



UNIVERSITY OF LEEDS

Travel Plan

January 2013



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Executive Summary

The University is committed to sustainability being core to its strategy and policies, integrating sustainability throughout its teaching, research and operational activities. This Travel Plan is fundamental to this commitment, ensuring the benefits of sustainable travel continue to be realised throughout the University community.

The Travel Plan sets out objectives along with targets for the next 3 years, and an action plan to deliver a suite of measures designed to achieve the agreed outcomes.

The main objectives of this Travel Plan are to:

- Improve and raise awareness of sustainable travel choices and impacts of travel
- reduce car journeys, especially single occupancy journeys
- encourage use of more sustainable modes
- improve access, road safety and personal security
- reduce the need to travel
- reduce travel-related CO₂¹ emissions

Targets

The headline targets to deliver these objectives are:

Scope 3 Travel Emissions

- Baseline for emissions established in 2013 and targets for reductions agreed by 2015

Staff commuting

- Decrease single-occupancy vehicle use to 22% by 2015, by increasing car-sharing, cycling and walking whilst maintaining levels of public transport use

Student commuting

- Increase cycling to 8% by 2015
- Increase walking to 70% by 2015

Staff business travel

- All staff driving for work to have received smarter driver training
- Policy on business travel agreed and strategy to reduce impact developed

This Travel Plan supports the University of Leeds promoting sustainable travel options for our staff and students.

¹ CO₂ emissions from travel include scope 1- from business travel in university owned vehicles; and scope 3- from student and staff commuting travel and other business travel.

1. Introduction

This Travel Plan sets out a management strategy to deliver the University of Leeds' sustainable travel objectives through a package of measures which promote and encourage more sustainable travel choices and behaviour change. The first plan was developed in 2003, with revisions in 2006 and 2009. It will continue to be revised every three years to:

- set objectives and targets and review progress to ensure continuous improvement
- ensure an ongoing investment programme
- identify priorities in shaping future transport initiatives to meet the needs of the University
- manage ongoing transport and travel issues to support the University's development

1.1 Background

The University of Leeds is one of the largest universities in the UK, is a member of the Russell Group of research-intensive universities and is the 3rd largest employer in Leeds. It has over 30,000 students and 7,800 staff and continues to develop its estate to provide world-class facilities. As such, a large number of both commuting and business journeys are generated as a normal part of day to day operation. This puts pressure on transport networks and parking provision and impacts on air quality, health & wellbeing and carbon emissions.

1.1a Policy Framework

The University is committed to sustainability being core to its strategy and policies, integrating sustainability throughout its teaching, research and operational activities.

The Travel Plan supports a number of strategic enablers in the University's strategy map ², in particular:

- Provide a sustainable environment with first class facilities
- Secure a safe and healthy workplace and promote organisational wellbeing

The Travel Plan is part of the University Environmental Policy (2006)³ and will be integral to the Sustainability Strategy currently being developed. It also supports the University's Carbon Management Plan⁴, as it will help achieve reduction targets set out by the Higher Education Funding Council for England (HEFCE) for carbon dioxide emissions. HEFCE guidance⁵ for measuring scope 3 emissions from transport (commuting and business travel) was published in January 2012 to enable reporting from 2012-13 onwards.

This Plan fulfils the requirement of the Leeds City Council (LCC) Supplementary Planning Document 2012 (SPD) which requires Higher Education institutions to have implemented a travel plan, as well as its requirement for new developments to have a travel plan.

From a national perspective this Plan is informed by:

- The Department for Transport's (DfT) priorities: encouraging sustainable local travel. promoting lower carbon transport, tackling congestion and improving road safety

² <http://strategy.leeds.ac.uk/>

³ <http://www.leeds.ac.uk/sustainabledevelopment/downloads/EnvironmentalPolicy.pdf>

⁴ http://www.leeds.ac.uk/estate_services/downloads/CMP%20Full%20Document-June2011.pdf

⁵ "Measuring Scope 3 carbon emissions -Transport- a guide to good practice" Higher Education Funding Council for England, 2012.

- DfT guidance; Delivering Sustainable Low Carbon Travel: An Essential Guide for Local Authorities (DfT 2009)
- National Institute for Health and Clinical Excellence (NICE) guidance including Walking and Cycling 2012 (PH41) and Physical Activity and the Environment 2008 (PH8) promote walking and cycling measures for transport.
- National Planning Guidance (PPG13 DCLG 2011) promote travel plans to encourage changes in travel patterns.

1.1b Benefits of a Travel Plan

The benefits of an effective Travel Plan to the University community are wide ranging and include improved accessibility, air quality, safety, health and wellbeing; reduced local congestion and climate change mitigation:

- Increased travel choices improves accessibility which can help to recruit staff and students otherwise excluded and make it easier for visitors
- Reduced vehicle emissions have a positive effect on a range of illnesses, while walking and cycling are linked to healthier lifestyles
- Reduced car use reduces congestion and demand for parking spaces, this in return improves local air quality and benefits the local community
- CO₂ reductions from travel contributes to targets set by the University and the Government and the travel plan has a positive impact on the University's environmental performance

Many positive changes have been achieved at the University since the adoption of the 2003 Travel Plan. The main focus has been on commuting travel, with car parking charges being linked to vehicle emissions, the car-sharing scheme, discounts for public transport, walking & cycling infrastructure improvements and other measures facilitating the range of sustainable travel choices. Moving forward, the focus will be on business travel as well as commuting travel, taking a co-ordinated approach tailored to our local circumstances, creating positive choices and delivering a holistic package of measures which lock-in the benefits for the University community.

1.2 Management, Governance and Stakeholders

The Travel Plan is approved by the Vice Chancellor's Executive Group (VCEG); the Group is updated on progress directly through the Sustainable Development Steering Group (SDSG). The SDSG is comprised of representatives from across the University encompassing VCEG and students and is chaired by the Head of Sustainability. This ensures that University management are engaged and that resources are made available. The principle remains that the full economic cost of car parking be recovered through permit fees, including implementation of the Travel Plan.

Day to day management, monitoring, review and development of the Travel Plan are the responsibility of the Sustainable Transport Officer in the Sustainability Team. This officer oversees the implementation of the Travel Plan and its communication strategy across the University, liaising with internal and external stakeholders including LUU and Leeds City Council. Some aspects of implementation are undertaken locally, in particular for residences and new developments. In addition, the Sustainable Transport Officer works with internal and external stakeholders to ensure the local residents are involved in and informed about initiatives which are being developed by the University.

