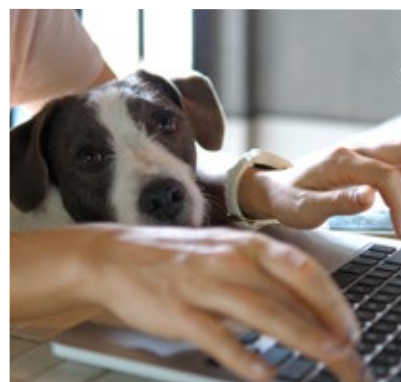


Toolkit mobility



FEBRUARY 2022

ROTTERDAMSE HAVEN
EN VOORNE-PUTTEN
BEREIKBAAR

REIZEN
NAAR JE WERK

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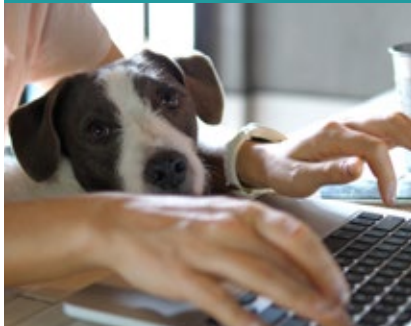
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A. Area partners in mobility

Deltalinqs, the municipalities of Brielle, Hellevoetsluis, Nissewaard and Westvoorne, Port of Rotterdam Authority, Rijkswaterstaat (part of the Dutch Ministry of Infrastructure and Water Management) and Zuid-Holland Bereikbaar (Keeping South Holland accessible) are working closely with the business sector on the commuting theme. This is important for the following reasons:

- To (continue to) attract the **right employees**, especially in this tight labour market;
- To have **healthy (or healthier), satisfied employees** and ensure they remain healthy and satisfied;
- To ensure employees can travel to their workplace in the most **sustainable, convenient, and fastest** way possible;
- To achieve the **sustainability objectives**;
- To ensure that **work on infrastructure** runs smoothly (many bridges, tunnels, and roads date back to the fifties and sixties and will be renovated until 2030 in view of increasing traffic and heavier trucks);
- To remain **attractive** as a Rotterdam port and industrial complex as well as an employer at Voorne-Putten.

Will you join us?

The area partners invest in **tailor-made advice** for your company.

Our experts – the [mobility brokers](#) – have a background in transport studies, behaviourism, and/or tax law.

They help employers achieve their objects in **efficient and sustainable mobility**.

To this end the mobility brokers **use a range of solutions and tools**: from bespoke advice, company transport, mobility scans, and hybrid working to trying electric bicycles. Better still, virtually all tools are offered to you **free of charge!**

The area partners together invest in sustainable mobility solutions in companies.

There are always solutions that fit in with your organisation. In this Toolkit, we provide a concise explanation of the possibilities for you as an employer or HR advisor.



B. Mobility advice to employers

The more flexible the mobility offer, the more attractive your company as a workplace. When employees occasionally work from home, use their bicycle or carpooling/vanpooling instead of using their own car, you need fewer parking places and lease cars. This is financially attractive. Cycling also contributes to your employees' health and reduces (the costs of) absenteeism due to illness. It also helps you achieve your sustainability objectives.

Customised business advice from the mobility broker

Do you want to take a smart approach to your employees' mobility? The mobility brokers know their way around. They are happy to examine your mobility policy with you, which can yield useful results. They will be pleased to help you – free of charge – with the following:

- Origin-destination analyses: these provide insight into commuting distances and the potential of different modes of transport. A huge proportion of employees can be at work within 45 minutes by bicycle or public transport, for example;
- Assessment of transport needs among employees (by means of a survey);
- Passing on various transport costs and CO2 reduction;
- Tax advice in the field of mobility;
- Advice and support with the implementation of mobility actions in your company;
- Campaign material and information packages for employees;
- Monitoring and evaluating campaign effects;
- Home-based work tips;
- Explanation of transport options:
 - Carpooling/vanpooling (carpool mini bus);
 - (Collective) company transport;
 - Business two-wheeler measures such as e-bike pool, speed pedelec pool, and e-scooters;
 - Public transport.



