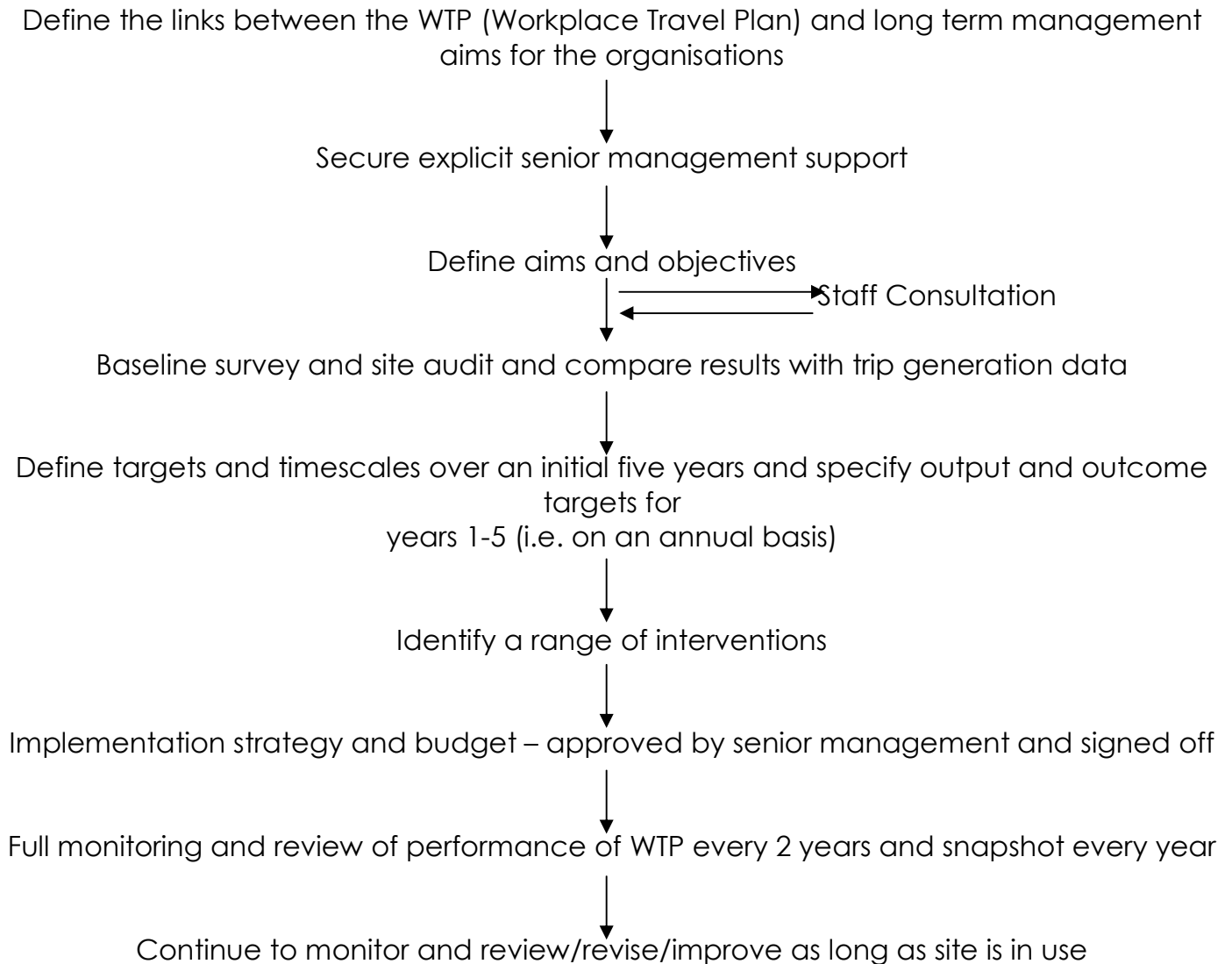


Budget & Performance Panel – 30th November 2010
Sustainable Staff Travel Plan Update – Appendix A

Process to develop a Travel Plan (taken from the British Standard)



Items to include in a Travel Plan

1. Introduction
 - a. Aims of the Council
 - b. Strategic plan in relation to travel
 - c. Reason for the travel plan – vision for the future
 - d. Senior management support

2. Background
 - a. Drivers for travel – commuting, meetings, service delivery etc.
 - b. Responsibilities for safe driving/driver training
 - c. Current support for sustainable transport options
 - d. Current management arrangements regarding travel
 - e. Related costs of travel

