

# **TRAVEL PLAN**

## **(2010-2015)**

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**Responsibility for Review:** Head of Estates

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**This Travel Plan was prepared with the assistance of Jess Bailey Transport Planning Consultancy to which the College extends its gratitude**

# **1 Introduction**

## **1.1 Introduction**

This is Moray College's first formal Travel Plan, the purpose of which is to clearly identify the commitment of the College in relation to its Environmental Policy in the context of sustainable travel and transport.

This document sets out clear aims and objectives, methodology as well as a package of measures to support its commitment to promote environmental issues as an integral element of all Colleges activities and to demonstrate its determination to continue improvement in innovation and in environmental best practice.

This Travel Plan will form an integral part of the College policies and practises and seeks to address the issues and problems associated with:

- Accessibility of our premises in the context of active travel
- Restricted car parking provision
- Accessibility associated with any refurbishment of the College Estate
- Rising cost of business travel
- Local and global pollution
- Impact on the local community

This Travel Plan sets out a number of initiatives and schemes for short, medium and long term action as well as a vision for the future, which will evolve as changes to the College Estate, Staff and Student aspirations and policy and excepted practices occurs.

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

## **1.2 Successful Travel Planning**

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

This Travel Plan is about changing lifestyles and must be implemented with short, medium and long term goals over a period of time. However it is critical that staff, students and the wider College community are able to realise some immediate effects as a result of the Plan being adopted. This will not only contribute to the level of confidence in the plan, making it potentially easier to implement in the long term but will also prove that there is a commitment from senior management to improve current travel arrangements for all. Further to this, it should be free to evolve as the College estate changes as well as any changes in the requirements or aspirations of the College community.

### **1.3 Policy Context**

#### **1.3.1 Scottish Transport Policy**

An increasing number of organisations integrate concerns about the socio-economic and environmental impacts of their activities into their day-to-day decisions, recognising that sustainability makes economic sense; a degrading environment affects health and causes costly remedial action, and in this context the Plan will compliment the College Healthy Working Lives initiative

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

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

Transport Policy and delivery in Scotland has been transformed over the last few years, the alignment of policy at a national level through the publication of the National Transport Strategy (NTS) in 2006 has been delivered at a regional level through the formation of Regional Transport Partnerships and the subsequent publication of Regional Transport Strategies (RTS). This has been further translated into local delivery plans action plan (Local Transport Strategies (LTS) by each local authority. Moray College has its main campus facilities within the Highlands and Islands Regional Transport Partnership (HITRANS) area and within Moray Council area.

The NTS, HITRANS RTS and Moray Council's LTS all have a commitment to supporting smarter travel choices through the delivery of travel plans as well as improving access to education and employment.

The College already works closely with its local authority partners to ensure that the impact of its activities do not adversely impact on the local, and wider areas in which it operates.

### ***1.3.2 The Scottish Further and Higher Education Funding Council***

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

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

In March 2008 SFC published Sustainable Development Guidance for Estate Management <sup>1</sup>. The document sets out the key issues that relate to operational maintenance of an existing estate as well as design and new build projects and offers guidance and a number of practical tools for integrating the principles of sustainability into all aspects of estate development and estate and facilities management.

The document identifies sustainable travel and specifically travel plans as one of a number of areas for consideration when developing and implementing an estate strategy and planning estate maintenance, refurbishment or development projects. In supporting the integration of this guidance into the day to day operations within the further and higher education sector the SFC has embedded the principles of sustainability within its capital investment programme by making it a requirement for all SFC supported capital projects to have sustainability inherent in their design, procurement, construction and use.

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<sup>1</sup> *Sustainable Development Guidance for Estate Management, Scottish Further and Higher Education Funding Council, 2008.* [http://www.sfc.ac.uk/publications/Sustainable\\_Development\\_Guidance\\_March\\_2008.pdf](http://www.sfc.ac.uk/publications/Sustainable_Development_Guidance_March_2008.pdf)

## **2 The Current Situation**

### **2.1 Introduction**

Moray College was established in 1971 as Elgin Technical College and in 1997 the college became an active partner in the University of the Highlands and Islands Project (UHIP) and increased its provision of higher education programmes.

