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1 Introduction

1.1 Introduction
This Travel Plan has been developed with the overall purpose to clearly define the methodology, principles, commitment and measures that will be applied by the University of Dundee in achieving its overall aim, objectives and targets. This document also identifies a series of measures to be implemented to support staff, students, visitors and others who use our services and facilities regardless of the site or locations in which they work and study as well as a series of site specific actions plans to support more sustainable travel at our main Campus sites of Dundee City, Ninewells and Kirkcaldy.

This Travel Plan will form an integral part of the University’s polices and practises and seeks to address the issues and problems associated with:

- Accessibility of premises
- Restricted car parking provision
- Accessibility associated with the refurbishment and redevelopment of the University’s Estate
- Rising cost of business travel
- Local and global pollution
- Impact of the local community
- The changing needs of our operations, staff and students

This travel plan sets out a number of initiatives and schemes for short, medium and long term action as well as a vision for the future, which will grow and develop as changes to the University estate, staff and student needs and desires and policy and excepted practises occurs.

It contains a mixture of incentives and disincentives to encourage staff, students and others using our sites to travel by foot, cycle and public transport and where the use of vehicles are required, measures to have been identified to reduce there impact through effective and efficient working practises, innovation and awareness.

1.2 Background

1.2.1 Successful Travel Planning
In order to ensure that the overall aim, objectives and targets of this travel plan are achieved and sustained, it is important to ensure that the travel plan is a combination of ‘carrots and sticks’ and incorporates all modes. This will enable and assist in achieving long term changes in travel behaviour, not just for the journey to and from our premises but for all journeys undertaken for business and pleasure.

This travel plan is about changing lifestyles and must be implemented over a long period of time. However it is critical that staff, students and the wider University community are able to see some immediate effects as a result of the travel plan being adopted. This will not only contribute to the level
of confidence in the plan, making it potentially easier to implement in the long term but will also prove that there is a commitment from senior management to improve current travel arrangements for all.

The University recognises that the travel plan should be implemented over the short, medium and long term and that once the travel plan document has been produced, it should be free to evolve as its’ estate changes as well as the needs and desires of staff and students and the wider University community.

1.2.2 Sustainable Development

More and more organisations integrate concerns about the social and environmental impacts of their operations into their day-to-day decisions and the University of Dundee is no different, recognising that sustainability makes economic sense; a degrading environment affects health and causes costly remedial action.

This mirrors the UK Government’s definition of sustainable development. Sustainable development is meeting the following four objectives at the same time, in the UK and the world as a whole:

- social progress which recognises the needs of everyone;
- effective protection of the environment;
- prudent use of natural resources;
- maintenance of high and stable levels of economic growth.

1.2.3 Transport

Transport policy and delivery in Scotland has been transformed over the last few years. The alignment of policy at a national level is being delivered through the publication of the National Transport Strategy\(^1\) (NTS) in 2006 and this

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\(^1\) Scotland National Transport Strategy, Scottish Executive, December 2006

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Figure 1 flow diagram of transport policy influence on the University of Dundee’s Travel Plan
has been delivered at a regional level through the formation of Regional Transport Partnerships and the subsequent publication of Regional Transport Strategies. This has been further translated into local delivery action plans (Local Transport Strategies) by each local authority.

The University of Dundee has facilities within two Regional Transport Partnership areas these are Tayside and Central Scotland Transport Partnership (TACTRAN) and South East of Scotland Transport Partnership (SESTRAN) and two local authority areas which include the City of Dundee and Fife.

The NTS, Regional Transport Strategies and Local Transport Strategies all have a commitment to supporting smarter travel choices through the delivery of travel plans as well as improving access to education and employment.

The University of Dundee is already involved with the City of Dundee in terms of improving sustainable travel options for staff and students and is working closely with its local authority partners to ensure that the impact of its operations and any future developments do not adversely impact on the local areas in which it operates.

The Scottish Further and Higher Education Funding Council (SFC) is the body that distributes funding for teaching and learning, research and other activities in Scotland’s colleges and universities. There are 43 colleges and 20 higher education institutions funded by SFC including the University of Dundee.

The SFC’s main role is to distribute funding to colleges and universities in Scotland along with a wide range of activities such as; developing and implementing policies and strategies, holding Scotland’s colleges and universities accountable for delivering the quantity, quality and relevance of further and higher education and research, for achieving best value and collecting, evaluating and publishing relevant statistical data.

