



Simple Employee Commute Action Plan

Your template and inspiration...

**MISSION
ZERO**

Simple commute action plan template

Populate the template on the following page by picking relevant initiatives from our Inspiration Menu*.

- An action doesn't sound right for your business? Ignore it.
- A new idea that is not on our menu? Great! You are ahead. Add it in and let us know.
- Be realistic – aim for what you feel you can achieve.
- Once you've built a list of actions you want to commit to, have a conversation with your team and record their reflections.
- Sign this off with the boss and get them to walk the talk.

• A list of actions proposed during a Mission Zero employee commute hackathon (Nelson, Feb 2025)

Simple commute action plan template

Consider:

- Employee engagement - education, events, ambassador scheme or 'commute groups'
- Infrastructure - Car/ bike parking, electric charging, shower facilities, employee shuttles, car-pooling, alignment of shifts with bus timetables, walk/ cycleways, emergency travel options, online meetings, access to low cost active transport gear
- Health and wellbeing - Safety training, active meetings, flexible work hours, working from home (encourage + fund office set up/ ongoing costs), paid health checks
- Incentives - Competitions with prizes/ salary benefits, bus pass discounts, active transport gear purchasing subsidies, WorkRide and The Wheel Deal, low-carbon corporate vehicle benefits, corporate sponsorships of low-carbon charities
- Public reporting - alignment with your strategic goals, employee KPIs, customer awareness, behaviour-related rewards

What are you already doing?	What will you do in the next three months?	What will you do in the next year or two?
<i>E.g. A sustainability working group is in place</i>	<i>E.g. To introduce guidelines for sustainable practice at work – including low-carbon commuting – into induction packs</i>	<i>E.g. Create a bike safety video for induction-stage education</i>
What are your lessons learnt?	What do you need to do to make it happen?	What can you do to generate momentum?
<i>E.g. The working group needs to include senior decisions makers in order to have meaningful impact</i>	<i>E.g. We need to plan out our requirement and secure resources to deliver</i>	<i>E.g. Film in-house, with team involvement to support high engagement</i>

Commute Inspiration Menu

1

Carpooling initiative in the organisation

- Larger organisations offer shuttles on common routes
- Set up a frame-work for ride-sharing/ car-pooling

3

Emergency transport/ Guaranteed ride home

- Set up an emergency taxi/ uber fund for non-driving commuters in case of need

2

Health as the incentive

- Sneaky exercise for busy people
- Annual staff/whānau health checks paid for

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Provide info/ educate

- Easy to access up-to-date info for staff
- Visual data/ displays around workplace
- Travel planning days/ 1:1 sessions with experts
- Advantages of busing: emails, social media, knitting, writing, reading, chatting
- Promote the key message: 94% of household emission are from transport (Stats NZ figures), so everything else is just noise!

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Flexible working to encourage low/no-carbon commuting

- Investigate options to adapt departmental rosters to support commute-related emissions reductions
- On bus commuting time – count this time as part of the work day if staff are checking emails on laptops/ working
- Encourage working from home/ provide incentives to reduce emissions while working from home (low-carbon heating, efficient appliances)
- Align shifts with bus timetables
- Encourage online meetings to avoid travel
- Offer funding to enable greater work-from-home take-up

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Make carpark difficult in a positive way

- Put bike parks nearest entry to buildings/ car parks further away
- Charge for car parking
- Reduce the number of car parks that are available, replace with bike racks
- Reserve best car park for car-poolers and people with health issues
- Car park levy reinvested into sustainable travel fund
- Prioritise bike racks over parking – upgrade racks

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Financial incentives

- Recognise & reward (prizes, salary bonus, coffee vouchers) target behaviour – make it fun
- Corporate sponsorship/donations prioritise organisations which enable people to commute via low-carbon transportation means
- Discounted or free public transport
- Reduce SLT salaries to incentivise staff emission reductions programme
- Offer bike purchase subsidies and free safety gear (helmets, high-vis, lights etc.), discounts at shoe stores (for walkers) or coffee vouchers in relation to commuting achievements (eg. 1 minute of low-carbon commuting = \$1 in gear)
- Offer e-bike subsidies e.g. through Workride
- Explore innovation funds/ alternative funding sources
- Generate friendly competition
- Build sustainable commute into IEAs/ CBAs
- Donations to organisations enabling sustainable commute
- PT/ Bike contributions

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Biking infrastructure

- Bike repair tools available
- More bike stands – possibly sell this to SLT as a cheaper option over more car parks
- Secure bike storage (look for funding opportunities)
- Charging stations for EVs, E-Bikes, E-scooters with reserved parking
- Drying rooms for wet commutes
- Create or promote facilities which support low-carbon commute (eg. showers, changing rooms, bike racks) through better visibility, signage, pathways and info to new staff members
- Secure bike cages/ stands
- Adequate changing facilities
- Arrange discounts or bike mechanics to service bikes on site
- Work-from-home electricity subsidies
- Create or promote facilities (visibility, signage, paths, travel information for existing and new staff, showers and change rooms)
- Allow staff time to change from bike-commute gear

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Make active transport social

- Create “Commute Groups” for cyclists and/or a walking club
- Initiate regular staff riding events (could be mountain bikers) to encourage people to bring their bikes in and get creative
- Starter kits for low-carbon commuters (eg. a pre-loaded bus pass, good bike locks and lights)
- Bring together internal advocates and co-create an engagement plan for behaviour change

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Public reporting on emissions’ goals

- Organisational goal to support worker well-being – e.g. through active transport
- Report employee commute emissions
- Aim at 10% emissions reduction each year

Communication for behaviour change

- Believe in people
- Morning tea provided to teams that commute with the least emissions
- Retail businesses reward customers who come to their premises via public or active transport
- Celebrate success, share widely
- Talk about how active transport allows you to appreciate our beautiful part of the world
- Talk about travelling fresh through e-biking – no need for a shower on arrival to work
- Create inter-office competitions (for businesses with multiple/ nationwide offices)
- Strong, positive communication – but not too pushy