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DOCUMENT REVIEW AND AMENDMENT SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Made by</th>
<th>New version no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/06/16</td>
<td>Amendments made: Addition of version no. on front cover, SPD ref &amp; TP hierarchy explanation in 1.3. Ref to emerging parking policy in 4.1.5.</td>
<td>J.Barlow</td>
<td>UoLMTP002</td>
</tr>
<tr>
<td>18/10/16</td>
<td>Addition of business travel scope 3 baseline in 2.5. Car sharing percentage corrected from 4% to 13% taken from annual 2015 Travel Survey in 4., targets for increasing sustainable travel corrected in 4. to 73% (from 60%) staff 95% (from 93%) students to include car sharing.</td>
<td>J.Barlow</td>
<td>UoLMTP003</td>
</tr>
</tbody>
</table>
1.1. WHAT IS A TRAVEL PLAN?

The University of Leeds Travel Plan is a package of practical measures which promote and encourage more sustainable travel choices amongst our students and staff.

The Plan will help us to achieve our strategic aim to foster a student and staff body where sustainable travel is the norm while reducing the associated negative impacts of travel such as congestion, carbon emissions and air pollution.

This revised travel plan sets future travel planning objectives and targets for the next 3 years under 5 key themes; which reflect the areas in which effective sustainable travel planning at the University can have positive effect:

- Carbon Emissions
- Road Safety
- Health and Physical Activity
- Air Pollution
- Congestion

1.2. WHY DO WE NEED ONE?

The University of Leeds is one of the largest universities in the UK, is a member of the Russell Group of research-intensive universities and is the 3rd largest employer in Leeds. It has over 30,000 students and 7,000 staff and is continuing to develop its estate to provide world-class facilities.

As a result, a large number of both commuting and business journeys are generated as part of normal day to day operations. This inevitably contributes to total carbon emissions, puts pressure on transport networks, impacts on air quality and affects health and well-being. It is vital to have a structured plan in place which sets out our future targets and actions in order to manage and monitor these associated effects and ensure that environmental impacts of our travel are reduced.

1.3 SUSTAINABILITY STRATEGY

The University of Leeds Sustainability Strategy is a key driver for the Travel Plan. The renewed format of the Travel Plan aims to capture a wider range of targets which align with the strategy. This includes our impact on the local community through congestion and air pollution, as well as the health and well-being of our staff and students.

The Travel Plan and its associated aims, objectives and targets align with two of the main Sustainability Strategy themes:

- Being a positive partner in society
- Making the most of resources
2: OVERVIEW

2.1 ‘THE BIGGER PICTURE’

Transport is a major source of greenhouse gases. In 2013, domestic and international transport accounted for 26% of all UK greenhouse gas (GHG) emissions. The University takes its responsibilities to reduce GHG emissions seriously and is working with the higher education sector to reduce them in line with the UK Climate Change Act (2008).

2.2 THE CITY SCALE

Efficient and accessible transport networks are one of the fundamental components of creating liveable, prosperous and sustainable cities. There is a great deal of growth and development occurring in Leeds to provide sustainable transport options. Transformational changes are also occurring in transport planning to reduce the negative effects of an urban transport system which is heavily reliant on inefficient private motorised vehicles.

However, issues such as air pollution, congestion, road safety, physical inactivity and carbon emissions still pose a sizeable problem in the development of liveable city which offers clean and efficient low carbon mobility. As one of the largest institutions in Leeds, the University can support the mitigation and reduction of these issues through effective and holistic sustainable travel planning.

2.3 SCOPE OF THE TRAVEL PLAN

This overarching Travel Plan covers the whole University organisation, including our facilities at St. James’ Hospital, University owned student residences, sports facilities as well as our main campus. It provides the strategic direction and overall targets for our travel planning activity.

The main University of Leeds Travel Plan focusses on all of the travel which takes place as part of day to day operations, this includes staff and student commuting as well as business travel across all departments faculties, schools and teams. This plan has a wide reach because travel is something that we all do and can all have a direct input on reducing its negative impacts.

Any new building developments within the University estate have their own site specific travel plans which are tailored to the needs of that area in line with the Leeds City Council supplementary planning document requirements.
2.4 HOW DO STAFF AND STUDENTS TRAVEL AT THE MOMENT?