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C. Tax-related points of attention regarding commuting 2022

How can you as an employer put the tax options to good use to render your mobility policy more sustainable and cheaper as well as focus it more on your employees' vitality? In addition to offering a 'standard' travel allowance for commuting, there are countless other options.

Consider, for example, the use of the work-related expenses scheme and all kinds of interesting tax-free and taxable allowances. For tailor-made advice that matches your objectives, ambitions, and work culture, please feel free to contact our [mobility brokers](#) directly.



To help you on your way, we list the tax rules per 2022 below:

- In 2022, the tax compensation announced by the Dutch Tax and Customs Administration at the beginning of the corona crisis came to an end. Under the compensation scheme, employers could continue to give a fixed tax-free travel allowance to employees who had been employed with them before 13 March 2020, also if they hardly travelled, if at all, due to the corona measures.
- As from 2022, you only have the possibility of providing a fixed tax-free allowance if you can estimate the number of days an employee travels and works from home. If you cannot estimate this number, you can no longer pay a fixed tax-free allowance. You can only provide a tax-free travel allowance on the basis of an expense account.

- Example: if an employee works four days at a location and one day from home per week, you can pay a fixed tax-free travel allowance of four fifths of 214 days (214 days' work is considered full-time work by the Tax and Customs Administration) = 171 days. If you know before-hand how many days an employee will be working from home, this employee will need to submit an expense account of his/her travels on a monthly basis.

Work-related expenses scheme

Through the work-related expenses scheme, you as an employer can spend part of your employees' taxable wages on tax-free allowances, benefits in kind, and provisions. This is called the 'free space'. In case of a total wage sum of up to 400,000 euros per year, you can temporarily pay a tax-free allowance of 1.7% in 2022. For more information about this free space, see: belastingdienst.nl. Above a wage sum of 400,000 euros, the free space is lower: 1.18 per cent in 2022. You pay wage tax in the form of a final levy of 80 per cent on the amount that exceeds the free space.

Subject to conditions, certain allowances are not at the expense of your free space. Some examples of allowances with a specific exemption are subscriptions for public transport, an interest-free loan for the purchase of a bicycle, and travel expenses (regardless of the mode of transport, so including a bicycle) of up to 0.19 euro per kilometre.

Tax-free allowances

• Carpooling scheme

If employees carpool on their own initiative, the employer may reimburse passenger-colleagues tax-free with 0.19 euro per kilometre. Arrangements employees make among themselves, for example about the division of travel expenses, have no consequences for the employer. The employee who drives, will not be reimbursed for any detour kilometres.

• Higher bicycle allowance

You may give every employee a tax-free travel allowance for the bicycle of 0.19 euro per kilometre. You may increase this bicycle allowance to encourage cycling. This extra allowance can be included in the (untaxed) free space.

• Private lease, company e-bike (with an interest-free loan), or company bicycle

Private lease bicycle

A private lease bicycle construction involves a direct contract between the employee and a leasing company. The employee may benefit from a group discount. With a private lease there is no additional tax liability. The flat-rate additional tax liability of 7 per cent will only apply if the employer buys or leases the bicycle and makes it available to the employee.

Company e-bike with an interest-free loan

When making interest-free or low-interest loans available, employees can repay this loan via their kilometre allowance. The interest benefit of a staff loan will be untaxed if an employee uses it to buy a bicycle, electric bicycle, or electric scooter (nil valuation).