Internally, staff and students have a number of channels available for day to day contact regarding travel, including the Sustainability Team, Staff Benefits Team, Estate Services, Residential Services and Leeds University Union (LUU).

The following stakeholders have been engaged with in the development of this travel plan:

- | | |
|--|------------------------------|
| Director of Facilities Management, Facilities Directorate (FD) | Campus Support Services (FD) |
| Head of Estates (FD) | Security (FD) |
| Head of Capital Development (FD) | Equality Services |
| Transport Safety Working Group | LCC |
| Staff Benefits Team | Sustrans |
| LUU | |
| Residential services (FD) | |

1.3 Scope of the Travel Plan

The Travel Plan covers the University as an organisation, its main campus situated to the north-west of Leeds city centre; the adjacent western campus; the Medicine Campus at St. James' Hospital to the north-east of Leeds city centre; University-owned student residences on campus and elsewhere; and sports grounds/facilities, mostly within 3 miles of the main campus.

Individual buildings recently built or being developed have their own site-specific travel plan approved by LCC planning. These meet or exceed the targets and objectives set out in this Travel Plan, which will be submitted for any further developments, along with additional documents detailing site specific points. All development projects are to be carried out in consultation with the Sustainability Team. Site-specific travel plan measures are implemented locally, in consultation with the Sustainable Transport Officer.

Figure 1.1 University Campus

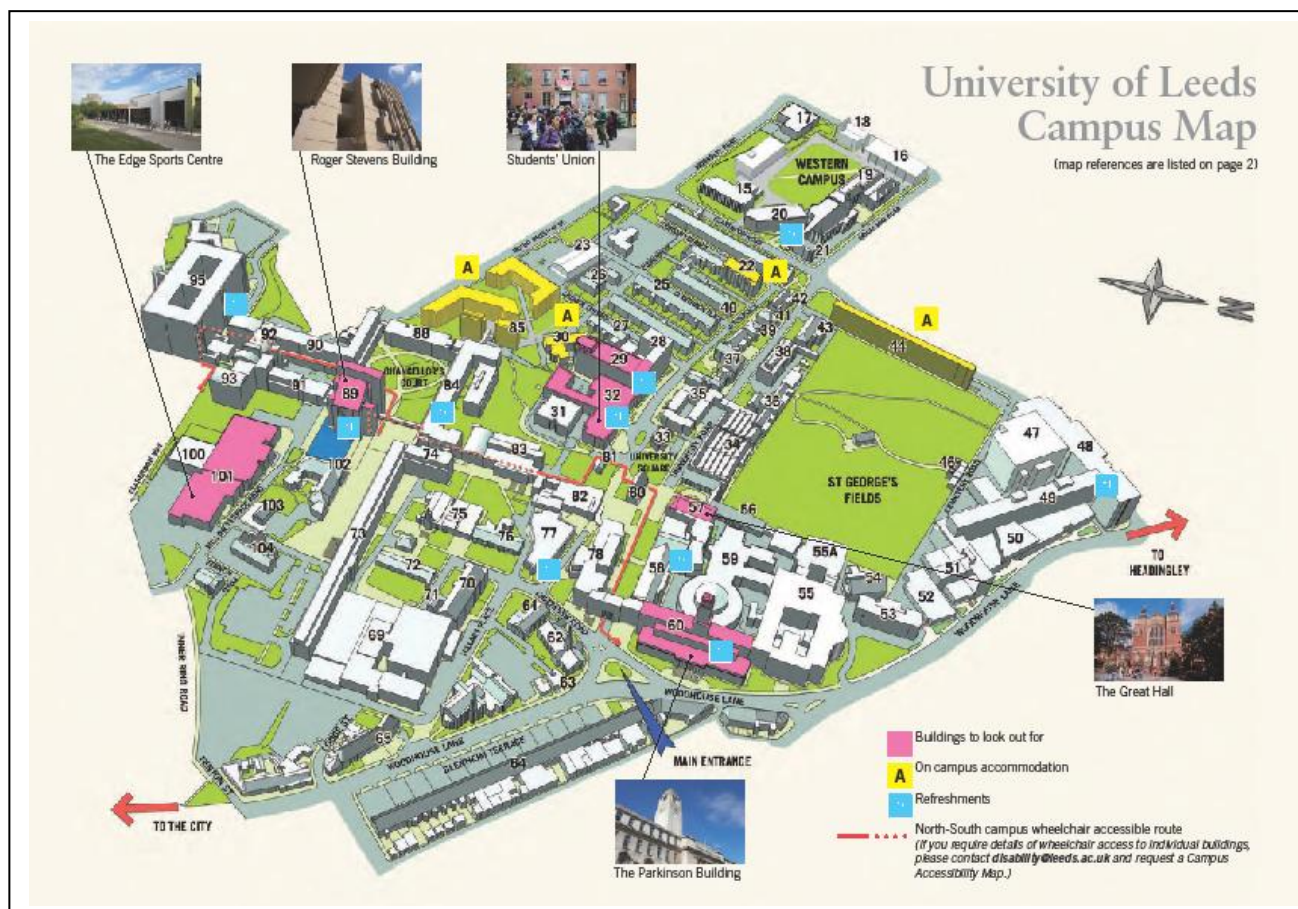


Figure 1.2 Location of Student Residences



2. Objectives & Targets

2.1 Objectives

The main objectives of this Travel Plan are to:

- Improve and raise awareness of sustainable travel choices and impacts of travel
- reduce car journeys, especially single occupancy journeys
- encourage use of more sustainable modes
- improve access, road safety and personal security
- reduce the need to travel
- reduce travel-related CO₂⁶ emissions

2.2 Targets

In line with the objectives set out above, the following targets have been set, to be achieved through the implementation of the Plan for the next 3 years:

Scope 3 Travel Emissions

- A baseline for emissions to be established in 2013 and targets for reductions agreed by 2015

Staff Commuting

- Decrease single-occupancy vehicle use to 22%
 - a. Increase car-sharing to 15%
 - b. Increase cycling to 10%
 - c. Maintain walking levels
b & c targeted to increase cycling and walking among staff living 1-3 miles from campus to 62%
 - d. Maintain public transport

Student Commuting

- Increase cycling to 8%
 - Increase walking to 70%
Targeted to increase cycling among students living 1-3 miles from campus to 15% and walking to 68%
- Maintain public transport

Business Travel

- All staff driving for work to have received smarter driver training
 - Year 1 all FD
 - Year 2 other faculties & services
- Policy on business travel agreed and strategy to reduce impact developed

Moving forward, new targets will be set to improve or maintain the mode share achieved when the Travel Plan is revised in 3 years time.

