



Swansea University
Prifysgol Abertawe

SWANSEA UNIVERSITY SUSTAINABLE TRAVEL PLAN

(INCLUDING
THE TRAVEL ACTION PLAN TAP)

2015-2020

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As one of the largest employers, and the largest educational establishment in the Swansea Bay City Region, Swansea University has an obligation to encourage our staff and students to travel in the most sustainable way possible. We have a strong commitment to sustainability and since 2013 have gained a First Class Award in the People and Planet University League and have achieved accreditation to ISO14001 annually.

The Sustainable Travel Plan includes measures that promote sustainable and healthy travel choices for staff, students and visitors as well as public transport initiatives and car sharing incentives for those that choose to drive. In line with the Active Travel (Wales) Act 2013 the University promotes and supports staff who choose to cycle and walk to work by providing incentives and initiatives such as the Cycle to Work scheme, shower facilities and cycle storage.

Our Sustainable Travel Plan is fully inclusive of the accessibility needs of all our end users.

Forward

Swansea University is committed to reducing the CO₂ emissions that are generated from its transport and travel. The development of a Sustainable Travel Plan for both Singleton and the Bay Campus provides the means to do this. Swansea University is committed to finding ways of discouraging unnecessary use of private motor transport and encouraging the use of public transport, cycling and walking as suitable alternatives. This is especially the case with the Bay Campus Development due to open its doors to the first intake of students in September 2015.

In line with Welsh Government targets set out in the transport strategy for Wales - *One Wales: Connecting the Nation* - the University is looking to promote sustainable transport and dissuade travel by single occupancy vehicles for both commuter journeys and business travel between the two campuses.

The 2012 Planning Policy Wales (PPW) Edition 5 reaffirms the Welsh Governments commitment to sustainable development. Chapter 8 (Transport) of the policy confirms this commitment by identifying one of the key aims *'to extend choice in transport and secure accessibility in a way which supports sustainable development and helps to tackle the causes of climate change by encouraging a more effective and efficient transport system, with greater use of the more sustainable and healthy forms of travel, and minimising the need to travel'*.

The University Travel Plans for the Singleton Campus have been written previously in partnership with SWWITCH, the dissolved Regional Transport Consortium, which led to the University receiving a Regional Travel Plan Award at Bronze Level in 2008.

Since 2013 the *SWWITCH Regional Travel Plan Awards* have been adopted by Welsh Government as best practice, and are now branded as the *All Wales Travel Plan Awards*. Swansea University will be applying for the Silver level *All Wales Travel Plan Award* in Autumn 2015 in recognition of the achievements made by the University in the area of sustainable travel choices offered to staff, students and visitors.

The Welsh Travel Plan Awards scheme was written to be closely aligned to the BSi PAS 500:2008 national specification for workplace travel plans. This will enable the University to be one of the first organisations to be ready to apply for the British Standard in Workplace Travel Planning in the UK.

The purpose of the University Travel Plan is to encourage a dual campus university experience for all students and staff whatever their access needs. The 5 year action plan outlines the sustainable travel choices available to all whilst at the same time providing the basis to feedback year on year results in line with the Section 106 conditions imposed as part of the planning application for the Bay Campus development.

The University also ensures that where appropriate developments are compliant with BREEAM transport criteria. The aim of BREEAM is: To recognise the consideration given to accommodating a range of travel options for building users, thereby encouraging the reduction of user reliance on forms of travel that have the highest environmental impact.

BREEAM includes the following criteria:

- Tra 01 Public transport accessibility
- Tra 02 Proximity to amenities
- Tra 03 Cyclists facilities
- Tra 04 Maximum car parking capacity
- Tra 05 Travel Plan

The University is also a major contributor and key partner, working towards the Swansea Bay City Region aims and objectives, which are to:

- Develop a coherent long-term innovation strategy that is well aligned with EU thinking;
- Maximize the long-term potential of Swansea University's new Bay Campus;
- Adopt a strategic approach to nurturing new businesses through business incubation and innovation;
- Better integrate and co-ordinate our R&D assets across the region;
- Establish strong international connections and partnerships, Distinctive Places and competitive Infrastructures.

The World Health Organisation within their recently commissioned strategy document (The WHO European Region Physical Activity Strategy 2016–2025) sets out the need for increased Physical Activity to benefit health and increase life expectancy. Within the report three priority areas are listed which are addressed within this Travel Plan:

- **Priority area 1:** Providing leadership and coordination for the promotion of physical activity.
- **Priority area 3:** Promoting physical activity for all adults as part of daily life, including during transport, at the workplace and through the health-care system.
- **Priority area 4:** Promoting physical activity among older people.

What is a Sustainable Travel Plan?

A Sustainable Travel Plan (STP) is the strategy behind the management of all travel and transport options within an organisation. The aim of the Sustainable Travel Plan is to encourage modal shift from single occupancy car (SOV) travel, and instead promote more healthy and sustainable modes of transport. The Plan can be written for one or more sites with each one being tailored for a particular site.

A Successful Plan will include measures to increase travel choices to benefit the end user. The Plan includes a number of measures which improve travel choices, and when implemented provide more sustainable access for all. The Plan should contain a mixture of initiatives for success e.g. car sharing, promoting public transport, cycling, walking and support of alternative work practices.

Executive Summary

This STP is designed to provide improved and more sustainable travel choices for all staff, students and visitors of Swansea University. The STP includes a 5 year Travel Action Plan (TAP) that sets out existing and future measures which will be monitored and reviewed on an annual basis against the targets set. Targets set over the next 5 years have the ability to improve CO₂ emissions, whilst at the same time having the potential to change the travel patterns and behaviours of staff, students and visitors. The TAP provides a sound basis for improving travel choices for all, including those with mobility problems and other disabilities.

The STP has been prepared with the aim of reducing the number of vehicle miles which take place between the Bay and Singleton Campuses each year., particularly those with single occupancy, for commuting and business travel. It aims to encourage car sharing, the use of public transport, and active travel (cycling and walking). The TAP details the methods and measures that the University are putting in place to encourage a shift away from single occupancy private vehicles and encourage alternative methods to private motor vehicle travel for business and commuter journeys where practical. In summary, the University will benefit from:

- Being consistent with the Wales Transport Strategy;
- Promotion of equal opportunities by offering wider travel choices;
- Improved environmental performance;
- Improved fitness and health of staff;
- A reduction in our CO₂ emissions (Grey fleet)
- Cost savings through reduced business mileage;
- Demonstrating greater Corporate Social Responsibility

Our Communities will benefit from:

- Reduced congestion from the reduction in unnecessary travel;
- Reduced noise and air pollution;
- Safer travel environment

The following table shows staff and students' current chosen modes of transport. This provides a starting point from which to set achievable target for the coming 5 years as part of the TAP which can be viewed at the end of this Sustainable Travel Plan.

When looking at setting achievable targets several things have had to be taken into consideration, least of which is the fact that a high percentage of staff that currently travel by foot are based at

Singleton Campus. This is made up of 25.3% of staff moving to the Bay Campus in September 2015. A separate HR agreement is underway to address this and other travel arrangements which do not include claiming mileage so that sustainable travel is encouraged. All staff that are eligible for the payment will be provided with a payment based on disturbance allowance. This will encourage bus travel and car share along with active travel.

Current mode of transport used to travel to Singleton (565 staff, 801 students)

Mode of transport	Staff		Students	
	Mode Share (%)	Numbers	Mode Share (%)	Numbers
Car on own (SOV)	46.3%	348	6.5%	70
Car Share	11.9%	89	5.6%	60
Bus	5.5%	41	24%	257
Bicycle	14.1%	106	11.3%	121
Walk	17.3%	130	47%	504
Motorbike	0.8%	6	0.3%	3
Train	1.2%	9	0.8%	9
Taxi	0.5%	4	28%	30
Other	2.4%	18	1.7%	18

By looking at the way staff and students currently travel and comparing this with feedback and comments contained within the survey, suitable measures can be put in place.

All modes of transport were discussed and comments and attitude to each were invited. The following are just some of the headline information:

- ✓ 2.9% of staff who will be based at Singleton and 7.5% of those who will be moving to the Bay Campus are blue badge holders
- ✓ 82.4 % are full time workers with 17.6% on part time contracts at Singleton
- ✓ 66.7% of staff have parking permits (Singleton) and 65.9% (Bay Campus)
- ✓ 2.2% have Car Share permits (Singleton) and 1.7% (Bay Campus)
- ✓ 17.3% Singleton staff live within 1-2 miles of work and 32.4% between 2-5 miles with 25.3% of staff moving to Bay Campus living within 1-2 miles of Singleton Campus and 32.4% between 2-5 miles.

Following an analysis of the results of staff and student travel surveys undertaken in October 2014, the following targets have been adopted:

Staff based at Singleton and Bay Campus

- ✓ 11.9% of staff currently Car Share which is a relatively low figure, however the staff that do show an interest is relatively high with staff at both Singleton and those who are moving to the Bay Campus indicating that their chosen incentive to car share would be:
 - ✓ Help finding a suitable car share partner: Singleton 16.6%, Bay Campus 16%
 - ✓ Guaranteed Car Share parking space: Singleton 16.6%, Bay Campus 18.1%

It is anticipated that car sharing will form one of the main mechanisms by which the reduction in car trips is achieved for staff. Only 17.9% of Singleton staff and 15.7% of Bay Campus staff indicated that nothing would encourage them to car share. In theory this would mean that potentially if all those who are amenable to car sharing could find someone to car share with, and have a guaranteed car parking space at work, SOV's solo occupancy vehicle numbers would decrease substantially. However, in practice the take up is likely to be less due to incompatibilities.

The University will however commit to reducing the number of staff that drive in on their own and encourage Car sharing by promoting the Swansea Uni BUDi scheme (www.swanseauni.liftshare.com) and continue to promote cheaper parking for staff who do car share. The future plan is to invest in guaranteed car share spaces using ring-fenced income from parking charges.

With this in mind the University aims to increase the number of staff that car share by 20% over the next 5 years this will see an increase of on average 4% per year. (Although it is expected that the increase will be greater in the first year.)

- ✓ 50.6% of Singleton staff and 48.3% of staff moving to the Bay Campus currently travel to work as single occupancy drivers. Over a 5 year period from 2015 - 2020 it would be effective to reduce this to 40% and raise car sharing up from 11.9% to 20%.
- ✓ With promotion of the recycled bike scheme and BayCycles loan scheme the percentage of use of bicycles is to rise from 14% to 19% over 5 years.
- ✓ Raise the percentage of staff travelling to work by foot from 1% to 2% over 5 years.

The measures and methods that are proposed to achieve the targets will be introduced in September 2015 and will be monitored through a full annual staff travel questionnaire in 2016 followed by a 3 and 5 year survey thereafter.

We do not at present keep a record and report on how visitors travel to the University which includes parking space booking. We aim to put in procedures to capture this information by September 2015.

We also aim to collect and report on Grey fleet usage to inform our Carbon Management Plan by September 2016.

Students based at Singleton and Bay Campus

Currently 47% of our students walk to the Singleton Campus and 11.3% cycle. We would expect initially with the movement of students to the Bay Campus that a high proportion of these will move to other ways to travel to Bay Campus.

In order that students are encouraged to include active travel into their commute we are investing in the Cycle Route NCN 4 upgrade which is planned to be completed for September 2015.

To dissuade students from bringing cars to University and travelling by car to either the Bay or Singleton Campus we have negotiated favourable discounted bus pass prices for 2015/16. It is expected that the number of students travelling to the Bay Campus by bus will increase the overall number due to the distance between the two campuses.

The survey suggests that the current numbers of students that travel by bus are 24% however due to the fact that the percentage of students filling in the survey was around 6% of the overall student population we have to make some presumptions.

After carrying out a modelling exercise on likely student numbers travelling to the Bay and Singleton Campus for studies from September 2015 it is likely that this number will increase to around a third of all students. Therefore we expect to see around 30% of students choosing to travel by bus from September 2015. This number should increase year on year by an additional 2% per year through promotion of the bus service and the connectivity of services.

- ✓ 24% of students currently travel by bus we therefore aim to increase this to 30% over the next 5 years
- ✓ There are bus and rail facilities within 3 miles of Singleton and Bay Campus therefore we aim to increase the percentage of students using a combination of alternative methods from 6% to 11% over the next 5 years
- ✓ With the introduction of the cycle scheme, the percentage of use of bicycles is to rise from 11.3% to 15% over 5 years.
- ✓ We do not expect to see a rise in students travelling to campus by foot initially in the first year however over the next 5 years we are aiming to maintain the existing figure.

Introduction

A Sustainable Travel Plan can be defined as *'a long term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed'* (DFT, 2009).

Our Commitment to Sustainability

Swansea University are committed to Sustainability and are proud to hold the Eco Campus Platinum Award as well as being EMS registered as compliant with ISO14001.

Scope of the Sustainable Travel Plan

This plan applies to and supports all users of the Singleton and Bay Campuses (and all those residing within the Hendrefoelan Student Village until its closure). This includes all students, staff, tenants, visitors, delivery companies and contractors. The survey findings and data that were carried out for staff and students are separated into Singleton and Bay Campus in order that the best possible measures and solutions can be put in place.

A number of buildings within the both sites are working towards BREEAM compliance. This document makes specific mention of these in order that recognition is given to the infrastructure, information and sustainable travel options that have been put in place for the users of these buildings.

The Travel Plan has been developed in line with the guidance set out by Welsh Government within the Planning Policy Wales (July 2014) Guidance. The University fully supports the principle of a transport hierarchy where Healthy and sustainable transport are encouraged as the first choice of travel.

The Travel Plan has been developed in consultation with the members of the *Bay Campus Travel Planning Group*, which is made up of University representatives, Local Authorities (both Swansea and Neath Port Talbot) and with staff and Student Union representatives. This Travel Plan will apply to all employees, based at both Singleton and Bay Campus.

It is recognised that some alternatives may not be practical in all circumstances but in choosing alternatives to a car, individuals will be able to contribute to the targets for reducing pollution and congestion as well as supporting climate change.

The Travel Plan considers the key areas of the Universities activities that generate transport use:

- Staff commuting
- Student term time commuting;
- Dual Campus working
- Goods deliveries and Contractors
- Fleet Vehicles/ Pool Vehicles
- Business Travel.
- Visitor travel

Policy Framework

In order to meet the Sustainable Travel Plan objectives there needs to be clear links with it and other strategic policies supported by the University. The STP is designed to be consistent with other key Swansea University plans and systems, including the Environmental Management System, the Sustainability Policy, the Sustainability Strategy, the Estates Strategy, and the Corporate Plan.

Principle Aims and Objectives

The principal aim of this STP is to enable Swansea University to reduce the impact of its transport and travel on the environment without compromising its operational effectiveness. The University aims to reduce the number and distance of journeys undertaken by Single Occupancy Vehicles (SOV's), promoting the use of more sustainable travel for business and commuting. The objectives of the plan are to promote sustainable and healthy travel encouraging staff and students to travel more sustainably. The following objectives have been identified for the Travel Plan:

- Improving onsite facilities
- The provision of up to date travel information
- Promotion of an inclusive environment for the benefit of those with disabilities

- To reduce the environmental impact from vehicle emissions from University travel in line with both local and national targets.
- To increase staff/ student awareness of travel issues and the benefits of sustainable travel and stimulate change in behaviour towards more sustainable and healthy travel options.
- To reduce the impacts of travel, associated with the University, on our neighbours within the local community
- To encourage 'Active' and other sustainable travel options to promote the Health and Wellbeing of staff and students.
- To encourage the use of alternative ways of working, such as home working, use of video and teleconferencing facilities.
- To raise awareness of and improve the choices of alternative transport options and facilities available to staff travelling to and from Singleton and Bay Campus; to encourage and increase the number and proportion of journeys to work by car sharing, public transport, cycling and walking.
- To establish clear baseline targets arising from the staff travel survey.
- To commit to establishing, by Autumn 2015, a series of short, medium and long term targets that will be regularly monitored and reported upon.