From the annual staff and student travel survey we can determine how people are travelling to and from the University and are able to split this into different modes such as cycling, bus, train or car. This then helps us to monitor how we are progressing against our targets and indicates where there is scope for further positive change.

2015: Modal split

<table>
<thead>
<tr>
<th>Mode</th>
<th>Staff 2015</th>
<th>Students 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car</td>
<td>25.5%</td>
<td>65.4%</td>
</tr>
<tr>
<td>Walk/ Jog</td>
<td>7.5%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Bicycle</td>
<td>15.6%</td>
<td>15.6%</td>
</tr>
<tr>
<td>Bus</td>
<td>15.6%</td>
<td>9.7%</td>
</tr>
<tr>
<td>Train</td>
<td>0.4%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Motorbike / scooter</td>
<td>0.8%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Car share (as driver)</td>
<td>19.0%</td>
<td>1.6%</td>
</tr>
<tr>
<td>Car share (as passenger)</td>
<td>0.1%</td>
<td>1.6%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0.1%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Other</td>
<td>0.1%</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

2013: Modal Split

<table>
<thead>
<tr>
<th>Mode</th>
<th>Staff 2013</th>
<th>Students 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car</td>
<td>25.8%</td>
<td>68.2%</td>
</tr>
<tr>
<td>Walk/ Jog</td>
<td>5.6%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Bicycle</td>
<td>5.7%</td>
<td>0.7%</td>
</tr>
<tr>
<td>Bus</td>
<td>17.5%</td>
<td>1.0%</td>
</tr>
<tr>
<td>Train</td>
<td>1.2%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Motorbike / scooter</td>
<td>0.9%</td>
<td>4.7%</td>
</tr>
<tr>
<td>Car share (as driver)</td>
<td>17.9%</td>
<td>17.1%</td>
</tr>
<tr>
<td>Car share (as passenger)</td>
<td>5.6%</td>
<td>10.6%</td>
</tr>
<tr>
<td>Taxi</td>
<td>0.3%</td>
<td>6.9%</td>
</tr>
<tr>
<td>Other</td>
<td>0.9%</td>
<td>4.7%</td>
</tr>
</tbody>
</table>
2.5 OUR PROGRESS SO FAR...

We have made a great deal of progress in our sustainable travel objectives as part of the Travel Plan, however, there is still further work to be done to meet our targets for reducing single occupancy car use. Here is an overview of our successes so far:

PUBLIC TRANSPORT
• 505 of our staff signed up for discounted MCard travel passes as part of our membership to West Yorkshire Travel Plan Network and 187 staff signed up to monthly discounted First bus passes.
• 50 staff members signed up to the annual rail pass loan scheme.

CYCLING
• 840 staff have signed up to the cycle to work scheme since it began in 2007.
• Over 60 staff and students undertook cycle training through Get Cycling in September - November 2015.
• Over 100 staff signed up to Ride for Rewards in 2015.
• Fleet of over 300 bikes available for student hire at the campus Bike Hub with fleet to be increased.
• From Sept 2014 - Aug 2015 over 1400 staff and students used the Bike Hub for hire, training, bike maintenance and route advice; an increase of 14% on the previous year.

CAR SHARING
• Revitalising the Liftshare system to staff to encourage increases in car sharing. This included staff engagement events in partnership with the company.
• Development of parking permit applications process for new spaces which uses public transport accessibility and postcode mapping, 2 mile exclusion zone and emphasis on car sharing.
• Single occupancy car use has remained at 25% and further work is needed to reduce this.

CAMPUS INFRASTRUCTURE
• Investing in electric vehicle infrastructure on campus, including 5 charging points.
• 2 electric vans were purchased in 2015 as part of the Facilities Directorate fleet.
• 2155 cycle parking spaces on campus in 2014.
• Working with City Car Club to improve the pool car offer at the University, including the introduction of an electric hire vehicle.

ENGAGEMENT
• Engagement through Green Impact with 33 staff teams across the University in 2014 with several key elements of the programme focusing on promotion of sustainable travel.
• Revised University travel guide which is distributed across departments and new undergraduate and postgraduate students to provide information on the alternative transport options available.
• Hosting travel cafe events for staff alongside Metro, Sustrans and West Yorkshire Combined Authority to support staff in exploring alternative travel options.