⁶ CO₂ emissions from travel include scope 1- from business travel in university owned vehicles; and scope 3- from student and staff commuting travel and other business travel.

3. The Current Situation

3.1 Modal Split

The modal split for commuting travel of staff and students is set out in Table 3.1 along the previous Travel Plan targets for 2012, set in 2009. Some targets have been met or progress made towards them. In particular targets for walking have been exceeded for both staff and students. There has been good progress against the targets for cycling, with indications that more change can be realised. This progress is especially noteworthy in relation to student cycling, where the level had been on a plateau for several years. However, the key target to reduce single occupancy car use among staff has not been met; indeed this has increased by 3% points since 2008. Commensurate with this increase is a decrease in car sharing and public transport use amongst staff.

Table 3.1 Modal Split 2008 & 2012

	2008		2012 (2012 target, if set)	
	staff	students	staff	students
Walking	13%	64%	16% (15%)	69% (66%)
Cycling	8%	5%	9% (10%)	7% (8%)
Public Transport Bus	20%	16%	16%	13%
Train	19%	7%	20%	6%
Car Single occ	23%	5%	26% (20%)	4% (4%)
Carshare	15%		12% (17%)	1%
Motorbike/scooter	/		1%	
Other	1%		1%	

The modal split is measured through the University's annual travel survey, which measures and monitors both commuting and business travel, as well as calculation of emissions from both. In addition, in 2012, postgraduate students from the Institute of Transport Studies (ITS) undertook supporting projects to examine aspects of University commuting travel, around car-sharing and barriers/potential for cycling, both of which have been used to inform this Travel Plan along with the travel survey.

The response rate for the annual travel survey continues to be good, with 33% of staff and 14% of students taking part.

3.2 Commuting Distances

Staff on average travel from further away than students, but more than 40% still live within 5 miles. Figure 3.1 shows that more than 20% of staff commuting 1-3 miles and almost 50% of those commuting 3-5 miles travel by car. More than 80% of students live within 3 miles, with the vast majority (82.3%) of these walking, along with 7.6% cycling and 7.9% taking the bus.

Figure 3.1 Percentage of staff commuting in distance group with percentage Mode of Transport split within Distance Group

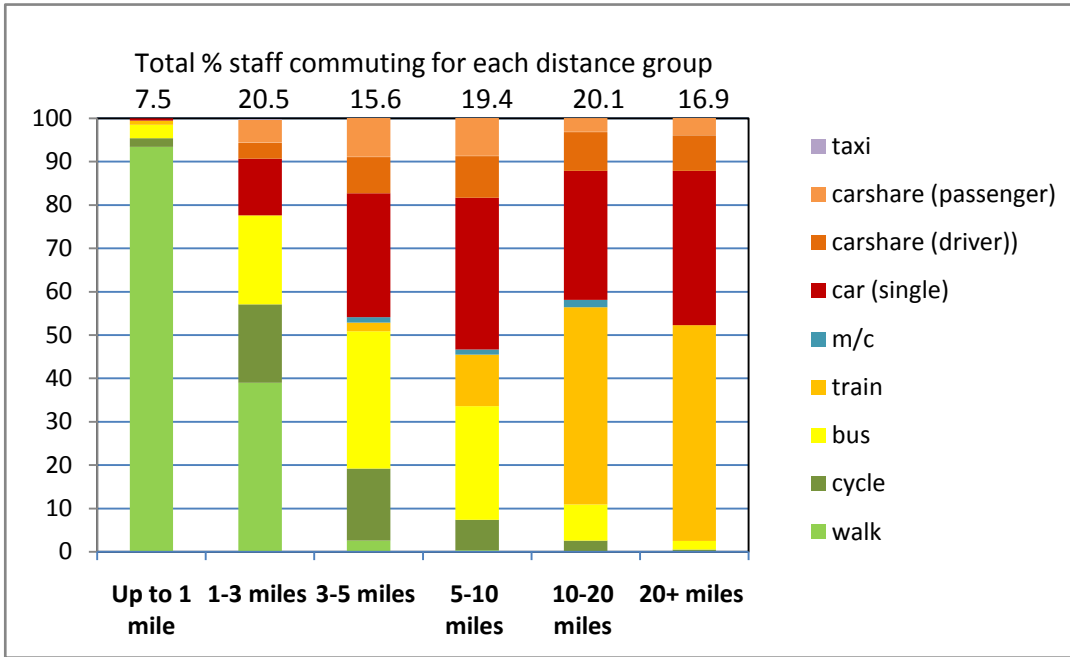
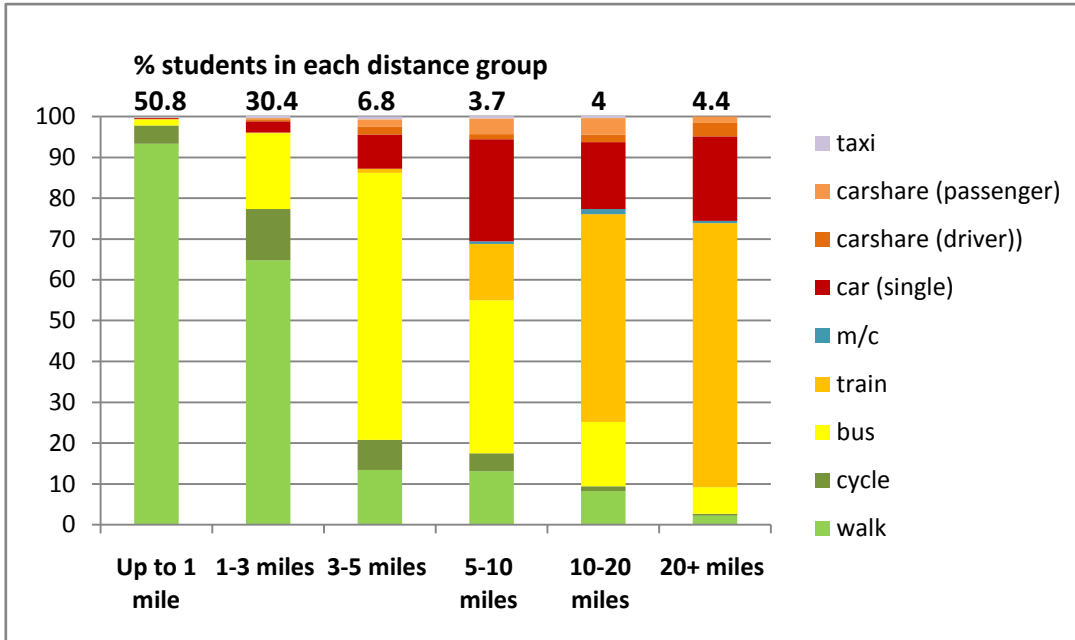


Figure 3.2 Percentage of students commuting in distance group with percentage Mode of Transport split within Distance Group



3.3 Emissions

In 2012, total greenhouse gas (GHG) equivalent emissions from staff scope 3⁵ business travel and commuting travel are calculated at 4220 tonnes and 7193 tonnes respectively, with the total for student commuting calculated at 4891 tonnes. *These give an overall total of 16,304 tonnes of GHG equivalent emissions for the year due to Travel*, 11% of the University's total calculated emissions.

