to avoid busy route sections. You may be more likely to get a seat.

Walk: Try walking part of the route, especially if the bus gets busy towards the end of the route. Walking the last few stops may be quicker, especially if the bus keeps stopping to let other passengers on/off, and it will help keep you fit.

Working from home and flexible working could also help. Visit the further information pages for more details.

Useful links:
Journey Planner: www.transportdirect.info
Google maps: www.maps.google.co.uk
Find the best route: www.findthebestroute.com
Season ticket loan: Getting a season ticket loan can help spread the cost of public transport.

Multiple journey tickets/Travel cards: Buying multiple journeys in advance or a day/week/season ticket can be cheaper than buying single or return journeys every day. In some areas these can be used on multiple transport modes.

Railcard: For older workers, investigate whether you are eligible for a senior bus or rail card, or for London’s Oyster photo card or Freedom Pass.

Different ways of travelling: There can be other modes of public transport that travel the same journey that could be cheaper, albeit possibly taking more time. Why not take the bus instead of the tube or train?

Car share: Look into car sharing with other colleagues who live in the same area. Sharing the price of fuel and parking may be cheaper than paying for public transport.

Flexible working: Arrange your working day so that you can travel on off-peak services that are cheaper. Off-peak car parking at train stations may also be lower cost.
Limited public transport

What can you do to improve your journey to work?

Research your locality: Research local transport links in the surrounding area. Could you walk or cycle to these, or get dropped off?

Travel with colleagues: Talk to colleagues who live in your local area, and see if anyone could pick you up on their journey to work.

Car share: Investigate local car sharing schemes.

Work fewer days: Condense your contracted hours so that you work fewer days but for longer hours. This will cut down on the amount of travelling.

Working from home and flexible working could also help. Visit the further information pages for more details.

Useful links:

Journey Planner:  www.transportdirect.info
Travel Line:  www.traveline.info
Public transport journey time

What can you do to improve your journey to work?

**Travel with colleagues:** Talk to colleagues who live in your local area, and see if anyone could pick you up from a mutually convenient location, for example, from a bus stop on your route which they drive past every day.

**Walk:** Try walking part of the route, especially if the bus gets busy towards the end of the route. Walking the last few stops may be quicker, especially if the bus keeps stopping to let other passengers on/off, and it will help keep you fit.

**Use the time effectively:** Try to use the time effectively and begin your working day whilst travelling. If you feel the journey has been productive, you may feel less frustrated when you arrive at work.

**Flexible working:** Ask your employer if you can work flexible hours. This will help you to structure your working day around quieter travelling times which may shorten your journey.

**Work from home:** Ask your employer if you can regularly work from home; try suggesting one day a week. This could be the same day each week so that colleagues are aware of your schedule.
Unreliable public transport
What can you do to improve your journey to work?

Flexible working: Ask your employer if you can work flexible hours. This will lessen the pressure of having to arrive at a certain time.

Travel with colleagues: Talk to colleagues who live in your local area, and see if anyone could pick you up on their journey to work.

Car share: Investigate local car sharing schemes.

Travel fewer days: Condense your contracted hours so that you work fewer days but for longer hours. This will cut down on the amount of travelling.

Allow extra time: Set off earlier to allow for holdups or delays.

Work from home: Ask your employer if you can regularly work from home; try suggesting one day a week. This could be the same day each week so that colleagues are aware of your schedule.

Useful links:
Journey Planner: www.transportdirect.info
Cycling and Walking Issues
Cycling issues

What can you do to improve your journey to work?

Cycle part of the journey: If you live a large distance from work, or are worried about your fitness levels, consider driving the first half of the journey and cycle the rest, leaving your car in a public car park.

Cycle lanes: Plan your route around the availability of good cycle lanes. Sometimes, these are shared with bus lanes.

Take a more scenic route: If you struggle for confidence when cycling, try taking a more scenic route. Take canal paths instead of busy roads.

