Green Travel Policy

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Reviewed			
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Suitable for Publication	[Y]		
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1 Purpose and Scope

1.1 The Green Travel Policy sets out Registers of Scotland's (RoS) commitment to reducing the impact of staff travel by encouraging greener travel both to and for work.

1.2 This policy applies to all staff.

1.3 This policy is supported by the Sustainability & Climate Change Strategy 2021-26.

2 Guiding Principles

2.1 The principles of the policy are to reduce the use of single occupancy vehicles and encourage staff members to make sustainable travel choices when commuting to work and travelling for business.

3 The Policy

3.1 Registers of Scotland (RoS) is committed to reducing our direct impact on the environment and is committed to encouraging sustainable travel behaviours to reduce emissions associated with our operations.

3.2 The Green Travel Policy aims to:
- Reduce the need to travel and utilise digital communications where possible.
- Promote and encourage active and sustainable travel.
- Increase modal share in active and sustainable travel for everyday journeys e.g. walking, cycling, public transport.
- Enable and increase the number of car sharing journeys, reducing single occupancy car journeys.

- Encourage the use of sustainable forms of transport on official business and approve plane travel within the UK only in exceptional circumstances.
- Minimise the impact of staff commuting to work on local roads.

3.3 The objectives of the Green Travel Policy are to:
- Ensure the Sustainable Travel Hierarchy is followed to encourage the lowest carbon travel mode is selected.
- Increase awareness among staff of travel choices and their implications.
- Ensure the Green Travel Policy is embedded into existing staff travel approval processes.
- Continue to promote behaviour change marketing of active and sustainable travel modes.
- Improve infrastructure to encourage the uptake in active travel.
- Maximise the efficiency of our vehicles, procuring hybrid or electric vehicles for staff use and hiring environmentally efficient cars.
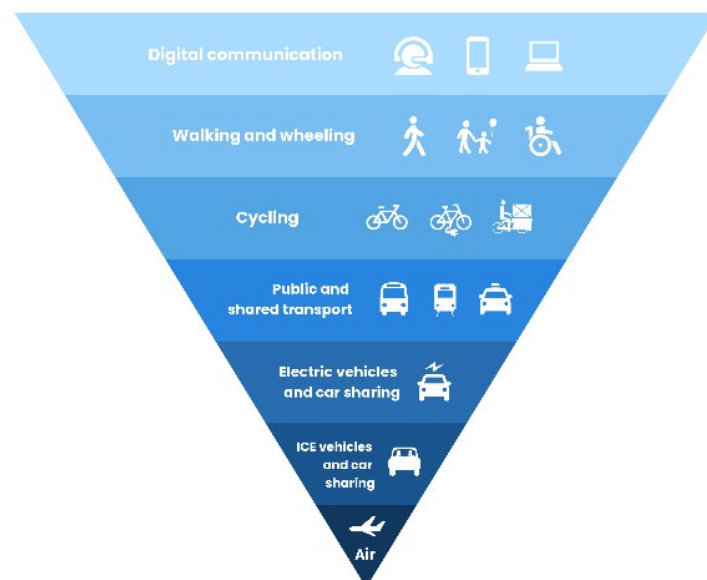
4 Roles and responsibilities

4.1 The Environmental Management Group is responsible for the content of this policy, its approval and review. They are responsible for ensuring its implementation in practice and for monitoring this over time. They are responsible for ensuring that appropriate procedures, guidelines, or standards as are required to support this are maintained and ownership for these assigned appropriately.

4.2 The Sustainability team will champion the Green Travel Policy.

4.3 This policy will be made available to all RoS staff, contractors, and suppliers.

5 Approval and review

5.1 This policy will be reviewed and approved by the Environmental Management Group annually, unless earlier review is appropriate.