These emissions from travel equate to an average for staff of 20.9 kg/person/week for commuting and 10.4kg/person/week for business travel. For students the average is 5.3kg/person/week.

Breaking these figures down by mode, 64% of staff commuting emissions results from car travel, this being the most frequent mode of travel, covering the greatest distance as well as having the highest emissions/km of commuting modes. For business travel, 67% of business travel emissions are due to air travel, again due to the distances travelled as well as the high emissions/km of flying.

Results from questions in the travel survey on the use of communication technology and its impact on business travel emissions indicates that emissions are 50% less that they would be without the use of communication technology.

3.4 Indicative Potential to Change Travel Behaviour

The travel survey, along with the 2 postgraduate projects in 2012, gives some key indications where there is potential to influence travel behaviour through Travel Plan measures:

- Staff aspire to change from car travel to cycling and walking, especially those living within 1-3 miles.
- There is potential to increase levels of car sharing among staff
- There is potential to encourage more flexible/home working among some staff
- There is the potential to improve effectiveness, awareness and use of current initiatives
- Safety and perception of safety are barriers to people cycling

The ongoing development of the estate, with the closure of Boddington Hall 3.5 miles north of campus and a large new residence opening adjacent to campus are of particular significance, as these will significantly change the travel patterns of a large number of students, predominantly from bus to walking. The potential for a rise in stay at home students may also impact on mode share and distances travelled.



3.5 Measures and Progress

A summary of measures and progress in key areas is set out in Table 3.2 The majority of actions set out in the 2009 travel plan to meet the targets set have been delivered, along with some additional measures such as sustainable travel being included within the University's Green Impact criteria. Green Impact is a sustainability initiative from NUS introduced at the University in 2011.

The governance and oversight of the Travel Plan has changed, with the Transport Policy Review Group ceasing in 2011. A new Sustainable Transport Officer post was created in the Sustainability Team in 2012, with responsibility for the Travel Plan.

Table 3.2 Measures and progress 2009-12

Initiatives/facilities	Progress
General & multi-mode	
Environmental co-ordinators	Job Description revised; 42 co-ordinators; regular meeting & newsletter
Green Impact	Travel criteria included; 54 teams in 2012-13
University travel guide & travel Information	Revised annually, 20,000 distributed, including to all students in residences; information in green guides, student induction guides & at staff inductions
Information boards	Sustainability Notice Boards in all departments participating in Green Impact; Information Boards in University residences
Travel surveys	Annual survey in March/April: ITS produce report; individual emissions feedback; allows breakdown by building
Transport web-pages	New web-pages; UTA and Velocampus pages
Carbon reduction	Scope 1 emission reported in EMS (target of 35% reduction by 2020) Scope 3 calculated from survey and to be reported for 2012-13
Road safety	'Put yourself in my shoes' campaign in 2011; established UTA programme focus on safety & security; focus for UTA placement 2012-13; LCC bid for DfT funding
TPRG	Disbanded, replaced with reporting to the SDSG by the Sustainability Team
Budget	£65K approved for 2012-13
New developments	Draft sustainable building policy; process required to ensure TP measures and facilities consistent
Commuting Travel	
Walking	
<i>UTravelActive</i> ⁷ (UTA)	Programme of activities delivered, including Walk to Work Week (WTWW), Active travel challenges; walk4life mile campus walks mapped
Facilities	Dropped kerbs in place at all campus entrances
Cycling	
<i>UTravelActive</i>	Velocampus Leeds bike hub opened 2009.; Annual programme of activities; Demand for bike hire continues to outstrip supply (100 bikes in 2008, 290 bikes in 2012-13); Additional funding from BIG Lottery and Local Sustainable Transport Fund ensure programme continuation until 2015.; Full-time Student placements in 2010-11 and 2012-13; UoL funded post for bike hub established.
Cycle facilities	Implementation programme delivered following Cycle Facilities Report 2009. This includes a signed route through campus and cycle parking increased from 1652 to 2191 (including 670 at residences). (equates to a 28% increase)
Cycle map	Map revised and produced 2011

⁷ *UTravelActive* started in 2008 to promote active travel among staff, students and the local community, part funded by BIG Lottery. www.leeds.ac.uk/utraelactive

Cycle to work	On average, 96 bicycles bought/year. Contract being re-tendered in 12/13
Public Transport	
Discounted MetroCards	Target to increase uptake from 9% to 13% of employees: uptake 598 employees (8%)
Interest free loan for train tickets	Increased from 24 to 40 employees
First Bus discount season tickets	Introduced 2011; 50 employees using scheme
Cheaper bus fares	LUU campaign resulted in no.95 bus £1 fare to Headingley; Residential Services working with bus operators for services to halls
Car	
Wycarshare.com	Target to increase membership from 400 to 1000: promotion included in Green Impact 2012-13; membership recorded at 410
Car parking charges	Remains banded according to engine emissions aligned with Vehicle Excise Duty rates
Parking policy & reduction	Policy and charges reviewed annually, however, no review of permit allocation- this is a significant barrier to modal shift (see appendix 1 for parking policy) Planning permission gained for multi-story car park No. spaces on campus: 1605
Business Travel	
Transport fleet	Review of fleet and report by Energy Saving Trust in 2010- whole life costs for electric vehicles were not economical without subsidy
City Car Club	1 car on campus: 2 additional spaces on Clarendon Road due 2013
Business travel impact reduction	Data collection and baseline developing; criteria in Green Impact
Electric vehicle charging points	Initial investigations. Aiming to install 2013



4. Action Plan 2013-15

The action plan outlines actions and proposed measures for the period 2013-2015. Additional ongoing measures and activities listed in Table 3.2 will continue. Progress will be reviewed annually and a more detailed plan for years 2 & 3 will be developed following this review and evaluation.