Different ways of travelling: Try varying the way you travel and if you are feeling particularly tired, take the bus instead.

Electric bike: If cycling to work is becoming a struggle, consider purchasing an electric bike or small moped.

Luggage: Avoid carrying unnecessary luggage on your back whilst cycling as this may make you feel unbalanced. Consider using cycle bags or panniers for carrying items or use a memory stick to take work home rather than carrying a laptop.

GET A MOPED
“I have considered getting a small moped or something like that . . . When you get older, you don’t want to be cycling 40 miles a week, so I might want to ease up on that a bit.”

FIND ROUTES WITH SHARED BUS LANES
“The best cycle provision in London is where you have a shared bus lane. Shared lanes are better, there’s no conflict between me and buses.”
Walking issues

What can you do to improve your journey to work?

Different ways of travelling: Try varying the way you travel, and if you are feeling particularly tired, take the bus instead.

Walk part of the journey: If you live a large distance from work, or are worried about your fitness levels, could you drive the first half of the journey and walk the rest, leaving your car in a public car park?

Walk with colleagues: See if there are any colleagues who live in your area who would like to walk in with you. This will help encourage you and keep you safe.

Cycling: You could try cycling instead of walking. This will make the journey quicker but will still keep you fit!

Try different routes: If a busy town centre makes walking a problem, try using roads and paths that go around the town centre instead of through it.

Useful links:
Urban Walking Route planner: www.walkit.com/walking-to-work/
Road Works and Issues
Talk to colleagues: Talk to your colleagues about road issues in the local area. Ask them to share any better routes they know of.

Cycling: Try cycling instead of driving. You will find it easier to avoid road problems and speed bumps and can also bypass traffic making use of cycle lanes and tow paths.

Report issues to your local council: If there are particular issues with the road you use, it is important to report them. They can then try and resolve the problem.

Change of route: Use online maps or route finders to search for new routes using different roads.

Different ways of travelling: Try using public transport, particularly types that don’t use the road network.

Walk: On short routes consider walking instead of driving so you can make use of public footpaths and avoid problems with the roads. Make sure that walking routes are safe and well lit.

Useful links:
Fix My Street: Report, view & discuss problems: www.fixmystreet.com
Journey Planner: www.transportdirect.info
Fill that hole: report pot holes: www.fillthathole.org.uk
Road works

What can you do to improve your journey to work?

Radio traffic information: Listen to local radio to find where road works are and the congestion that they may be causing.

Internet: Check on local government websites to see where planned road works will take place and then work out a diversion ahead of time.

Talk to colleagues: Talk to your colleagues about road works in the local area. If there is a staff intranet, ask if problem, local or well used routes can be advertised.

Different ways of travelling: Try using public transport when there are road works in your area - particularly types that don’t use the road network.

Alternative location: Ask your employer if you can temporarily work from a different site which may be easier to get to.

Working from home: Visit the further information pages for more details.

Useful links:
BBC travel news: www.bbc.co.uk/travelnews
Highways Agency: www.highways.gov.uk/traffic/
Journey Planner: www.transportdirect.info

“If there are road works on my route to work, I tend to try and work from home more to save myself the aggravation and extra time.”
Personal Issues
Fatigue

What can you do to improve your journey to work?

**Daylight travel:** Where possible, leave work before it gets dark, to make the drive home easier.

**Flexible working:** Ask your employer if you can work flexible hours so that you can avoid travelling home in the dark.

**Different ways of travelling:** Consider using public transport regularly which will enable you to relax on the journey to and from work.

**Journey break:** Plan a short break into a long commute, which will improve concentration.

**Work from home:** Ask your employer if you can regularly work from home; try suggesting one day a week. This could be the same day each week so that colleagues are aware of your schedule.

**Take breaks:** Make sure to take breaks during the day to refresh and revitalise yourself.

**Alternative location:** Ask your employer if, on certain days, you can work from a different site that is nearer to home.