Currently as an academic partner of the UHI Millennium Institute, the College is able to provide the community of Moray and beyond with a wide range of further and higher education opportunities which can be accessed locally on a full-time, part-time and infill basis, thereby enabling many people to participate in education programmes who may otherwise be unable to do so. Some degree programmes and elements of others can also be studied "on-line" with tutor support.

The College currently employs over 250 (full time equivalent) members of staff and has over 1500 students attending the Elgin campuses from wide ranging and diverse backgrounds: direct school leavers; people who have been away from education for sometime, those who are employed and looking to develop within or change their careers; people with additional support needs and people who are unemployed or wanting to enhance their employment opportunities or develop new interests. To support this diverse student body, courses are offered in a variety of attendance methods; in addition to the traditional full time, part-time courses, courses are also available as work based, day or block release, infill, online, flexible and evening.

In addition to the main campus and the Technology Centre in Elgin, the College has four Learning Centres located in Buckie, Keith, Forres and Nairn as well as a number of learning opportunities at another eight locations outwith Elgin - Grantown, Kingussie, Aberlour, Dufftown, Lhanbryde, RAF Lossiemouth and Craigellachie.

A map of the main campus and the Technology Centre in Elgin are shown in figure 1.

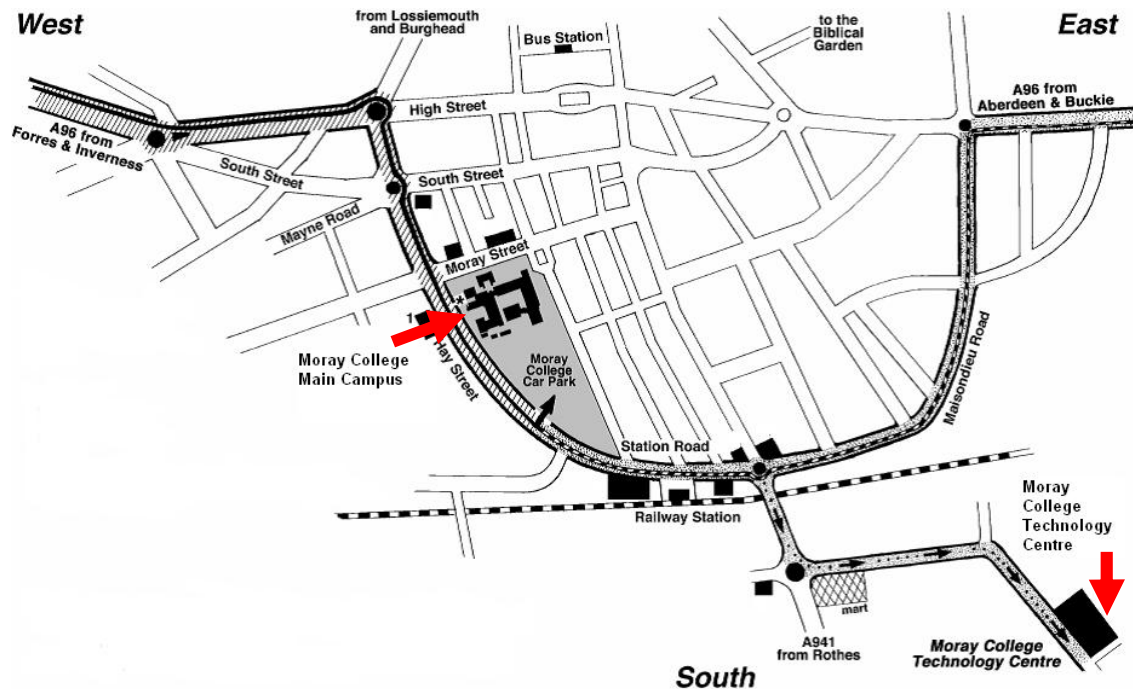


Figure 2.1 Location map of Moray College in Elgin

## 2.2 Main Campus services and facilities

The main campus is located on the southern fringe of the town centre, and just five to ten minutes walking or cycling distance of the local bus and rail station, the Technology Centre is located within a 5 minute walk of the rail station and approximately a 20 minute walk of the bus station, and 10 minutes from the Main Campus.

