


CARDIFF UNIVERSITY

TRAVEL PLAN



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Signature: 

Signed By: Professor Elizabeth Treasure
Deputy Vice-Chancellor

SENIOR MANAGEMENT STATEMENT OF SUPPORT

As one of Wales' largest organisations, we believe that, rather than doing the minimum in order to fulfil our obligations, sustainability should be integral to the values of the University, be embedded in our operations and central in our engagement with our external stakeholders.

As part of this commitment to sustainability, the University's senior management is keen to reduce our impact on local and global environments. Sustainable travel has been identified as one key area where we can work together to reduce this impact, contribute to the long-term well-being of the people, and support Wales in securing a low-carbon future.

This Travel Plan aims to encourage sustainable staff and student travel so it becomes a natural instinct to reduce University-generated traffic. We will promote active travel such as walking and cycling, and support alternative working practices which reduce unnecessary travel.

Recognising our position in the wider community, we continue to work in partnership with fellow HE / FE Institutions, Cardiff Council, Cardiff and Vale University Health Board and the Welsh Government to reduce the need for travel, and to encourage more sustainable options.

This Travel Plan is part of a long term process which will encourage our staff and students, and our visitors, to think about how they travel to, from and within the University estate, and how they go about their day-to-day work.

Achievement against targets will be monitored by the University's Environmental Management Systems (EMS) Steering Group and the University Executive Board to ensure we are meeting the aims of the University and the aims of Wales in becoming a low-carbon and sustainable nation.



Professor Elizabeth Treasure
Deputy Vice-Chancellor

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1. INTRODUCTION

1.1 Travel Plans

Cardiff University appreciates that Travel Plans are the Government's recommended way forward for employers to widen travel choice, to promote more sustainable travel choices, to reduce reliance on the car and single occupancy car travel and to minimise adverse environmental impact.

Cardiff University recognises its corporate social responsibilities in terms of reducing the impact of University operations on the environment. The Travel Plan has been developed and is intended to document a dynamic process, evolving and changing over time to reflect Cardiff University's organisation and structure, staff and student profiles and our various buildings and sites. Producing, working to and reviewing the Cardiff University Travel Plan provides an ideal opportunity to evaluate and reconsider current travel habits. We hope that through the Travel Plan we can encourage many staff and students to make small adjustments and changes to their travel choices, all of which combined will help to achieve our aims and objectives in this area.

1.2 Travel Plan Scope

Cardiff University's Travel Plan covers the following elements associated with University operations:

- Commuting (travel to work / study),
- Business travel,
- University owned vehicles,
- Working practices / alternatives to travel.

1.3 Implementing the Travel Plan

Cardiff University has implemented a Travel Plan in order to:

- Demonstrate our commitment to travel planning and to encourage and promote the use of sustainable transport and travel;
- Improve opportunities for and encourage travel by sustainable modes and to reduce unnecessary travel;
- Reduce our Carbon Footprint;

and intends to continually raise awareness of the Travel Plan to staff and students.

1.4 The Benefits of a Travel Plan

The benefits of Cardiff University having a Travel Plan are:

- Quality of life improvements for staff related to reduced travel congestion and consequent stress as well as improved health and motivation;
- Demonstrating our environmental commitment to improve local air quality and to reduce global pollutants, as well as reducing our Carbon Footprint;
- Cost savings associated with reduced transport related costs;
- Cost and time savings for staff by reducing their car journeys;
- Improved community relations as a result of demonstrating our commitment to reducing congestion;
- Possible reduced demand for University car parking spaces.

1.5 The Aim and Objectives of the Travel Plan

The overall aim of the Cardiff University Travel Plan is to help to reduce the University's Carbon Footprint and encourage more sustainable travel and discourage less sustainable travel.

The higher level objectives are:

- to raise staff and student awareness regarding travel choice impacts and alternative travel options,
- to encourage active travel (e.g. walking and cycling),
- to encourage the use of public transport,
- to reduce single occupancy vehicle trips,
- to develop and promote alternative business and working practices which reduce travel,
- to encourage the use of, where practicable, alternatives to air and car transport for business travel in the United Kingdom,
- to critically review Cardiff University owned vehicles to identify opportunities to reduce our Carbon Footprint,
- to review and develop the Cardiff University Travel Plan.

2. CONTEXT

2.1 Type of Organisation / Cardiff University Culture

Cardiff University is committed to making environmental improvements and to lessening the impact we have on the environment. The Travel Plan fits in with our aspiration to promote sustainability, ease of access and healthy lifestyles for our staff and students.

Cardiff University pursues the principles of sustainable development both in the management of its internal operations and in its engagement with external stakeholders. The University also seeks to bring about positive change through a world-leading programme of research, learning and teaching, which addresses a wide range of sustainability issues. Details of the University's commitment to sustainable development can be found at www.cardiff.ac.uk/sustainability.

Sustainable travel has been identified as a key issue within the University and as part of its sustainability agenda; the University has recognised the need to address the impacts of staff and student travel. The Travel Plan is part of a long term process to encourage staff and students to think about how they travel to, from and within the University estate.