Benefits of the Travel Plan for Swansea University

There are a number of benefits for Swansea University as a direct result of introducing a Sustainable Travel Plan. These can be split across several areas: the University as an organisation, staff/students, environmental, the local community, and the local economy.

In summary, the University will benefit from:

- Being consistent with the Wales Transport Strategy;
- Promotion of equal opportunities by offering wider travel choices for all users;
- Improved Environmental performance;
- Improved fitness and health of staff;
- A reduction in our CO2 emissions (Grey fleet)
- Cost savings through reduced business mileage;
- Corporate Social Responsibility.

Our Communities will benefit from:

- Reduced congestion from the reduction in unnecessary travel;
- Reduced noise and air pollution;
- Safer travel environment

Other large Employers in the Swansea Bay City Region have written and implemented Travel Plans either through the planning process, or to manage car parking problems. A number of them have also included their Travel Plan as evidence for the Corporate Health Standard Award as it is a requirement to reach Silver level.

Other benefits cited are those of lowering of staff absences due to a higher take up in *active travel* namely walking and cycling. By including active travel in the daily commute staff and students will be able to see benefits to their own health and wellbeing.

The following table show the benefits across a range of stakeholders, and the University of implementing a Sustainable Travel Plan.

Benefits	Who Benefits				
	The University	Staff/Students	Environment	Local Community	Local Economy
More healthy and productive workforce from increased fitness incentives such as cycling and walking	✓	✓	✓	✓	✓
Reduced business costs	✓				
Reduction in traffic congestion which can also improve road safety	✓	✓	✓	✓	✓
Time saved by reducing time spent travelling	✓	✓			
Improved air quality and a reduction in emissions that worsen asthma and respiratory ailments		✓	✓	✓	
Energy/cost saving (reduction in unnecessary journeys)	✓	✓	✓		
Reduction of CO2 emissions into atmosphere	✓	✓	✓	✓	
Meets National and Local Government Policy	✓		✓		
Reduction in impacts at a national/global level such as climate change		✓	✓	✓	
Reduction in noise pollution and dirt in local environment		✓	✓	✓	
Improve the University Sustainability environmental credentials	✓				
Better management of staff travel needs	✓	✓	✓	✓	
Partnership working with a range of different partners	✓			✓	✓

Promotes a Dual Campus experience for students& staff	✓	✓	✓		
Engagement with staff and students improved	✓	✓			
Forms part of the Universities' Corporate Social Responsibility	✓	✓		✓	

Motivation for Travel Plan Implementation

As the largest and most established University within the Swansea City Region there is a real need to show that we are a best practice organisation in the area of Sustainable Travel Planning.

The Original Swansea University Travel Plan gained a Bronze level SWWITCH Travel Plan Award at the 2008 SWWITCH Regional Conference. Since 2013 the Welsh Government has seen the benefit of the Awards seeing them as best practice. The Awards are now known as the All Wales Travel Plan Awards and are promoted by Welsh Government.

It is the aim of the University to achieve Platinum level for their Travel Plan for both Singleton and Bay Campus sites by 2020. The University will be applying for Silver level in Spring 2016.

The development of the £450 million Bay Campus at Fabian Way highlighted the need for a dedicated resource, namely, a Travel Plan Coordinator. The role will include the implementation of a five year Travel Action Plan (or TAP) to report on the success of measures and targets introduced as part of the Sustainable Travel Plan.

Also the redevelopment of the Hendrefoelan Student Village and redistribution of students to other student residential areas such as Bay Campus will have travel and transport implications. It is vital that these students are well informed and made aware of the travel choices available to them.

There are number of reasons why Swansea University will benefit from the introduction of this Sustainable Travel Plan and associated five year TAP these are:

- **To Secure Planning Permission:** In the case of Bay Campus to secure planning permission in order that we are able to demonstrate how we plan to minimise traffic congestion.
- **To Solve Car Parking Problems:** For both our sites, there is the need to potentially reduce the number of cars coming onto site, thereby doing away with the necessity of providing additional, alternative parking spaces.
- **To Improve Accessibility:** By improving accessibility we will effectively encourage sustainable travel choices and potentially reduce congestion on approach roads to both sites.

Also by improving the public transport service to our sites we increase the pool of prospective employees by being able to open up employment opportunities for non-car drivers. We also show our commitment to equal opportunities for both accesses to studies and employment.

- **To Reduce Business Travel Expenditure:** By implementing the measures within the Travel Plan and promote the principles of the *Travel Hierarchy*, the most cost effective and sustainable travel choices for meetings are promoted saving the University money.
- **To Improve the Universities Image:** Introducing a Successful Travel Plan will promote the Universities image, demonstrating to the public and stakeholders our commitment to reducing traffic impact in and around our sites. It also showcases us as an environmentally and employee friendly institution.

Current Situation

The University has had a Travel Plan for its Singleton Campus since 2007 and has implemented several sustainable travel options as a result based on staff feedback.

These include:

- Introduction of the BayCycles loan bike scheme (since 2013)
- Introduction of the Bike to Work scheme (since March 2014)
- Introduction of discounted annual bus travel for staff (since September 2012)
- University Car Share Scheme (revised and upgraded July/August 2014)

The survey does suggest that there are opportunities to reduce the environmental impact of our travel supported by a well thought out investment programme contained within a travel plan e.g. incentives for car sharers.

Singleton Park Campus

Singleton Park Campus first opened its doors to students back in 1920 to 89 students. By 1939 the number of students increased to 485 and 65 staff. Since then we became the first university campus in the UK with an excellent reputation as a World Class Research Intensive Institution.

There have been significant developments at Singleton Park Campus over the last few years to include the building of Institute of Life Science 2 (Centre for Nano health) and refurbishments of many lecture theatres building facades and retail. The ongoing programme is maximising the potential of the existing buildings by improving both their aesthetic appeal and energy performance. The Plan will also be used in support of future and current planning applications for any extension of the existing facilities at its Singleton Campus. The target of the plan is to mitigate the potential effects of any extension and increase in staff and student numbers by limiting the number of car trips to the minimum required.

Bay Campus

The Bay Campus is a £450 million development at Fabian Way, which lies just inside the Neath Port Talbot Borough Council boundary. As the Bay campus development lies along a strategic transport network with links to the M4 junctions 43 and 44 to the East and Swansea City centre and the Gower Peninsular a key tourism destination to the West, the way in which those travelling along the corridor choose to travel will heavily impact on the area. The consequences of not encouraging sustainable travel would lead to a major growth in traffic levels; this in turn would include increased congestion, detriment to local air quality and global warming.

The Bay Campus Travel Plan outlined the need for a dedicated Travel Plan Coordinator to take forward the recommended actions identified within the document. The University took on a dedicated University Travel Plan Coordinator at the end of June 2014. This post sits within the Sustainability Team which forms part of SHE services within the Directorate of Estates and Facilities Management.

There will be 914 students in residence at the Bay Campus from September 2015 with a further 545 being moved from the Hendrefoelan Student village to the Bay Campus in January 2016.

The intention is that over the next 5 years most of the students studying at the Bay Campus will have the opportunity to take up student residence on campus.

The Bay Campus brings with it a number of different challenges for travel. Postcode analysis of students and staff show that many of those that historically lived within walking distance of the Singleton Campus will be looking to an alternative travel option for the Bay Campus due to its location. Singleton and the Bay campuses are 6 miles apart so the challenge will be to encourage both staff and students to opt for more sustainable ways to make the journey. This journey could effectively be made by cycling along the newly upgraded NCN Route 4 off road cycle path. Alternatively the campuses will be served by an excellent upgraded bus service which will access both sites.

Hendrefoelan Student Village

An additional Campus at Hendrefoelan was built in 1971 to accommodate 1600 students. The Hendrefoelan Student Village as it is known is situated 21/2 miles from Singleton Campus. They are linked by a regular bus service which takes between 10 and 15 minutes. Students can also choose to walk (45 minutes) or cycle (15minutes).

There is parking on the Hendrefoelan Campus site for residents however student cars are not permitted on Singleton Campus between 8am and 4.30pm with the exception of Blue Badge holders or students who are referred by Occupational Health.

Hendrefoelan Student village is being redeveloped into a housing estate during the lifetime of this Travel Plan with students instead being housed in Singleton Campus or the new Bay Campus. This has been taken into account when writing the Sustainable Travel Plan.

Roles and Responsibilities

It is important for the Success of our Travel Plan that everyone supports and engages with the principles behind the Travel Plan.

Senior Management Commitment

It is important for the University to lead by example as a large higher education institution with around 15,000 students and around 2,800 staff.

Senior management have committed to funding the Travel Plan by taking on a dedicated permanent full time Travel Plan Coordinator to manage the University Travel Plan. Alongside this role they have also committed to providing a budget for travel plan activities and materials to support the Travel Plan measures.

Senior management have also agreed that the surplus from car parking income will be ring-fenced and contribute to improve infrastructure relating to both sustainable and car travel:

- Provision of Car sharing bays
- Charge points for electric vehicles
- Cycle storage
- Improved Security and lighting and ongoing maintenance
- Reinvested in sustainable travel initiatives

Resource/ Travel Plan Coordinator

The need for a University Travel Plan Coordinator was identified within the section 106 Planning Conditions for the Bay Campus. The role however has also been introduced in line with the University's Environmental policy which supports the initiatives laid down within the Sustainable Travel Plan.

The Travel Plan Coordinators role will be key to the promotion and the success of the STP and the measures included in it. This role expands to continue to engage with both staff and students using a variety of methods and communication channels after the implementation of the STP.

The main duties of the role are as follows:

- Write and Implement the Sustainable Travel Plan and TAP
- Carry out regular travel surveys with Staff and Students
- Engage with and communicate results of surveys to Staff/Students
- Introduce new initiatives identified within surveys
- Promote the measures within the Travel Plan to Staff/Students/Visitors
- Hold Awareness raising campaigns and events
- Regularly monitor and review TAP effectiveness and report on findings
- Work in partnership to deliver STP objectives

The measures and methods that are proposed to achieve targets will be introduced in August 2015 and will be monitored through an annual staff travel survey in 2016, followed by surveys in the third and fifth year in line with the S106 agreement. (Bay Campus) The Travel Plan Coordinator will provide annual updates on progress to Neath Port Talbot Planning Authority alongside data from the MOTV traffic counter (Bay Campus only).

The Travel Plan Coordinator will also ensure that all new buildings applying for BREEAM standard have an up to date Travel plan for all users of that building. All users of the building will be made aware of the Travel Plan and the content within it.

Travel Plan Working Group

The Bay Campus Travel Planning Working Group was set up directly as a result of the Bay Campus development, however all measures put in place as a direct result from the work of this group benefits the whole University. The Working group is overseen by the Director of Estates and Facilities Management.

Due to the major transport development work involved in the movement of staff and students to the Bay Campus the working group presently meet on a fortnightly basis. The working group will continue

to meet after September 2015 bi monthly to ensure the success of the Travel Plan at both the Bay and Singleton Campuses.

Members of the Working group include:

- Director of Estates and Facilities
- Travel Plan Coordinator
- First Cymru
- Swansea Local Authority
- Neath Port Talbot Borough Council
- Staff representatives
- Student representatives
- ISS (Technology)

Other members are invited when appropriate e.g. Communication and Marketing. It is important to note that other working groups exist within the University which are provided with information coming out of the Travel Plan Working Group. These groups also feed into the Travel Plan Working Group.

Staff and Student and Stakeholder Consultation

From the earliest stage in the development of the University Travel Plan staff, students and other stakeholders have been consulted. This has been carried out in a number of ways including:

Staff and students were invited to take part in separate tailored travel survey which looked at the following:

- How staff and students travel currently
- What alternatives they would most likely favour
- Ability to change travel behaviour from driving alone
- Feedback and comments
- Those moving to the Bay Campus from September 2015 were asked how they planned to travel.

Other ways in which we consulted with staff, students and stakeholders were:

- Bay Campus Travel Plan Group attendance
- Operational Development Board meeting
- Staff drop in events- Q&A sessions
- Student drop in events – Q&A sessions
- Presentations to Health and Wellbeing Group and Green Impact Teams

Partnership Working

As a result of working with partners the University has been able to put in place a number of attractive incentives to directly benefit both staff and students. As well as staff and students many of the measures put in place through partnership working will benefit the local community. An example of some of the partners that we work with and the benefits gained as a result of working with them are set out below: (this list is not exhaustive)

Partner	Benefit gained	Who Benefits
First Cymru	- Tailored bus service between Singleton and Bay Campus linking to existing services - More frequent Bus Services from Hendrefoelan to Singleton and Bay Campus - Extended bus timetable from 6.30am to 11.30 (2am Wed, Thurs, Fri, Sat) - Cheaper Student and staff bus passes	Students, Staff, local Community Students, Staff, local Community Students, Staff, local Community Students and Staff
Neath Port Talbot Local Authority	- Input into the Bay Campus Travel Planning working group - Taxi Licencing information and feedback e.g. Taxi services for Bay Campus, Student safety, etc. - Public Transport team information bus services for students from NPT area - Updates on Port Talbot Rail Station enhancement programme - Bus stop code analysis work (GIS mapping) on student residences in NPT area – to highlight any issues with possible crowding and associated safety implications on bus stops - Bay Cycles Cycle scheme project - Inclusion in Swansea Bay City Region activities and bids (OLEV)	Students and Staff Students and Staff Students and Staff Students, staff, local community Students and Staff Students, staff, local Community
Swansea Local Authority	- Input into the Bay Campus Travel Planning working group - Taxi Licencing information and feedback e.g. Taxi services for Bay Campus, Student safety, etc. - Public Transport team information bus services for students from CCS area - Updates on road enhancement schemes in area likely to affect travel by our staff, students and visitors e.g. The Boulevard and Kingsway projects - Feedback on Park & Ride availability for students/visitors to both Campuses - Survey team helping with safety at bus stops during first two weeks of term	Students and Staff Students, Staff, visitors and local Community Students, Staff, visitors and local Community Students, Staff, visitors and local Community Students, Staff, visitors
Local Businesses	Bus service improvements benefit local business- provides a larger pool of possible employees	Local Business (including Amazon) - future and existing employees due to later and earlier bus service implementation (2 am service and early 6.30 am)
Disability and Charity groups	Provide advice and guidance on needs of students, staff and visitors to the campuses	Students, Staff, visitors
Students Union	- Student needs identified - Support with marketing for student population- Waterfront student magazine, Social media, e mail etc.	Students Students

SAS – Student Accommodation Services	Identifying likely student accommodation areas for 2015/16- impacts on development of bus routes and timetabling	Students (staff and local community also benefit from enhanced services)
Traveline Cymru	- Information Provider on Public transport in Wales - Attendance at Fresher's Fayre to provide public transport information to Students - Use of Batch Journey planner to provide personalised travel information	Students, Staff, visitors Students, Staff, visitors Students and staff
Sustrans Cymru and other Cycling Charities	- Live Well, Work Well project promoting healthy lifestyles and active travel - Bay Cycles – servicing and supply - Bike week events - Bike doctor events - On Road 1-1 Cycle training - Recycled Bike sale	Staff Staff and Students Staff (students away) Staff and Students Staff (at present) Staff and Students (Sept)
Staff representatives	- Staff feedback - Communication to staff - Staff Involvement	Staff

Motivation for Travel Plan Implementation

Swansea University is committed to take a leading role in reducing the number of car journeys made by staff, students and visitors to both the University sites.

Bay Campus

Under Section the 106 conditions the University have to abide by a strict set of rules relating to the numbers of vehicles accessing and leaving the site. One of the conditions applied is the counting of vehicles entering and leaving the site using a MOVA system. That is a traffic signal control system that uses detectors to count the number and type of vehicles using the site

Within the conditions the number of vehicle movements allowable is as follows: this is a simplified version, for the full conditions please see Appendix 2 at the end of this document.

