

Travel Action Plan – De Montfort University

1. Scope 3 emissions from commuting to be a three-year average of <7500 tCO₂e by 2018/19ⁱ				
<u>Our objective will be...</u>	<u>We will do this by..</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Progress</u>
a) A continuous review of car parking provision and permit applications of the Vehicle Parking and Cycle Policy.	<ul style="list-style-type: none"> • Conducting an annual review of the Vehicle Parking and Cycle Policy. • Conducting an annual review of comments made in the travel survey. 	April 2017	Sustainability Assistant, Estates Helpdesk, Head of Estates Planning and Compliance.	The car parking application process is currently under review with ITMS as part of the new SAP system, with expected completion April 2017.
b) Examining the potential for EV charging points in DMU car parks	<ul style="list-style-type: none"> • Seek OLG support to investigate feasibility of a scheme. Identifying suitable locations for EV charging points on campus • Gathering quotes to assess the potential costs of charging points • Installation of charging points if business case viable 	Dec 2017	Projects Team, Sustainability Assistant	
c) Introduce a DMU student & staff bike hire scheme	<ul style="list-style-type: none"> • Bring together a report to summarise how we visualise the scheme and to scope the operational details • Tendering for a suitable contract • Introduction of scheme if business viable 	Report to OLG Feb 2017	Sustainability Assistant	A proposal report has been drafted. Report to be submitted to the OLG February 2017.
d) Effective measurement of our Scope 3 GHG emissions associated with staff and student commuting.	<ul style="list-style-type: none"> • Measuring results from the annual staff and student Travel Survey to analyse and reduce carbon emissions associated with staff and student commuting. 	August 2017	Sustainability Assistant; Environment & Sustainability Officer	The survey is currently being drafted and timelines confirmed.
e) Developing projects to further support cycling to DMU	<ul style="list-style-type: none"> • Developing a Bike Buddy Project • Scoping interest in possible Cycle maintenance sessions for staff and students • Scheduling regular Dr Bike sessions • The continuation of our cycle locks and lights loan scheme 	On-going	Sustainability Assistant	DMU's contract with Dr Bike is currently with the legal team for renewal. Further DR Bike sessions planned for March 2017. Further locks for students are soon to be purchased (Jan 17)
2. Number of cycle spaces on campus to be greater than 700 by 2017ⁱⁱ				
<u>Our objective will be...</u>	<u>We will do this by..</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Progress</u>

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f) To maintain, evaluate and to continue to develop cycling facilities on the DMU campus.	<ul style="list-style-type: none"> • Appraise the development of cycling facilities in and around the Vijay Patel Building • Review the development of cycling and shower facilities in and around Heritage House • Regular inspections of campus cycle storage • Ensuring that the provision of facilities for cyclists is considered in all new builds and refurbishment projects 	On-going	Sustainability Assistant, Projects Team.	Quotes for work have been collected and a report has been submitted regarding VPB. Director of ITMS is to attend the next Green Travel Plan meeting in Jan 2017.
g) Landscaping of the shared-use pedestrianised zone to include cycle areas.	<ul style="list-style-type: none"> • Liaise with the Projects Team regarding completion of the pedestrianisation works on Mill Lane and the Gateway to integrate cyclists and pedestrians 	Jan 2017	Projects Team	Pedestrianisation on Mill Lane and parts of the Gateway is nearly complete.
3. Three-year average for Staff commuting by Single Occupancy Vehicle: 42% 2015-2017, 41% 2017-2019ⁱⁱⁱ				
<u>Our objective will be...</u>	<u>We will do this by..</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Progress</u>
h) The continuation of the Park & Ride scheme at DMU.	<ul style="list-style-type: none"> • Continuing DMU's working relationship with Leicestershire County Council Colleagues • Promoting the scheme to DMU staff via internal communications • 	On-going	Sustainability Assistant	Park & Ride established for the 2016/17 year. Further permits are being purchased according to demand.
i) Improve Public Transport provision and offers to staff via Smartgo partnership.	<ul style="list-style-type: none"> • Continuing our membership of Smartgo Leicester to negotiate public transport discounts and deals, including buses. 	On-going	Sustainability Assistant	Smartgo have recently announced a rail ticket subsidy scheme in partnership with commuter club, as well as the renewal of bus ticket discount deals with Arriva, First and Centrebus.

