



## PROMOTING PUBLIC TRANSPORT IN YOUR WORKPLACE

Building the massive Metro Tunnel Project will cause some unavoidable disruption to roads for several years. This is a short guide for employers to help more of your employees travel to work by public transport while construction is underway.

Using public transport is a great alternative to driving for employees commuting or making business journeys.

Encouraging your employees to use public transport has many benefits such as avoiding the stress of peak-hour traffic and saving money on total commuting costs.

For employees who drive to work, the convenience of travelling door-to-door can be difficult to give up. However, with the right incentives, information and support, you can encourage your employees to leave the car at home and make their journeys by public transport.

### Support to keep you moving

The Melbourne Metro Rail Authority (MMRA) has a team of transport advisors to help you keep your organisation moving while major construction is underway. MMRA can help you prepare for upcoming changes by:

- providing up to date information about changes to transport networks during Metro Tunnel construction,
- undertaking a travel survey with your employees and analysing the results,

- assisting you to develop a Travel Action Plan for your organisation,
- offering ongoing support to help you implement your Travel Action Plan, and
- presenting at briefings and drop-in sessions for your employees, executive team and building managers.

### Develop a Travel Action Plan

A Travel Action Plan is a package of sustainable travel initiatives tailored to suit your organisation so you can manage the transport needs of your employees, visitors and/or suppliers during Metro Tunnel construction. It may form part of your organisation's environmental management system, your health and wellbeing strategy or your corporate social responsibility policy.

In consultation with MMRA, your workplace can develop a Travel Action Plan and get it endorsed by your organisation's leadership team. Senior management leadership and support for your Travel Action Plan is important and will allow your workplace to better deliver travel solutions.

Here are some ideas about what you can do in your workplace to promote and support public transport.

## Encouraging public transport trips in your workplace

- Encourage public transport use for business travel and work trips by providing preloaded myki passes at your workplace.
- Promote public transport routes and services to your workplace to employees and visitors.
- Include links to Public Transport Victoria's (PTV) Journey Planner tool, timetables and maps on your intranet. Visit [ptv.vic.gov.au](http://ptv.vic.gov.au) for Victorian public transport information, including maps, timetabling, live travel updates and mobile apps.
- Join the myki Commuter Club and pass on public transport savings to your employees.
- Encourage flexible working by promoting Early Bird and all-night 2 hour myki fares.

## Discount travel on public transport

Melbourne's public transport networks are generally busiest between 8.00am and 9.00am in the morning and 5.00pm and 6.00pm in the evening. Travelling outside of these times will make your employees' journeys more comfortable and may reduce their travel time. There are a range of myki fare discounts which may reduce your employees travel costs.

PTV's Early Bird myki fare provides free travel on Melbourne's metropolitan train network for anyone who touches on and touches off with their myki card before 7.15am on a weekday. Where touch off occurs after 7.15am a normal fare will be charged.

Frequent public transport users can buy a myki Pass, which is cheaper than using myki Money for the same journeys. Buy a myki Pass for 365 days and you'll only pay for 325 days, receiving 40 days of travel for free.

The myki Commuter Club is a great way for employees to save money on their public transport journeys. myki Commuter Club allows employees to buy a yearly myki pass at a 10% discount through their employer. PTV run the myki Commuter Club and have a range of resources for organisations.

For more information please contact PTV:

- ✉ [commuterclub@ptv.vic.gov.au](mailto:commuterclub@ptv.vic.gov.au)
- ☎ 1800 800 007
- W [ptv.vic.gov.au](http://ptv.vic.gov.au)

### Did you know?

If your first 'touch on' with your myki is after 6pm, you can travel until 3am the following morning. That's nine hours for the price of two hours!

## Your Journey

To find out more about how MMRA can provide travel support to your organisation please contact the Your Journey team:

- ✉ [yourjourney@melbournemetro.vic.gov.au](mailto:yourjourney@melbournemetro.vic.gov.au)
- W [metrotunnel.vic.gov.au/yourjourney](http://metrotunnel.vic.gov.au/yourjourney)



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