(See Schedule 3 Permanent Traffic Counters)

The following table shows the number of permissible vehicle movements as set out in the Conditions along with the Trigger points for penalties being imposed.

Threshold Figures	Morning Peak: between the hours of 8 and 9am	Morning Peak Trigger figures:	Financial Payment: (incurred if Trigger figures are reached over a given time included in condition)
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Average vehicle movements allowed	763 Car Movements per day in the Morning Peak	778 Car Movements per day in the Morning Peak	Each additional 4 Car Movements by which the Threshold Figure for the Morning Peak has been exceeded
			& Each additional 3 Car Movements by which the Threshold Figure for the Evening Peak has been exceeded
Threshold Figures	Evening Peak: between the hours of 17:00 and 18:00	Evening Peak Trigger figures:	
Average vehicle movements allowed	677 Car Movements per day in the Evening Peak averaged over a week	691 Car Movements per day in the Evening Peak which average figure shall be calculated as an average per week	

The Sustainable Travel Plan for the Bay Campus is also being written and implemented to ensure that the buildings are compliant with the BREEAM standard for each building. As such each building will include within its workforce Sustainable Travel Champions who will be trained prior to moving into each building. The Travel Champions will provide information on the Travel Plan to other members of staff.

The Students Union is also going to be included in the Smart Travel Champion Training programme in order that students have contacts on the ground on a daily basis. These Travel Champions will provide information to all students on the Travel Plan and the initiatives contained within it.

The University is now launching its Sustainable Travel Plan for the period 2015-2020 containing a package of measures aimed at reducing the impact of travel on the environment and increasing a number of benefits to our staff and students. In order that we carry out this work effectively it is imperative that we engage with staff and assess what measures will be most effective in achieving the overall goals of the Sustainable Travel Plan. To do this the Travel Plan Coordinator developed separate Staff and Student travel surveys. These were launched during September and October 2014. The surveys provided the University with more information than previously gained from past staff and student surveys. These results have not been included due to the small number of responses and time delay between the previous survey and the current one. All staff were given the opportunity to respond either by filling in the online version of the survey or by paper copy. The survey was also available in English and Welsh.

Survey Methodology

In order to assess the travel habits, and to enable consultation with our employees on the development of this Plan, a Staff Travel Survey was conducted. The results of which can be seen as an overall University staff travel survey or can be split into Bay Campus and Singleton Campus results.

This work was carried out to establish the current travel patterns of our employees. The Survey also looked at The Travel Survey invited a possible 2500 staff to respond, and ran for a two week period starting on last week of October to mid-November. During this period 565 responses were recorded on the survey database (a 23% return rate, which is satisfactory) of those responses 66% were from Singleton Campus staff and 44% were from Staff who are moving to the Bay Campus staff. It is worth noting however that the overall response rate (when taking in to consideration the numbers of staff based at the both Campuses) for the Bay Campus is higher than that of Singleton. Out of a possible 480 staff that are from School of Management and College of Engineering 178 responded this gives a response rate of 37% for the Bay Campus.

The responses have provided baseline data on how staff members currently travel to work – and likely interventions to promote behavioural change.

See Appendix 1 for the full Staff Travel Survey Report.

Swansea University has formed a Bay Campus Travel Planning Group which acts on behalf of both the Singleton and Bay Campus staff and students. The primary purpose of the group is the maintenance, implementation and delivery of the measure and objectives contained within the Sustainable Travel Plan. The Travel Action Plan will be evaluated, and through partnership working updates made to ensure that the aims and objectives of the Sustainable Travel Plan are met. That is to reduce the number of cars, particularly those with single occupancy visiting the University sites, to encourage car sharing the use of public transport and healthy active travel.

Survey Conclusions

The response to the survey indicates that there is a willingness from employees to support sustainable transport initiatives. A number of these will need support to help them make the change however through excellent communication and marketing it is hoped the take up will increase year on year.

There is a lower than average use of cars for commuting and business travel amongst the University's employees, however this is partly due to the high number of staff who currently live within a two mile radius of the Singleton Campus. A number of these staff will need to travel further to the Bay Campus and our aim is to promote Cycling and public transport as an alternative to this group. To support them we are running cycle training, Dr Bike events as well as promoting the University Bike to Work scheme.

Business mileage could potentially increase due to the need to travel between Singleton and the Bay Campus, to counteract this potential increase in car travel the University have put in place three measures namely:

- No mileage claims are paid for campus to campus journeys

- Free bus travel on the newly established bus routes for staff travelling to meetings between Campuses.
- Loan Bikes available to Cycle between campuses

Bay Campus Survey Results –Staff

The following survey data has been taken from the main findings to inform the Bay Campus Travel Plan measures and targets. The number of responses is made up of staff from School of Management and College of Engineering was 178 which are around 32% of the potential number of respondents.

For the Travel Plan to be successful we have to address the access needs of all staff and students including those with special access requirements. Therefore both Singleton and the Bay Campus have infrastructure to help these users such as lowered kerbs at crossing points and raised kerbs at bus stops.

The number of staff who requires a parking space as blue badge holders is higher than the overall figure for the whole University which is 4.3%. This means that of the overall 500 staff parking spaces potentially 7.5% would need to be made available to staff with blue badge. No students who took part in the survey, of which there were 252, were blue badge holders.

The Bay Campus responses were broken down into 57.9% of staff from College of Engineering and 42.1% from School of Management.

84.9% of the staff has full time contracts with the remaining 15.1% being part time.

The survey results show 25.3% live within 2 miles of Singleton Campus and 37.4% of staff between 2 and 5 miles. This could potentially encourage more staff to drive to the Bay Campus who would not normally travel by car presently. With this in mind the University are going to promote:

- The discounted staff bus pass
- Bike to Work Scheme
- The University Journey Sharing scheme

The full Bay Campus survey data is available as an appendix at the end of the Travel Plan. The following information is gleaned from the data to provide headline information gathered from the answers provided to the survey questions.

It is important also to look not just at the responses given to the questions but also comments and suggestions provided by staff. These are also available to peruse within the appendix section.

We realise that to change travel behavior that the quick wins are those that are the most popular when attitudes of staff are measured. By looking at the comments provided by staff and not just the yes and no type of answers *e.g. Would you car share?* Being replaced by what would encourage you to car share with more options included. Some answered nothing however, others chose 'Help finding a car share partner', others chose 'Guaranteed car share spaces for car sharers'. Both of these things are being addressed within the Travel Action Plan.

By asking more in depth questions we are able to find out staff attitude to sustainable travel now and again in the future through further staff travel surveys. This will be one way of checking whether the measures that the University puts in place are working and whether they need revising and new measures put in place.

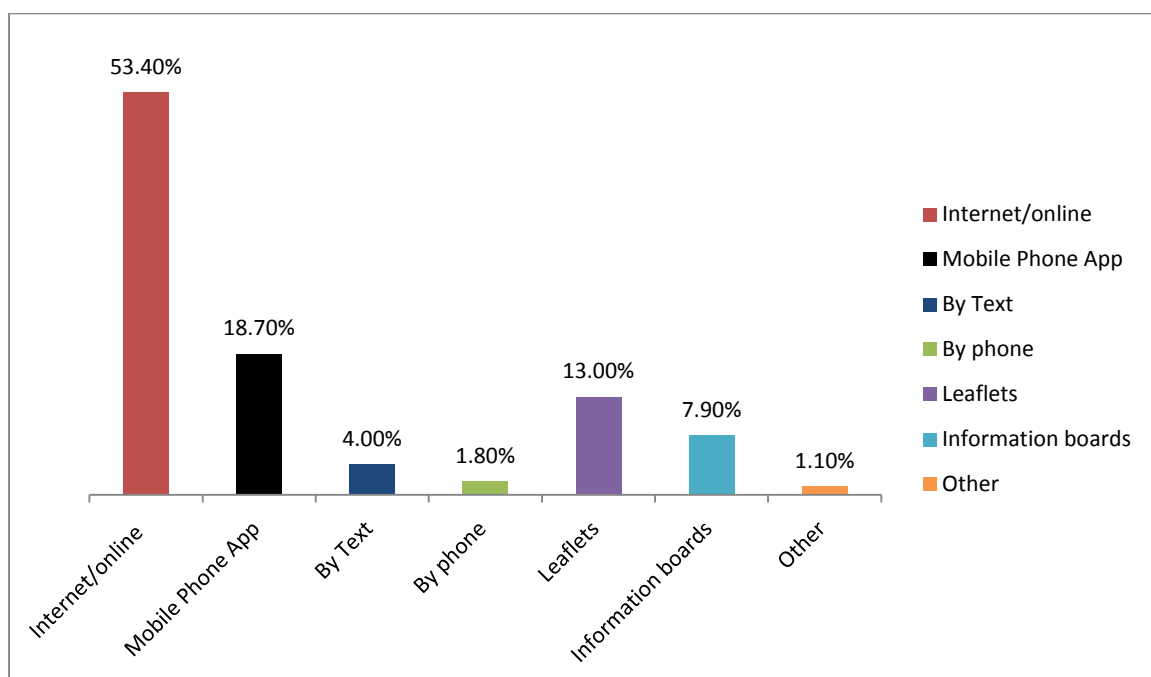
Headline information from Staff Survey

The following headline information is taken directly from the staff survey returns:

Information provided by survey	Possible Impact	Possible Solution
25.3% live within 2 miles of Singleton 37.4% of staff between 2 and 5 miles	These staff could choose to drive	Promotion of: Cycle to work scheme, Bus Pass Scheme and car share Website
62% of staff arrive at work between 8 and 9 am 43.4% leave between 5 and 6pm (peak times)	Trigger points could be exceeded at this time incurring financial penalties Congestion	Communicate trigger point times to staff and discourage travel at these times wherever possible. Promote all alternative travel options
48.3% of staff currently drive to work alone	61.6% state they will drive to the Bay Campus on own	Encourage Car sharing for those who drive but at the same time promote other travel options depending on where they live
7.7% of staff currently car share	5.2% state they will car share to the Bay Campus	Re launch and promote the University Car share scheme through <i>Car Share Coffee mornings</i> , Online and poster promotion
22.2% currently walk to work	0.6% state that they will walk to the Bay Campus	Promote Cycle route as well as discounted staff bus ticketing
14.1% currently cycle to work	12.2% state that they will Cycle to Bay Campus	Promote Cycle path including upgrades along with cycle maps and timings via Swansea bay cycle website
3.8% currently travel by bus	8.7% state that they will travel by bus to the Bay Campus	Promote discounted bus pass and new timetable with map of area covered and timings
0.4% currently travel by train	No staff have said that they will use this mode of transport to travel to the Bay Campus	Promote bus connections from Swansea and Port Talbot stations to the Bay Campus
Majority of people who drive to work do so because: 27.2% state <i>Quicker journey</i> 23.6% state <i>Lack of alternatives</i>	Continue to choose this mode as not aware of actual journey times of other modes or bus and cycle routes	Travel training and marketing to educate and inform staff
9.2% state they need car for work related business	Continue to do this and possible increase due to Campus to Campus journeys	Provision of pool cars and free bus ticketing for Campus to Campus journeys
75% of drivers are alone in the car (SOV)	Continue to do so	

		Promote case studies using existing car sharers and promote benefit of Car sharing. Run Car share events throughout the year
21.3% of drivers car share occasionally	Staff within this group could potentially car share more often	Promote the Swap one journey campaign to promote car sharing for 1 day per week
48% of staff are not aware of the Car share scheme	Number of staff car sharing could potentially increase with knowledge of the scheme	Promote Car share Scheme using a variety of marketing methods and tools Use Travel Champions to promote.
18.3% of staff state they would use buses if offered discounted travel (of those that would consider travelling by bus) With more direct bus routes and buses between Singleton and the Bay highlighted	Potential to increase bus travel to Bay Campus	Promotion of prices and services to staff through events, trained Travel Champions and marketing

How Bay Campus Staff wish to receive travel and transport information can be seen in the table below.



A higher number of staff than students stated that as far as receiving travel and transport information is concerned, the preferred method of communication is Internet and online. This shows the importance of having good quality online information around travel and transport on the University website along with links to online travel websites.

The mobile phone app choice which comes in at number two shows that promoting apps such as the Cycle Streets App, Traveline Cymru App and the First Cymru Mobile ticketing App will be pay dividends. The information also shows that there is still a need to provide travel information via information boards and leaflets.

Survey Results -Bay Campus- Students

Students were also asked to take part in the survey with a separate set of questions tailored to the requirements of the student population.

Bay Campus is to be a no parking campus for students, as is the case presently with Singleton. (other than those with a blue badge or referral from Occupational health or other criteria) The University therefore is promoting the bus service linking the Bay Campus and Singleton Campus as well as the newly upgraded NCN Route 4 Cycle network linking the sites.

Again it is not just the answers to the questions that observed at but also the comments made. One comment that came out strongly was the cost of student travel and the need for a regular bus service linking Singleton and Bay Campus. These have both been addressed within this Travel Plan with reduced student bus travel with more frequent and longer operational hours. These have been agreed in line with where and when students need to travel. E.g. sports activities at Singleton: students at the Bay Campus can catch a bus at 6:30 am to the Sports Village and catch a back to the Bay Campus in time to get them to their first lecture. Also a late night service until 2am has been introduced for the first time to improve the student experience and provide better student experience.

No students who took part in the survey, of which there were 252, were blue badge holders. This is obviously the case this year and the number could change within the coming Academic year starting September 2015. It is not realistic to assume that this will be the case as actual student details will not be available until post 'clearing' in August.