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j) Strengthen staff and student communication regarding travel and transport initiatives and offers	<ul style="list-style-type: none"> • Publishing regular bulletins and articles on the staff and student pages of the DMU website, in the weekly student newsletter and via Cascade emails. • Engaging new staff starters at POD induction events. • Improving communications through cycle shelters signage and display boards 	On-going	Sustainability Assistant	On-going
k) Promoting and supporting salary sacrifice schemes for bicycles.	<ul style="list-style-type: none"> • Continuing DMU's working partnership with P&MM to provide DMU staff with the Cycle2Work and CyclePlus tax free bike schemes. 	On-going	Sustainability Assistant	The latest window for a tax free bike purchase (Jan 2017) is now open.
l) Developing a train ticket loan scheme	<ul style="list-style-type: none"> • Research train ticket loans schemes run by other universities • Investigate potential for train ticket loans scheme at DMU including estimates of take up of scheme and initial funds required • Report to relevant groups and committees within DMU • Implement scheme if approved and business case viable 	Dec 2017	Sustainability Assistant	A draft proposal report has been drawn up.
m) To review and re-launch the DMU car share scheme	<ul style="list-style-type: none"> • Monitor existing take up and use of car share scheme including monitoring numbers of occupants in car using car share area • Review of existing carshare rules and procedures • Relaunch of car share scheme highlighting benefits to staff during lift-share week in October 	Oct 2017	Sustainability Assistant	
n) To develop a personal transport planning initiative	<ul style="list-style-type: none"> • Develop initiative to support individual staff members to make sustainable travel choices • Through the staff induction process offer opportunity for personal travel planning opportunities to provide guidance to staff members about how to make sustainable travel choices on their commute to DMU • The scheme would initially be run as a trial offering 1-2-1 guidance on sustainable travel to new starters. Depending on resources required the scheme can be made permanent to all new starters 	May 2017	Sustainability Assistant	

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o) Working in collaboration with local partners on cycling initiatives	<ul style="list-style-type: none"> Continuing DMU's working relationship with Leicester City County and Leicestershire County Council colleagues Networking and expanding relationships with other local partners and associates 	On-going	Sustainability Assistant	Attending the next EAUC Transport meeting (Feb 7 th) and a cycling event in Nottingham (Jan 20 th)
4. Miscellaneous				
<u>Our objective will be...</u>	<u>We will do this by..</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Progress</u>
p) Ensure any bikes left abandoned on the DMU campus are dealt with the appropriate way	<ul style="list-style-type: none"> Formalising a procedure for abandoned bikes found on the DMU campus Donating abandoned bikes to local charities Regular inspections of campus cycle storage 	On-going	Sustainability Assistant, Security,	The Abandoned bikes procedure is currently being finalised and approved. Cycle storage inspections are on-going.
q) To fulfil our statutory reporting duties regarding travel planning	<ul style="list-style-type: none"> Submitting an annual progress report to Leicester City Council colleagues in accordance with Section 106 planning policy requirements 	Jan 2017	Sustainability Assistant	Report submitted Dec 2016. Meeting relevant County Council colleagues in January 2017.
r) Promote the health and well-being benefits of active travel to DMU staff and students	<ul style="list-style-type: none"> Encouraging greater student involvement in DMU guided walk sessions Mental Health Day guided walk planned open to staff and students Planning walks and tours as part of DMU Earth Week 2017 Greater student involvement in DMU guided walks 	On-going	Sustainability Assistant, Health Promotion and Well-being Officer	Guided walk planned for Tues 7 th March at 13:00. Information stall & activities planned as part of Mental Health Day.
s) To conduct an annual staff and student Travel Survey	<ul style="list-style-type: none"> Publishing a staff and student Travel Survey over a period of 3-4 weeks to gain detailed insight into DMU travel habits. Publishing results to SDTF and on website 	Feb/March 2017	Sustainability Assistant	Discussions have begun around setting dates for the survey to run. Survey questions are currently being drafted for the next survey (Jan 2017)

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- ⁱ Improvement on the best performing rolling 3-year averages from Travel Survey data 2005 -2014.
- ⁱⁱ 10% increase on 2014 figure.
- ⁱⁱⁱ Based on reducing the figures from period covered by Phase 2.