

FCO ENVIRONMENTAL MANAGEMENT SYSTEM

GREEN TRAVEL PROCEDURE

PURPOSE:	This procedure details controls, actions and tools used to monitor and manage travel and transport related aspects of the FCO EMS.	
RESPONSIBILITIES:	The Head HES will lead Green Travel at Hanslope Park with the Sustainable Operations Manager (UK) taking a lead at London. The Sustainable Operations Manager (UK) will provide further support for communication and Green Travel planning.	
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PROCEDURE NUMBER: EMS-P16	CROSS REFERENCES:	
STATUS: Version 3	ISSUE DATE: March 2008	

PROCEDURE

This procedure is split between two key categories of travel:

- Commuting
- FCO Business Travel

COMMUTING:

Cyclists at Hanslope Park

Cycle sheds are located at the following locations within Hanslope Park.

- Between Building 19: Telephone Exchange and building 22: Fitness Centre/TUS Office;
- Car park between Building 17: HRG/Training/Finance/Vetting/P & PB/Prism, Building 38: ICT Helpdesk and Building 39: ICT/Supply Chain/P &PB;
- North Car park; and
- Adjacent to Building 71: RAD/RHD

In addition to these cycle sheds, lockers and showers are provided in Building 17: HRG/Training/Finance/Vetting/P & PB/Prism and Building 22: Fitness Centre/TUS Office. However, there are no clothes drying facilities provided on site.

HES regularly receives feedback from Cyclists via the email system.

It is considerably dangerous to cycle on the narrow unclassified roads around Hanslope Park, therefore the encouragement of personnel to cycle cannot be pursued.

The UK Sustrans cycle route between Northampton and Milton Keynes changes from using off road tracks to using the road system around the Hanslope Park site. Details of this cycle route are on the Sustrans web site.

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Car Commuters

At Hanslope Park the majority of employees commute by car, because of the location of the Park and also the flexible working hours encouraged by the FCO. Car sharing is actively encouraged, in accordance with our commitment to do so under the Framework for Sustainable Operations on the Government Estate. Thirty dedicated car parking spaces have been marked out on site, and information promulgated via the FCO Services bulletin.

The present number of car parking spaces at Hanslope Park is 1216, shared by the FCO and HMGCC.

Personnel at London offices do not generally commute to work because of the lack of car parking spaces and the London Congestion Charge.

FCO Assisted Minibus Services at Hanslope Park

The FCO currently subsidize a minibus service which runs to and from Northampton and Milton Keynes and which also operates twice a day to Milton Keynes railway station. A fee is charged for these services, and staff telephone the Transport Department or the Site Security Office to book a place on the minibus.

Information on these services is available on the FCO Intranet and from the reception/security lodge.

Local Bus Service for Hanslope Park

Access to Hanslope Park by bus is limited with only three bus services operating in the vicinity of the site. All services lie more than one kilometre from the site, which is beyond the desirable walking distance of 400m.

Visitors to Hanslope Park

The FCO Assisted Minibus Service to and from Milton Keynes Railway Station is also available for visitors and contractors. The timetable is on the travel section of the FCO Intranet, with details of booking requirements.

Visitors who drive to the site book a visitor's car pass with a large "V" on and are directed to use the car park next to the main gate.

FCO BUSINESS TRAVEL:

Videoconferencing

All employees will consider whether it is appropriate and convenient to use videoconferencing for each external meeting.

Where videoconferencing cannot or should not be used the FCO will encourage staff to use the rail system in the UK as the core form of transit with bus or taxis forming the other elements. Information is on the Environment page under Tips and Hints.

A record will be kept of minutes of videoconferencing used on an annual basis for London and Hanslope Park.

Cars, including taxis

FCO business miles are undertaken in:

- Fleet vehicles including mail/messenger fleets; the Transport Section will collect mileage data.

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- Hire vehicles – normally 1.4 litre engine cars where available from the hire company; (mileage not currently recorded)
- Private cars; (Some data is available using the Prism accounting system)
- Taxis (mileage is obtained from taxi providers)

For Hanslope Park taxis taken from HP to Milton Keynes and other regional transport terminals should be shared and booked through HP reception. Information regarding this procedure is on the FCO Intranet. The receptionist in the Security Office at Hanslope Park records the destination of taxi journeys, and keeps them for one year. No one collates this information.

For London sites taxi usage is negligible.

Logistics

Logistics vehicles are used for transporting freight and mail requirements between FCO operated sites in the UK and overseas. The transport section collects mileage data.

Rail

No information is available at present.

Flights

For travel overseas the FCO travel centre book flights over approved routes and use approved carriers, and Hogg Robinson has been instructed to look for cheaper alternatives.

Journey details, other than for internal accounting purposes, are not recorded for flights.

The ministerial support unit and Hogg Robinson provide details on air miles for travel ministers and officials based in the UK.

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Aspect Category	Unit of measurement	Frequency of report	Responsibility
Travel	Personal vehicle travel: Miles Kg Carbon	Annually	TACU
Travel	Fleet cars No. of fleet cars No. of fleet cars fuelled by LPG No. of fleet cars fuelled by electric No. of fleet cars fuelled by other alternative energy sources (e.g. LPG, hybrid, electric) No. of airmiles originating within UK No. of minutes video conferencing system used	Annually	Logistics
Travel	No. of single car occupancy commuters	Annual	Entec