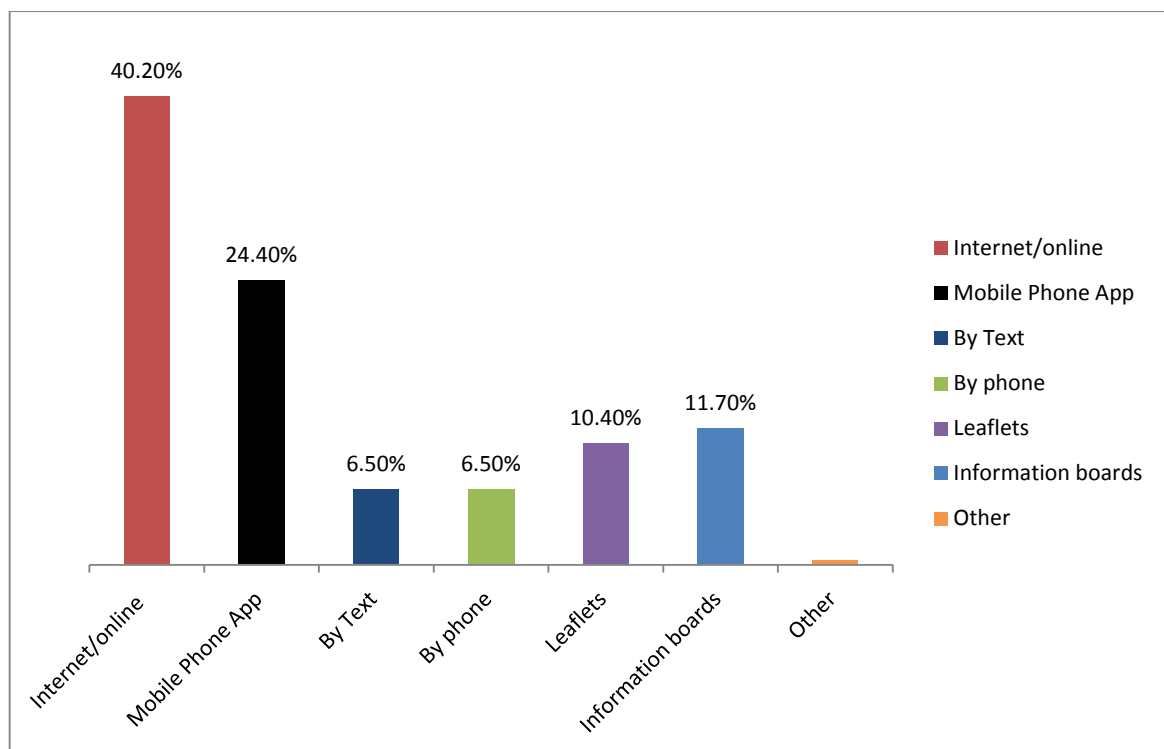
Headline information from Student Survey

The following headline information is taken directly from the student survey returns:

Information provided by survey	Possible Impact	Possible Solution
57.1% live within 2 miles of Singleton 32.6% of students between 2 and 5 miles	These students could choose to drive	Promotion of: Student Bus Pass Scheme and journey share website and Park and ride sites
35.3%% arrive at Campus between 8 and 9 am 39.2%% between 9 and 10am 29.8%% leave between 4 and 5pm 29%% leave between 5 and 6 pm	Could try driving – congestion	Promote all sustainable travel options Students will move closer to Campus over time which in turn will influence travel choices

3.5%% of students currently drive to Uni alone	6.9% % state they will drive to the Bay Campus on own	Promote bus, cycle and by foot options depending on where they live. Promote the No Car Campus message. Encourage Car sharing for those who drive to the Park and Ride site as a last resort.
Main reasons for needing to Travel for students are: • Shopping • Visiting Swansea City Centre • Sports activities	Feel that they need a car to make these journeys	Promote the new bus services which include 7 days a week travel with 6.30- 11.30 Monday to Friday and up to 2am Wed, Thurs, Fri, Sat Also Cycle initiatives. Maps to show Shopping, Leisure, Sport and Medical centers.
49% currently attend the Sports Village for Sports activities	Feel that they are cut off from major sports facilities	Promote Cycle route as well as discounted staff bus ticketing Promote 6.30 am service for early morning use of sports facilities and Wednesday afternoon services for main Sports events.
18.8% stated that owning a bike would encourage them to cycle	42.4% state that they did not know about the BayCycles loan scheme. This proves lack of knowledge of what is on offer.	Promote Cycle path including upgrades along with cycle maps and timings via Swansea bay cycle website plus promote BayCycles and Recycled bike schemes
30% put cheaper bus travel as the main incentive to use the bus	Not realise the good value that the student bus ticket offers and instead choose to drive	Promote discounted bus pass and new timetable with map of area covered and timings

How Bay Campus Students wish to receive travel and transport information can be seen in the table below.



Students stated that as far as receiving travel and transport information is concerned, the preferred method of communication is Internet and online. This shows the importance of having good quality online information around travel and transport on the University website along with links to online travel websites.

The mobile phone app choice which comes in at number two ties in well with the work that is being carried out with mobile ticketing for bus travel which is being introduced for the September intake of Students. Students will be able to purchase their ticket via the First Cymru 'mTickets' app which is downloadable from Google Play or App Store.

The information also shows that there is still a need to provide travel information via information boards and leaflets.

Singleton Campus Survey Results

The University has had a Travel Plan for its Singleton Campus since 2007 and has implemented several sustainable travel options as a result based on staff feedback.

These include:

- Introduction of the BayCycles loan bike scheme
- Introduction of the Bike to Work scheme (since March 2014)
- Introduction of discounted annual bus travel for staff (since September 2012)
- University Car Share Scheme (revised and upgraded July/August 2014)

It is important that staff at Singleton are treated equally to those at the Bay Campus so to this end the same sustainable travel options and initiatives are available to those staff based at Singleton Campus.

Initiatives within this Travel Plan are available across both campuses which make for a Dual Campus way of working. Staff moving between sites in either direction can make use of the bus service for meetings free of charge. Whilst for the commute the discounted bus ticket is available for staff working at both sites. Parking charges across both campuses will mirror one another so that no staff member will be disadvantaged.

The survey does suggest that there are opportunities to reduce the environmental impact of our travel supported by a well thought out investment programme contained within a travel plan e.g. incentives for car sharers.

Headline information from Staff Survey

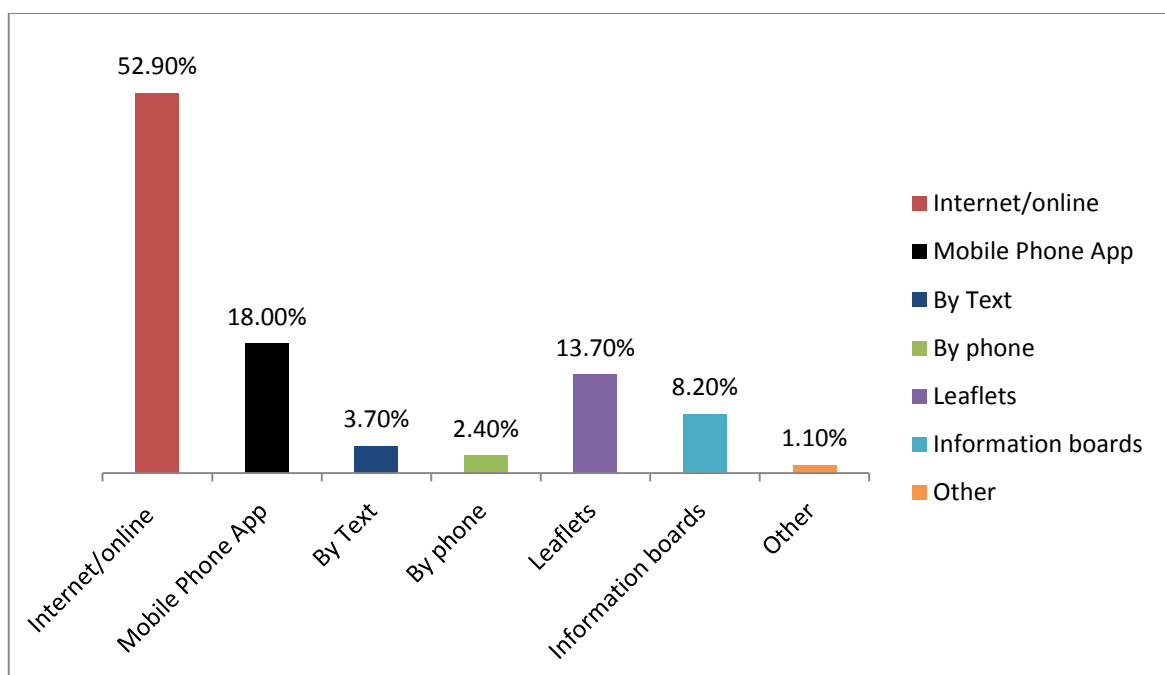
The following headline information is taken directly from the staff survey returns:

Information provided by survey	Possible Impact	Possible Solution
17.3% live within 2 miles of Singleton 32.4% of staff between 2 and 5 miles	These staff could choose to drive if meetings at bay Campus during day	Promotion of: Cycle to work scheme, Bus timetabling and car share Website
57.4% of staff arrive at work between 8 and 9 am 37.8% leave between 5 and 6pm (peak times)	Congestion at peak times	Promote all alternative travel options including new improved bus services and costs
45.2% of staff currently drive to work alone	This could increase if car share partners are moving to Bay Campus	Encourage Car sharing for those who drive but at the same time promote other travel options depending on where they live
14% of staff currently car share	This could decrease if car share partner moves to Bay.	Re launch and promote the University Car share scheme through <i>Car Share Coffee mornings</i> , Online and poster promotion
15.2% currently walk to work	Stay the same	Promote Cycle Budi part of Website
14.2% currently cycle to work	Stay the same	Promote Cycle path including upgrades along with cycle maps and timings via Swansea bay cycle website + Budi scheme
6.3% currently travel by bus	Stay the same	Promote discounted bus pass and new timetable with map of area covered and timings

Information provided by survey	Possible Impact	Possible Solution
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1.6% currently travel by train	Stay same	Promote bus connections from Swansea Station to Singleton Campus (and Bay Campus) Negotiate discounted Train tickets
Majority of people who drive to work do so because: 28% state <i>Quicker journey</i> 23.6% state <i>Lack of alternatives</i>	Continue to choose this mode as not aware of actual journey times of other modes or bus and cycle routes	Travel training and marketing to educate and inform staff
12.6% state they need car for work related business	Continue to do this and possible increase due to Campus to Campus journeys	Provision of pool cars and free bus ticketing for Campus to Campus journeys
70.6% of drivers are alone in the car (SOV)	Continue to do so	Promote case studies using existing car sharers and promote benefit of Car sharing. Run Car share events throughout the year
16.4% of drivers car share occasionally	Staff within this group could potentially car share more often	Promote the Swap one journey campaign to promote car sharing for 1 day per week
41% of staff are not aware of the Car share scheme	Number of staff car sharing could potentially increase with knowledge of the scheme	Promote Car share Scheme using a variety of marketing methods and tools Use Travel Champions to promote.
16.8% of staff state they would use buses if offered discounted travel (of those that would consider travelling by bus) 17.5% more direct bus routes 17.9% more frequent bus service	Potential for increase	Promotion of prices and services to staff through events, trained Travel Champions and marketing

How Singleton Campus Staff wish to receive travel and transport information can be seen in the table below:



A higher number of staff than students stated that as far as receiving travel and transport information is concerned, the preferred method of communication is Internet and online. This shows the importance of having good quality online information around travel and transport on the University website along with links to online travel websites.

The mobile phone app choice which comes in at number two shows that promoting apps such as the Cycle Streets App, Traveline Cymru App and the First Cymru Mobile ticketing App will be pay dividends. The information also shows that there is still a need to provide travel information via information boards and leaflets.

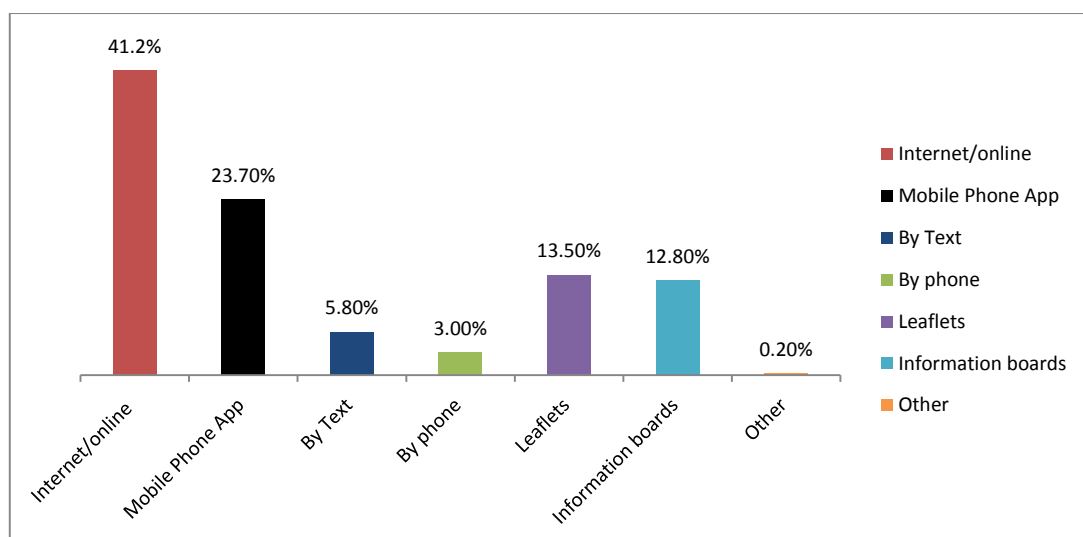
Headline information from Student Survey

The following headline information is taken directly from the student survey returns:

Information provided by survey	Possible Impact	Possible Solution
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61.3% live within 2 miles of Singleton 25.8% of students between 2 and 5 miles	These students could choose to drive	Promotion of: Student area of journey share website to set up BUDI groups for Cycling and Walking journeys. Promotion of recycled bike schemes and BayCycles loan bike schemes.
37.5% arrive at Campus between 8 and 9 am 31.3% between 9 and 10am 30.1% leave between 4 and 5pm 24.5% leave between 5 and 6 pm	Could try driving – congestion	Promote all sustainable travel options Students will move closer to Campus over time which in turn will influence travel choices
8% of students currently drive to Uni alone	Unless other sustainable travel options are promoted could increase	Promote bus, cycle and by foot options depending on where they live. Promote the No Car Campus message. Encourage Car sharing for those who drive to the Park and Ride site as a last resort.
Main reasons for needing to Travel for students are: • Shopping • Visiting Swansea City Centre • Sports activities • Visiting Gower Beaches	Feel that they need a car to make these journeys	Promote the new bus services which include 7 days a week travel with 6.30-11.30 Monday to Friday and up to 2am Wed, Thurs, Fri, Sat Also Cycle initiatives. Maps to show Shopping, Leisure, Sport and Medical centers. Work with NAT travel to improve travel options to Gower.
43.5% currently attend the Sports Village for Sports activities	Use car to travel as perception that no bus service available early morning and late evening. Cycle Parking not known.	Promote Cycle route as well as discounted staff bus ticketing Promote 6.30 am service for early morning use of sports facilities and Wednesday afternoon services for main Sports events.
18.8% stated that owning a bike would encourage them to cycle	42.4% state that they did not know about the BayCycles loan scheme. This proves lack of knowledge of what is on offer.	Promote Cycle path including upgrades along with cycle maps and timings via Swansea bay cycle website plus promote BayCycles and Recycled bike schemes
29.8% put cheaper bus travel as the main incentive to use the bus	Not realise the good value that the student bus ticket offers and instead choose to drive	Promote discounted bus pass and new timetable with map of area covered and timings

How Singleton Campus students wish to receive travel and transport information can be seen in the table below:



Students stated that as far as receiving travel and transport information is concerned, the preferred method of communication is Internet and online. The figures relating to Singleton Campus are not dissimilar to those from student surveys from Bay Campus students. This again shows the importance of having good quality online information around travel and transport on the University website along with links to online travel websites.

The mobile phone app choice which comes in at number two ties in well with the work that is being carried out with mobile ticketing for bus travel which is being introduced for the September intake of Students. Students will be able to purchase their ticket via the First Cymru 'mTickets' app which is downloadable from Google Play or App Store.

The information also shows that there is still a need to provide travel information via information boards and leaflets. This figure is actually higher for Singleton Students than those that are moving to the Bay next year.

New Developments within Singleton Park Campus

Singleton Campuses also benefits from having an ongoing building programme. The Data Science building, which will be an addition to the College of Medicine's Institute of Life Science 1 and 2 buildings, is scheduled to open in summer 2015 and will bring two exciting centres of Excellence together under one roof; the £9.3 million Farr Institute of Health Information Research and the new £8 million Administrative Data Research Centre Wales (ADRC Wales), enabling researchers to work together to unleash the potential of large scale data to conduct powerful new research.

The Data Science building is being built to comply with BREEAM standard. The building includes showers for staff and cycle storage outside the building. Access to public transport is also easy for staff to access from outside Fulton House. The staff moving into this building have been included in the 'Singleton Staff Survey' and will be surveyed on a regular basis alongside other staff based in Singleton Campus.

Travel Champions will be sought and trained on available sustainable travel initiatives and kept up to date on future initiatives. These will be used as contacts for that building to communicate to other staff and students.

1. Current and Future Travel Plan Initiatives

The University realises that there is a need for staff and students to travel to carry out their daily business. There is also a need for some to attend sports and other leisure activities as well as medical visits. Personal circumstances can also impact on a person's ability in taking part in

Reducing the Need to Travel

Wherever possible the University tries to ensure particular subjects are taught at one site to avoid unnecessary travel. This is especially the case with School of Management and Engineering courses with timetabling of subjects being carried out well in advance of the new academic year.