*“On the day I work from home, I feel much less tired, because I’m not commuting.”*

*“The lethargy when I get home from work is gone. Although it’s a longer journey by train, I’m not so tired from it. Then I do feel like making supper, whereas previously I’d just sit in the chair for an hour and just be a zombie.”*
Health and Fitness
What can you do to improve your journey to work?

**Work fewer days:** Condensing your hours over fewer days will lessen the impact of the journey to work.

**Take breaks:** Make sure to take breaks during the day to refresh and revitalise yourself.

**Journey break:** Plan a short break into a long commute, which will improve concentration and reduce stiffness and discomfort.

**Alternative location:** Ask your employer if you can work from a different site which may be easier for you to get to.

**Access to Work Scheme:** If you have significant disabilities or health issues, enquire about the help you can gain from the ‘Access to Work’ Scheme, which may help pay for private travel to work.

**Lunchtime exercise:** Taking a walk during the working day will help to revitalise you and refresh your concentration for work and your journey home; it will also increase your blood circulation and heart rate.
Personal safety

What can you do to improve your journey to work?

Avoid being in car parks alone: Walk with a colleague to the car park when it is dark.

Request lighting: If there are unlit footpaths or roads to your workplace, request that lighting is installed, either by the council or your employer.

Flexible working: Ask your employer if you can work flexible hours so that you can avoid travelling in the dark.

Report issues to your local council: If there are issues with uneven or unlevelled paths to your place of work, report them and ask that they be fixed.

Lighting: Where there is lighting available, try and park near street lights if you will be returning to your car at night.

Useful links:
Suzy Lamplugh Trust: Personal safety advice: www.suzylamplugh.org

“As a female, I avoid multi-storey car parks. I feel very vulnerable - rather than in a lit area. My colleague and I used to make sure we finished together so we could walk to our cars.”
Stress

What can you do to improve your journey to work?

**Listen to something you enjoy:** Listening to the radio, music or an audio book may help you to relax whilst allowing you to concentrate on the journey.

**Flexible working:** Ask your employer if you can work flexible hours to avoid rush hour traffic.

**Car share:** Explore car sharing schemes and ask if any colleagues who live in the same area would like to car share. The presence of someone else to talk to may help keep you calm and when they drive you can relax further.

**Journey break:** Plan a short break into a long commute; this will improve concentration and reduce stress.

**Different ways of travelling:** Try taking public transport routes instead of driving. You may find this a more relaxing way to travel.

**Walk or cycle:** Try walking or cycling part of your journey. Physical exercise can help to reduce stress.

**Working from home** could also help. Visit the further information pages for more details.

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"At least on the bus I've got my book and I sit and read my book, and it's ok. I'm a lot less stressed getting home when I've been home on the bus than I am when I've been in the car."

"I tend to just listen to the radio and music and try not to get het up."
**Work-life balance**

What can you do to improve your journey to work?

**Leave your work in the office:** Try and make sure there is a distinction between home and work life by leaving your work in the office and being able to ‘switch off’ when you leave. If you do work from home, ensure you include some free time in the evening to relax.

**Work from home:** Ask your employer if you can regularly work from home; try suggesting one day a week. This could be the same day each week so that colleagues are aware of your schedule.

**Alternative location:** Ask your employer if, on certain days, you can work from a different site that is nearer to home.

**Flexible working:** Ask your employer if you can work flexible hours so that you can structure your working day around other commitments e.g. the school run.

**Reduce hours:** If the journey is taking valuable time away from your personal life, consider reducing your contracted hours.

**Work fewer days:** Condensing your hours over fewer days may help you improve your work-life balance.

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**Leave your work in the office**

“This might sound like I’m a bit of a technophobe, but I don’t have a computer at home. I like to have a huge distinction between my home life and my work life and I don’t want the two to overlap.”