To enable delivery of the plan, a budget will be allocated each year, with a detailed spending plan being developed each year in line with the action plan to ensure objectives and targets are met.

Year 1

Measures	Actions	Outputs/outcomes
General & multi-mode		
Green Impact	<ul style="list-style-type: none"> • Support travel criteria with car share and other promotion/materials • Active Travel Champion training • Information boards 	Improved awareness and use of travel choices and benefits
University travel guide & travel information	Enhance/ensure information provision in halls and through other channels	Improved awareness and use of travel choices and benefits
Travel Survey	Review specification, survey March/April; to enable: <ul style="list-style-type: none"> • GHG emissions • individual emissions feedback • breakdown by building 	Monitor Travel Plan Travel Plan planning & reporting Scope 3 reporting
Carbon Reduction/ Scope 3 reporting	<ul style="list-style-type: none"> • Identify data sources, collection methodology & resource requirements • Establish Scope 3 baseline 	Scope 3 reported
Road Safety	Work with Leeds City Council, police and others to develop opportunities	Improved safety awareness
Governance	Formalise lines of report	Accountability
Budget	£65K approved: <ul style="list-style-type: none"> • Annual commitments £20,000 • Events/communications £5,000 • Travel measures £40,000 	Improved provision Improved awareness and use of travel choices and benefits
Personalised travel planning (PTP)	Feasibility study for introduction	Inform Y2 action plan
New developments	Agree process for TP measures and facilities	TP measures/facilities provided
Commuting Travel		
Walking		
<i>UTravelActive</i> ⁸	<ul style="list-style-type: none"> • Active Travel Festival for Climate Week • New website 	Improved awareness and use of travel choices and benefits
1-3 mile staff challenge	Launch in Healthy Week	Increase walking levels of staff Improved awareness and use of travel choices and benefits

⁸ *UTravelActive* actions from 2012 are responsibility of Sustrans officers

Cycling		
<i>UTravelActive</i> ⁸	<ul style="list-style-type: none"> • Active Travel Festival for Climate Week; • New website • Full-time Student placements for 13-14 • Try Cycling launch in Healthy Week 	<p>Improved awareness and use of travel choices and benefits</p> <p>Increase cycling levels</p> <p>Student employability</p>
Velocampus Leeds Bike hub	<ul style="list-style-type: none"> • Link to Leeds for Life volunteering • Bike maintenance sessions & Classes • Support RAG and ITS field trips • Purchase additional 50 Velocampus hire bikes • Enhance promotion for international students 	<p>Student employability</p> <p>Increase levels of cycling</p> <p>Improve safety</p>
Cycle facilities	<ul style="list-style-type: none"> • Install additional/improved cycle parking at The Edge, Engineering, Chemistry; Parkinson, University Road • Numbering of cycle parking & storage • Convert existing key operated cage to fob • Install chemistry shower • Review and develop use of Bike hub 	<p>Improve facilities</p> <p>Improved operation</p> <p>Increase levels of cycling</p> <p>Improved awareness and use of travel choices and benefits</p>
Cycle to work	<ul style="list-style-type: none"> • Renew Contract • Refresh promotion, incl. 1-3 mile staff challenge 	<p>Maintain uptake</p> <p>Improve benefits of scheme</p> <p>Improved awareness and use of travel choices and benefits</p>
Cycle training	Facilitate free training through GO cycling	<p>Increase levels of cycling</p> <p>Improve safety</p>
Cycle security	promotion in collaboration with security and police	<p>Improved security</p> <p>Decrease in cycle theft</p>
1-3 mile staff & student challenge	Launch in Healthy Week & Bike Week	Improved awareness and use of travel choices and benefits
Public Transport		
Discount Metrocards	Review use and information	Improved awareness and use of travel choices and benefits
Interest free loan for train tickets	Review use and information	Improved awareness and use of travel choices and benefits
First Bus discount season tickets	Review use and information	Improved awareness and use of travel choices and benefits
LUU night bus	Work with LUU to support & promote this service	<p>Improved awareness</p> <p>Improved personal safety</p>
Incentives	Consider options for additional incentives	Improved awareness and use of travel choices and benefits
New Generation Transport (NGT)	Ensure NGT plans best meets University needs	Inform NGT decision making and design
Powered Two-Wheelers		
Parking on campus	<ul style="list-style-type: none"> • Review provision • Identify potential improvements 	Improved provision

Car		
Car-sharing	Develop 3 year car-share specific action plan	Increased car sharing
WY carshare.com	<ul style="list-style-type: none"> • Review group membership, support and information • Develop and implement promotional campaign, including incentives, linking to green impact • Postcode cafes • Investigate link up with other car share groups 	Increased membership of scheme Increased car-sharing Improved awareness and use of travel choices and benefits
Organisational support	<ul style="list-style-type: none"> • Review and revise information • Review infrastructure for car-sharing on campus • Review permit allocation for car sharing 	Increased car-sharing Improved awareness and use of travel choices and benefits
Informal car-share	<ul style="list-style-type: none"> • Promotional campaign • Postcode cafes 	Increased car-sharing Improved awareness and use of travel choices and benefits
Parking policy, charges & reduction	<ul style="list-style-type: none"> • Work with campus support services to investigate options for permit allocation and charges • Work with campus support services to consider options for car parking lost through planned capital developments 	Improved provision
Business Travel		
Transport fleet	Investigate benefits of DfT grant for electric vehicle purchase	Vehicles purchased where appropriate Reduced scope 1 emissions
City Car club	<ul style="list-style-type: none"> • Re-site existing space • 2 new spaces on Clarendon road due 2013 • Promotional measures to coincide • Liaise with faculties to facilitate use 	Reduced scope 3 Improved awareness and use of travel choices and benefits
Business travel impact reduction	<ul style="list-style-type: none"> • Work with LIHS to develop local Business Travel Strategy • Audit video & other distance conferencing facilities and use • Smarter driver training for FD 	Improved awareness and use of travel choices and benefits Reduced scope 1 & 3 emissions
Electric vehicle charging points	Install 2 on campus	Charging points installed Improved awareness and use of travel choices and benefits

Year 2

Some actions are outlined below, but measures will be reviewed and more fully developed following review and evaluation of Y1