Business travel is discussed further within this document and outlines the changes which are being proposed and embedded into the culture of the University going forward.

Video and Teleconferencing

The University have a number of Video Conferencing and Tele Conferencing facilities at the Singleton Campus with plans to extend this to the Bay Campus.

The list below shows the numbers of endpoints where the facility for Video Conferencing is available for use across the University. Not all of these can be booked by users outside of the department or College listed.

Listed below are the endpoints registered to the Cisco VCS Control (these are room based systems):

1. Singleton, Engineering Room 134, sing-eng, Cisco 6000 MXP
2. Singleton, ISS-Meetings (Level 6), Cisco Edge 95
3. Singleton, James Callaghan (JCB), room 222, Polycom HDX 6000
4. Singleton, Vivian tower, cisco Edge95
5. Sing-Geo, Wallace Building, Cisco C20
6. Singleton CDS, Room 201, Cisco C20
7. Singleton CDS, WVN Meetings Room, Cisco C20
8. Singleton, sing-shs, Cisco 6000 MXP
9. St David's Park (Carmarthen) vc1, Cisco 6000 MXP
10. St David's Park (Carmarthen) vc2, Cisco 6000 MXP
11. Tony Ollier C20
12. Coleg Cenedlaethol Cymraeg, CD201, Cisco C40
13. WVN Support CDS, Room 208, Polycom HDX6000
14. WVN Support CDS, Room 207, Training
15. ILS2-Boardroom
16. ILS2-Meetingroom-Floor1, Cisco MX200
17. ILS2-Meetingroom-Floor2, Cisco MX200
18. ILS2-NWIS-Researchlabs, Cisco MX300
19. ILS2-DavidFord, EX90

Staff with V-Scene access (any member of staff can register to this website) can book a videoconference using a web interface. If a user doesn't have V-scene access they can book through ISS admin office either by email or telephone. These can be booked via the web addresses below:

<https://v-scene.ja.net/jsp/li/li000.jsp>

<http://www.swansea.ac.uk/iss/mits/media%20production/>

We also have also used the Desktop video conferencing using the Cisco Jabber client

The cisco Jabber client is no longer a supported system and became end of life in February 6, 2015. This will not hinder current users but going forward it would be necessary to look at alternatives. One possibility would be to use Microsoft Lync (which uses a different protocol to H323 Videoconferencing) and a third party bridging system. WVN are currently looking at bridging systems to overcome the interoperability issues between Lync and H323 videoconferencing.

There are 18 registered users of the above systems.

The University do make use of desk top solutions as an option with the laptop inbuilt microphone and camera although users are made aware that this system can cause feedback.

Desktop conferencing is a very useful tool but it wouldn't replace the room based systems. Desktop systems are designed for a single user and where multiple users at the same location are involved a room system is a better option, this improves quality, ease of chairing the meeting and decrease the stress on the University network.

If for example a lecturer was giving a class we would recommend a studio based system because of the audio and video quality. If a studio is not available we do recommend using the V-scene Desktop client via JANET, but advice using a headset and carrying out a test to make sure that the PC has no issues.

There were over 1126 Video Conferencing facilities bookings which equated to 1133 hours spent using this method of holding meetings over the 12 months covering 2013/14

The Bay Campus has four boardrooms selected for videoconferencing, which will be extremely useful for meetings but may not be available for teaching purposes.

Active Travel -Walking and Cycling

The Active Travel (Wales) Act 2013 became law in Wales on November 4th 2013 placing a requirement on all Local Authorities to include active travel initiatives in all its schemes at design stage. All new road schemes in Wales have to consider the needs of pedestrians and cyclists at design stage. Working with charities such as Sustrans Local Authorities are required to continuously improve facilities and routes for walkers and cyclists along with the preparation of local cycle maps.

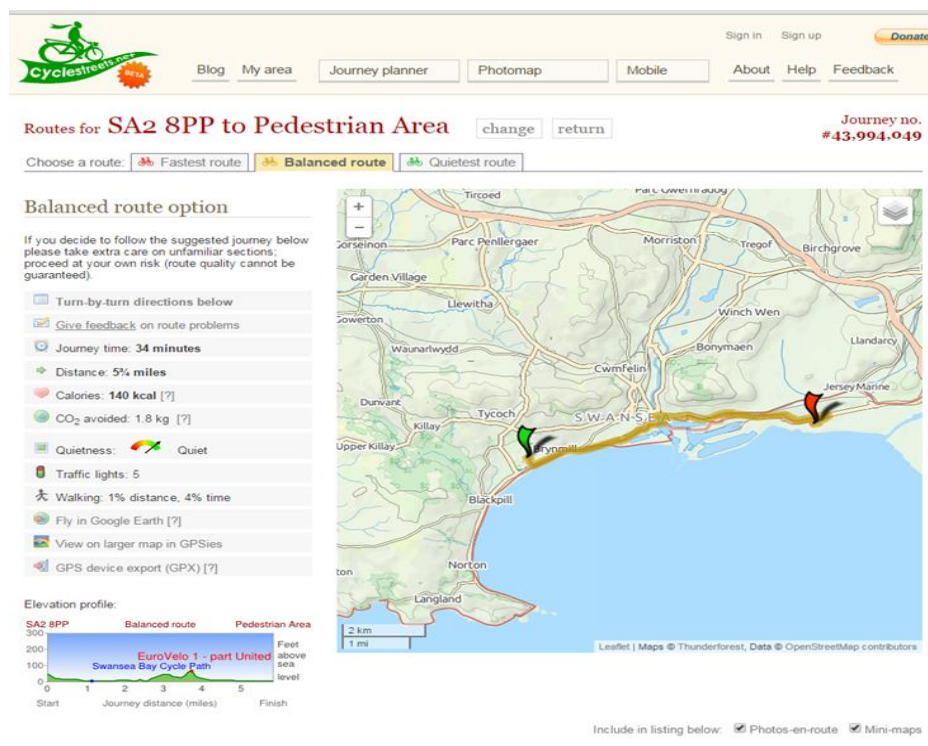
The University has as part of a section 106 agreement made between Neath Port Talbot Council and Swansea University, funding is available to upgrade the National Cycle Network route 4 (NCN route 4) shared use path for cyclists and walkers accessing the Bay Campus site. Funding has also been made available to build in designated cycle and pedestrian access to the Bay Campus linked to the NCN Route 4. This will prove to be of benefit to staff and students based at the Bay Campus as well as visitors and the local community.

The NCN route 4 is part of a network of cycle and walking routes known as the Sustrans National Cycle Network. NCN 4 links The Singleton University Campus and the Bay Campus are 6 miles apart and the journey takes approximately 27 minutes.

The University are already working with Sustrans on initiatives as part of the Live Well Work Well project. This includes an annual Cycle Challenge for both staff and students which promotes cycling and walking as well as other sustainable travel options for a 3 week period during September. Prizes are given to those staff and students that make the greatest number of sustainable travel journeys during the campaign. Swansea University came 3rd overall in Wales against other Universities with a number of staff and students winning weekly prizes.

The University plan to run several Active travel events over the next year at both Singleton and the Bay Campus.

The journey planner below shows the cycle route between Singleton and Bay Campuses. The map is taking from www.cyclestreets.net Website and is also available as a down loadable App for Cyclists on the go.



A number of events are planned over the coming year to promote cycling and Active travel working in partnership with Sustrans as part of the Live Well Work Well Challenge. These include: Dr Bike sessions for both staff and students, Cycle training, cycle maintenance training. These are planned for both Singleton and Bay Campus staff and students.

Students are provided with details of local recycled bike schemes in order that as many of them can have access to cheap bikes. This also benefits the Schemes and also the local community as the schemes themselves employ local people.

BayCycles

The BayCycles scheme was introduced as part of a project which was part of a partnership between Neath Port Talbot Council, Swansea University and others. The BayCycles are a colourful collection of single-speed pool bikes, available for staff and students to take for a spin, **free of charge**, around Swansea Bay. The bikes are available in several sizes, 10am-4pm, Monday to Friday for a maximum of 3hrs at a time. Helmets, lights and locks can be provided. From July 2014 until December 2014, 260 staff and students took advantage of this scheme.

Cycle to Work Scheme (Staff only)

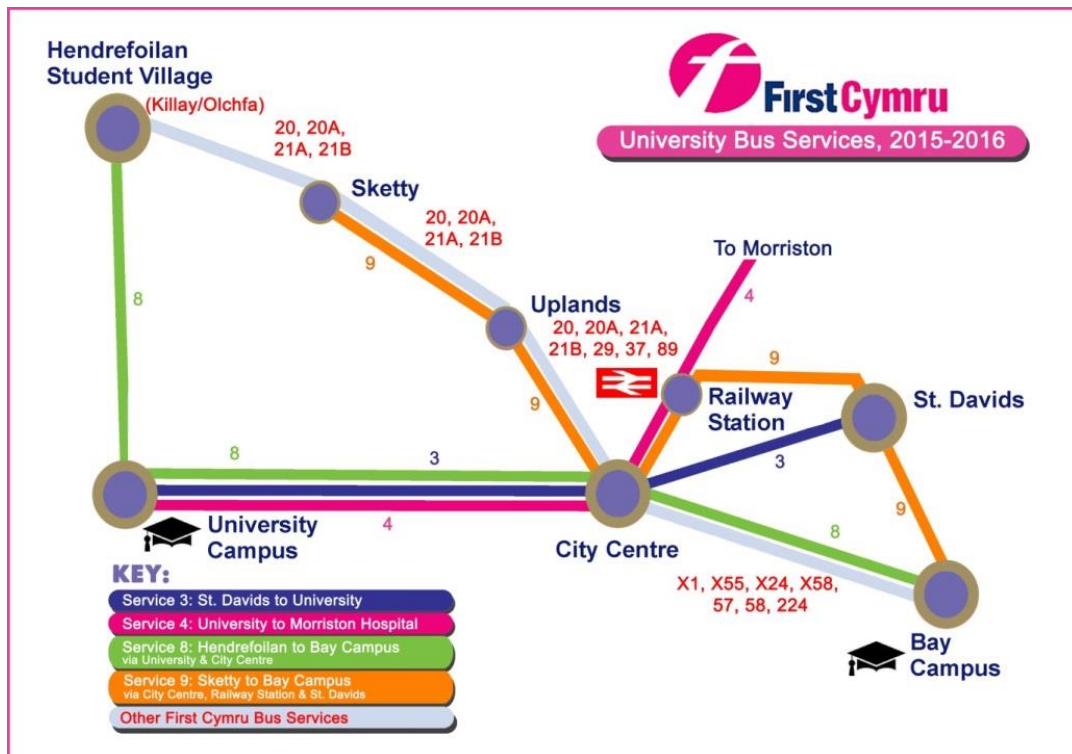
Swansea University has signed up to the UK Governments Cycle to Work scheme, which is part of the Government's Green Transport plan introduced in 1999. By signing up to this scheme employees are encouraged to cycle to work with additional advantages for employers, of potentially benefiting from a healthier workforce. The University Cycle to Work scheme was introduced in March 2014 with two windows open for staff to join the scheme: one in March and the other in September. To date around 6% of staff have signed up to the scheme with a number of staff moving to the Bay Campus showing an interest in the scheme.

Employees should use the bike mainly for commuting to and, if relevant, between work places (at least 50% of the bike's use should be for work purposes). However, the bike can also be used for non-work purposes and there is no need for employers to monitor individual usage or for employees to keep a mileage log. Please note that employees cannot claim business mileage allowance with a bike obtained under the scheme as the bike belongs to the employer.

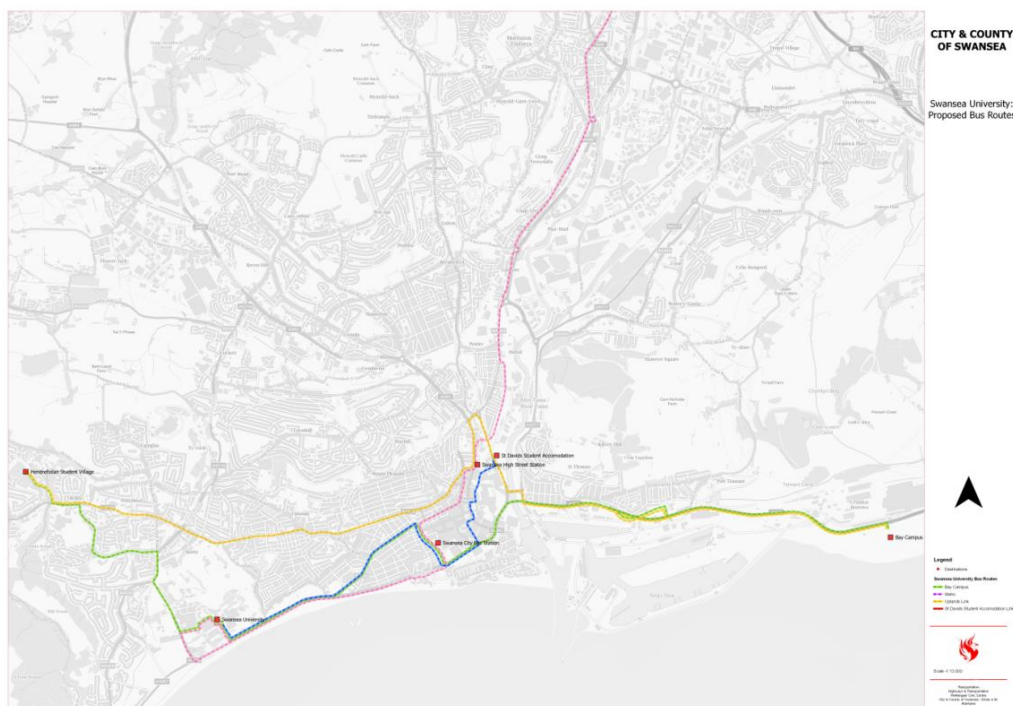
University Bus Services

New bus routes have been agreed through the Bay Travel Planning Group. A mapping exercise was carried out to determine where students are likely to live for the 2015/16 academic year along with available timetabling in for the same period. This was backed up by staff and student surveys which were carried out during the period from September to November 2014. The data gathered from the surveys is being used to inform the planned bus Travel Plan measures.

The services shown in red are existing commercial bus services which will also be available for students and staff to use.



The following map shows the proposed bus routes from H Hendrefoelan Student Village, Singleton Campus and planned Student Residential areas within the Swansea area for the academic year 2015/16.



All staff and students who purchase tickets from September 2015 will have several ticket options available to them which the University have negotiated with First Cymru very attractive prices for the new term in September.

Staff Discounted Annual Bus Pass Scheme (present)

The University offers a discounted annual bus pass scheme for staff at a very attractive rate which is the same as the student price. This can be purchased directly from the Estates office, Floor 4 Union House Singleton Campus. Staff can arrange to pay this in monthly instalments through payroll with no interest rate applied. The monthly payments are based on 52 weeks. This option is open to all permanent staff only however all staff can purchase the annual bus ticket outright or take out the monthly option divided by the amount of months that they are employed: e.g. if a member of staff is employed on a fixed term basis for 10 months they are able to purchase the annual ticket by paying the amount over the 10 months rather than the usual 12 months. The cost of this ticket is the same for all staff and allows them 7 days per week, unlimited travel on any First Cymru bus services in the South and South West Wales areas.

Currently xx amount of staff have taken up this offer.

Student Discounted Bus Pass Scheme

Students are eligible to benefit from favourable discounted unlimited bus travel on all First Cymru buses in the Swansea and Neath areas including Port Talbot centre. There are several ticket options available for students which they can purchase by visiting the Travel Shop at Fulton House with a passport size photo. Passport photos can also be obtained from Fulton House at a charge of £5 from Floor 2 Union House.