**Work from home**

‘My mother has got Alzheimer’s, so I am able to work upstairs whilst she is downstairs watching the TV. The day job is IT so about 99% of it can be done remotely.”
Place of Work Issues
Cycling facilities

What can you do to improve your journey to work?

**Speak to your employer:** Inform them of the facilities that you feel your place of work is lacking.

**Local facilities:** Investigate cycling facilities in the surrounding streets or public buildings that you may be able to use.

**Drop off:** To remove the need for cycling facilities, could a family member or partner drop you off at work?

**Indoor storage:** Ask your employer if there is somewhere to store your kit or bicycle indoors.

**Cover:** Invest in a waterproof cover that you can protect your bicycle with.

**Cycle hire:** Investigate or enquire about schemes where you can hire bicycles and return to various points around your city. This removes the need for storing the bicycle yourself.

**Cycle purchase:** Enquire to see if your workplace runs a cycle purchase scheme to help with the cost of buying a bicycle.

**Useful links:**

**Transport For London:**

**Barclays cycle hire (London):** www.tfl.gov.uk/roadusers/cycling/14808.aspx
Office relocation

What can you do to improve your journey to work?

Drop off: Could a family member or partner drop you off at work?

Work from home: Ask your employer if you could work from home one day a week.

Alternative location: Ask your employer if, on certain days, you can work from a different site that is nearer to home.

Car share: Explore car sharing schemes and ask if any colleagues who live in the same area would like to car share.

Different ways of travelling: Investigate the local public transport services and alternative ways you could get to work.

Share routes with colleagues: Talk to your colleagues about different routes in the local area. Ask them to share any alternatives that they know of.

Reduce hours: If the journey is significantly longer, investigate reducing your contracted hours.

REDUCE YOUR HOURS
“I told them! I said I’ve got to reduce my hours, I refuse to become a victim of commuting, now the office is further away.”

TAKE LIFTS FROM COLLEAGUES
“My colleague actually almost drives past my front door so if I do need a lift I can always ring her and cadge a lift.”
Parking issues

What can you do to improve your journey to work?

- **Car share:** Explore car sharing schemes and ask if any colleagues who live in the same area would like to car share.

- **Different ways of travelling:** Investigate the local public transport services and alternative ways you could get to work.

- **Cycle part of the journey:** Could you drive the first half of the journey, and cycle the rest?

- **Priority parking:** If you have physical difficulties, talk to your employer about priority/disabled parking facilities.

- **Rent a space:** Investigate websites that give you information about renting private car parking spaces near your place of work.

- **Working from home and flexible working** could also help. Visit the further information pages for more details.

**Useful links:**

- **Rent a Space:** [www.yourparkingspace.co.uk](http://www.yourparkingspace.co.uk)
  [www.parkatmyhouse.com](http://www.parkatmyhouse.com)

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**Priority Parking**

“I do have problems with both of my hips and there are times when I can’t actually walk that far and that has been an issue. I explained the situation to the deputy security manager, who was very helpful and he issued me with a temporary disabled permit.”

**Cycle Part of the Journey**

“Some people will drive half way to work and bike the rest and then bike back to their car.”
Further information for employers and employees
Advice for Employers

What can employers do to improve their employee’s journey to work?

**Flexible working:** Could you enable your employees to work more flexible hours? This would give them the freedom to travel at quieter times and help them fit work around other commitments in their lives.

**Working from home:** Could you enable your employees to work from home? Perhaps one or two days a week? This may ease the stress of the journey to work and could positively affect their work and efficiency.

**Car share scheme:** Could you advertise and encourage car sharing? This will not only foster employee friendships, but will also ease the pressure on car parking spaces and reduce CO₂ emissions.

**Investigate public transport routes:** Could you advertise local transport options and timetables? Could you ask the council to increase the number of bus stops near your work place?