Initiatives/facilities	Actions	Outputs/outcomes
General & multi-mode		
Green impact	Review and support travel criteria	Improved awareness and use of travel choices and benefits
University travel guide	Evaluate use and means of communication	Improved awareness and use of travel choices and benefits
Travel Survey	Review specification, survey March/April;	Monitor Travel plan TP planning reporting Scope 3 reporting
Carbon Reduction/ Scope 3 reporting	<ul style="list-style-type: none"> Review data sources & collection methodology Report Scope 3 	Scope 3 reported
Road Safety	Develop work with Leeds City Council, police and others to develop opportunities	Improved safety awareness
PTP	Introduce depending on feasibility	Improved awareness and use of travel choices and benefits
Research projects	Develop links with student education	Enhanced employability via operational sustainability knowledge to students
Governance	Continued reporting	Accountability
Budget	£65K to be approved	
Commuting Travel		
Walking		
<i>UTravelActive</i> ⁸	Continue programme of engagement activities	Improved awareness and use of travel choices and benefits
1-3 mile staff challenge	Run in Healthy Week or Walk to Work Week with UTA	Increase walking levels of staff Improved awareness and use of travel choices and benefits
Cycling		
<i>UTravelActive</i>	<ul style="list-style-type: none"> Full-time Student placements for 13-14 Try cycling supported cycle loan scheme 	Improved awareness and use of travel choices and benefits Increase cycling levels
Velocampus Leeds Bike hub	Purchase additional hire bikes	Increase cycling levels
Tour de France	Link with Sport and Physical Activity to develop related activities	Improved awareness and use of travel choices and benefits
Cycle facilities	Audit facilities to identify need/priorities	Improve facilities Improved operation Increase levels of cycling

Cycle map	Revise & develop interactive online version	Up to date information
Cycle to work	promotion, incl. 1-3 mile staff challenge	Improved awareness and use of travel choices and benefits
Cycle training	Facilitate free training through GO cycling	Increase levels of cycling Improved safety
Cycle security	Establish annual promotion in collaboration with security and police	Improved security Decrease in cycle theft
1-3 mile staff & student challenge	Run in Healthy Week & Bike Week with UTA	Improved awareness and use of travel choices and benefits
Public Transport		
Continue Discounted MetroCards, Interest free loan for train tickets, First Bus discount season tickets		
Incentives	Consider options for additional incentives	Improved awareness and use of travel choices and benefits
LUU Night Bus	Work with LUU	Improved awareness Improved personal safety
NGT	Ensure NGT plans best meets university needs	Improved provision
Powered Two-Wheelers		
Parking on campus	Implement improvements	Improved provision
Safety awareness training	Facilitate for users	Improved safety
Car		
Car-sharing		
wycarshare.com	<ul style="list-style-type: none"> • Review membership, support and information • Review and implement promotional campaign, including incentives, linking to Green Impact • Review student group 	Increased membership of scheme Increased car-sharing Improved awareness and use of travel choices and benefits
organisational support	<ul style="list-style-type: none"> • Improve infrastructure for car-sharing on campus • Improve permit allocation 	Improved provision Increased car-sharing
Parking policy, charges & reduction	<ul style="list-style-type: none"> • Work with campus support services 	Improved provision
Business Travel		
Transport fleet	Audit fleet	Reduced scope 1 emissions
City Car Club	Promotional measures	Improved awareness and use of travel choices and benefits
Business travel impact reduction	<ul style="list-style-type: none"> • Develop Business Travel Strategy • Provision and promotion of video & other distance conferencing facilities • Smarter driver training across faculties 	Improved awareness and use of travel choices and benefits Reduced scope 1 & 3 emissions
Electric vehicle charging points	Promote use of electric vehicle charging points	Charging points in use Improved awareness and use of travel choices and benefits

Year 3

The action plan for year 3 will be developed according to priorities identified from the travel survey results and evaluation of the programme of measures implemented in years 1 & 2. A Budget of £65K to be approved.

For additional information, including travel guide, cycling and walking maps, Velocampus Leeds and other links see <http://www.leeds.ac.uk/sustainabledevelopment/transport.html>

or contact sustainability@leeds.ac.uk.

Appendix 1

UNIVERSITY OF LEEDS CAR PARKING POLICY (2012-2013)

1. University Transport Plan

The University Transport Plan is designed to consider all issues arising from the use of vehicles of all kinds on University property and by University people on the wider community. A detailed review of transport operations including car parking, safety and environmental factors is undertaken regularly and is considered by the Transport Policy Review Group. Fundamentally, the Transport Review exists in order to ensure the implementation of the current version of University's Transport Plan. This plan promotes environmental sustainability and is essential to enable the University's Estate Strategy and Capital Project development programme to progress through Section 106 planning agreements.

It is essential that optimum use and control of space is achieved, by good management of all aspects of traffic and parking facilities. It is important that the principle is substantiated that **ALL** who use the car parking facilities must pay the full operating costs for that which they use. The operating costs include car park resurfacing and other improvements; and the Transport Plan implementation costs. Car parking capacity is considerably lower than demand and this will reduce further as site developments occur. The Transport Plan promotes measures to provide viable choices for staff that reduce the demand for parking spaces. The plan contains proposals for improvements that aim to provide better safety and security for car park users and their vehicles.

2. Visitors Parking

The University has up to 150 paid for parking spaces for visitors that may be pre-booked through the process laid out below. Visitors who are not pre-booked or who are in excess of our provision may be required to use local public car parks.

Bookings should now be made online using the pre-formatted document <http://carparking.leeds.ac.uk/>. The form has been designed so that all essential information is filled in before it can be submitted. The form has a mandatory field in which an account code must be entered for the booking to be accepted.

A pre-paid ticket will then be left at the Main Barrier (Woodhouse Lane) for collection by the visitor on arrival.

VIP Parking requests are to be made by e-mailing carparking@leeds.ac.uk

3. Essential Contractor Parking

As a result of demand outstripping supply in all categories of car parking at the University of Leeds it is essential that every step possible is taken to reduce the number of vehicles parking on the main campus site. Further to this it has been decided that all vehicles using parking facilities should without exception contribute to their upkeep.

Due to the genuine needs related to contractor parking it is not possible to set a ceiling figure and blindly adhere to it. The controls put in place require to be properly qualified and the approach that is most appropriate is to look at every application on a needs based case by case process.

Every application for a permit is to be supported by an approval form properly and judiciously authorised by one of a limited number of signatories. For Estate Services contractors the approved signatories are appointed and listed by the Head of Maintenance and Operations with changes to this list being done in writing. Faculties, Schools or Departments employing contractors directly and without the involvement of Estate Services should liaise directly with the Head of Security and Support Services or his nominee to arrange for any essential parking.