Company bicycle

As from 1 January 2020, a changed tax scheme for the company bicycle has been in place. It is currently easier for employers to give their employees the opportunity to benefit from a company bicycle. Entrepreneurs (for example small businesses and

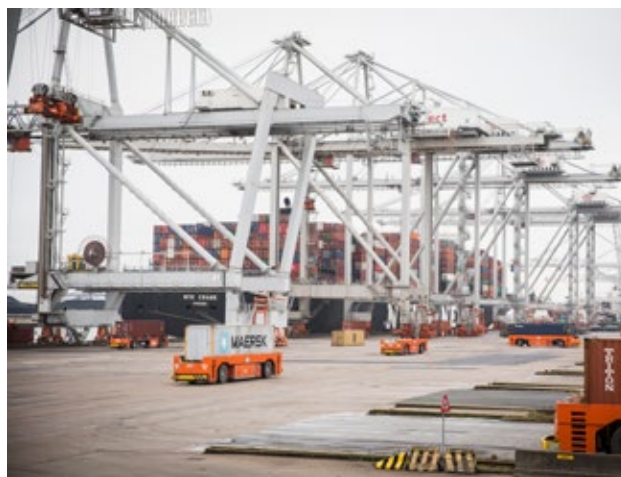
self-employed persons) can also use the scheme themselves. For up-to-date information about a company bicycle, see [this information from the Dutch government](#).

• Travel allowance public transport

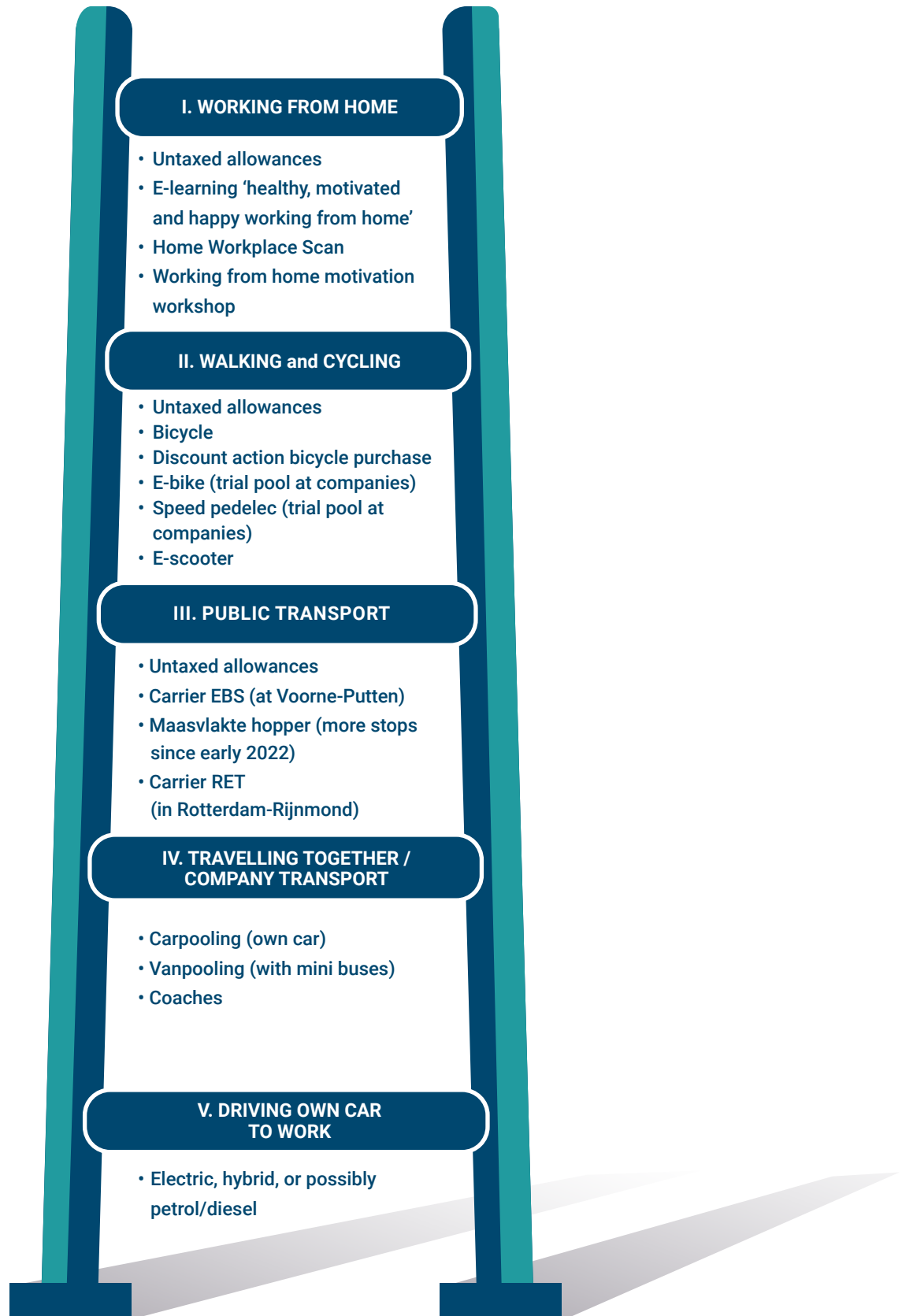
Unlike travel allowance for the car, you may reimburse the travel expenses for public transport use in full and tax-free. You can save costs with this directly and indirectly, for example parking costs and using time spent travelling by public transport as working hours. Additionally, the use of public transport contributes to sustainability. Did you know, for example, that CO2 emissions from train use are 75 per cent lower than CO2 emissions from car use? With electric buses, this is even 90 per cent lower.