In March 2008 SCF published Sustainable Development Guidance for Estate Management. The document sets out the key issues that relate to operational maintenance of an existing estate as well as design and new build projects and offers guidance and a number of practical tools for integrating the principles of sustainability into all aspects of estate development and estate and facilities management.

The document identifies sustainable travel and specifically travel plans as one of a number of areas for consideration when developing and implementing an estate strategy and planning estate maintenance, refurbishment or development projects.

In supporting the integration of this guidance into the day to day operations within the further and higher education sector the SFC has embedded the principles of sustainability within its capital investment.

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programme by making it a requirement for all SFC supported capital projects to have sustainability inherent in their design, procurement, construction and use.

1.2.4 Climate Change
Cutting carbon emissions are a key priority for the Scottish Government. The University of Dundee in supporting the government in delivering its targets of 20% ³reduction by 2020 and 80% reduction by 2050 is developing a comprehensive ‘Carbon Management Programme’ supported by the Carbon Trust. Our programme aims to realise carbon and cost savings across the University operations to include:

- Buildings and infrastructure
- Energy (Electricity, coal, oil and gas)
- Waste management
- Transport

In transport terms this travel plan has identified a series of supportive measures for reducing the carbon footprint of commuter travel by staff and students and our operational and business travel requirements.

1.2.5 Corporate Policy
The University of Dundee has recently published its Estates Strategy⁴, which identifies environmental sustainability as one of its core aims; ensuring that the University uses energy carefully and promotes environmentally responsible practises at all levels by staff, students and visitors.

The Strategy provides a vision for the key components of the estates function, within which it identified the continued development and implementation of the ‘Green Travel Policy’. The University has also published its Environmental Policy Statement⁵, which sets out the University’s commitment to sustainable development and effective stewardship. The document recognises that whilst achievements have been made, there are areas where further progress can be made; this includes its green travel plan.

³ Scottish Climate Change Bill
⁴ University of Dundee; Estates Strategy 2008-1018; 2008:
http://www.dundee.ac.uk/estates/management/annualreport/estrategy.htm
⁵ http://www.dundee.ac.uk/estates/management/annualreport/estrategy.htm
Setting the Scene

1.3 Introduction

In 2004, the University of Dundee published its first Travel Plan with assistance from Dundee City Council, the purpose of which being to reduce the reliance on the car for commuting and business by staff and students, particularly in respect of single occupancy car use. The travel plan also formed part of planning conditions set by the City Council. A series of ‘aim type’ targets were identified, these were to:

- Reduce the number of single occupant car journeys by 10%.
- Increase the commuter walking in DD1, 2 and 3 by 20% and cycle journeys by 10%.
- Reduce car use for University business trips by 10%
- Increase use of public transport by 15%.

In supporting the achievement of these aims a number of measures were implemented which included:

- Established Travel Plan Working Group
- Review of comprehensive car parking management and charging scheme including the implementation of short stay car parks.
- Private University lift share website through Dundeeliftshare.com (web based via Hermes I)
- Cycle lockers and parking facilities on Campus
- Pro-active Bicycle Users Group (BUG)
- Cycle events and rides throughout the year.
- Web based travel and transport information to include journey planning (Traveline Scotland), maps and directions.

In assessing the success or otherwise of the University’s travel plan, staff and student travel surveys were undertaken in May 2008, which suggested that considerable progress in achieving the targets had been made and in particular, staff travel. The travel plan however had been less successful in changing student travel behaviour.

The University of Dundee Travel Plan is a dynamic document of continuing change and it is been identified that the travel plan should be updated to ensure that it continues to support the needs of the University community.

This document identifies the University’s Travel Plan implementation plan for the period 2009 – 2014 and demonstrates how the University of Dundee will apply national, regional and local policy and guidance to its own operations, in supporting transport, health, sustainable development and environmental policies across Scotland. This will be achieved through the delivery of measures to support reducing the need to travel as well as more active modes of travel such as walking and cycling as well as public transport.
The implementation of this travel plan will contribute benefits for staff, students and the wider University community, and as a collective deliver a number of strategic outcomes and benefits, to support the University of Dundee in achieving its corporate aims and objectives, which include;

- Realisation of cost savings
- Greater efficiency and effectiveness in operational practises
- Increased access to employment and education
- Reduced pollutants entering our local environment, specifically CO2
- Improvements in health and wellbeing, and
- Increased transport choices

1.4 Existing Travel Patterns
In May 2008 a staff and student travel survey was undertaken. The staff survey collected information on both commuter and business travel whilst the student survey focussed on their commuter travel habits.

