

Sustainable Travel Information for Warwick Based Staff

This document provides useful sustainable travel information for staff travelling to work in and around Warwick town centre.

Cycling and cycle parking

- Cyclists can claim 20p a mile for all business journeys. Please see Intranet link <http://www.warwickshire.gov.uk/expenses> for further information.
- Secure bike parking facilities are available on F Deck at Barrack Street car park. Your ID card is required to access this.
- Sheltered parking is located in the Fishpond area of Shire Hall and at the Saltisford site in front of building 2, at the side of building 1.
- Staff can take advantage of a tax free cycle scheme and a Halfords 2 Cycle Work Scheme. For further information on these schemes, please log on to the staff benefits website via the link <https://warwickcc.lifestylehub.co.uk/login.php#>
- WCC has a staff Bicycle User Group (BUG) forum. Please refer to Intranet link <http://intranet.warwickshire.gov.uk/forums/Lists/Bicycle%20User%20Group/AllItems.aspx> for further information.
- Adult confidence and on-road training is to be available soon so please contact the Traffic and Road Safety team on extension 8612 for the latest information.

Showers and lockers

- There are a number of showers available for staff to use. You will find one shower located on the floor 2 at Barrack Street, one male and one female shower in 1958 block at Shire Hall, and three showers at the Saltisford site – one shower in Building 2 and two showers in Building 3.
- Lockers are available in the F Deck cycle cage and in various toilet locations. Please contact the caretakers to obtain a key.

Motorcycling

- Similar to cyclists, motorcyclists are able to claim 20p a mile for all business journeys. To claim, please fill in an expenses form.
- Sheltered motorcycle parking is available on F Deck and at the Saltisford site at the rear of Building 2.
- Details of a Motorcycle User Group Forum can be found on our Intranet link <http://intranet.warwickshire.gov.uk/forums/Lists/Motorcycle%20User%20Group/AllItems.aspx>. Please refer to this for further information.

Bus and train travel

- Bus and rail information is available at www.warwickshire.gov.uk/travel. For more information please contact Transport Operations on extension 2897.
- Stagecoach offer standing order payments through Mega Xtra - details of which are found on their website <https://www.stagecoachbus.com/promos-and-offers/national/megarider-xtra>
- Warwickshire County Council has an arrangement with Chiltern Railways Business Travel for the purchase of rail tickets for business travel on Chiltern AND ON ALL OTHER rail networks. A corporate discount of at least 20% applies to travel on Chiltern line. The Chiltern Business Travel Team aim to find the cheapest price (and will 'price match' any low cost fare deals that you may have found on-line, provided you give the train times and journey price on the Order Form). They can be contacted on 01494 420177 or by email on business.travel@chilternrailways.co.uk. For further information please follow the link <http://intranet.warwickshire.gov.uk/helpingyouwork/procurement/Pages/default.aspx>

Car sharing

- WCC invite all staff to join the online car sharing database. To register, please go to www.carsharewarwickshire.com. For further details, please contact Transport Planning on extension 2094.
- In total, there are 81 car share spaces for WCC staff to use. You will find 50 car share spaces on C Deck in Barrack Street car park, 22 at Cape Road car park and nine at the Saltisford car park. To park in a car share space, there must be at least one passenger in the car.

Pool bikes and cars

- There are four pool bikes available in the F Deck cycle cage at Barrack Street car park, two standard bikes and two Brompton bikes. To access the bike cage, simply scan in with your ID badge. For the bike lock code, you will need to contact Traffic and Road Safety on extension 8612.
- There are seven pool vehicles based in Warwick: four cars, one van and two 4x4's. These are available for all staff to use for business purposes only. To book a vehicle please access your Gmail Calendar and create an event – then click on Rooms etc which enables you to select one of the vehicles. Should you need any assistance with this, please contact Office Services on extension 2837.

Useful Telephone Numbers

Information	Department to Contact	Extension Number
Bus or rail information	Transport Operations	2987
Pool bikes	Shire Hall Reception	2107
Pool cars	Office Services	2837
Locker keys	WCC hotline	4123
Car parks – emergency	WCC hotline	4123
Cycle training	Traffic and Road Safety	2776
Car share database	Transport Planning	2094

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