Student ticket options available are as follows:

Term1 AUTUMN 22 Sept - 12 Dec 2014

Term2 SPRING 5 Jan - 27 March 2015

Term3 SUMMER 20 April - 12 June 2015

First Two term terms 1 & 2

Terms 2 & 3 Includes travel within the intermediate holiday period

First Three term Includes travel within the Christmas & Easter holiday period

Summer Holiday only ticket Valid from the end of the 2014 / 15 academic year to the start of the 2015 / 2016 academic year

First Student Annual 52 weeks

From September 2015 new routes will be added to the network connecting all traditional student residential areas with the two main Campuses and the City Centre.

The Travel Plan Steering group has used all available data along with staff and student feedback to inform the bus service frequency and routes.

Both new and returning students will also benefit from more attractive ticket options and costs and benefit from the additional night services bus running until 2am linking Bay Campus, Singleton Park Campus and Hendrefoelan Student village.

Both Student and Staff bus passes can be used across the Swansea and Neath Port Talbot areas on First Cymru buses.

Below is an example of the options available and savings for students and staff based on current prices for 2014/15. These prices have been negotiated for 2015/16:

	2014/15 Price (comparison)	Swansea City	Outer Zone
Term 1	£180	£130	£170
Term 2	£150	£130	£170
Term 3	£90	£80	£100
Summer Holiday	£130	£120	£160
Academic Year	£390	£300	£390
Full Year	£450	£350	£450

The new Swansea City bus ticket covers an area most widely populated by students and staff.

First Student Swansea City– will provide unlimited access to First Cymru services within the following boundary area.

Swansea City tickets are valid in the area bounded by Jersey Marine Village, Bowen Arms (Skewen), Birchgrove, Ynysforgan Roundabout, Morriston Hospital, Penllergaer Roundabout, Gorseinon Bus Station, Loughor (Ship & Castle).

First Student Outer Zone- will provide unlimited access to our services within the following boundary area. Swansea Bay tickets are valid in the area bounded by Pontardawe (Cross), Crynant (Pen-y-Bont Bridge), Blaengwynfi, Resolven (Turn), Glyncorrwg, Croeserw, Pontrhydyfen, Bryn, Margam Park, and also out as far as Ammanford and Llanelli.

The table below shows the savings that the majority of students will make on their travel for the 2015/16 period. Staff can also take advantage of these savings which will be especially advantageous to those staff living near to Singleton Campus.

Type of Ticket	2014/15 Price (comparison)	New Swansea City Ticket Price	Saving to student
Term 1	£180	£130	£50
Term 2	£150	£130	£20
Term 3	£90	£80	£10
Summer Holiday	£130	£120	£10
Academic Year	£390	£300	£90
Full Year	£450	£350	£100

Students and staff will also be able to purchase 6 carnet tickets and only pay for 5 via the new M ticketing facility offered by First Cymru. This will be especially useful for students wanting to cycle or walk but need to use public transport occasionally e.g. in bad weather.

The University have opted for improving commercial services for students and staff to include wider coverage and inclusion of the Bay Campus. This will also benefit the local community as they will see improved and more frequent bus services linking them to the City Centre, healthcare and leisure facilities. The new bus services are in addition to other services that operate and run along Fabian way and therefore offer an excellent option for both staff and students.

Feedback has been sought from students union and students which has been taken on board and reflected in the services on offer. The 4 services will operate throughout the day and include:

- Service 9- Sketty cross to Bay Campus via Sketty, Uplands, City Centre, Strand.
- Service 8- Hendrefoelan to Bay Campus via Singleton, City Centre
- Service 3- Strand via St Thomas to University
- Service 4- Existing service Morrison, City Centre, Singleton

All above services will operate in both directions and provide between them a frequent bus service between Campuses. Students are likely to be the regular users of this service as there will be several pick-ups along the route. However staff working at both sites and living along these routes will see an improved service as will the local community.

The above new services have been made possible through partnership working between the members of the Bay Campus Travel Planning Group.

Public Transport Bus

The alternative commercial bus services run from the City Centre Quadrant bus station and stop at Elba crescent right opposite the Bay Campus. Bus services between the City Centre and Bay Campus take on average 10 minutes to reach the bus stop on Elba crescent which is opposite the Bay Campus.

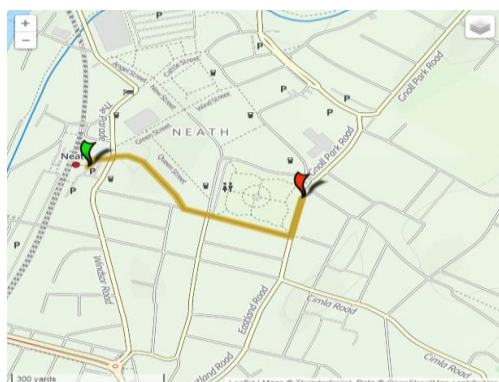
The bus services mentioned previously namely 8, 9, 3 and 4 are all Commercial services run by First Cymru and are in addition to existing commercial services which run as follows:

Bus service	Daily Timetable	Last Bus Available
X58	first bus 7.10am then 8am running hourly until 18.45	Last bus back to Swansea 18.40
157	first bus 8.30am then 10.00 running hourly until 18.10	Last bus back to Swansea 17.39
X3	first bus 9.00 then hourly last bus 17.10	Last bus back to Swansea 16.50
224	first bus 8.00 then 9.05 running hourly until 1735	Last bus back to Swansea 17.50
X1	first bus 7.15am then 8.30 running hourly until 19.45	Last bus back to Swansea 20.14
X24	first bus 8.15am then hourly until 17.15	Last bus back 16.56
Greyhound	Timetable within attached	

These services also run from other areas to the Bay Campus e.g. Port Talbot, Neath and Briton Ferry – please see timetables. It is important that a Service level Agreement is entered into to safeguard services and quality. Other bus operators are welcome to run any commercial service however at present bus operators in Wales do not accept each other's tickets.

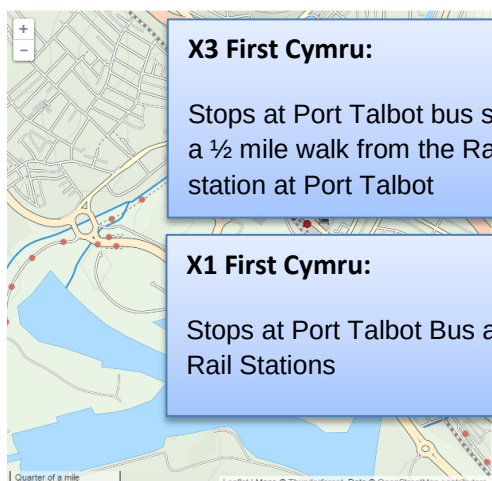
Integrated Transport- Bus and Train/Bus/Train and Cycle

Integrated public transport is key to changing the travel habits of University staff and students from driving especially alone. With this in mind the University bus services 3, 4 and 9 all stop at Swansea railway station whilst a number of commercial services accessible to staff and students stop near to or at Railway stations coming from the East side namely Port Talbot. Information on these is as follows: (mapping courtesy of Cycle Street.net)



X58 First Cymru:

Stops at Neath bus station which is a short ¼ a mile walk from the Railway station at Neath



X3 First Cymru:

Stops at Port Talbot bus station a ½ mile walk from the Railway station at Port Talbot

X1 First Cymru:

Stops at Port Talbot Bus and Rail Stations



224 First Cymru:

Stops at both Port Talbot bus station and (see above X3) and Baglan Railway station which is a 3¼ miles from the Baglan Campus

X24 First Cymru:

Stops at Port Talbot bus station as well as Port Talbot and Baglan Railway Stations

All of the above mentioned services call at Swansea Quadrant bus station which forms a hub for students, staff and visitors travelling to and from the City centre to both Singleton and Bay Campus.

National Rail encourages the integrated use of cycles and trains however it is recommended that the Train Company website is checked in case a reservation is required for your bike. The two main train operators in the area are Arriva Trains Wales and First Great Western. Both of their policies can be found on their websites as follows:

For Arriva Trains Wales policy on the carriage of Bicycles:

http://www.nationalrail.co.uk/stations_destinations/93755.aspx

For First Great Western policy on the carriage of Bicycles:

http://www.nationalrail.co.uk/stations_destinations/93762.aspx

Bus companies do not normally allow bikes other than folding bikes on them due to safety and space constraints. Folding bikes however are normally permitted.

For First Cymru policy on the carriage of folding bikes:

http://www.firstgroup.com/ukbus/south_west_wales/bus_access/folding_bikes/

If an integrated rail and bus or rail and cycle option is considered by staff they will be supported by the University who provide: a number of showers and cycle storage facilities at both the Singleton and Bay Campus.

Car Share

The University web based Car Share/Journey sharing scheme has recently been upgraded to include Welsh pages and easier to use, and more user friendly information. The scheme has also been revamped to include a staff and student area. There is an opportunity to encourage car sharing through promotion of the scheme. The University car share scheme provides a formal online scheme.

The scheme is open to staff and students who have separate areas on the website. Journeys can be registered for individual one of journeys including those for business, or alternatively can be for regular daily journeys. The website is accessed via the web address www.swanseauni.liftshare.com which also includes registration for Cycling and Walking journeys to encourage Walking and Cycling Buddies.

Evidence over the last 15 years has shown that where a formal scheme is in place and promoted more informal car sharing takes place. This shows the additional benefits that promoting a formal car share scheme has within an organisation.

Car sharing is often overlooked by organisations and treated as something which will not be attractive to staff. Some people are quite negative about it pointing out that it is inflexible, does not work for people on flexible working patterns and ties people down. Within the University however we see this

as a very good alternative for staff that for a variety of reasons would not choose to travel by public transport to work. Car sharing is a viable and cost effective alternative.

In practice car sharing is a very flexible option; with many people car sharing on a number of days per week. Studies consistently show that the presence of a passenger in a car can significantly reduce the risk of road traffic accidents.

Privilege Insurance found driver concentration improves and the risk of being involved in an accident reduces by half - one in ten drivers say they have been involved in an accident when driving alone compared to just one in 20 who were driving with a passenger. (Source: Liftshare Business Blog)

There are direct financial savings of sharing vehicle running costs with others, for example:

- Splitting the cost of fuel (the more in the car the more the savings)
- Reducing wear and tear of vehicles (tyres etc.)
- Reduced mileage resulting in less servicing costs (frequency)
- Reduced mileage can directly reduce the car insurance premium.

It is possible an average car travelling 20 miles each day with 4 occupants, may save up to £1,000 per occupant per year! (Source: Making car Sharing and car clubs work - A good practice guide, DfT 2005)

The University scheme only has about 238 staff and students registered at present, however through promotion of the newly revamped scheme there is no reason why this number should not rise considerably over the next five years.

The University plans to introduce dedicated car share parking spaces open only to car sharers with guaranteed parking spaces for this group. This is policed by the number of people in the car.

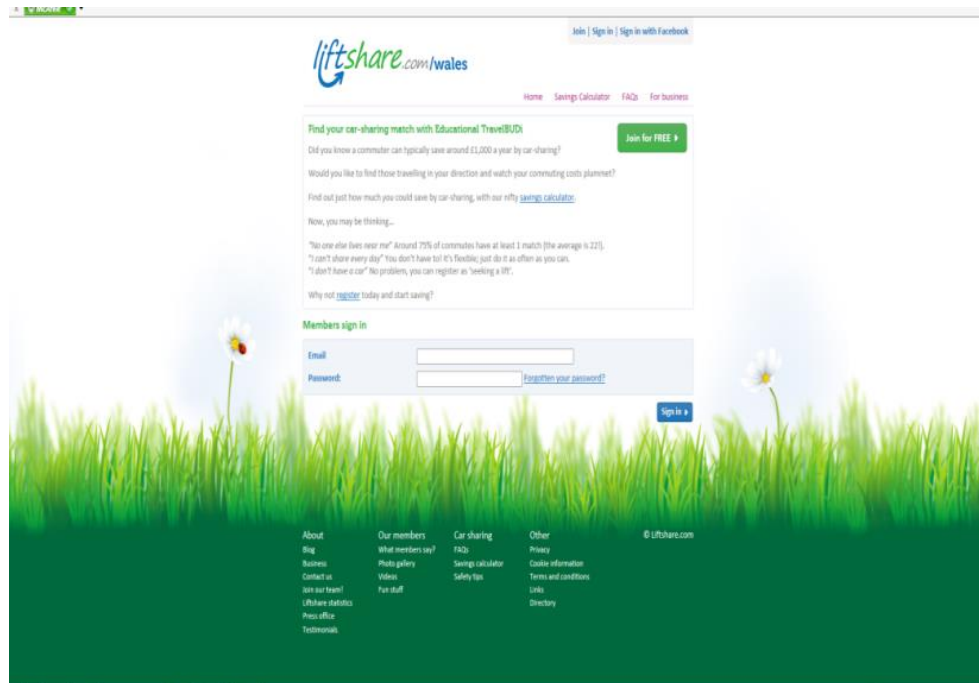
- Car sharing can also be encouraged between Singleton and Bay Campus. If staff living in the West of Swansea wish to park at the Singleton Campus and continue their journey in one car to the Bay Campus this could reduce the number of cars parking at Bay Campus. The opposite could also be applied.
- Car sharing to meetings will be encouraged as this reduces the number of vehicle movements for business journeys and saves on mileage payments. By following a flow chart of options starting with Video Conferencing, active travel, public transport solutions followed by car sharing the last option is always travelling by the most energy efficient car on your own.

The University Car Share/Journeys Sharing Scheme has seen an overhaul over the last few months to include the following features:

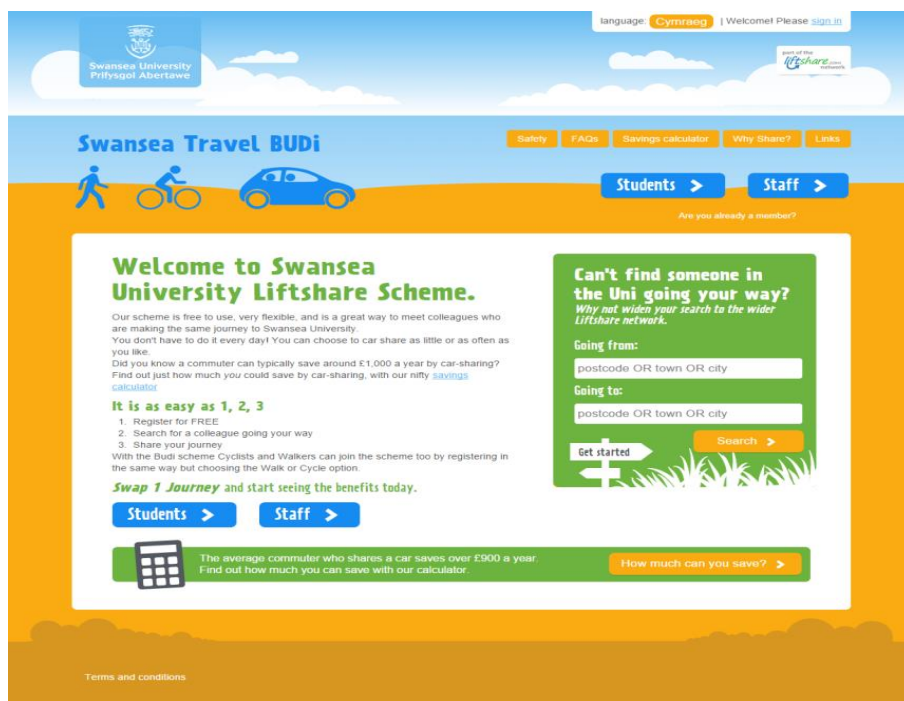
- A more attractive image showing sea and sand in keeping with the proximity that the both sites are to the beach.
- The inclusion of Swansea University logo to reassure staff that it is a private group
- An easy step by step guide to use on front page
- Welsh Pages
- Introduction of Travel Budi for Cycle Budi and Walking Budi journeys which encourages cycling and walking amongst Staff and students.