Regulating scheme work-related mobility of persons

The 'Regulating scheme work-related mobility of persons' is currently being worked on. Under this scheme, employers with more than 100 employees have to submit a report on their employees' work-related travels every year. Employers have until 1 January 2026 to take action that leads to fewer (polluting) business kilometres. Organisations are held to submit interim reports. As the Lower House of the Dutch parliament has not discussed this scheme yet, it is still unclear whether and when it will take effect. Read the text of the published consultancy version [here](#).



D. Mobility ladder



I. Working from home

Where working from home is possible, it has become the new working standard at many companies. Many companies also use a hybrid working method: working partly from home and partly at the office. The [mobility brokers](#) are happy to support you in working from home and/or hybrid working.



1.1 Untaxed allowances

On days that employees work from home, the travel expenses cannot be reimbursed tax-free. However, a tax-free allowance of 2 euros per day worked from home can be paid. If an employee works from home one day per week on average, the employer may pay a fixed allowance for working from home of one fifth of 214 days (considered full-time work by the Tax and Customs Administration): $43 \times 2 \text{ euros} = 86 \text{ euros per year}$.

Home-based working provisions

Some of the employers have bought tools such as a laptop or mobile equipment to enable employees to work from home. What is the deal with these costs?

- For tools that, according to the employer, are necessary for the employees to do their work properly (necessity criterion), the related costs do not need to be included in the employees' taxable wage.
- Neither is this necessary for tools the employee uses for business purposes for at least 90 per cent of the time, both at and outside (for example at home) his/her workplace.
- In addition to the allowance of 2 euros per day, a tax-free allowance can be paid for an employee's Internet

expenses for the subscription at home, provided that it meets the so-called necessity criterion.

- As yet, there is no tax-free allowance for expenses of working from home.

Employers may reimburse, provide, or make available certain occupational health and safety matters for working from home tax-free, for example a desk or office chair.

1.2 E-learning 'healthy, motivated and happy working from home'

To motivate and support your employees who work from home, we can offer your company a free e-learning course. How do employees work at home in a healthy way? How do they keep in touch with colleagues and relations and remain motivated?

In this e-learning course, the employee goes through three steps:

Part I: Working from home

About how to create a healthy working environment at home.

Part II: 2. The 'I' in hybrid working

What can you do to enjoy your work more and release work-related stress? How can you work on your

personal development from a hybrid work situation, and how can you maintain contact with your manager?