BUSINESS TRAVEL
• Established a scope 3 baseline for business travel at 8,475 tonnes Co2 which will help to inform action on future reductions.
3: VISION

3.1 WHAT IS OUR NEW VISION FOR TRAVEL AT THE UNIVERSITY?

Our new vision is to foster a student and staff body where sustainable travel and making the most of resources is the norm across the University and its operations, helping us to reduce our impact upon the environment.

The University of Leeds has a clear responsibility to have a positive impact on society, something that we take very seriously. This means making our economic, social, environmental, and cultural responsibilities a priority alongside our commitment to education and research excellence.

3.2 OBJECTIVES

Our future travel planning objectives fall under 5 key travel themes which reflect the key sustainability impacts of University commuting and business travel and opportunities for change.

- **CARBON EMISSIONS**
  - Reduce carbon emissions from travel including both business and commuter journeys in order to reduce the environmental impact of transportation related to University operations.

- **ROAD SAFETY**
  - Continue to improve accessibility, road safety and personal security.

- **HEALTH AND PHYSICAL ACTIVITY**
  - Increasing the uptake of sustainable transport including active modes of travel such as walking and cycling within the staff and student body.

- **AIR POLLUTION**
  - Support the reduction of travel-related particulate emissions and supporting the region in meeting its cleaner air targets

- **CONGESTION**
  - Reduce the number of cars arriving at the University campus. To reduce the impact that university related travel has upon local and regional road networks.
4. TARGETS

The targets to support the delivery of our 5 key travel plan objectives are:

<table>
<thead>
<tr>
<th>TRAVEL THEME</th>
<th>TARGETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carbon emissions</td>
<td>• Achieving a 10% reduction in overall scope 3* carbon emissions associated with business travel by 2018 (based on the 2015 baseline).</td>
</tr>
<tr>
<td></td>
<td>• 10% reduction in scope 1* emissions for University fleet by 2018 (based on the 2015 baseline).</td>
</tr>
<tr>
<td></td>
<td>• Increase the overall percentage of sustainable modes of transport used to commute to the University.</td>
</tr>
<tr>
<td>Road Safety</td>
<td>• Work with partners to provide access to cycle training and to improve quality of walking and cycle routes to the campus.</td>
</tr>
<tr>
<td></td>
<td>• Continue to improve accessibility in and around campus.</td>
</tr>
<tr>
<td>Health and Physical</td>
<td>• Increase current levels of cycling to 12% for staff and 10% for students.</td>
</tr>
<tr>
<td>Activity</td>
<td>• Increase current levels of walking/ jogging above 65% for students and 15% for staff.</td>
</tr>
<tr>
<td></td>
<td>• Increase and promote other mixed travel modes for both commuting and business travel. For example park and run, bus and cycle, train and walk.</td>
</tr>
<tr>
<td>Air pollution</td>
<td>• Continue investment in developing a cleaner fleet. By 2018 increase 10% by 2018 beyond the 2014 baseline of 2% electric fleet vehicles.</td>
</tr>
<tr>
<td></td>
<td>• Facilitate further increases in the use of sustainable transport modes for commuting to University amongst students and staff, particularly those living within 3 miles of campus.</td>
</tr>
<tr>
<td></td>
<td>• Increase levels of overall sustainable travel* from 73% for staff.</td>
</tr>
<tr>
<td></td>
<td>• Maintain levels of overall sustainable travel* at 95% for students.</td>
</tr>
<tr>
<td>Congestion</td>
<td>• Reduce staff single occupancy car use to 22% by 2018 with promotion of alternative transport modes.</td>
</tr>
<tr>
<td></td>
<td>• Increase levels of staff car sharing at the University beyond the total current figure of 4%.</td>
</tr>
</tbody>
</table>

* Scope 1: Direct emissions from activities owned or controlled by the University.

* Scope 3: Indirect emissions that are a consequence of the University actions, which occur at sources which it does not own or control.