Full survey results are available at (http://www.dundee.ac.uk/estates/energy&environment/) and the main findings are summarised below. A total of 373 responses were received from staff providing a response rate of 11.88% and 499 responses were received from students providing response rate of 3.77%.

Commuting to University
- 25% of staff and 37% of student respondents walk or cycle to University.
- 20% of staff and 21% of student respondents travel to University by public transport.
- 19% of staff and 37% of student respondents live within 2 miles of the University.
- 33% of staff and 27% of student respondent's drive to University alone.

Encouraging and supporting staff to travel by sustainable modes.
- 13% of staff respondents suggested that Cycle paths and signage on the journey to work would encourage them to cycle to University.
- 11% of staff respondents suggested that improved changing, shower and locker facilities would encourage them to encourage them to walk or cycle to work.
- 26% of staff respondents indicated that ‘Discount tickets/passes available at work’ would encourage them to travel by public transport.
- 27% of staff respondents indicated that reduced parking charges for car sharers would encourage them to car share.
- 15% of staff respondents suggested that a ‘free lift home in an emergency’ would encourage them to car share.
Encouraging and supporting student to travel by sustainable modes.

- 12% of student respondents suggested that improved changing, shower and locker facilities would encourage them to walk or cycle to work.
- 6% of student respondents suggested that ‘Safer, better lit cycle paths on site’ would encourage them to walk or cycle to University.
- 36% of student respondents indicated that ‘Discount tickets/passes available at the University’ would encourage them to travel by public transport.
- 22% of student respondents indicated that reserved parking for car sharers would encourage them to car share.

Business and Operational Travel

- The University intend to unify their fleet vehicles and appoint a fleet manager.
- In conjunction with the Energy Savings Trust conduct a green fleet review.
- Travel claims to switch from paper based to electronic, capturing type of vehicle and fuel used.
- Calculate baseline figures for business travel.
- In March 2009 a bicycle pool was set up.
- In 2008 policy created to Switch vehicles to LPG or hybrid vehicle when current vehicle leases expire.
- 1st LPG vehicle purchased in 2008.
- The University to investigate use of electric vehicles for campus use.
- The University has 5 video/web conferencing facilities throughout its estate.
- Investigate setting up of van pool on main campus.
2 Strategic Aims and Objectives

2.1 Introduction
Having a clear aim and SMART\textsuperscript{8} objectives, linked to targets and well defined key performance indicators (KPI's) are important elements of any Travel Plan: enabling the development of appropriate actions, resources and funding required to support the aspirations; to enable monitoring of the strategy in the short, medium and long term and for conclusions to be made on its success or otherwise.

2.2 Travel Plan Aims
The following aims have been identified for the University's Travel Plan.

- To promote and improve access and facilities which supports and encourage those accessing the University's services and facilities to do so on foot, by bicycle and by public transport;
- Ensure business travel policies reflect changes in transport and health policies by reducing the number of business journeys undertaken and where travel is required that it is undertaken as sustainably as possible;
- To reduce the need to travel for commuter, business and operational travel
- To reduce the impact of our operational travel requirements on the environment
- To make the management of our workplace car parking effective, efficient and equitable. One which supports business operations, those with mobility impairments and more sustainable car use e.g car sharing.
- To encourage more sustainable car use
- Increase awareness of the University's Travel Plan and the different transport and associated services and facilities available to our staff and students and the wider University community.
- Ensure that development of the University's Estate supports this travel plan;
- Monitor the Travel Plan in terms of achieving the set targets on an regular basis;

\textsuperscript{8} SMART = Specific, Measurable, Attainable, Realistic and Time bound.
3 Targets

3.1 Introduction
The following overarching aim-type targets have been developed taking into account the results of the staff and student transport survey, our operational needs, the University’s aspirations as well as the changing needs of staff, students and the wider community.

3.2 Staff and Student Commuter Travel
- Reduce the % of staff travelling alone by car by 10% as their main mode of travel.
- Reduce the % of students travelling alone by car by 10% as their main mode of travel
- Increase % students and staff walking or cycling by 10% as their main mode of travel

3.3 Business Travel and Operational Transport
- Establish baseline data and set targets accordingly with view to reduce the % of business miles by 5%
- Increase use of video and telephone conferencing to achieve 10% utilisation
- Reduce CO2 emissions associated with Fleet vehicles by 10%
- Encourage use of bike pool and van pool once established

To support the achievement of these overarching aim-type targets a series of action-type targets have also been identified and are described in our implementation plan.