Part III: The 'we' in hybrid working.

About keeping in touch with colleagues, friends, and society. You gain insight into your own communication style, and communicating in a remote team becomes a lot more comprehensible with this knowledge.

The e-learning course can be followed on a laptop, smartphone or tablet. The e-learning course can also be interrupted and resumed whenever it suits the employee.

1.3 Home Workplace Scan

Employees who often work with a laptop are already used to working from home, and they will certainly continue to do so. It is also important that employees

sit correctly and feel well in order to be able to continue working from home in the long term. Remember that as an employer you remain responsible for the employee's workplace, even if it is a workplace at home. We engaged two occupational health and safety experts to conduct this (online) Home Workplace Scan. The scan concerns both the physical and mental aspects of employees.

1.4 Hybrid working motivation workshop

Motivation is a major factor in successful hybrid working. Participants discover what energises them and what takes their energy. By means of exercises and conversations in break-out rooms, everyone personally learns what is typical of him/her. Participants get a specific action plan of how to re-energise on time.



II. Cycling to work

Cycling is healthy, cheap, and sustainable. There is a reason why more employers ask us how employees can be stimulated to use the bicycle more instead of the car or public transport. More than half of travels by car is over a distance shorter than 7.5 kilometres. A large share of all employees lives within 15 kilometres from work. The bicycle and e-bike are ideal modes of transport for these short distances.



“With a tailwind, the bike ride takes fifteen minutes; with a stormy head wind 25 minutes. It’s wonderful, you clear your head after a hard day’s work before you get home.”

Cornelis van Genderen -
Director and major shareholder International
Transport Company Getron, Spijkenisse.

CYCLING: up to 7.5km is the standard

2.1. Tax-free allowances

You can give every employee a tax-free travel allowance for the bicycle of 0.19 euro per kilometre. You may increase this bicycle allowance to encourage cycling. This extra allowance can be included in the (untaxed) free space.

Private lease bicycle

A private lease bicycle construction involves a direct contract between the employee and a leasing company. The employee may benefit from a group discount. With a private lease there is no additional tax liability. The flat-rate additional tax liability of 7 per cent will only apply if the employer buys or leases the bicycle and makes it available to the employee.

Company e-bike with interest-free loan

When making interest-free or low-interest loans available, employees can repay this loan via their kilometre allowance. The interest benefit of a staff loan will be untaxed if an employee uses it to buy a bicycle, electric bicycle, or electric scooter (nil valuation).

Company bicycle

As from 1 January 2020, a changed tax scheme for the company bicycle has been in place. It is currently easier for employers to give their employees the opportunity to benefit from a company bicycle. Entrepreneurs (for example small businesses and self-employed persons) can also use the scheme themselves. For up-to-date information about a company bicycle, see [this information from the Dutch government](#).

Laat die auto staan!

SCHAF EEN (ELEKTRISCHE) FIETS MET MAXIMAAL €300,- KORTING AAN!

Kijk voor meer informatie op **Ways2go.nl**




2.2 Two-wheeler discount scheme

An employee who lives or works in the municipalities of Brielle, Hellevoetsluis, Nissewaard, or Westvoorne or who works in the port areas Botlek, Europoort, Heijplaat, Maasvlakte, Merwe-Vierhaven, Pernis, Rozenburg, Vondelingenplaat, or Waal-Eemhaven qualifies for the 'Two-Wheeler Discount Scheme'. Under this scheme, the buyer of a new bicycle, e-bike, e-scooter, or speed pedelec will get a 300-euro discount on the purchase. The scheme applies exclusively to employees who currently travel the work by car at least two days per week. Applicable conditions and registering: see ways2go.nl/acties. Click 'Discount for cyclists' and complete the registration form (in Dutch).

2.3 Business e-bike trial pool

E-BIKE: up to 15km is the standard

We can provide your company with a free e-bike trial pool, with which your employees can experience what a bicycle can mean for commuting.