*Sustainable travel includes walking, cycling, use of public transport and car sharing.
### 4.1 ACTION PLAN

<table>
<thead>
<tr>
<th>THEME/ OBJECTIVE</th>
<th>ACTION</th>
<th>TIMESCALE</th>
</tr>
</thead>
</table>
| 4.1.1 Carbon emissions  
Reduce carbon emissions from travel including both business and commuter in order to reduce the environmental impact of transportation related to University operations. | • Review business travel at the University and develop a business travel hierarchy to reduce emissions, ensuring that staff engagement is an integral element.  
• Work with procurement teams across the University to help reduce the impacts of business travel. To include the reduction in the number of trips and raising awareness around use sustainable transport options as part of the Flexible Framework. An example of this would be swapping domestic UK flights for the train.  
• Reduce the need to travel with promotion of options such as teleconferencing and other IT solutions.  
• Continue to collect data, monitor and review progress on scope 3 emissions to inform action to reduce in line with 10% reduction target by 2018.  
• Continue to engage with staff through the Green Impact and finding new ways to reduce the impact of travel.  
• Ensure that facilities to support sustainable travel are integral to new buildings and construction projects across campus. This is to enable students, staff and visitors to have alternative transport options easily available which help meet carbon reduction targets.  
• Develop and implement new initiatives and projects to reduce business car mileage and University vehicle use. For example, explore the feasibility of a fleet of electric pool cars for staff to access whilst on University business to reduce use of grey fleet. | 2016  
2016-2017  
Ongoing  
Annually  
2018  
2018 |
| 4.1.2 Road Safety  
Continue to improve accessibility, road safety and personal security. | • Continue and expand partnership working internally and externally with key organisations to help encourage continued improvement on road safety.  
• Participate in open forums across the University where concerns over road safety as a potential barrier to active or sustainable travel to and from the University can be shared, reviewed and addressed.  
• Continue to engage and take an active part in shaping the City’s transport developments, infrastructure programmes and projects particularly those which link directly with key walking, cycling and public transport routes to and from the University.  
• Continue to develop the training and awareness offer around road safety and general security. For example working with external providers, staff and volunteers to continue to provide training to address barriers to cycling and other modes of sustainable travel and continuing to work with police and campus security to improve bike security. | 2018  
Ongoing  
Ongoing  
Ongoing |
<table>
<thead>
<tr>
<th>THEME / OBJECTIVE</th>
<th>ACTION</th>
<th>TIMESCALE</th>
</tr>
</thead>
</table>
| **4.1.3**<br>Health and Physical Activity | Increasing the uptake of sustainable transport including active modes of travel such as walking and cycling within the staff and student body.  
- Further promotion of the staff cycle to work scheme across the University along with City wide active travel incentives such as 'Ride for Rewards'.  
- Expansion of the campus bike hub offer to facilitate increased levels of cycling amongst students and staff. For example, increasing bike fleet to support higher levels of participation in student bike hire, staff 'try cycling' scheme and cycle training etc.  
- Exploring the feasibility of a public bike docking scheme to provide flexible access to bikes along key strategic routes into the University where there are a high number of short trips undertaken by car and high potential for shift to more active modes.  
- Continue promotion of active travel to students and staff with incentives and ongoing engagement. For example linking in with national initiatives such as Healthy week.  
- Continued improvement of cycle infrastructure across campus to facilitate for active travel. For example improvements to cycle parking and covered cycle parking stands, showers provided as an integral part of new buildings where appropriate.  
- Ensure long term legacy of Sustrans UTravelactive beyond project close in March 2016 including continuing volunteer development, training and upskilling opportunities, promotion and expansion of the staff 'try cycling' programme along with wider student and staff engagement around active travel.  
- Explore wider infrastructure to improve accessibility of facilities for cycling outside of bike hub opening hours. For example outdoor bike pumps and tool stands across campus.  
- Integration of bike hire and training opportunities as an extension of the campus bike hub as part of the new Weetwood cycle track development. In particular this would involve expanding the current training and facilities offer for students, staff and the wider community to take up cycling both recreationally and for commuter travelling. | Ongoing, 2016, 2016 - 2017, Ongoing, Post March 2016, March 2016, 2016 |
| **4.1.4**<br>Air Pollution | Support the reduction in travel-related particulate emissions and supporting the region in meeting its cleaner air targets.  
- Continuing links with University research to inform overall understanding and action to reduce air pollution in Leeds and West Yorkshire.  
- Continue and expand current partnership working and engagement with wider organisations to support and inform policy creation and action to improve air quality across Leeds and the region. For example, West Yorkshire Low Emission Strategy.  
- Continue to invest in cleaner, low emissions vehicles and associated infrastructure at the university to reduce the air pollution generated by University operations. For example, increasing proportion of electric vehicles in University fleet including the development of an annual fleet review programme and exploring options for staff electric pool cars.  
- Continue to promote and support use of modes of transport which have lower levels of particulate emissions amongst students and staff commuting to and from the University. For example, walking, cycling, use of public transport and electrically powered modes (cars, scooters). | Ongoing, Ongoing, Ongoing, Ongoing, Ongoing |
<table>
<thead>
<tr>
<th>THEME/ OBJECTIVE</th>
<th>ACTION</th>
<th>TIMESCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.5 Congestion</td>
<td>Reduce the number of cars arriving at the University campus as well as overall car use among staff, students and visitors in order to reduce the impact that University related travel has upon local and regional road networks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• To promote the increased levels of alternative methods of travel to single occupancy car travel, such as cycling, walking, public transport and car sharing amongst staff, students and visitors.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Exploring further incentives to support travel behaviour change to increase use of sustainable transport among students and staff and facilitate for modal shift. For example, sustainable travel lottery, travel pass give-aways.</td>
<td>2016</td>
</tr>
<tr>
<td></td>
<td>• Continued provision and promotion of discounted public transport season tickets for staff through First and West Yorkshire Metro as part of the University membership to West Yorkshire Travel Plan Network and wider corporate memberships to encourage continued use of public transport.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Continue to promote rail loans for staff and explore ways that this offer could appeal to more staff.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Review and look to develop the alternative transport offer for staff to help encourage increases in sustainable travel and reduce overall car use as a result of University operations. For example, exploring the feasibility of a staff mini-bus pilot to connect staff in living in areas of Leeds which are currently in public transport ‘black spots’ as identified by West Yorkshire Combined Authority public transport accessibility mapping.</td>
<td>2016</td>
</tr>
<tr>
<td></td>
<td>• Encourage and enable greater use of car-sharing across the University including implementation of Guaranteed Lift Home Policy and dedicated car share parking spaces.</td>
<td>Jan 2016</td>
</tr>
<tr>
<td></td>
<td>• Promote, encourage and facilitate where possible mixed-mode travel to support alleviation of congestion along key routes into the University. For example, walk and bus, bus and train, train and cycle.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>• Continue to roll out the updated parking permit system which includes public transport accessibility, postcode mapping, 2 mile exclusion zone around the University and emphasis on car sharing. Translating this into the emerging parking policy for the University.</td>
<td>2017</td>
</tr>
</tbody>
</table>
In order to check how we are progressing against our targets and to highlight the areas where we can still improve, we will be using the following data sources to monitor progress under each travel theme.