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9 www.dundee.ac.uk/ics/services/videoconf/suites.htm
4 Implementation Plan

5.1 Introduction
In order that the overall aim, objectives and targets of this Strategic Travel Plan are achieved and are sustainable, the actions identified use a combination of carrots and sticks addressing all transport modes. This will enable and assist in achieving long term changes in travel behaviour, not just for journeys to and from the University but for all trips in connection with University operations and those incidental to it as shown below.

Table 5.1 provides details of the corporate actions identified for the period of this Travel Plan (2009 – 2014). An indication of budget requirements has been given using the following symbols,

- £ - $500
- ££ - Between £500 - £1000
- £££ - Between £1000 - £5000
- ££££ - >£5000
- Short - 12 Months
- Medium - 1-3 Years
- Long - < 5 Years

Where the input is only staff resources, this has been indicated.
<table>
<thead>
<tr>
<th>Action- Type Targets</th>
<th>Responsibility</th>
<th>Financial Implications</th>
<th>Timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Short</td>
</tr>
<tr>
<td>Management Support and Co-ordination</td>
<td>Travel Planning Convenor (TPC)</td>
<td>Staff Time Only</td>
<td></td>
</tr>
<tr>
<td>Reporting to University Board and Senior Management Team the travel plan and the suggested actions for Approval. Progress of the travel plan and ongoing monitoring, should also be reported to the Senior Management Team and University Board on an annual basis or as appropriate.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>A designated travel plan coordinator will lead and coordinate the Travel Plan throughout its life. To assist in the coordination and implementation of the Travel Plan, a working group will be established to include representation as required from appropriate departments as well as staff and student groups. The role of the group will be to implement and manage the measures introduced as well as developing new measures.</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td></td>
</tr>
<tr>
<td>Active Travel (Walking and Cycling)</td>
<td>Traffic Management group</td>
<td>Staff Time Only</td>
<td></td>
</tr>
<tr>
<td>Review and update signage within the Campus and key external site such as bus and train station to support walking and cycling</td>
<td></td>
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<tr>
<td>Offer staff the opportunity to purchase/lease a bike and associated safety equipment through a University salary sacrifice scheme</td>
<td></td>
<td>Staff Time Only</td>
<td></td>
</tr>
<tr>
<td>Ensure that shower, changing and locker facilities are available as appropriate at each of the main Campuses.</td>
<td>TPC</td>
<td>£££</td>
<td></td>
</tr>
<tr>
<td>Offer cycle training courses to staff and students</td>
<td>TPC</td>
<td>£</td>
<td></td>
</tr>
<tr>
<td>Ensure appropriate cycle parking facilities</td>
<td>TPC</td>
<td>££££</td>
<td></td>
</tr>
<tr>
<td>Action- Type Targets</td>
<td>Responsibility</td>
<td>Financial Implications</td>
<td>Timescale</td>
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<td>-----------------------------------------------------------------------------------</td>
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<tr>
<td>are available at each of the main Campuses. Parking facilities should provide,</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>secure parking which is well lit and covered by CCTV.</td>
<td></td>
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<tr>
<td>Achieve Cycle Friendly Employer Award. (this requires actions on a number of</td>
<td></td>
<td>Dependant existing and future facilities required</td>
<td>✓</td>
</tr>
<tr>
<td>measures which will be identified at site level from the site audits).</td>
<td></td>
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</tr>
<tr>
<td><strong>Public Transport</strong></td>
<td></td>
<td></td>
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<tr>
<td>Work in partnership with our local authority partners to ensure that local and</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td>Ongoing</td>
</tr>
<tr>
<td>regional bus services serve the University premises</td>
<td></td>
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<tr>
<td>Work with our local authority partners to ensure that public transport information</td>
<td></td>
<td>Staff Time Only</td>
<td>Ongoing</td>
</tr>
<tr>
<td>is available at bus stops serving the University</td>
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<tr>
<td>Offer staff the opportunity to purchase public transport tickets through a</td>
<td></td>
<td>costs should be repaid within one year</td>
<td>✓</td>
</tr>
<tr>
<td>University salary sacrifice scheme</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Car Travel and Parking</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Review the existing car parking and charging scheme giving consideration to</td>
<td>TPC</td>
<td>££££</td>
<td>✓</td>
</tr>
<tr>
<td>car sharers and operational and business users and others as appropriate.</td>
<td>TMG</td>
<td>Dependant on scheme and changes required</td>
<td></td>
</tr>
<tr>
<td>Ensure disabled parking bays are available at all University premises clearly</td>
<td>TMG</td>
<td>££</td>
<td></td>
</tr>
<tr>
<td>laid out and signed in accordance with the local council's current parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>standards</td>
<td></td>
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<tr>
<td>Investigate the viability of Installing electric charging points for vehicles and</td>
<td></td>
<td>Staff Time Only</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Action- Type Targets</strong></td>
<td><strong>Responsibility</strong></td>
<td><strong>Financial Implications</strong></td>
<td><strong>Timescale</strong></td>
</tr>
<tr>
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</tr>
<tr>
<td>cycles/scooters.</td>
<td></td>
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<tr>
<td><strong>Business and Operational Travel</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Undertake a business travel audit of the University's fleet including grey fleet (staff using private cars for business journeys) to establish current cost, CO2 emission as well as identify options for reducing the impact of our fleet.</td>
<td>TPC</td>
<td>Staff Time Only – support available from the Energy Saving Trust</td>
<td>✓</td>
</tr>
<tr>
<td>Review and update the University's business travel policy ensuring that it supports sustainable modes of travel as well as reducing the overall impact of business journeys.</td>
<td>TPC Director of Finance</td>
<td>Staff Time Only - Could result in cost savings</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Reducing the need to Travel</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review current availability, utilisation and cost of video and telephone conferencing facilities</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td>✓</td>
</tr>
<tr>
<td>Provide staff training in the use of video/web and telephone conferencing</td>
<td>TPC</td>
<td>Staff Time Only – Internal training</td>
<td>✓</td>
</tr>
<tr>
<td>Where appropriate enable staff to work more flexibly this could include; working from home, another campus/hotdesk or similar facility</td>
<td>Heads of Dept/Schools</td>
<td>££</td>
<td></td>
</tr>
<tr>
<td><strong>Promotion and Awareness</strong></td>
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<td></td>
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</tr>
<tr>
<td>Develop and implement a comprehensive annual marketing plan in to promote the travel plan as well as increase awareness of the transport modes available. This should be linked to existing local and</td>
<td>TPC</td>
<td>£</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
### Action- Type Targets

