

Supporting your return to the office

Welcome

In this pack you will find information about offers available for your business or organisation to help make the best travel choices for your journey to work.

We are here to offer advice and support for each step of the way back to returning to the office. Whether your staff have been travelling throughout the pandemic, plan to return to the office full time or are adopting hybrid working practices.

The information provided covers the best ticketing options, our corporate travel scheme, journey planning, the latest travel advice and support available for businesses relocating.

This is also your invite to our informative, newly created business bitesize sessions.



(Picture: Radar Film)

Travel Advice

We are here to offer travel advice for your journey. TfWM and transport operators in the West Midlands are encouraging you to continue to act responsibly and continue to wear a face mask, unless exempt. You should continue to follow Public Health Travel Advice– wear a face covering, wash hands and give people space.

Public transport continues to be available for anyone to use.

Planning ahead check list:

1. Find out when is the best time to travel
2. Plan your journey and check your route and ticket options
3. Follow us on social media to stay up to date
4. Sign up for disruption alerts to keep moving
5. Grab a face covering, in case you need it
6. And go

Keep active. Cycling and walking are great ways to travel for short journeys and to keep healthy. Plan ahead and think about travelling at different times, walking or cycling.

In our bitesize sessions detailed on the next page we will cover this in more detail.

Free lunchtime bitesize sessions

Transport for West Midlands will be running some free lunchtime bitesize sessions over the coming weeks to help support businesses as staff begin to return to the office. A range of topics will be covered and the sessions will last approximately 20 minutes.

If you are interested in joining a session a list of upcoming sessions is provided below.

- How has public transport changed since Covid – 14 October, 12pm
- Hybrid Working and Flexible Ticketing - 19 October, 12pm
- Successful Travel Plans - 25 October, 12pm
- Encouraging Active Travel to Work – 27 October, 1pm

[Click here to book](#)

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Ticket options

As well as offering travel advice we can also support you in making the best ticket choice for you. Whether you are returning to the office for 1 or 5 days a week.

We recognise that work patterns have changed and staff need more flexibility in how they travel. We offer a wide range of new tickets for staff to take advantage of on Swift, which is the cashless travel card used in the West Midlands. Below are some tickets that staff may be interested in.

Hybrid Working options for bus and tram users - for staff who travel less often we have some great new products available.

- **Swift Pay as you go** – a smartcard for public transport in the West Midlands. You can use a pay as you go Swift card instead of cash, topping up with credit when you need it.
- **Swift Go** - Make as many journeys as you like in a day, 3 days or over an entire week. We'll cap the cost, so once you hit your cap you carry on travelling for free on bus and metro.
- **Carnet nBus Multi-day** - Buy nbus day tickets in advance for less. Available in sets of 5 tickets or 10 tickets.
- **Season tickets** - For those who wish to travel more regularly, weekly tickets, 4 weekly tickets and monthly direct debit tickets are available.
- **Flexi ticket** - National Rail offer a Flexi ticket, which are valid for 28-days and allow travel on any 8 days within that period.
https://www.nationalrail.co.uk/times_fares/Season-Calculator.aspx

For more information please sign up to the bitesize session Hybrid Working and Flexible Ticketing - 19 October, 12pm [Click here to book](#)

Corporate ticketing scheme

Discounted season tickets for employees can be purchased through our corporate travel scheme.

The scheme is free to join. You can get up to:

- 2.5% off train tickets
- 2.5% off network tickets (bus, train and tram combined)

Employees can use their tickets at weekends and in the evenings as well as for travel to work. Staff who already have a monthly ticket can get a full refund for any overlapping weeks.