<table>
<thead>
<tr>
<th>TRAVEL THEME</th>
<th>HOW WILL WE MONITOR AND MEASURE PROGRESS?</th>
</tr>
</thead>
</table>
| Carbon emissions     | • Scope 3 calculations: business travel  
                     • Travel survey: travel modes                                                                                                                                                                                                            |
| Road Safety          | • Annual travel survey: staff and student perceptions and feedback  
                     • Participant and engagement numbers for cycle training and other road safety initiatives at the University.  
                     • Involvement in consultation & direct conversation with Leeds City Council about routes linking with the University as well as city infrastructure schemes and projects. |
| Health and Physical Activity | • Annual travel survey data on travel modes including walking, running and mixed mode travel.  
                               • Bike hub numbers. For example, number of bikes hired, numbers of staff using try cycling, numbers of visitors to the hub for training and maintenance.  
                               • Number of staff signed up to cycle to work scheme.  
                               • Campus bike counts.                                                                                                                                                           |
| Air pollution        | • City air pollution monitoring data  
                     • Institute of Transport Studies monitoring data and research on local air pollution  
                     • Monitoring electric charging point useage  
                     • University fleet data and fuel usage                                                                                                                                                                                      |
| Congestion           | • Numbers of staff signed up to public transport passes via West Yorkshire Travel Plan Network and other staff travel benefits.  
                     • Number of staff signed up and using the University car sharing scheme.  
                     • Annual travel survey: travel modes/ percentage of modal shift from single occupancy cars.                                                                                                                                         |

Progress against the Travel Plan will be monitored and reported on through the University Sustainability Steering Group.
PUT SUSTAINABILITY AT THE HEART OF EVERYTHING WE DO!

FOR FURTHER INFORMATION PLEASE CONTACT:

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🌐 sustainability.leeds.ac.uk