Once inside the main campus the footpath network provides access for pedestrians into the college buildings away from the car parking areas. The site is well lit with partial CCTV coverage.

The College has a number of front wheel support cycle parking facilities (8 to the front of the main reception, 4 at the Hay Street entrance and 5 near the Learning Resource Centre) on the main campus. These offer limited support for bicycles and are not suitable for all day parking as would be required by staff and students of the College.

There are a number of shower, changing and locker facilities available within the College main campus and Technology Centre for both staff and students, some requiring upgrade.

Elgin is well served by public transport with both bus and train stations available within a five to ten minute walk, of the main campus.

Trains are available to all stations on the Aberdeen to Inverness line, generally trains operate between 1 and 2 hours apart in each direction. Details of the train routes are provided in figure 2

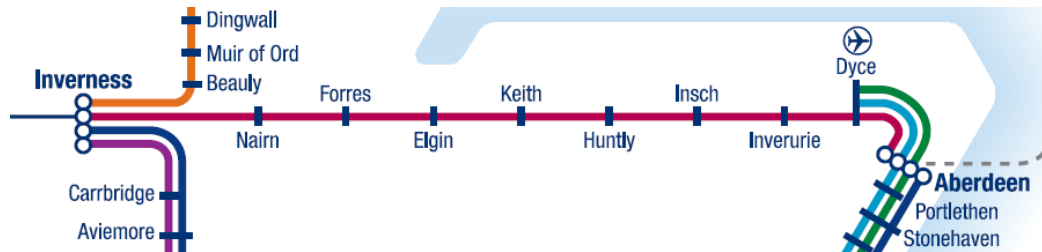


Figure 2.2 Map of the train route between Inverness and Aberdeen .

Access to the main campus for car and motorcycle/scooter users is from Hay Street which leads to a large main car park to the rear of the buildings. There are a limited number of spaces available at the front of the College on Moray Street, a number for disabled users, College vehicles and visitors to the College's Beechtree Restaurant. A smaller dedicated car park for three disabled users is located further up Hay Street. In total there are over 270 car parking spaces and a number of bays marked for motorcycle users.

The College has an established Information and Computer Technology (ICT) network and currently has four video conference facilities available for classes and four smaller units available throughout the College as well as telephone conferencing facilities as standard on their existing telephone network.

### 2.3 Existing Travel Patterns, Attitudes and Facilities

During February and March 2009 Staff and students were asked to take part in the College Travel Survey. Surveys were distributed electronically using the College email system with surveys hosted by [surveymonkey.com](http://surveymonkey.com). A total of 194 staff completed the online survey and a total of 98 responses were received from students.

This section discusses the results of the staff travel survey for the journey to and from the College and for business purposes. The results of the student survey are also provided, however due to the low response rate these figures should be used as a guide only and it is recommended that a more robust response is sought to give a more accurate account of student travel habits and desires.

The survey results shown and discussed are of all staff and student respondents except where the results of specific groups have been identified and indicated at the appropriate sub-section.

### ***Commuting to College***

- 72.4% of staff and 52% of students respondents drive to College (57.8% of staff and 40.8% of student travel alone by car) .
- 8.3% of staff and 10.2% of student respondents walk to work.
- 3.1% of students respondents cycle to College
- 5.2% of staff and 24.4% of student respondents travel by public transport to College.
- 24.7% of staff and 19.1% of student respondents live within 2 miles of the College

### ***Supporting staff and students in their travel***

- 11.9% of staff and 14.3% of student responds indicated that improved shower and changing facilities would encourage them to encourage them to walk or cycle to College.
- 24 % of staff and 43% of students indicated that discounted tickets/passes available at College would assist them in travelling by public transport
- 29.4% of staff and 35.7% of student respondents indicate that help finding someone to share with would support them in car sharing.