You can join the corporate travel scheme if:

- you're committed to buying all the tickets up front
- you pass our financial checks
- If you would like to sign up or need more information please email TravelChoices@tfwm.org.uk

Workwise

Tickets to success for your newly employed

Get free travel to work on selected travel passes across the West Midlands for up to 3 months with Workwise*

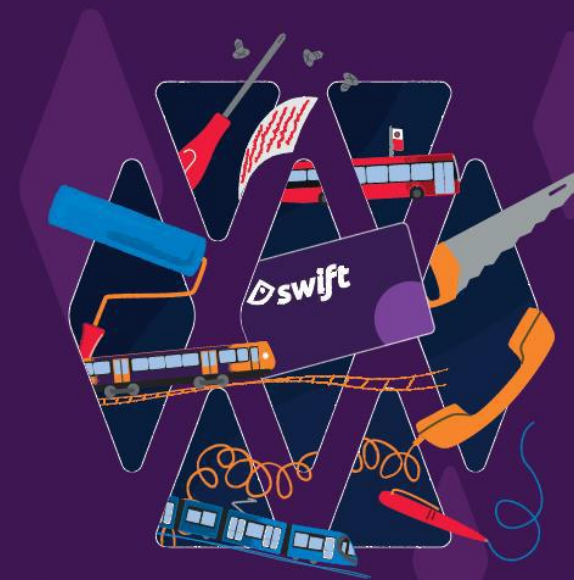
The offer includes **two 4-week tickets FREE** then a **third 4-week ticket at a 50% discount** from the standard price on selected bus, train and tram travel passes.

Find out more, see the areas tickets cover and the application process:

tfwm.org.uk/workwise

*Terms and conditions apply

You can also download our [workwise leaflet here](#)



Tickets to success

Workwise helps your newly employed on the way to their new job with discounted travel.*

Bus, train and
now Metro tickets
available



Transport for
West Midlands

workwise

*Terms and conditions apply

Other ways of travelling - cycling

Cycling is good exercise as well as an efficient way of getting to work. We've got all you need to help those new, considering or returning to cycling after a long time. You can also share this useful video with staff on keeping safe whilst cycling to work.

There are a number of support mechanisms available:

- Organisations can apply for free cycle parking via TfWM's Cycle Parking for Organisations scheme run by Park That Bike, Apply here.
- Employees can get a new bike through the Cycle to Work scheme too. You can install this programme for free in your organisation.
- There are safe cycle routes across the West Midlands.
- WM Cycle Hire is now available, download the Beryl cycle hire app
- Sign your organisation up to Love to Ride which includes friendly workplace competitions.

For more information sign up to our bitesize session on Encouraging Active Travel to Work – 27 October, 1pm Click here to book

You can also visit www.tfwm.org.uk/cycling

Other ways of travelling - walking

If staff live within a couple of miles of their workplace, they may consider walking to work.

If you want to go on a longer walk or run, it's best to plan your route so you can avoid busy roads. You can use websites like [PlotARoute](#) to find the best routes for you.

The West Midlands is home to some great walks along the canal network. Visit the [Canal and River Trust](#) to find out more about walks near you.

The Transport for West Midlands walking website pages has some great links to local walks, family activities, walking clubs and activity tracking, please visit the below link for more information

www.tfwm.org.uk/walking



Modeshift STARS

Modeshift STARS is a national scheme to support organisations with producing and delivering effective Travel Plans. The scheme also recognises excellence in this area of work by providing formal accreditation. It is FREE to all businesses and organisations in the West Midlands to use Modeshift STARS.

Modeshift STARS is accessed through an online portal that:

- helps you to put together and deliver a Travel Plan for your organisation
- provides a simple and easy way to monitor and evaluate this Travel Plan
- recognises and rewards your efforts in promoting and enabling sustainable travel through accreditations, regional and national awards

Modeshift STARS is completely flexible for organisations and is focused on what you can achieve by developing relevant travel solutions that are fit for purpose.

To find out more, please contact: travelchoices@tfwm.org.uk

We are here to help

Thank you for taking the time to look through the information in this pack, we hope you have found this useful as part your return to the office. The Travel Choices Team at TfWM is here to support you and your staff. Our team is experienced in offering travel advice to individuals and businesses and we have all the latest information available for ticketing and transport options.

If you require any further information or support, please feel free to contact us: travelchoices@tfwm.org.uk

For up-to-the-minute travel information whether you are travelling by public transport or driving, visit www.tfwm.org.uk