- Monitoring pages to allow the administrator to feedback on take-up of car sharing, Cycle and walk buddy journeys.
- Separate Student and Staff registration areas

The following shows the old and new refurbished and updated University journey sharing scheme available for Staff and Students to use.



The old Swansea University Liftshare scheme



The new Swansea University Travel Budi Scheme

The advantage of our Private group is that the University Administrator for the scheme, in this case the Travel Plan Coordinator is able to monitor the numbers of registered users and report on uptake. This information is also used when staff apply for car share parking permits.

As the website matches up car sharers as well as cyclist and walkers as part of a BUDi scheme we will be able to monitor not just car sharing but also active travel BUDi groups. The scheme is being promoted to students and staff as a journey sharing scheme and not just a scheme for those who wish to car share.

Visitors to the University who drive are encouraged to access the All Wales public car share scheme at www.sharecymru.com which is Welsh Government funded. This is a public group which was set up to encourage car sharing for work, leisure, education and healthcare visits.

Park and Ride

There are three Park and Ride sites serving the Swansea area these located at the following locations:

Fabian Way Park and Ride Site which is the closest facility to the Bay Campus (approximately 1.5 miles) this is not a dedicated site for the staff and students at the Bay Campus however subject to space availability, the charge to park is £2.50. If travelling to the Bay or Singleton Campus an additional £1.50 unlimited travel ticket would need to be purchased. This would provide the driver and up to 4 passenger's unlimited travel in the Swansea area. The ticket can be purchased by showing your park and ride ticket to the driver. The Park and Ride site is open between 7am and 7pm Monday to Saturday.

Fforestfach Park and Ride site is conveniently located for journeys to Swansea from West Wales, Carmarthen, Llanelli and Ammanford. This site is approximately 2 miles distance from junction 47 of the M4. Users would pay £2.50 to park and use the dedicated park and ride service to the City centre. From there they can purchase an additional £1.50 unlimited travel ticket. This would provide the driver and up to 4 passengers unlimited travel in the Swansea area. The ticket can be purchased by showing your park and ride ticket to the driver. The Park and Ride site is open between 7am and 7pm Monday to Saturday.

Landore Park and Ride is conveniently located for journeys to Swansea from the Swansea Valley, Sennybridge and Brecon. Accessed via junction 45 of the M4 motorway and situated opposite the Liberty Stadium. Users would pay £2.50 to park and use the dedicated park and ride service to the City centre. From there they can purchase an additional £1.50 unlimited travel ticket. This would provide the driver and up to 4 passengers unlimited travel in the Swansea area. The ticket can be purchased by showing your park and ride ticket to the driver. The Park and Ride site is open between 7am and 7pm Monday to Saturday.

Staff and students can access the full details on the Park and Ride services along with timetables on the Swansea City Council website: <http://www.swansea.gov.uk/parkandride>

Park and Stroll

At present there is only the facility for park and stroll at Singleton Park Campus. There is no car park in the vicinity of the Bay Campus on writing this Travel Plan.

Students, staff and visitors can park at the Recreation Ground for a daily charge of £3.50 (at time of writing this Plan) and walk the short ½ mile stroll to the University.

Timetabling and Access to Learning Resources

Each year a timetabling exercise is carried out by the Timetabling team to get the best possible plan for incoming students for the following year. Travel and transport options link into the decisions made to avoid unnecessary travel across campuses especially where dual honours students are concerned.

The Library at both Campuses is '24 hour opening' with access for all students needing to:

- Borrow and renew most books using the self-issue machines
 - Pay fines and fees of £5 or more by credit/debit card at the self-issue machines.
 - Return books using the self-return unit
 - Renew and reserve books via iFind Discover, the library catalogue. (During the Summer vacation you cannot reserve books)
 - Photocopy
 - Use the networked PCs and laptops
 - Have access to books, journals, DVDs and all other items in the main collection
- Service desk opening times and Service desk opening times are made available on the University website.

<http://www.swansea.ac.uk/iss/libraries/openinghours/>

Supporting Strategies

Parking Strategy

As has been a longstanding University policy, there will be no parking for students on either Singleton or Bay campus. (this is already the case with Singleton Campus)

There are a number of parking permit options for staff which encourage Car Sharing and more environmentally friendly vehicles.

Staff sharing with other permit holders are eligible for a discounted parking permit. Staff with vehicles with CO² emissions below 120kg enjoy a third off the cost of their parking permit.

All other users pay on an hourly basis by Pay and Display. At present there is only one Pay and Display machine at Singleton Campus. A new Parking and permit scheme is currently being introduced for Staff and Visitors. Both Singleton and the Bay Campus only allow parking for disabled students with a Blue Badge. This is in line with the Universities promotion of sustainable travel options for students.

A new Parking Strategy has been written this will have the potential to influence and lead to a change in Parking Policy details of which are as follows:

- Charges will be the same on both campuses and eligibility conditions for staff permits will be unchanged from the current criteria.
- The proposal involves implementing a Salary Sacrifice for parking charges scheme under the banner of '*ParkingPlus*'. This is not a new concept for University parking however this would be new to Swansea University.
- The income generated from parking charges will be ring-fenced to re-invest in infrastructure and sustainable travel options, improving the choice of transport and facilities available for all staff.
- It is the intention that the income generated is used to support not just staff that drive to work but also those choosing healthy and sustainable travel options, by providing a safer and more secure campus environment for all.

The University Travel Plan will include measures to encourage staff travel by walking, cycling, public transport and car sharing. There is an existing resource for a Travel Plan Coordinator and an allocated budget for promotion of sustainable travel to encourage modal shift. This budget does not allow for infrastructure costs, therefore the need for a ring-fenced budget for this is imperative in order that the University is seen as a best practice University in the area of Sustainable Travel Planning.

Staff incentives for lower emission vehicles and Car sharing will continue within the new proposals.

Currently there is one Pay and display car park within the Singleton Campus which can be found at the lower end of the site near to the security building. The present P&D charges for parking are: £1 for 2 hours, £2 for 4 hours and £4 for all day parking. There are 42 pay and display spaces available for visitors. These are being revised as part of the new ParkingPlus policy. There will be 100 Pay and Display car parking spaces at the Bay Campus with cost of these mirroring those at the Singleton Campus. It is proposed that there will be more Pay and Future Pay and Display space availability at Singleton Campus and Bay Campus along with and pricing at both sites will be announced shortly.

Full details of the new Parking Strategy will be available shortly.

Business Travel

Types of Business Travel vary across departments within the University, with some staff needing to travel abroad as part of their role. This is mostly undertaken by air due to the distance and destinations travelled.

Domestic travel is usually by public transport or car with longer journeys made by hire vehicle and local journeys usually using own car and claiming mileage to cover the cost of the journey. The rates paid are those set out by HMRC guidelines. All engine sizes are paid at the same rate making it more attractive for those with lower emission vehicles.

Swansea University Mileage Rates

Where employees use their own private car on University business, the following mileage rates will apply:

	Up to 10,000 miles claimed at higher rate p.a.	Over 10,000 miles claimed at higher rate p.a.
Cars & Vans	45p.	25p.
Motor cycles	24p.	24p.
Pedal cycles	20p.	20p.

The above rates will be reduced to 13p per mile for miles travelled in excess of 120 miles on any one return journey.

Cycle mileage at a rate of 20p a mile can be claimed for journeys made by bike as long as the bike is owned by the member of staff and not purchased via the HMRC Cycle to work scheme. This is because while the Employee is paying for the bike under the scheme the bike remains the property of the Employer under a loan agreement. Once the ownership of the bike has been handed over on receipt of a final payment agreed by the two parties, the bike then becomes the property of the Employee who can then claim business mileage.

Travel mileage between the two Campuses will not be paid for staff attending meetings to reduce car travel between Campuses. Staff will however be able to take advantage of the frequent bus service for which they will be able to travel on free for business purposes.

Fleet Vehicles/Pool Cars/ Grey Fleet

The University is presently undertaking a complete overhaul of its Fleet of vehicles to look at replacing the existing fleet with more environmentally friendly alternatives. It is planned that in future at least a small number of these vehicles will be electric.

A proposal is also being submitted for a pool car scheme to reduce the need for Lease vehicles and reduce Grey fleet use across the University. The benefit of a well-managed pool car scheme and modern up to date fleet are as follows:

- Potentially safer vehicles with better Euro NCAP ratings
- Lower CO₂ rate per mile this currently averages 129g/km on leased vehicles
- Lower costs compared with existing scheme
- Easier to manage annual licence and insurance checks (Duty of Care)
- Well maintained and clean vehicles (University image)

The University hired 1480 vehicles between April 2014- and March 2015

- The average miles travelled per vehicle hired is 252.
- The average estimated CO₂ rate per mile was 129g/km (this is above the 120 g/km threshold and does not support actions set out in the University's Carbon Management Plan, Sustainability Policy and Environmental Management System).
- We do not currently record fuel usage costs for hired vehicles.

Grey fleet vehicles are typically older than lease or hire vehicles, meaning that they probably have higher emission levels than newer equivalents, and fewer safety features. For organisations seeking to achieve travel efficiencies, comply with duty of care legislation and reduce emission levels, the grey fleet is an important area to target.

Average mileage travelled by staff in their own car (Grey Fleet) from January 2014 to December 14 was 58 miles.

Currently there are 20 Fleet vehicles within the Singleton campus which are all leased over a set number of years across all departments. The leases are presently being considered for renewal providing us with the opportunity to swap for similar spec vehicles with lower CO₂ emissions. This is due to happen over the coming months.

Pool cars provide a number of advantages over the reimbursement of staff members for the use of their own cars:

- It removes the obstacle to staff using non-car modes of travel in the peak hour.
- All hired vehicles will be selected on the basis of their green credentials.
- By using hired vehicles as pool cars the University can ensure that they are maintained properly keeping emissions to a minimum.
- The hire of vehicles will ensure that advances in vehicle technology related to greater fuel efficiency will be kept up to date.
- The University can ensure that the correct insurance is in place.
- Greater control over travel expenditure can be exercised.

The Vice Chancellor drives a Volvo C70 dual fuel vehicle with lower emissions (119g/km) which sets a good example to other staff.

Deliveries

There are a number of deliveries made to the University Campuses where we are able and within our control, we strive to ensure are made outside of peak hours.

For example at the Singleton Campus Cost Cutters deliveries are made before 8am

Contractors

Contractors on site are provided with limited numbers of parking permits in order that they can carry out building and repair work. The University charges for Contractor parking which does encourage van sharing where possible.

Measures to Encourage Sustainable Travel

For any Sustainable Travel Plan to be effective it has to include a package of measures which incentivise and encourage modal shift. As a living document this Plan will include quick wins as well as long term goals achievable over the 5 year lifespan of this current document.

As discussed earlier on in this Plan we have a number of initiatives already in place and some which we are planning to implement going forward, some as a direct result of the development of the new Bay Campus.

Measures already in existence

Over the last few years several initiatives have been put in place to encourage modal shift and improve the health and wellbeing of our University staff and students. Evidence from feedback and take up of some schemes prove already that some of the measures we have already put in place are effective such as:

- Charge for parking
- Discounted car parking permits
- Discounted eco car parking permits
- Bike to work scheme
- BayCycles loan scheme
- Bike week events including Dr Bike, Cycle training etc.
- Discounted bus pass for students
- Discounted bus pass for staff
- Private group Liftshare scheme with facility for walk and cycle Budi
- Promotion of Park and Ride and Park and share

Measures Introduced directly from Survey Results

At the University we realise that carrying out a survey and not taking on board feedback would be a pointless exercise. As a direct result of both the staff and student surveys several measures have been put in place or are being planned for the future.

Measures that have already been put in place are: (a number of examples are as follows)

<i>Feedback from Staff Survey</i>	<i>Measure put in place as a result</i>	<i>Timescale</i>
Cheaper bus travel	Discounted bus tickets for staff – cheaper than 2014/15	August 2015

Frequent bus services running between Bay and Singleton Campuses	Peak time bus service running between sites every 12 minutes	September 2015
Loan bikes at the Bay Campus	BayCycles will be available for staff and students to borrow at both the Bay and Singleton Campuses	September 2015
Information on travel available online	Updated Travel Pages on University website	This has been carried out however it is also ongoing
Bike training, Dr Bike and etc.	Working with Sustrans and partners Active travel days arranged	Start June 15 th 2015
EV charging points	2 new ones being fitted at Singleton Campus	Planned for Summer/Autumn 2015

<i>Feedback from Student Survey</i>	<i>Measure put in place as a result</i>	<i>Timescale</i>
Cheaper bus travel	Discounted bus tickets for Students – cheaper than 2014/15	August 2015
Frequent bus services running between Bay and Singleton Campuses	Peak time bus service running between sites every 12 minutes	September 2015
Loan bikes at the Bay Campus	BayCycles will be available for staff and students to borrow at both the Bay and Singleton Campuses	September 2015
Information on travel available online	Updated Travel Pages on University website	This has been carried out however it is also ongoing
Cheap bikes for students	Working with Bike recycling charities student bike purchase	September 2015 and ongoing

Future and Ongoing Measures

A variety of measures will be implemented across the Singleton and Bay Campuses in order to achieve our objectives and targets. Measures will be implemented over the five year period include the following:

Measures to Encourage Bus Travel	Expected Outcomes
Promote interest free loan for Bus travel for staff (monthly payment through wages)	Greater take-up among staff
Provide free travel on the First Cymru Uni service for staff travelling between Singleton and Bay Campus for meetings. At the same time no longer pay for mileage between sites.	Increased number of staff using this rather than choosing to drive the short distance between campuses

Promote Park and ride site at Fabian way alongside Uni bus service which will call at site.	Less students/visitors looking to park on or near to Bay Campus site. Reduction in traffic flow down Fabian way.
Continue to provide discounted bus ticketing through staff wages	Staff uptake increase less need for car travel
Continue to negotiate best bus pricing annually for both staff and students	Increase in the number of staff and students travelling by bus

Measures to Encourage Active Travel	Expected Outcomes
Provide additional facilities for cyclist and walkers such as showers, lockers and cycle storage.	Increase in Active travel participants
Continue to promote the Bike to Work Scheme twice yearly in March and September	Continued take up in staff take up of the scheme
Provide Cycle maps, promote online maps and information and Cycle Apps	Increase in numbers of Cyclists
Launch University Budi Share Scheme: Car Sharers Cyclists Walkers	Increase in numbers of car sharers especially staff Increase in number of staff and students cycling and walking.
Work with local charities to provide recycled bikes for students at attractive rates	Increase cycling amongst student population while at the same time helping the community.
Organise regular Dr bike and cycle training events for staff and students	Increase cycling amongst student population while at the same time helping the community.
Provide site specific interactive maps showing cycling and walking facilities including; Showers, cycle shelters and BayCycles parking	Increase in Cycling and Walking amongst staff and student population

Measures to Encourage Electric Vehicle	Expected Outcomes
Installation of EV charging points	Increase in electric vehicle use rather than less environmentally friendly diesel and petrol versions

Measures to Encourage Car Sharing and other Sustainable Travel	Expected Outcomes

Launch of new Parking Strategy/Policy	Ring -fenced funding stream for sustainable travel measures Greater uptake in Car sharing Parking charges more in line with other travel options Increased Active travel incentives such as improved cycle storage and facilities Improved maintenance of car parking facilities Implementation of Pool vehicle scheme
Promote Car sharing through Car share Coffee Mornings, Car share days (such as Liftshare day), and promotion of existing car share scheme	Greater take up of car share as a viable travel option Reduction in SOVs (Single Occupancy Vehicles) to our sites Less pressure on our car parks
Introduce registration of Swansea Uni CarShare as evidence for provision of car share permit	Better able to manage Car Share parking space allocation Better monitoring of CarShare uptake Easier to find case studies to promote the benefits to potential car sharers

Actions	Expected Outcomes
Organise Eco driving events for staff	Safer and more environmentally friendly driving techniques adopted by staff
Provide Travel Champion Training to key members of staff within each building to act as main contact for their area.	Increased knowledge and awareness amongst staff of sustainable travel options resulting in higher take up

Actions	Expected Outcomes
Investigate the potential for discounted annual train tickets for staff	Less need for staff travelling from further afield to drive. Higher take up of train travel.