- The size of the e-bike pool is determined in consultation between the mobility broker and your company.
- An employee can use the e-bike for a week, and there are no restrictions on the duration or the destination of the ride.



- In principle, the trial pool will be placed at your location for three months. The trial e-bike can also be delivered to the employee's home.
- An e-carrier tricycle can also be part of a business trial pool.

2.4 Business speed pedelec trial pool

SPEED PEDELEC: up to 30km is the standard

A speed pedelec is an e-bike that can do up to 45 kilometres per hour. For motivated cyclists, a commuting distance of 15 to 40 kilometres is easily and quickly achievable. Besides, the travelling time is often shorter than the same route by car.

An ideal alternative, especially for employees travelling between Maasvlakte and Vorne-Putten, for example. There is still room for speed there – space not available in the heart of the city. This means that employees have no delays due to traffic jams, and no parking problems, but they do get exercise: even with a speed pedelec, you have to keep pushing the pedals around.

“Once I started cycling, I really liked it: in the morning I can use my time cycling to wake up and in the afternoon it helps me to clear my head.”

Anita Zwart -
Environmental inspector municipality of Rotterdam

Speed pedelec trial pool

As with the e-bike trial pool, it is possible to try one or several speed pedelecs in your company.

- It is also possible to make a combination pool: a mix of e-bikes and speed pedelecs.
- The pool is placed at your company location, and the speed pedelec can also be delivered to the employee's home.
- The cyclists have to meet the following conditions:
 - They have a category AM driving licence.
 - They have a third-party insurance.
 - They wear a helmet.
 - They know the rules (speed pedelec is not allowed on all bicycle paths)
 - They should have a little bit of nerve, for the speed pedelec is fast.

2.5 Shared e-scooters

E-SCOOTER: up to 30km is the standard

Sharing vehicles such as cars, e-scooters, and bicycles is becoming increasingly important in urban areas. Also at Voorne-Putten, we see more and more shared transport: means of transport that everyone can use. Shared transport can reduce the increasing congestion on the road: bicycles and e-scooters instead of cars. Shared vehicles also take up less scarce space when they are parked.

If you do not need the shared vehicle on a daily basis, it is also cheaper in use, because you do not need a parking permit, and you have no maintenance costs. E-scooters may also be an interesting alternative mode of transport between and to companies (industrial sites) and public transport hubs. If you have any questions, contact mobility broker [Maureen van Leeuwen](#).

2.6 Facilities for cycling employees arranged

As an employer you can arrange various facilities to make cycling to work more attractive:

- Bicycle parking rack (safe, roofed over, with charging stations for e-bike speed/pedelec);
- Changing room with shower;
- Material for small repairs (tyre repair set, bicycle pump, set of hexagonal keys and ring spanners, lubricants).

“ As from 2020, there has been the possibility of using shared e-scooters from GOSharing in the municipality of Nissewaard. A sustainable addition to our mobility offer and especially interesting as an alternative to short car journeys. This allows our residents to travel in the region in a fun, easy, and sustainable way.”

Igor Bal -

Alderman for traffic and transport municipality of Nissewaard



III. Public transport to work



3.1 Travel allowance public transport

Unlike travel allowance for the car, you may reimburse the travel expenses for public transport use in full and tax-free. You can save costs with this directly and indirectly, for example parking costs and using time spent travelling by public transport as working hours. Additionally, the use of public transport contributes to sustainability. For real-time travel planning from public transport travel information 9292: plan your journey [here](#).

3.2 Carrier EBS

Carrier EBS operates the largest number of buses at Voorne-Putten (Connexion operates bus line 104 between Spijkenisse and Renesse). The EBS buses and mini buses also drive to and from Transferium Maasvlakte and Distripark Maasvlakte. These services are aligned with working hours of shifts and office workers at Maasvlakte. For real-time journey planning from and to Voorne-Putten or Maasvlakte by EBS (mini) bus: plan your journey [here](#).

