

Travel Plan Monitoring Report

Organisation Name: _____

Address: _____

Date: _____

Prepared by: _____

1. Travel Plan actions undertaken

Table 1: Actions undertaken

Action undertaken	Details	Date	Notes

2. Survey data

Table 2: Type of survey undertaken

Type of survey undertaken	
User/s surveyed	

Table 3: 'Main mode' modal split

Mode	Percentage (as shown in TRICS SAM output report)
Single vehicle occupants	%
Multi vehicle occupants	%
Cyclists	%
Pedestrians	%
Public transport users	%
TOTAL	100%

3. Progress against targets

Table 5: Progress against targets (aim targets)

Mode	Baseline survey modal split (%)	Full survey undertaken in ____ year (%)	Change from baseline (% points)	Original target for ____ (year)	Target achieved? (Yes / No)	New target/s and date/s	Comments
Single vehicle occupants							
Multi vehicle occupants							
Cyclists							
Pedestrians							
Public transport users							
TOTAL	100%	100%					

Action target	Date	Achieved? (Yes / No)	New target/s and date/s	Comments

Table 6: Progress against targets (action targets) (where applicable)

4. Action plan

Action	Details	Funding	Responsibility	Action to be achieved by? (date)

5. Sign off

I confirm that this monitoring report is submitted as a full and accurate record.

Name:

Title:

Organisation:

Email address:

Phone number:

Date:

6. Slough Borough Council sign off

I confirm that this monitoring report meets the required standards and I approve the action plan and targets detailed within this document

Name:

Title:

Organisation:

Email address:

Phone number:

Date:

Appendix A – Travel Plan document