Contractor Permit Categories

Long Term Permits – are issued to contractors who work, in most cases, full time at the University. A typical contract will require them to supply a full time service in a variety of locations against a contracted specification. The use of a vehicle as the only viable means to carry spares, tools, and materials is essential in order to grant such permits.

Fixed Term Permits – are issued to contractors for work of a fixed term nature. More often than not the work will be on a fixed site where it is impractical to create a yard for the company where materials and tools may be stored. The common feature once again is that the vehicle is the only viable method of carrying tools and other items essential for the completion of contracted work.

Short Stay Passes – are issued to contractors who arrive having made no prior arrangements to park as an essential part of undertaking work. Such passes are without fail issued to vehicles arriving with a need to drop off essential personnel, tools or materials. No driver stating a need to drop off items is turned away. The passes are endorsed with the arrival time of the vehicle. No charge is made for these passes.

Emergency Response / Call Out Engineers are never turned away at the main University entrance but it is possible to speed their entry if it is known that they are attending by telephoning the Car Park Administrator on 35491

Consultant parking should be pre-arranged by those meeting with architects and other specialists visiting campus but drivers will have to pay the day rate.

4. Event Parking

Departments organising events or open days should notify Security well in advance of any parking requirements. Events attracting large numbers of visitors may justify the arrangement of additional off campus parking and this needs to be organised well in advance. *(Normally at Woodhouse Moor, where a fee will be payable for the use of the facility to Leeds City Council.)* Unless prior arrangements are made all visitors will be charged the full daily fee and only granted access where spaces are available. *Event organisers should note that those attending events may be turned away to use off site parking unless proper arrangements are made in advance.*

5. Parking Permits for Disabled People

There are two different procedures for disabled staff members or students when applying for a University parking permit. Which procedure you should follow will depend on whether or not you hold a local authority “blue badge” (formerly known as an “orange badge”).

If you do hold a “blue badge”, contact the Car Parking Administrator by telephone: 0113 343 5491 or by email: carparking@leeds.ac.uk to arrange a time for you to visit the car parking office. When you visit, you should bring along:

- Your current “blue badge” (the original, and not a photocopy), and
- Details of your vehicle (including colour, make, model and registration number).

If you do not hold a local authority “blue badge” and would like to apply for a University disabled permit please complete and return the Application for a campus Disabled Parking Permit Form.

If you are not registered disabled but would like to be considered for a temporary parking permit on the grounds of ill health or exceptional circumstances please contact the Car parking office on 0113 3435491 or email carparking@leeds.ac.uk

Car Parking

Helpdesk

Campus Support Services

Estate Services Building

University of Leeds

Leeds

LS2 9JT

Arrangements for disabled drivers can include the establishment of a designated parking space where the impairment of mobility justifies such provision. Disabled ‘blue badge’ visitors may use any of the disabled bays on campus once they have confirmed their business at the University. Faculties, Schools and Departments may make prior arrangements for disabled visitors by contacting the Parking Office by the usual means.

6. Retired Staff

Retired staff who are re-engaged for more than 50 days per annum may opt to retain their car parking permits on payment of the relevant full VED tariff. Such an entitlement should be supported in writing by the permit holders head of department. Without such support parking permits will be withdrawn upon retirement and retired staff will need to pay the normal daily parking fee and show their identity card if they wish to park.

7. Day Ticket Parking

All Day Tickets are sold subject to space availability. When the campus is congested and the need exists to limit the number of vehicles being allowed access it is the Day Ticket sales that are suspended. Given the need to reserve some spaces for permit holders who have prepaid for their right to park it may be that there are still some empty spaces when sales of Day Tickets are suspended.

Parking is unavailable for students or for members of the public with no business at the University. Subject to the availability of space staff members may be allowed to purchase a Day Ticket to park upon payment of the daily fee and upon production of a valid University ID Card. Those not in possession of a valid University ID Card will be refused access.

Subject to the availability of space visitors able to prove through the production of appropriate documentation that they have bona fide business at the University may be allowed to purchase a Day Ticket. Such sales are to be on a single visit basis and parking for repeat or longer term arrangements should be arranged with the Parking Office.

PARKING CONDITIONS FOR UNIVERSITY MEMBERS OF STAFF

8. Parking Permits

Permits issued run from the 1st October each year and are valid until 30 September of the following year. The appropriate permit tariff will be deducted from the holders salary at one twelfth of the annual fee per month. (*Charges for periods less than a year will be calculated pro-rata per complete month.*) All tariff levels are subject to annual review. Duplicate permits will not be issued and those with more than one vehicle must transfer the issued permit from one authorised vehicle to another as required. Under no circumstances should permits be copied.

9. Acceptance of Terms

Accepting a parking permit shall be deemed to be an acceptance of the parking policy and conditions of the University as noted on the forms concerned.

10. Renewal of Parking Permits

Where numbers of parking spaces are being reduced by development of land on the main campus it is not possible to guarantee that permits will be renewed. In normal circumstances however, all permit holders will be contacted in early August by email or letter and asked to let us know by the 1st of September whether the details we have on file are correct or whether there has been in any change of vehicles or circumstance. Individuals will also be asked to let us know if they wish to discontinue their allocation of a permit for any reason. New permits will then be sent out for 1st of October unless the response received states otherwise. Permit holders may ordinarily expect to be granted renewal of the permit for the zone to which they have previously been allocated. If a permit is paid for by cheque/cash or departmentally then a renewal form will be sent through the internal mail for payment details. Failure to re-apply before 15th October may be taken as an indication that renewal is not required.

11. VED Related Parking Permit Charges

Permit charges continue to be linked, as referred to in the University Green Transport Plan, to the rates paid for Vehicle Excise Duty (VED – Commonly known as ‘road tax’ and shown on vehicle ‘tax discs’). This is done to honour of commitment to reward those who choose to use vehicles that are less damaging to the environment – it is NOT an attempt to raise additional revenue from permit holders.

In order to make the administration of this initiative workable the wide range of rates charged by the DVLA have been grouped into four permit bands and these are shown in the table at Annex A. Individuals wishing to claim a discount should ensure that they fill out the application form with the appropriate information and include a copy of their tax disc with the returned documentation. Incomplete applications will be returned to the applicant. Any dispute or appeal about the tariff band allocated should be submitted in writing to the Campus Support Services Manager. If a permit holder changes vehicles a new form complete with supporting copy of the tax disc should be submitted as soon as possible. Any change in the monthly tariff will be reflected as soon as possible in the amount stopped from salary.