Flexible transport: Maasvlakte Hopper

The Maasvlakte Hopper is a flexible mini bus from EBS that is only used when travellers request its service

(at least 30 minutes in advance). The service is from Brielle bus station Rugge and since early 2022 also from Vlaardingen East to Europoort, Distripark Maasvlakte, and other destinations. Destinations en route to Maasvlakte include Australiëweg (near Lyondell), BP, Coloradoweg (near Uniper), Futureland and Innocent.

- Maasvlakte Hoppers only stop at the stops booked by the travellers.
- This can be done easily and fast [here](#) or by telephone via 088 - 655 77 24. You can also book a return journey or multiple journeys at the same time.
- Passengers are picked up at the requested stop and departure time.
- The hopper arrives no later than 5 minutes after the planned departure time.
- For more information, please visit the [EBS website](#).

3.3 Carrier RET

Carrier RET provides public transport by bus, tram, and metro (RanstadRail) in Rotterdam-Rijnmond. Five fast metro lines are operated in this region, including from Nesselande to Hoek van Holland and from Spijkenisse to The Hague. For real-time travel planning with RET: plan your journey [here](#).

IV. Company transport

Company transport is collective transport by car, mini bus, or coach, organised by companies.

4.1. Carpooling

Carpooling is shared use of a car, especially for commuting. This means that multiple people travel to work together in the same car. Sharing the car expenses is a major advantage for the occupants. Many people travelling to work sit in their car all by themselves. If there were four commuters in every car, there would be 70 per cent fewer cars during rush hour. Carpoolers save more than one million litres of fuel and 2.8 kilotons of greenhouse gases (CO₂) per working day. This is equal to the annual electricity consumption of almost 2,100 households.

This is how carpooling works

Carpoolers can get in touch with each other through various channels. They know each other from work, from their neighbourhood, via the Internet, or via a Transport Coordination Centre. In many cases, they arrange for the driver to pick up the passenger(s)

at a fixed spot. Sometimes, special carpool car parks have been built near motorway slip roads. For carpooling to work, carpoolers need to have the same working hours.

Good arrangements

Pleasant car sharing depends on good arrangements. You can agree on taking turns as a driver or passenger; the time and location of departure and arrival; the settlement of costs; smoking and music; insurance, sickness, and holiday.

Untaxed allowance

If employees carpool on their own initiative, the employer may reimburse passenger-colleagues tax-free with 0.19 euro per kilometre. Arrangements employees make among themselves, for example about the division of travel expenses, have no consequences for the employer. The employee who drives, will not be reimbursed for any detour kilometres.

Savings per occupant

Occupants	Petrol costs per occupant	Kilometre allowance	Advantage
1	€1,950	€3,040	€1,090
2	€1,020	€3,040	€2,020
3	€680	€3,040	€2,360
4	€510	€3,040	€2,530

Amounts per occupant per year. Source: [Milieu Centraal](#) and [CBS](#), calculated for 50km one way to work, 4 days per week, 40 weeks per year, 2.5km detour to pick up carpooler(s), medium-class petrol car, only fuel expenses and kilometre allowance of 19 cents per kilometre. Other car expenses (depreciation, maintenance, insurance, tax) have not been taken into account, which makes the advantage lower.

Insurance

In most cases, passengers are covered under the driver's third-party insurance, but this does not always apply to paying occupants. Under an indemnity insurance with occupant coverage the damage is paid, regardless of who is to blame. Ask your insurance company.

4.2 Vanpooling

Vanpooling is similar to carpooling. In both cases, employees drive to work together. However, with vanpooling, the employer provides a 9-person (more and more often electric) vehicle. A van is a mini bus. One of the employees volunteers as a driver. It is possible to hire an external driver on request. After an interest has been expressed, a group of employees is selected who will form a vanpool team together. This is done on the basis of the place of residence, working hours, and workplace.