**Links to public transport:** Could you provide transport to local public transport links?

**Subsidise public transport:** Could you subsidise fares on public transport to make it a more affordable and appealing option to employees?

**Cycling facilities:** Could you provide better cycling facilities? Are there safe & sheltered places for your employees to keep their bikes? Are there showers and changing rooms?

**Parking:** Are you allowing employees to park as near as possible to their work place? Are you utilising all of the free space? Where parking is not available on site, are you able to subsidise the cost of using public car parks? Have you made provisions for less able employees, including those who are injured, pregnant etc., e.g. prioritised parking.

**Encourage communication:** Can you encourage communication between employees with the use of notice boards or intranet sites? These could be used to advertise or make requests for car share, accommodation available near work, local traffic issues, public transport options etc.
Car sharing can be beneficial to employees, particularly in terms of reducing the cost of the journey to and from work. It can allow someone who normally takes public transport to take advantage of the flexibility of a car, or allow two car drivers to reduce both of their costs (including both fuel and wear and tear) by sharing the use of one car, and taking it in turns to drive to work.

Car sharing doesn’t necessarily mean that you would share journeys everyday, but whatever works best for you. That may be everyday, every other day, once a week, or perhaps one week on, one week off. Car sharing also encompasses travelling with colleagues when you may not have a car. You may offer them a financial contribution to the cost of fuel.

**Most compatible job types:** Those with fixed start and finish times. However employees with more flexible working practices could choose to fix their times for one day or twice a week.

**Benefits to employee:**
- Reduces cost of fuel & parking.
- Can reduce fatigue & stress.
- Can help those for whom health is an issue on the journey to work, including those who are less able.
- Can help when public transport issues are making the journey to work difficult, particularly in areas with limited public transport options.
- Enables use of multi-occupant lanes where available.
- Increased personal security in car parks.

**Benefits to employer:**
- Reduces the number of employees parking on site.
- Assists with green travel objectives, and any carbon reduction targets the company may have.
- Helps promote teambuilding and friendships between colleagues.

Continued on the next page
Car share contd.
Information for employers and employees

Possible drawbacks for employees:
• Employees may have to slightly adjust their hours to suit those they share lifts with.
• Car share can make flexible working difficult.
• Reduces flexibility to make other journeys during the working day or on the way home.

How can the employee help?
• Inform colleagues if your usual working hours are changing.

Possible drawbacks for employer:
• Employees may have to adjust their hours to suit those they share lifts with.

How can the employer help?
• Assist employees in identifying car share partners e.g. host car share scheme facilitation software.
• Promote/encourage car sharing e.g. allow car sharers to use more desirable parking spaces.

Next steps:
• Investigate local car sharing schemes via the internet.
• Ask colleagues if they would be interested in car sharing.

Useful links:
Car Plus: www.carplus.org.uk/car-sharing/
Lift Share: www.liftshare.com/uk
Free Wheelers: www.freewheelers.com
Change of route

Information for employers and employees

Changing the route taken to get to work could reduce the journey time and help avoid problems such as heavy traffic or road works. This applies to public transport options as well as travelling by car, cycling or walking. Colleagues or satellite navigation systems may be able to offer suggestions about alternative routes, and there are various route planners available online.

It is worth remembering that the quickest/quietest route might not be the same on the way to work as on the way home. Try getting on or off at a different bus stop/station or travelling on different types of road. For example, for a short journey, travelling one junction on a motorway may be quicker than travelling on a country road.

Compatible job type: Any

Benefits to employee:
- Reduces the journey time.
- Reduces the amount of traffic and queues encountered.
- Reduces the level of stress caused by the journey.
- Reduces the fatigue caused by driving in congested conditions.

Benefits to employer:
- Employees may be more punctual.
Change of route contd.

Information for employers and employees

Possible drawbacks for employees:
• The change of route may be longer in distance.
• Fuel costs may be higher.

How can the employee help?
• When employees find different routes they should share them with their colleagues.