### ***Business Travel***

- 50% of staff respondents indicated that they require to travel for business purposes
- Less than 8% of staff respondents indicated that they travel everyday for business
- 13.5% of staff respondents use the College's telephone conferencing facilities
- 28.2% of staff respondents use College's video conferencing facilities

### **3 Aims, Objectives and Targets**

#### **3.1 Aims and Objectives**

In order for any Travel Plan to succeed it is important to be clear about what the Plan is trying to achieve by setting clear aims and objectives. In considering the role of this travel plan, the overall aim is to:

*Increase accessibility of our premises in the context of active travel, and reduce the impact of travel and transport associated with College activities*

To support this aim the following objectives have been set:

- To encourage greater use of public transport.
- To reduce the number of single occupancy car journeys to College, by making alternatives more attractive
- To reduce the need to travel by encouraging greater use of current and future technology.
- To consider the conversion / replacement, when appropriate, of College vehicles to run on more sustainable fuels such as LPG or electric battery as soon as replacement of particular vehicle becomes necessary.

#### **3.1 Targets**

The following overarching 'aim-type' targets have been developed taking in to account the results of the staff survey and the availability of alternative modes of travel:

- 10% reduction in the percentage of staff and students who travel to College alone by car
- 10% increase in the percentage of staff who use telephone and video conferencing facilities
- 10% reduction in CO2 emissions associated with business and operational travel
- 10% reduction in the number of miles travelled for business by staff

## **4 Implementation Plan**

### **4.1 Introduction**

This section of the Travel Plan sets out 'action-type' targets (measures and actions) that will be implemented to influence the travel behaviour of the College community in order to achieve the overall aims and objectives. The choice of measure has been informed by the results of travel survey, availability of services and facilities and existing policies.

The implementation plan is organised as a series of sub-strategies covering the different modes of travel and some issues relevant to all modes.

### **4.2 Implementation**

#### ***4.2.1 Management and Co-ordination***

The development and implementation of the Travel Plan in the short, medium and long term requires senior management support and resource if it is to be successful in achieving its long term aspirations and targets.

A designated Travel Plan coordinator will lead and coordinate the Plan throughout its life. To assist in the coordination and implementation of the Plan, a working group will be established to include representation as required from appropriate departments as well as staff and student groups and external organisations.

The role of the group will be to implement and manage the measures introduced as well as developing new measures.

#### ***4.2.2 Funding and Support***

Funding sources for specific measures have not yet been established and where possible funding will be made available from existing budgets as appropriate. Where funding is not available from internal sources, external funding sources will be investigated. Many of the measures identified will not require capital or revenue investment but will require staff resources to implement, and it is hoped that the development of the Travel Plan working group will be able to assist in identifying appropriate staff support. Some of the measures may in the longer term result in cost and time savings.

### **4.2.3 Partnership Working**

The College's travel habits impact on the entire community and by reducing this impact, sharing best practise and developing ideas in partnership with other organisations, will form an important part of the Travel Plan as it develops and matures.

### **4.2.4 Information, Awareness and Promotion**

Providing information, raising awareness and promotion of the Travel Plan and its measures is imperative to its success. Promotion of the benefits of more sustainable and active travel, increased awareness of the impact of travel and transport on the environment, health and communities, locally and globally by identifying ways in which individuals can 'make a difference' will be an important element of this travel plan.

## **4.3 Actions**

The following tables provide details of the actions identified for the period of this Travel Plan. The choice of actions has been informed by:

1. The results of the staff and student travel survey;
2. Availability of alternative modes of travel;
3. The existing policy context; and
4. Operational needs of the College.

An indication of budget requirements has been given using the following symbols, where the input is only staff resources this has been indicated.