<table>
<thead>
<tr>
<th>Timescale</th>
<th>Action</th>
<th>Responsibility</th>
<th>Financial Implications</th>
<th>Financial Implications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>national campaigns such as National Liftshare day, world health day and other as appropriate</td>
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</tr>
<tr>
<td>Short</td>
<td>Develop a 'How to find Us' guide to include information on walking and cycling routes, bus stops and routes, train station(s) and local parking facilities.</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td>✓</td>
</tr>
<tr>
<td>Medium</td>
<td>Provide details to staff, students and visitors on the parking arrangement and regulations at each of the main campuses and recommended parking etiquette on the surrounding streets. This could be achieved through the University website, newsletters and magazines as well as signage on Campus.</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td>✓</td>
</tr>
<tr>
<td>Long</td>
<td>Provide a step by step guide to video and telephone conferencing on the intranet and in rooms where facilities exist</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Produce a leaflet for staff and students offering advice on car sharing</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Promote the University’s Travel Plan through the newsletter, email updates and the website</td>
<td>TPC</td>
<td>Staff Time Only</td>
<td>✓</td>
</tr>
</tbody>
</table>

*Table 5.1 Strategic Travel Plan Measures/Actions*
5 Monitoring and Review

5.1 Overview
It is essential that the regular monitoring of this Travel Plan is undertaken:

- To show that it is achieving its aims and objectives;
- To ensure that the Travel Plan continues to receive the support of senior management, staff, students and its partners; and
- To demonstrate that any financial input is being used to good effect.

The following indicators will be identified to show the performance and progress of this Travel Plan:

- % of car sharing spaces available within University car parks.
- % of staff using video conferencing and telephone conferencing facilities.
- number of business miles travelled and associated CO2 emissions
- number of miles travelled by operational vehicle and associated CO2 emissions
- % mode share of staff whilst travelling for business

A clear monitoring programme has been identified to ensure the success of this Travel Plan and associated implementation plans.

- Staff and Student surveys will be undertaken every 3 years.
- Annual reporting on Key Performance Indicators – reported to the Director of campus Services
- Review of Action-type targets every years – reported to Green travel group

A Full review of the Travel Plan in 2014 will be undertaken.