Possible drawbacks for employer:
• Employee arrival times may be less predictable when new routes are being explored.

How can the employer help?
• Provide a means for employees to share routes.
• Provide information about local transport links.

Next steps:
Try using online route planners to identify other routes or talk to colleagues about the routes they take. Make sure to leave extra time for your journey when trying out new routes.

Useful links:

Google maps (Driving/walking): www.maps.google.co.uk (move the route line to change route)
Driving route planners: www.theaa.com
www.rac.co.uk/route-planner

Map Channels: www.mapchannels.com (map allowing employees to mark their route to work)
Journey Planner: www.transportdirect.info (indicates different types of transport available)
Rail: www.nationalrail.co.uk
Public transport: www.traveline.info
Transport for London: www.tfl.gov.uk
Cycling route planners: www.cyclestreets.net
www.opencyclemap.org
Flexible working

Information for employers and employees

Flexible working encompasses a range of strategies, including: flexible start and finish times, part time working, working compressed hours (working your contracted hours but over fewer days). Flexible working can help to avoid the busiest and most expensive commute times, making journeys quicker, less stressful and less tiring. Working longer hours over fewer days can help reduce the cost and fatigue of a daily commute (make sure to include sufficient rest breaks). It can also reduce the impact of health related issues.

**Most compatible job types:** Some type of flexible working could be applied to all job types. Day to day flexibility is most appropriate for jobs which do not require a fixed start and finish time and/or have a fluctuating work load. Those working specified shift patterns may not find this way of working appropriate.

<table>
<thead>
<tr>
<th>Benefits to employee:</th>
<th>Benefits to employer:</th>
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<tbody>
<tr>
<td>• Reduces the cost of travelling at peak times.</td>
<td>• Employees are more likely to be flexible to work more hours in busy times.</td>
</tr>
<tr>
<td>• Enables travelling at quieter times, reducing the traffic encountered and journey time.</td>
<td>• More productive and motivated employees.</td>
</tr>
<tr>
<td>• Reduces stress and fatigue that are related to busy roads or public transport.</td>
<td>• Reduces the impact of commute related stress, fatigue and health related issues.</td>
</tr>
<tr>
<td>• Helps to structure the working day around family commitments.</td>
<td>• Could allow an extension of the working day - if employees are present before and after normal working hours.</td>
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<tr>
<td></td>
<td>• Could reduce absenteeism and employee turnover.</td>
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</table>
Flexible working contd.
Information for employers and employees

Possible drawbacks for employees:
• Reduces options to car share.
• Other colleagues/supervisors may not be in the office when you want to speak to them.
• Lower salary if you work reduced hours.
• Requires more self discipline and motivation.
• The sense of ‘team’ and social interaction may be reduced.

How can the employee help?
• Inform your supervisor/colleagues of the hours you intend to work.

Possible drawbacks for employer:
• A certain level of trust of employees is required.
• It may be more difficult to schedule meetings with a number of attendees.
• May reduce working relationships within teams.

How can the employer help?
• Introduce flexi-time systems if at all possible.
• Assess shift patterns as to whether a longer hours/fewer days pattern would work.
• Consider whether pairing or grouping employees would allow flexible working where it is not possible to grant an individual request. This could involve job share for part time staff or assigning different days off to groups of employees wanting to work longer hours/fewer days pattern.

Next steps:
• Speak to your employer. Some employees have the legal right to ask for flexible working arrangements.

Useful links:
Gov.UK: [www.gov.uk/flexible-working/overview](http://www.gov.uk/flexible-working/overview)
Working from home is now deemed an appropriate way to work in many different sectors and businesses. The amount of time that an individual spends working from home depends on the requirements of the job role, individual preferences and company policy. Whilst some roles may suit regularly working from home, for example, one day a week, others can be predominantly home based.

Most compatible job types: Ideal for jobs with desk based or computer work.