- £ = Under £500
- ££ = Between £500 & £1000
- £££ = Between £1000 & £5000
- ££££ = Over £5000
- STO – Staff Time Only

Measures are allocated as either short term (year 1), medium term (years 2-5) or long-term (years 6 and onwards).

Action/Measure	Resource Implication		Timescale
	Staff	Finance	
<b>Management &amp; Co-ordination</b>			
<b>Development of a Travel Plan Document. The document should include the following</b> Key aims and smart objectives Action/implementation plan Targets Program for monitoring, review and reporting	✓		April 2010
<b>Reporting to College Board and Senior Management Group</b> the Travel Plan and the suggested actions for Approval. Progress of the Plan and ongoing monitoring, should also be reported to the Senior Management Team and College Board on an annual basis or as appropriate.	✓		May 2010
<b>Establish a Travel Plan Group</b> (this could form part of an existing group). This should involve representative from the main College departments who will be involved in the development/implementation and management of measures identified within the Travel Plan, such as ICT, Personnel, Estates, Finance, student and staff representatives. It may also be useful to involve external organisations from time to time where measures require their support. Organisations may include Public Transport Operators, Moray Council and HITRANS.	✓		May 2010
<b>Active Travel (Walking &amp; Cycling)</b>			
<b>Introduce a cycle loan/purchase scheme</b> as part of a salary sacrifice scheme or similar to support staff in the purchase of a bicycle and associated safety.	✓	Funding should be recuperated within a 12 month period	In Place
<b>Provide secure parking facilities suitable for commuter cyclists (Cycle Lockers).</b> Identify a suitable location close to the main building/entrance for secure cycle lockers. It would be appropriate to ask for a small returnable deposit from those wishing to use the lockers enabling easier management and appropriate use of the lockers.	✓	££££	Main Site May 2010 Tech Centre Nov 2010 Learn Ctrs March 2011

Action/Measure	Resource Implication		Timescale
	Staff	Finance	
<b>Refurbish existing Showers on main site</b> as part of an overall upgrade of existing shower facilities in Pluscarden Wing (dependant on Estates Strategy and possible refurbishment )		££££	July 2012
<b>Provide advice, training and general bike maintenance support to staff and students.</b> This could be undertaken with support from a local bike shop and combined with an awareness event during June to coincide with 'Green Transport Week and National Bike Week. Additionally information could be provided on the College website.	✓	£	August 2010
<b>Provide details on the College website regarding walking and cycling routes to the College from the local area.</b> The map could also provide a detailed map showing the location of changing and shower facilities on Campus as well as cycle parking facilities. All maps should provide an indication of distance. A walking time map would also be useful.	✓	Costs would be incurred only if printed copies required. Could possibly get sponsorship for a travel guide	August 2010
<b>Public Transport</b>			
<b>Ensure public transport timetables, maps and details of ticket options are available</b> at reception, student services and other appropriate places within the College. These should be available from Moray Council and links to appropriate website should be made available on the College website. A list of useful websites are provided in Appendix A	✓		August 2010
<b>Provide information on the College website regarding access by public transport.</b> This should not only provide maps of where the local bus and rail stations are but also links to journey planning websites such as transportdirect.info. A list of website are provided in Appendix A	✓	Costs incurred only if printed copies required. Possible sponsorship for a travel guide	August 2010