3. Site Assessments
 - a. Description of the sites and requirements for each

- i. Number of staff at each site
 - ii. Links between all sites
- b. Assessment of current transport links to the site – walking, cycling, car, public transport
 - i. Information about different modes of transport
 - ii. Reasons for use (utilising survey)
 - iii. Strengths and weaknesses of the transport modes, including related issues such as safety
 - iv. Suitable access of each to each site
- c. Site location and layout plan
- d. Transport developments that will affect the site
- e. Identify potential improvements to sustainable transport links
- f. Potential to include case studies

4. Travel Survey

- a. Description of the survey and analysis of the survey results
 - i. Number of staff completing survey – related to site etc.
 - ii. Description of existing modal split – percentage of staff that arrive by different modes
 - iii. Summary of problems experiences by staff travelling to work – why they chose certain modes over others
 - iv. Potential travel plan measures that would be welcome by staff
- b. For an example of survey, see attached
- c. Potential to include case studies

5. Objectives and Targets

- a. Outline high level objectives
 - i. Take into account the purpose of the plan and the site assessments
 - ii. Examples include 'To reduce car dependency for commuting staff'
- b. Outline specific targets
 - i. Link to site assessment and survey to meet objectives
 - ii. Examples include '10% reduction in single occupancy car trips over 5 years'
- c. Information built into Corporate Plan

6. Measures and Actions

- a. Identify specific measure sand actions to be implemented within agreed timescales
- b. Meet targets in the travel plan
- c. Information built into Corporate Plan

7. Monitoring & Review

- a. Outline how the plan will be monitored over the set period
- b. Detail timescales for monitoring
- c. Monitoring to be agreed and reported to relevant Officer with responsibility for Travel Plan Coordinator role
- d. Plans for review

8. Compliance with national standards

Notes from Travel Planning Meeting

24th September 2010

Philip Longton – Travel & Environment Coordinator, Lancaster University

Roger Muckle – Corporate Director (Finance & Performance), Lancaster City Council

Jill Wesolowski – Sustainability Coordinator, Lancaster City Council

Travel Plan

- Lancaster University Travel Plan concentrates on commuting – the University have yet to address the grey fleet or commercial vehicles
 - The Plan has targets up until 2007 but it has just been redrafted and will be published in the next few weeks
(<http://www.lancs.ac.uk/depts/estates/travel/travelplan.htm>)

Bus Travel & Parking

- Great pressure on parking at the University
- A survey was undertaken to find out how many staff could/would travel by bus if an appropriate system was put in place
- The University arranged a weeks free bus travel as a trial with Stagecoach – this was free to the University as it provided good publicity for Stagecoach
 - The number of free tickets were capped at 300 (240 were used) with noticeable impacts on the parking requirements on campus
- The University then aspired to provide subsidised bus travel for University staff
 - The package has now been agreed as a Uni-Rider ticket for an annual fee of £65 (free to Grade 1 & 2 staff). This ticket is normally £293
 - To allow taxable benefits the ticket is route-specific based on the route from the holder's home postcode to the University – in practice it is not always possible to monitor and some use over all routes may be evident
 - The programme goes hand in hand with raising car parking prices to cover the subsidy (about £100k a year)

Car Sharing

- Lancaster University promotes www.sharedwheels.co.uk to enable car sharing
 - Lancashire County Council has some marketing materials on this (speak to Bren Cooke)
- There is potential for cheaper parking permits for car sharing
 - Lancaster University have developed a system whereby 2+ people have to be registered on the shared permit (only one permit per each sharing group) and this means that those on the permit cannot get another in the same year
 - The people on the shared permit have to have had a parking permit the previous year to ensure that the number of cars used is reduced
- Car sharing permits are also available for 4 days a week
 - All but one person on the permit gets 25 one-day-a-week parking scratch cards so they are allowed one free day parking each week without the permit

Cycling

- Cycling at the University was at 10% (very high) before CDT but further work has been done to develop showering and storage facilities
- The University has a cycle to work scheme and a termly cycle travel day

- They also have a network of all cycling staff
 - They have a meeting twice a year to discuss any developments
 - Cascade information to an email list
 - Forum for general cycling chat
- GreenLancaster has bought reconditioned bikes from Pedal Power and sells them at low cost to students

Action Required

- Assess where staff live in relation to the work place and their access to public transport i.e. distance from bus stops etc.
- Need a new staff survey (new HR system should allow plotting of home addresses on GIS) – can also use data from the CDT questionnaires
 - It's important to work out what information you want back from the survey so you know what questions you need to ask
 - Require essential and casual users to complete the survey
 - Bright Sparx could be involved in developing the questionnaire and championing it
- Potential to put subsidy for parking permits into subsidised bus travel etc.
- Item on staff commuting and Travel Plans at next Green Fleet Sub-Group meeting – take these notes along and information on the British Standard etc.
 - Need Sub-Group approval and resources to take this forward
 - Take report to Sub-Group with the following recommendations:
 - To have a Staff Travel Plan based on the Lancaster University template
 - To develop and deliver a new Staff Travel Survey
- Develop feedback surveys on any action taken to ensure it is affective and appreciated and that any problems can be ironed out

For information on Lancaster University's projects relating to travel, please see <http://www.lancs.ac.uk/depts/estates/travel/index.htm>

EXAMPLE TRAVEL PLAN SURVEY

N.B. A survey should be tailored to suit the needs of individual travel plans but this example provides typical generic questions to be included

About You

1. How would you describe your main role at the Council?

- Senior Management
- Management
- Team Leader
- Policy Officer
- Administrator
- Non-Office Based Staff
- Councillor

Other (please specify).....