Vipre company transport

Next, Vipre, which already does a lot of company transport in the port, takes care of all back-office tasks:

- Drawing up the timetable;
- Informing all participants, among other things with an app for vanpoolers, which provides the timetable and messages about any unforeseen circumstances along the route;
- Making agreements about the return home guarantee;
- Maintenance and insurance of the mini bus, the fuel card, and the administration;
- 24/7 telephone helpdesk;
- Applying for permits for the use of bus lanes, dedicated lanes, and any subsidies;
- Management reports.

Costs

The costs for a fully electric 9-person mini bus, for example a Peugeot E-Expert or Opel Vivaro-E, are €1,060 per month. This is based on a 36-month contract and 25,000km per year (50km one way per day). This includes the Vipre service and is exclusive of VAT and electricity costs. The costs for purchasing a charging facility are not included. A rate of €20.50 per hour applies if an external driver is hired (at least three hours per day will be charged).

Free trial campaign

Driving together in a vanpool with a colleague as a driver makes your organisation easily accessible and is probably cheaper than your current arrangement. We can imagine that vanpooling is quite a step for you and your employees. This is why Vipre offers you the possibility of trying vanpooling free of charge (exclusive of fuel costs) and without obligation for a week. Your employees can then experience that vanpooling is fun, efficient, and relaxed.

“ Vipre has created tailor-made transport for the Maasvlakte branch of energy company Uniper. Carpools and vanpools are used instead of coaches. Employees arrive at home sooner and at lower costs, thanks to the smart use of transport. Besides, Uniper benefits from the tax advantages of the Vipre vehicle. ”

Jos Mens - Director Vipre

4.3 Group transport by coach

Some companies are difficult to reach: remote locations, without public transport, or some of the employees do not have their own transport. If employees live in the same neighbourhood or along the same route, a coach could be the solution. On the basis of the employees' places of residence and working hours, Vipre establishes which employees could use the coach service. Next, Vipre prepares the best suitable timetable. If an employer decides to use a coach service, Vipre will do the rest: selecting the transport company, applying for the use of bus lanes/dedicated lanes and any subsidies, administration, the 24/7 telephone helpdesk, information to all participants, and management reports. Of course, all coaches they operate are ISO-certified and have passed the KEMA quality audit. All drivers are qualified as well.

The timetables in the port of Rotterdam area are provided below:

- [BP](#)
- [ECT](#)
- [EECV](#)
- [EMO](#)
- [Nippon Express](#)
- [TK Veerhaven](#)
- [Uniper](#)
- [Voorne Putten Werkt](#)



V. Driving own car to work

Electric cars

Electric cars do not emit any or considerably less harmful substances and contribute to a reduction of CO₂, which has a favourable effect on the environment. The number of electric vehicles is increasing. Keeping an eye on safety is essential. Further information is provided in [Electric driving and the environment](#) and [Safety of electric transport](#).

Charging infrastructure

An increasing number of companies, but also private individuals, want to have the possibility of charging electric vehicles. A good charging infrastructure is required for convenient and smart charging everywhere.

More information about the approach and practical information about charging points can be found in [Charging points for electric transport](#).

The Port of Rotterdam Authority conducts a policy that companies arrange a charging infrastructure themselves – not unlike parking for employees, it is something the employer has to organise at its own site.

If there are locations in the Rotterdam port area that have a potential for public charging points for electric cars, please inform [Aral Voskamp](#), accessibility advisor Port of Rotterdam Authority.



Travelling to your work

[Reizenaarjwerk.nl](https://reizenaarjwerk.nl) with the related app is the point of departure for both employers and travellers for commuting in the port of Rotterdam and at Voorne-Putten.

This area is facing huge challenges: many bridges, tunnels, and roads date back to the fifties and sixties and will be renovated until 2030 in view of increasing traffic and heavier trucks.

These activities have consequences for the accessibility of the area. At this site, the partners (public authorities and business) combine news and information about better and flexible travelling options. They also encourage sustainable forms of transport.