Travel Targets Arising from Surveys

The targets put in place within this Sustainable Travel Plan are as a result of the findings from both the surveys and staff and student feedback. Alongside this there has been a need to look at restrictions placed upon us through the planning process as is the case with the Bay Campus.

Communication the Key to Success

Communication and awareness raising are critical to the success of the Sustainable Travel Plan Objectives and Targets. There are a number of ways that we do this:

- Online information on the University website: www.swansea.ac.uk/sustainability/travel
- Through 'MyUni' the official website of all UK Universities
- All Staff E mails
- All Student E mails
- Roadshows
- Fresher's Fayre
- Green Impact Coffee Mornings
- Travel Champion Training sessions
- Posters and Notice boards
- Leaflets and handouts
- Swell Magazine
- Welcome packs within student accommodations
- Induction packs for staff and students
- Presentations to students and staff at drop in sessions
- Waterfront Magazine
- Community pages on the intranet
- Social Media
- Departmental E Zines and Staff e mails
- Sustainable travel info included in partners literature e.g. BayCycles info in bus timetable
- University prospectus
- Events programmes throughout the year working with partners
- Running feedback events with displays in targeted areas i.e. Fulton House Reception

We will also continue to look at new ways of communication, engagement and awareness raising Campaigns to reach as many of our staff, and students as possible.

Implementation Monitoring and Review

Each year we will review and report progress on the initiatives contained within our Travel Plan, towards our ambitious targets to staff students and other stakeholders.

We will include any new University developments within the scope of the Sustainable Travel Plan. We will report any external impacts of the Plan on the wider Community for example we have already communicated the improved bus services, which will benefit the local community at Elba Crescent.

We will hold a launch event to promote the Sustainable Travel Plan to coincide with Fresher's Fayre in September to reach the biggest audience and promote the Plan.

As part of this we will provide feedback on what we have put in place as a University as a direct result of Staff and student feedback.

Annually we will carry out the following tasks:

- Numerical data on parking permits, MOTV data and bus pass allocation will be analysed each year.
- Continued meeting of the Bay Campus Travel Planning Group to ensure the success of the Plan
- Continue to work with external and internal 'Partners' to deliver initiatives and promote the Plan such as Active travel events
- Set up a Travel Plan network across Swansea Bay City Region to promote Travel Planning and share best practice
- Embed the Travel Plan into University Prospectus and other materials
- Promote the Travel Plan initiatives through a diary of events
- Carry out regular Travel Champion training and keep current Travel Champions updated on new initiatives
- Continue to run the Bike to Work Scheme for staff as long as HMRC operate the scheme
- Continue to revisit the travel plan measures and targets to ensure that these are still appropriate and achievable



Swansea University
Prifysgol Abertawe

August 2015 – September 2020

5 Year Plan

Swansea University Travel Action Plan

2015-20					
Target Area	Action	Measure	Timescale	Responsibility	Cost
General – these are generic measures based on the development and implementation of the Sustainable Travel Plan					
	Secure approval of the Sustainable Travel Plan		May 2015	University Travel Plan Coordinator Bay Campus Travel Planning group Senior Management Team Estates Strategy Delivery Board	TP Post funding plus annual budget from ring-fenced parking charge money
	Identify Travel Plan Champions for each building as contacts for the Travel Plan			University Travel Plan Coordinator	
	Implement the Sustainable Travel Plan	Engage with and train: Travel Plan Champions to act as Travel Plan contacts across all buildings	May-August 2015	University Travel Plan Coordinator	Nil
		Establish baseline data for all objectives	May 2015	Bay Campus Travel Planning group	Nil
		Conduct Staff Travel Survey	September 2014	University	Nil
	Regularly monitor progress towards achievement of Sustainable Travel Plan objectives	Establish the Travel Plan as a regular agenda item at the Bay Campus Travel Planning group	ongoing	University Travel Plan Coordinator	
		Quarterly review progress towards objectives and compare with baseline objectives		Bay Campus Travel Planning group	
		Annually review the objectives		Sustainability Manager, TPC	
		Annually update the Sustainable Travel Plan as necessary to ensure that objectives can be achieved	Annually	University Travel Plan Coordinator Sustainability and Environment Group	
	Raise staff awareness	Provide Smart Travel Training - Student Ambassadors - Green Impact Coordinators	Ongoing	University TPC	Nil

2015-20					
Target Area	Action	Measure	Timescale	Responsibility	Cost
		Travel Plan Champions			
2015-20					
Target Area	Action	Measure	Timescale	Responsibility	Cost
Active Travel – To promote Cycling and Walking as a healthy and viable alternative for students, staff and visitors					
Increase Cycling and Walking	To see an increase in the number of staff cycling to work by(2%)annually	Continue to run the Cycle to work scheme every March and September.	Ongoing	TPC Finance HR	
		Expand the current BayCycles loan scheme to include the Bay Campus.	September 2015	TPC	
		Engage with Students Union Sustainable Travel Project	Current and Ongoing	TPC Students Union Students	
		Engage with Sustrans to promote Cycling – Healthy Hospitals and Universities project.	Ongoing	TPC Health and Wellbeing group Travel Champions	
		Sustrans Cycle Challenge	Annually		
		Run Doctor Bike,	Twice per year	TPC Sustrans Other Partners	
Business Travel – Measures to reduce the environmental, social and business impacts associated with travel and transport and in particular to reduce CO2 emissions caused by University travel and transport including fleet travel, business travel and commuting emissions;					
		Encouraging car sharing when more than one member of staff attends the same meeting a variety of methods	Ongoing	TPC and ISS	
		Make greater use of video /phone conferencing to remove the need for business trips altogether	Ongoing	TPC and ISS	
		Develop a system which accurately records the full cost (including environmental cost) of business travel		Finance/ Sustainability	
Fleet – Measures to reduce carbon emissions from Grey fleet / Fleet vehicle emissions					

2015-20					
Target Area	Action	Measure	Timescale	Responsibility	Cost
	To see a reduction in CO2 emissions from the 2015/16 baseline	Undertake a review of car schemes to target emission reduction	Annually	TPC, Sustainability team	
Business Travel – Measures to reduce the environmental, social and business impacts associated with travel and transport and in particular to reduce CO2 emissions caused by University travel and transport including fleet travel, business travel and commuting emissions;					
	To reduce the number of journeys made for business by SOV	Evaluate feasibility of including training to reduce emissions within driver training programme	Ongoing	TPC/ Sustainability/ Partners	
		Promote Bus use between campuses for Campus to Campus journeys	From August 2015 and ongoing	TPC/ Sustainability/ Estates department	
Cycling - To promote sustainable travel and encourage staff to walk by raising awareness of travel choice amongst employees/stakeholders by improving facilities and providing information;					
	To see an increase in the number of staff cycling to work	Arrange a Cycle to work scheme campaign	Twice yearly	TPC and scheme organizers	
		Set up a Bike User Group to promote the interests of cyclists	Autumn 2015	Travel Plan Working Group TPC Travel Champions	
		Regular cycling promotional days	Annually	TPC and partners	
		To investigate partnership opportunities to provide discounts at cycling shops	Ongoing	TPC	
		Promotion of cycle maps and journey planners		TPC Travel Champions	
		Investigate partnership opportunities for “bike Doctor” schemes	June 2015 Annually	TPC and Partners	
		Promote Sustrans active travel workplace	Ongoing	TPC and Health and Wellbeing group Travel Champions	
		Provide locker space and changing facilities for cyclists	Ongoing		
Walking - To promote sustainable travel and encourage staff to walk by raising awareness of travel choice amongst employees/stakeholders by improving facilities and providing information;					

2015-20					
Target Area	Action	Measure	Timescale	Responsibility	Cost
	To see an increase in the number of staff walking to work	Continuation of promotion "Health and Well-being"	Ongoing	TPC Travel Champions	
		Identify safe routes to the workplace and publicise on notice boards and website	August 2015 And Ongoing	TPC Travel Plan Working Group Partners	
		Regular Walking promotional days	Ongoing	TPC Sustainability Health and Wellbeing Group	
Car Sharing - To promote sustainable travel and encourage staff to travel more sustainably by raising awareness of travel choice amongst employees/stakeholders by improving facilities and providing information;					
	To see an increase in the number of car sharers	To promote the Swansea Uni Liftshare scheme	Ongoing	TPC Travel Champion Training	
		Share Case Studies with potential car sharers to encourage uptake	September 2015 Ongoing	TPC	
		Complete annual staff travel survey followed by Bi annual surveys	Ongoing	TPC	
		Provide incentives for car sharers	Ongoing		
Health & Wellbeing					
To promote a healthy workforce	Ensure active travel is included where appropriate in health promotions and active lifestyle campaigns	Arrange campaigns i	Ongoing	Health and Wellbeing team TPC	
		Arrange awareness sessions			

20152015					
Target Area	Action	Measure	Timescale	Responsibility	Cost
General – these are generic measures based on the development and implementation of the Sustainable Travel Plan					
	Implement the Sustainable Travel Plan	Roll-out travel plan to all	2015 August	TPC Travel Champions	
		Conduct Staff Travel Survey	2016,17,20	TPC	
	Regularly monitor progress towards achievement of Sustainable Travel Plan objectives	Establish the Travel Plan as a regular agenda item at the Travel Planning group meeting	Ongoing	TPC	
		Quarterly review progress towards objectives and compare with baseline objectives	Dec 2014, Mar 2015 June 2014 Sept 2014	TPC	
		Annually review the objectives	Sept 16,17, 18,19,20	TPC Travel Plan Working Group	
		Annually update the Sustainable Travel Plan as necessary to ensure that objectives can be achieved	Sept 2015 And Ongoing	TPC	
	Allocate financial resources to priorities	Secure budget provision for the development of the Sustainable Travel Plan	Annually	TPC Sustainability Manager	
	Raise staff awareness	Provide Smart Travel Training	Monthly Ongoing	TPC	
Business Travel – Measures to reduce the environmental, social and business impacts associated with travel and transport and in particular to reduce CO2 emissions caused by University travel and transport including fleet travel, business travel and commuting emissions;					
	To see a reduction in business miles based on 2015/16 claims	Encouraging car sharing when more than one member of staff attends the same meeting Removable of mileage payments for travel between Campuses	August 2015 and ongoing	TPC HR All departments to support	
		Make greater use of video /phone conferencing to remove the need for business trips altogether	Ongoing	TPC ISS	
		Develop a system which accurately records the full cost (including environmental cost) of business travel	2015/16	TPC Sustainability Manager	

20152015					
Target Area	Action	Measure	Timescale	Responsibility	Cost
Fleet – Measures to reduce carbon emissions from fleet vehicle emissions					
		Implement Pool Vehicle scheme	Ongoing	TPC Estates personnel	
		Hire Vehicles and Lease Vehicle review to change over to more fuel efficient fleet	Ongoing	TPC Estates Personnel	
Cycling - To promote sustainable travel and encourage staff to walk by raising awareness of travel choice amongst employees/stakeholders by improving facilities and providing information;					
	To see an increase I the number of staff, students and visitors that cycle	Promote existing Bike to work Scheme	Ongoing March and September	TPC Scheme Provider Travel Champions	
		Promote the Bay Cycle loan scheme and report on usage	Ongoing	TPC	
		Increase the number of bikes within the BayCycle pool	Annually	TPC Sustainability Team	
		Run regular Active Travel days to include, Dr Bike, Bike mechanics training and Cycle training.	First one June 2015- 4 times per year	TPC Sustainability Sustrans Cycle Training Wales	
		Increase Cycle and Walking facilities when appropriate	Ongoing		
Walking - To promote sustainable travel and encourage staff to walk by raising awareness of travel choice amongst employees/stakeholders by improving facilities and providing information;					
	To see an increase in the number of staff walking to work	Continuation of promotion “Health and Well-being”	Ongoing	Occupational Health/ Health and Wellbeing Group, Sustainability Team TPC	
		Identify safe routes to the workplace and publicise on notice boards and on BIS	Sept 2015 Ongoing	TPC	
		Regular Walking promotional days	Ongoing	Sustainability Team	
Car Sharing - To promote sustainable travel and encourage staff to travel more sustainably by raising awareness of travel choice amongst employees/stakeholders by improving facilities and providing information;					

20152015					
Target Area	Action	Measure	Timescale	Responsibility	Cost
	To see an increase in the number of car sharers	To maintain and promote the University Lift Share Scheme	Report annually Ongoing	TPC	
		Provide and promote details of car sharing benefits	Ongoing	TPC	
		Complete and annual staff travel surveys when appropriate		TPC	
		Run CarShare awareness events	Twice yearly Ongoing	TPC	
		Promote Liftshare day every October	Annually	TPC Travel Champions	
Health & Wellbeing					
To promote a healthy workforce	Ensure active travel is included where appropriate in health promotions and active lifestyle campaigns	Arrange campaigns in conjunction with the Corporate Health Award		Sustainability Health and Wellbeing Group TPC	

Appendices

Appendices

Survey Results - Staff

[All Staff Travel Survey](#)

[Bay Campus Staff Travel Survey](#)

[Singleton Campus Staff Travel Survey](#)

Survey Results - Students

[All Students Travel Survey](#)

[Bay Campus Student Travel Survey](#)

[Singleton Campus Student Travel Survey](#)

Bus Services- Dual Campus

[Service 8 \(New\)- Bay Campus](#)

[Bus Map – linking Campuses](#)

[Bus Services linked to Stations - Other](#)

[Bus Timetable information –New Service for Bay Campus August 2015](#)

Bus Timetable information – New Services Term Time Campus- Campus September 2015 (Available July 2015)

[Staff Travel for meetings – Bus tickets](#)

[Staff Travel for Meetings Procedure- By Bus](#)

Survey Results - Students

[All Students Travel Survey](#)

[Bay Campus Student Travel Survey](#)

[Singleton Campus Student Travel Survey](#)

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[Service 8 \(New\)- Bay Campus](#)

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[Bus Timetable information – New Services Term Time Campus- Campus September 2015](#)

[Staff Travel for meetings – Bus tickets](#)

[Staff Travel for Meetings Procedure- By Bus](#)

Cycle Information

[Cycle Route Upgrade – Condition 35](#)

[Cycle Route Upgrade- Discharge of Condition 35](#)

Bike Shop Information

Bike to work Scheme Staff

[Bay Cycles Loan Bike Scheme- Staff and Students](#)

[Cycle Facilities map Bay Campus](#)

[Cycle facilities and BREEAM Bay Campus](#)

[Cycle Facilities Singleton Campus](#)

Car Parking

[Parking Policy](#)

[Parking Permits Staff](#)

[Student Parking](#)

[Blue Badge Holders](#)

Car Share/Walk and Cycle Travel BUDi Scheme

[University Liftshare Scheme](#)

[Reduced Parking charge for Car Sharers](#)

Communication – Staff

[Swell Magazine – Bike to Work Scheme](#)

[Swell Magazine- Live Well Work Well Challenge etc](#)

[Communication for August 2015](#)

Communication – Students

[Waterfront Student Union Magazine](#)

[Student Communication leaflet](#)

Fresher's Fayres

Travel Champion Training

[Travel Champion Training Presentation to Staff](#)

[Travel Champion Training Quiz](#)

Active Travel Promotion

[Active Travel Event – First event](#)

[Live Well Work Well Project](#)

Other information

Active Travel Bill

Fabian Way Strategy

Tidal Lagoon Project

Swansea Bay OLEV bid

Welsh Travel Plan Awards