2. Which site do you class as your work base? (Please tick ONE answer only)

- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx

Other (please specify).....

3. Do you often work more than once per week at another site? If yes, please select from the options below

- xxx
- xxx
- xxx
- xxx
- xxx
- xxx
- xxx

Other (please specify).....

4. What type of hours do you work?

- Flexible hours Fixed hours

5. How are you employed?

- Full time Part time

6. What is your age?

Under 20 20-29 30-39 40-49 50-59 Over 60

7. Are you?

Male Female

8. Do you have any disabilities which affect your travel arrangements?

Yes No

9. How many cars are there in your household?

0 1 2 3 +3

10. What is the name of your home town?

11. What is your full postcode?

Work pattern

12. How do you usually travel to work? (Please tick ONE answer only)

- Car (single occupant)
- Car (as a passenger)
- Car (driver with passengers)
- Scooter/Moped/Motorcycle
- Bus
- Bicycle
- Walk
- Train
- Taxi

Other (please specify)

13. How far do you estimate that your journey to work is (one way)? (Please tick ONE answer only)

Less than 2 miles 2 – 5 miles 6 – 10 miles More than 10 miles

14. How long does your journey to work normally take? (Please tick ONE answer only)

- Up to 15 mins 16 – 30 mins 31 – 45 mins 46 mins to 60 mins
- Longer than 60 mins

15. What time do you normally arrive at work? (Please tick ONE answer only)

- Before 0730 0730 – 0744 0745 – 0759 0800 – 0814
- 0815 – 0829 0830 – 0844 0845 – 0859 0900 – 0914
- 0915 – 0929 0930 or later

16. What time do you normally leave work? (Please tick ONE answer only)

- Before 1600 1600 – 1614 1615 – 1629 1630 – 1644
- 1645 – 1659 1700 – 1714 1715 – 1729 1730 – 1744
- 1745 – 1759 1800 or later

If you stated in question 12 that you usually travel to work by car please answer question 17 to 22, otherwise go to question 23.

17. What is your main reason for using a car to get to work? (Please tick ONE answer only)

- Time savings Public transport alternatives not available / realistic
- Personal security/safety Public transport too expensive
- Cost savings Long distance from home (cannot cycle or walk)
- Disability/Health reasons Car needed for business travel
- Convenience Carer responsibilities (e.g. school run)

Other (please specify)

.....

18. Do you drive to work because you need to use the car during the working day?

- Yes No
- O

19. If you answered yes to question 7 why did you need the car?

- Shopping Leisure/recreation Business

Other (Please specify)

.....

20. Do you use a car to take a child under 5 to childcare?

- Never 1-2 Days per week 3-4 Days per week
Everyday

21. Do you use a car to take children to school?

- Never 1-2 Days per week 3-4 Days per week
Everyday

22. Do you use a car to care for other dependants such as vulnerable relatives? If yes, please specify.

.....
.....

23. What do you consider is the main traffic problem on your way to/from work? (Please tick ONE answer only)

- Traffic congestion on the way to/from work Queuing traffic to access/exit the site
Parking problems on site Lack of alternatives to the car to reach the site

Other (please specify)

.....

24. How often do you experience traffic problems that add to your overall journey times? (Please tick ONE answer only)

- Most days 2 – 3 days per fortnight Never
2 – 3 days per week 2 – 3 days per month **(Go to Q24)**

25. On average how much time do these problems add to your journey time? (Please tick ONE answer only)

- 5 – 10 mins 11 – 20 mins 21 – 30 mins over 30 mins

Journey to work by non car users (car users go to Q27)

26. What is your main reason for not using a car to get to work? (Please tick ONE answer only)

- | | | | | | |
|------------------------------|--------------------------|--------------------|--------------------------|-----------------------|--------------------------|
| No car available | <input type="checkbox"/> | Avoid congestion | <input type="checkbox"/> | Health/Fitness | <input type="checkbox"/> |
| Enjoy using the alternatives | <input type="checkbox"/> | Cost savings | <input type="checkbox"/> | Most practical method | <input type="checkbox"/> |
| Environmental concerns | <input type="checkbox"/> | No driving licence | <input type="checkbox"/> | | |

Other (please specify)

.....