Action/Measure	Resource Implication		Timescale
	Staff	Finance	
<b><i>Vehicular Access and Parking</i></b>			
<b><i>Car Parking Guidelines.</i></b> Provide details to staff, students and visitors on the parking arrangement and regulations on Campus and recommended parking etiquette on the surrounding streets. This could be achieved through the College website, newsletters and magazines as well as signage on Campus.	✓		August 2010
<b><i>Provide advice and guidance on car sharing for staff and students.</i></b> (Key links available in Appendix A. This could also include Car Sharing events, whereby staff and students are given information about car sharing as well as an introduction to the online service provided by Liftshare.com	✓		August 2010
<b><i>Give consideration to an online car share match scheme such as ifyoucareshare.com.</i></b> This will enable staff and students to register and identify others travelling similar journeys with little resources required by the College. <b>ifyoucareshare.com</b> gives the opportunity to offer a 'College branded' liftshare scheme which will have financial implications but generally have a better uptake than the promotion of the publicly available scheme. www.liftshare.com	✓	Up to ££ depending on the scheme required	August 2010
<b><i>Provide a number of car share bays within the College car park.</i></b> These should be clearly signed, lined and where possible provide spaces which are close to the College's main entrances. Generally car sharing bays become self policing however in the initial stages of implementation policing of the bays may be required as would advertising of the scheme within the College newsletters.	✓	££	August 2010
<b><i>Provide information for staff and visitors on the benefits of eco-driving.</i></b> Information could be provided through the college website, staff and student magazines as well as leaflets available from the Energy Saving Trust.	✓	£	August 2010

Action/Measure	Resource Implication		Timescale
	Staff	Finance	
<b><i>Business Travel and Reducing the Need to Travel</i></b>			
<b>Undertake a business travel audit of the College vehicles and grey fleet</b> (staff using private cars for business journeys) to establish current cost, CO2 emission and identify ways to reduce these.	✓	£ Funding may be available through the EST Green Fleet Review	June 2010
<b>Review the Colleges business travel policy to ensure that it supports and encourages more sustainable modes of business travel.</b> Could include restricting Flights within the UK or private car journeys for journeys outwith the county and providing hire cars for longer journeys where car is the only option	✓		February 2011
<b>Develop environmental procurement guidance/policy</b> for the purchase of College vehicles which are aligned with government objectives on reducing pollutants and increasing pedestrian safety.	✓		February 2011
<b>Investigate the opportunity to provide driver training</b> for all staff required to travel for operational purposes and business users with high mileage (identified from the business travel audit) this could be done in conjunction with the Moray Council and Grampian Police	✓	£££	Ongoing
<b>Provide staff with information on how to use the Telephone and Video conferencing</b> facilities available. These could be made available within the rooms where facilities exist as well as on the College intranet site in pdf format.	✓	£	August 2010 Ongoing updates

Action/Measure	Resource Implication		Timescale
	Staff	Finance	
<b>Publicity and Marketing</b>			
<b>Develop a College travel web page.</b> The webpage should include the information identified in the above actions along with links to external web pages and travel plan news and updates.	✓		August 2010 with ongoing updates
<b>Provide all students with travel information and car parking details.</b> This could be provided at the start of the year during enrolment.	✓	Costs would be incurred only if printed copies required. Could possibly get sponsorship for a travel guide	August 2010 with ongoing updates
<b>Provide all new members of staff with a personalised journey plan.</b> This can be achieved through the use of www.transportdirect.info. The aim being to provide all new members of staff with information on how to get to and from College by modes other than single car use and can easily be extended to all staff over time.	✓		Ongoing

Table 4.2 Travel Plan Actions

## **5 Monitoring and Review**

### **5.1 Monitoring**

It is essential that the Travel Plan is monitored on a regular basis for the following reasons:

- To show that the targets are being met (or not met, at which point the measures being used should be reviewed);
- To ensure that the Travel Plan continues to receive the support of senior management, staff and its partners; and
- To demonstrate that any financial input is being used to good effect.

The following indicators have been identified to show the performance and progress of this Travel Plan:

- % mode of travel for the journey to work reported by staff and students
- % of car sharing spaces available within the College car parks.
- % of staff using video conferencing and telephone conferencing facilities.
- number of business and operational miles travelled and associated CO<sub>2</sub> emissions
- % mode share of staff whilst travelling for business.

The indicators identified will be monitored on a regular basis. A staff and student travel survey will be undertaken annually and a full review of the Plan will be undertaken at 3 yearly intervals. The full review will outline the work undertaken in delivering this Travel Plan and outline progress towards delivering the objectives and targets set within it.

The Travel Plan monitoring report will be reported to the College's Corporate Social Responsibility Committee, as well as to staff and students as part of increasing awareness of the Travel Plan.