Benefits to employee:
- Reduces the costs associated with commuting.
- Reduces the amount of time spent commuting in a week.
- Reduces the stress and fatigue associated with the commute to work.
- Increases the number of hours available to work in a day.
- Increases the sense of trust between employer and employee.
- Enables a better work-life balance as the working day can be structured around other commitments.
- Quieter working environment may help improve concentration levels.

Benefits to employer:
- More productive and motivated employees.
- Reduces the impact of commute related stress, fatigue and health related issues.
- Employees may be more likely to do their best for their employer when they feel trusted.
- Employees may work longer hours when at home as they work during their normal commuting time. Work is often more focused as there are fewer interruptions.
- Could reduce absenteeism and employee turnover.
- Can reduce the office space and cost requirements to house employees when used alongside ‘hot desking’.

Continued on the next page
Possible drawbacks for employees:
• Possible feelings of isolation.
• Loss of interaction, including learning opportunities through co-workers.
• Loss of living space to use as a working environment.
• Increased heat and electricity costs in the home.
• Loss of distinction between work and home life.
• Health risk with poor workstation layouts.

How can the employee help?
• Advise colleagues when you will be out of the office, and make sure to leave contact details to ensure you are readily available.

Possible drawbacks for employer:
• Reduction in interaction and communication between employees.
• Reduction in ability to monitor employees’ efficiency.
• Increase in security risks when sensitive documentation is taken outside of the workplace.
• It may be more difficult to schedule meetings with employees.

How can the employer help?
• Allow employees to work from home when appropriate. Facilitate this through the provision of IT infrastructure and equipment (e.g. use of laptops).

Next steps:
• Speak to your employer. Some employees have the legal right to ask for flexible working arrangements.

Useful links:
Gov.UK: www.gov.uk/flexible-working/overview
Walking or cycling to work are great ways of avoiding many of the issues associated with travelling, including reduction of cost and increased health benefits. Walking and cycling can be combined with many other methods of travelling in order to increase fitness. It also reduces travel cost, stress and has many other benefits.

**Most compatible job types:** Any that do not require long distance travelling during the working day.

**Benefits to employee:**
- Reduces the costs associated with commuting.
- Reduces the stress associated with the commute to work.
- Reduces any health impacts the journey to work has.
- Increases fitness levels and burns more calories.
- Avoids traffic.
- Helps to reduce carbon emissions.

**Benefits to employer:**
- More productive and motivated employees.
- Reduces the impact of commute related stress, fatigue and health related issues.
- Reduces the number of car parking spaces required.

Continued on the next page
Walking and Cycling contd.

Information for employers and employees

Possible drawbacks for employees:
• Bad weather may make walking less pleasurable.
• It may be necessary to take a change of shoes and clothes.
• Cycling may incur additional initial costs in order to purchase equipment.

How can the employee help?
• Find out if any of your colleagues walk to work. Ask them to advise on the best/safest routes.
• Purchase panniers for cycling to help carry any work equipment (this is better and safer than using a rucksack).

Possible drawbacks for employer:
• There may be a need to provide employees with changing and showering facilities.

How can the employer help?
• Provide a changing room and lockers for employees.
• Encourage employees to share local walking routes.
• Where possible, ensure the local area is well lit and safe for employees.
• Provide information in communal areas/intranet sites to highlight good walking routes both for commuting and lunch time breaks.
• Facilitate cycle schemes to allow employees to purchase bicycles through their salary.

Useful links:
Urban Walking Route planner: www.walkit.com/walking-to-work/
Cycle Scheme: www.cyclescheme.co.uk
Bike to work scheme: www.bike2workscheme.co.uk
Working Late is a four year collaborative research project addressing practice and policy issues associated with later life working. The project is funded by the New Dynamics of Ageing (NDA) Programme.

For more information on the Working Late project, or to download an electronic copy of this resource, please visit: www.workinglate.org

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