Alternatives to the car

Even if you need your car for work please complete this section.

27. Which of the following incentives would be most important in encouraging you to cycle to work (or make cycling more attractive if you already do)?
(Please tick ONE answer only)

- Interest free loan to buy a bicycle and equipment
- Discounts on bicycle and equipment
- Improved secure cycle parking facilities
- Lockers at work
- Showers / changing facilities at place of work
- Free cycle training and maintenance advice
- Help finding people to cycle to work with
- More off road / segregated cycle paths between home and work
- Map of local routes
- Availability of pool cars at work

Other (please specify)

.....

None of these **(Go to Q29)**

28. If the incentive you selected were put in place would you be willing to try cycling?

- Yes No I already cycle

29. Which of the following incentives would be most important in encouraging you to car share (or make car sharing more attractive if you already do)?
(Please tick ONE answer only)

- Preferential guaranteed car-parking spaces for car sharers
- Access to car share database
- Guaranteed transport home in the event of an

- emergency / unforeseen work requirements
- The thought of halving your commuting bill
- Availability of pool cars at work

Other (please specify)

.....
 None of these (**Go to Q31**)

30.If the incentive you selected were put in place would you be willing to try car sharing?

- Yes No I already car share

31. Which of the following incentives would be most important to encourage you to use public transport (or make using public transport more attractive if you already do)?

(Please tick **UP TO 3 answers only**)

- More direct bus routes
- More frequent bus service
- More reliable bus service
- More convenient bus drop off / pick up points
- Discounted bus fares
- More reliable train service
- More frequent train service
- Public transport information at work-

If so, in the form of: Leaflets
 Posters
 Other- please specify.....

- The thought of having a fixed cost for commuting
 - Availability of pool cars at work
 - Improvements to a bus stop or train station (e.g. timetable poster at bus-stop)
- If so which improvement to which stop or station?.....

Other (please specify)

.....
 None of these (**Go to Q33**)

32.If the incentive you selected were put in place would you be willing to try using public transport?

- Yes No I already use

public transport

33. Which of the following incentives would be most important to encourage you to walk (or make walking more attractive if you already do)?
(Please tick ONE answer only)

- Improved / safer facilities on route e.g. suitable paths / lighting
- Help finding people to walk to work with
- Availability of pool cars at work
- Other (please specify)
- None of these (**Go to Q35**)

34. If the incentive you selected were put in place would you be willing to try walking?

- Yes
- No
- I already walk

Travel on Business

35. What kind of car user status do you have?

- Essential
- Casual
- Neither

36. During the course of your working week do you need to leave your place of work on business?

- Yes (**go to Q37**)
- No (**go to Q42**)

37. How do you normally make this journey? (Please tick only ONE answer)

- Hire car
- Own car-driver
- Car passenger
- Bus
- Cycle
- Motorcycle
- Train
- Foot

Other (please specify)

38. How often do you travel on business by car? (Please tick only ONE answer)

- Daily
- At least weekly
- 3-4 days per week
- At least monthly
- 2-3 days per week
- Less than monthly

39. In 2006/2007, what do you estimate was your business mileage, excluding commuting?

Business Mileage

40. Please indicate which one of the following modes of travel represents the most realistic alternative to the car for your business trips. (Please tick ONE answer only)

Public Transport Walking Car Sharing Cycling

41. Please indicate which one of the following options, provides the most realistic alternative to travelling by car for business trips? (Please tick ONE answer only)

Pool Car Tele-conferencing Video-conferencing Meeting locations to be accessible by all modes

Shaping the Travel Plan

42. For each of the following factors, how important do you think they should be in shaping the Travel Plan?

	Very important	Quite important	Neutral	Quite unimportant	Very unimportant
Encourage and support more people working from home					
Improved vehicular security in and around our sites					
Improved cycle routes in and around our sites					
Improved pedestrian routes in and around our sites					
Showers and storage facilities for cyclists/walkers					
Easier/cheaper car parking					
More restrictive/expensive car parking					
Council support for travel costs					
More reliable public transport					
More frequent public transport on existing routes					
New public transport routes					
New/improved scheme for sharing rides in cars					
A fleet of Council pool cars available for hire					
Encouraging less people to drive to our sites					
Improved personal security in and around our sites					

Instigation/improvement of University bus service					
--	--	--	--	--	--

Other:

Over to you

If you have any further comments about travel to your normal place of work please use the space provided below and we will take them into account when producing the travel plan document. If you have any queries regarding this survey please contact XXXXXXXX

Thank you for your assistance in completing this survey. The results will be published in the near future.

Please return your completed questionnaire no later than XXXXX