12. Suspension of Parking Permits

Under particular circumstances where a period of known absence is going to exceed two months a permit may be suspended and payments temporarily ceased. Such acceptable circumstances include:

- Maternity leave
- Extended sickness
- Extended absence for domestic or other purposes

In all of the above circumstances individuals giving a months notice may suspend their use of a permit and cease the usual monthly payments from salary. Barrier cards will be disabled for the period of the suspension. The permit may then be issued as a temporary permit to another user. With the same amount of notice a user may regain their entitlement to park and payments will once again be stopped from salary.

13. Car Sharing

Car sharing is encouraged by the University as a means by which the volume of cars in the City might be reduced and as a means of minimising the impact that the University has on the environment. The University is a partner in a scheme that operates on a city wide basis where participants from a number of organisations can register their details on a vast database and reduce the cost and environmental impact of their daily travel by sharing a vehicle with others. See www.carshareleeds.com for more information.

14. Permit Sharing

In addition to the external scheme the University encourages a Permit Sharing arrangement where employees are able to combine points on their applications with other University colleagues and share a permit. All participating car registrations must be provided on the applications, however only one permit will be issued between the drivers involved. The appropriate fee will be divided by the number of Car Sharers and will be deducted from the employees' salaries accordingly. It is the responsibility of car sharers to display the permit in the car which they are parking at the University. Further information on the Permit Share Scheme can be found by telephoning extension 35491.

15. Change of Vehicle, Lost or Stolen Permits

Notification regarding changes of vehicle, lost or stolen permits should be made promptly in writing to the Car Parks Administrator. Parking permits are **not** transferable. A fee of £5.00 is payable to replace a lost, damaged or stolen permit. In the instance of loss of any key fobs an administration fee will be charged.

16. Displaying a Parking Permit

A valid permit must be clearly displayed on the windscreen of all vehicles parking on or entering campus. Only one vehicle per permit holder may be parked on campus at any one time.

17. Cancellation of Parking Permits

Individuals wishing to cancel their parking permits should do so in writing stating the date for cancellation and giving a month's notice to the Car Parking Administrator. Any stoppages from pay will be ceased on the date given or at the earliest opportunity after receipt of such cancellation.

18. Barrier Cards

On the first issue of a permit, a single card programmed to allow access through the barrier(s) of the zone(s) allocated will be issued. The card remains the property of the University and should be returned to the Car Park Administrator when individuals leave the University or a permit is not renewed. A fee is charged to replace a card that is not returned, lost, damaged or stolen. Details of lost or stolen barrier cards should be notified promptly to the Car Park Administrator. Barrier cards are **not** transferable. Any permit holder allowing another driver who is not entitled to utilise their barrier card to gain access for a non-permit vehicle is liable to have their parking privileges withdrawn and disciplinary action to follow.

A barrier card is issued to allow access to a permit holder and must not be used to admit other vehicles to the car park. Cards are programmed to admit one vehicle only within a period of time. If you require instruction on how to use your barrier card or experience any difficulties with the operation of the card, please contact the Car Park Administrator on extension 35491.

All barrier cards have been programmed to cease operation of the barrier(s) on 30 September unless the car park fee has been paid and the permit renewed. Upon any cancellation of a parking permit the barrier card issued will be made inoperative on the date of cancellation and should be returned to the Car Parks Administrator.

19. Parking Zones

Parking zones at the University are Green, Red, Purple, Brown, Orange, Blue, Black, Maroon, Pink and Visitors. Parking within these zones is restricted to permit holders between 8.00 am and 5.00 pm on working days, Monday to Friday. Occasional restrictions to the use of parking areas may be exercised outside of these hours in order to cater for the parking needs of an event or in order to maintain access for necessary work to take place.

20. Space Availability

Although every effort will be made to ensure that permit holders are able to park the issue of a permit does not guarantee a parking space. Permit holders are asked to exercise patience until a parking space becomes available. The University reserves the right to deny access to the parking zones on safety grounds if, in the opinion of the Campus Support Services Manager, or his nominee, the zones are over-congested.

21. Damage or Loss

The University is not liable for any loss of, or damage to, vehicles or personal property left on its' car parks. Personal property should be placed out of sight and is left entirely at the owner's risk.

22. Pedestrianised Areas

Vehicles are not to be used or parked on grassed, paved or pedestrianised areas.

23. Unacceptable Conduct

The following are examples of unacceptable behaviours:

- a. Making a false statement to obtain a permit
- b. Parking without displaying a current permit or valid ticket in the vehicle
- c. Parking in a zone other than for which a permit is valid
- d. Parking in a prohibited area, on double yellow lines or in a hatched area
- e. Operating a motor vehicle unsafely (speeding or recklessness)
- f. Operating an unroadworthy or uninsured vehicle
- g. Operating a vehicle without an appropriate licence
- h. Causing obstruction to other vehicles
- i. Misuse of barrier card
- j. Abusive behaviour towards Security Staff
- k. Members of staff parking as VIP visitors.

Unacceptable conduct may result in the withdrawal of parking privileges. Forgery or other fraudulent use of parking permits or barrier cards may be regarded as theft and will be dealt with under the University's disciplinary procedures.

24. General Enforcement Policies

Due to the potential hazards to the safety of both drivers and pedestrians on campus it is vital that vehicles are used and parked in a safe and considerate manner. In order to give strength to the enforcement activity aimed at improving safety the following powers are granted.

- a. The Campus Support Services Manager or his nominee is authorised to decline any further vehicular access to the campus once the car parks become full.
- b. The Campus Support Services Manager or his nominee is expected, where practicable to authorise to use reasonable measures without additional warning and within legislative guidelines, to deal with vehicles parked in a manner that impairs the safety or access of others.
- c. The Campus Support Services Manager is authorised to withdraw, without refund, the permit and barrier card issued to any person who has knowingly used or allowed the permit or barrier card to be used in a bogus or fraudulent manner.
- d. The Campus Support Services Manager is authorised to withdraw, without refund, the permit and barrier card issued to any person who refused to comply with the Parking Policy of the University or commits three serious parking offences.

25. Security Staff

All members of the Security staff on University property have the authority to direct traffic, regulate entry to the car parks, exercise control over parking, collect parking fees and generally ensure compliance with the University's parking regulations.

Annex A

Tariffs (Including VAT) Annual Permit – See VED table below

Motorcar, van, 3 wheeled & quad vehicles	
Annual Permit - Solo 2-wheeled motor cycles, scooters	£36.00
Daily parking fee (three and four wheeled vehicles)	£5.00
Daily parking fee (solo motor cycles)	£1.00
Departmental vehicles owned by the University	£202.00
Replacement barrier cards	£5.00
Replacement permits	£5.00