Cardiff University also recognises the importance of the sustainable development agenda in Wales and the role that the University can play as a partner to the Welsh Government and Cardiff Council.

2.2 University Overview Information

Cardiff University

The Cardiff University community consists of staff and students. The University community totals approximately 34,000 people with nearly 6,000 staff and over 28,000 students. The normal working week covers Monday to Friday on an 8am to 6pm basis. There are however many instances of out of hours working patterns throughout the University. Staff and students travel to the University by a variety of means: walking, bicycle, motorcycle, bus, train and car.

Cardiff University is based on two main campuses: Cathays Park Campus in Cardiff city centre; and Heath Park Campus in the Heath area of Cardiff (which is shared with the University Hospital of Wales and the Cardiff and Vale University Health Board). The University estate, on these two main campuses, is a large one made up of various buildings for academic schools and those for administrative / support functions along with student residences and sports facilities.

Cardiff University location and maps information can be found at www.cardiff.ac.uk/locations/index. There are maximum travel distances of 15 to 20 minutes walking, between most buildings on each campus. Travel between the Cathays Park Campus and the Heath Park Campus and between some residences and the two campuses would be outside this general pattern.

Parking on Campus

Cardiff University actively discourages students from bringing a car to university. In terms of University residences, the 'Living in Residences' web pages advise that parking is not available at certain residences (or within a three mile radius) and that limited parking is only available with permits at certain other residences.

Cardiff University has 1,200 car parking spaces, spread across the Cathays Park Campus and approximately 2,650 bicycle parking spaces across the Cathays Park Campus (900), Heath Park Campus (300) and University residences (1,450).

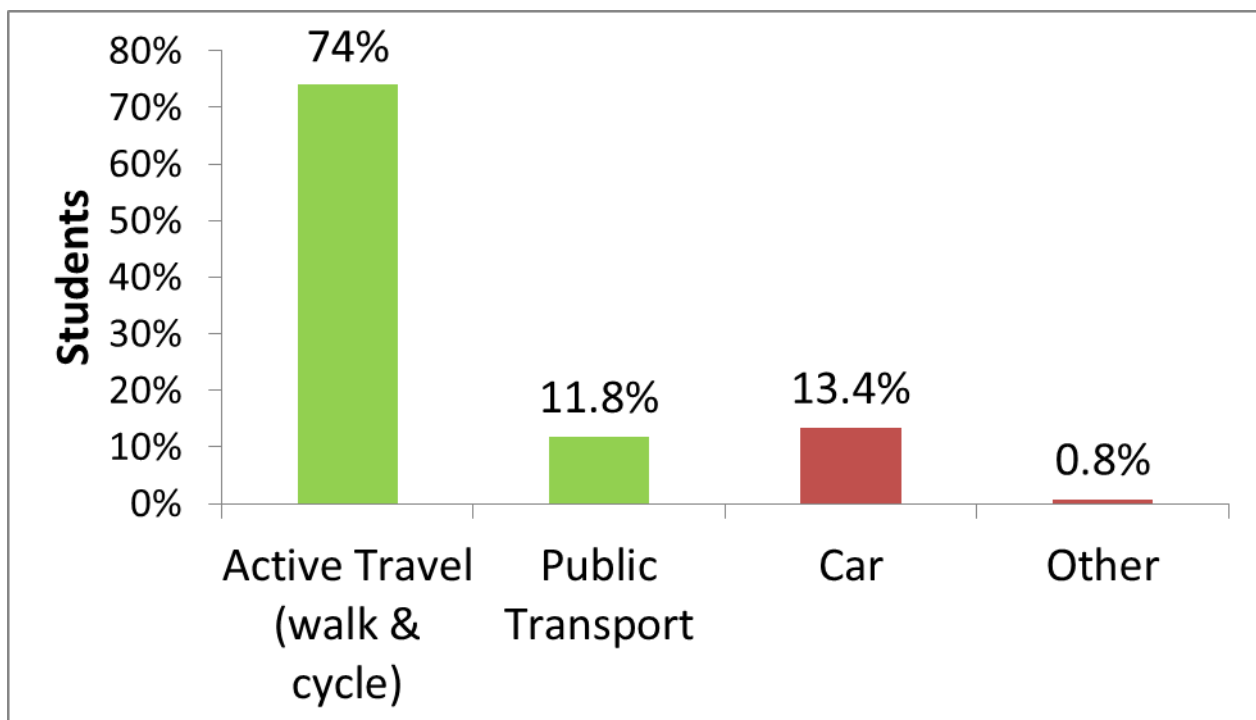
Vehicle Fleet

Cardiff University has approximately 64 owned / leased vehicles of various ages, engine types, models and sizes. These vehicles are used in a range of tasks around the two campuses and University residences including estates maintenance works, post collection and delivery, manual handling and portering, security coverage, key / senior university staff transport and occasionally student transport.

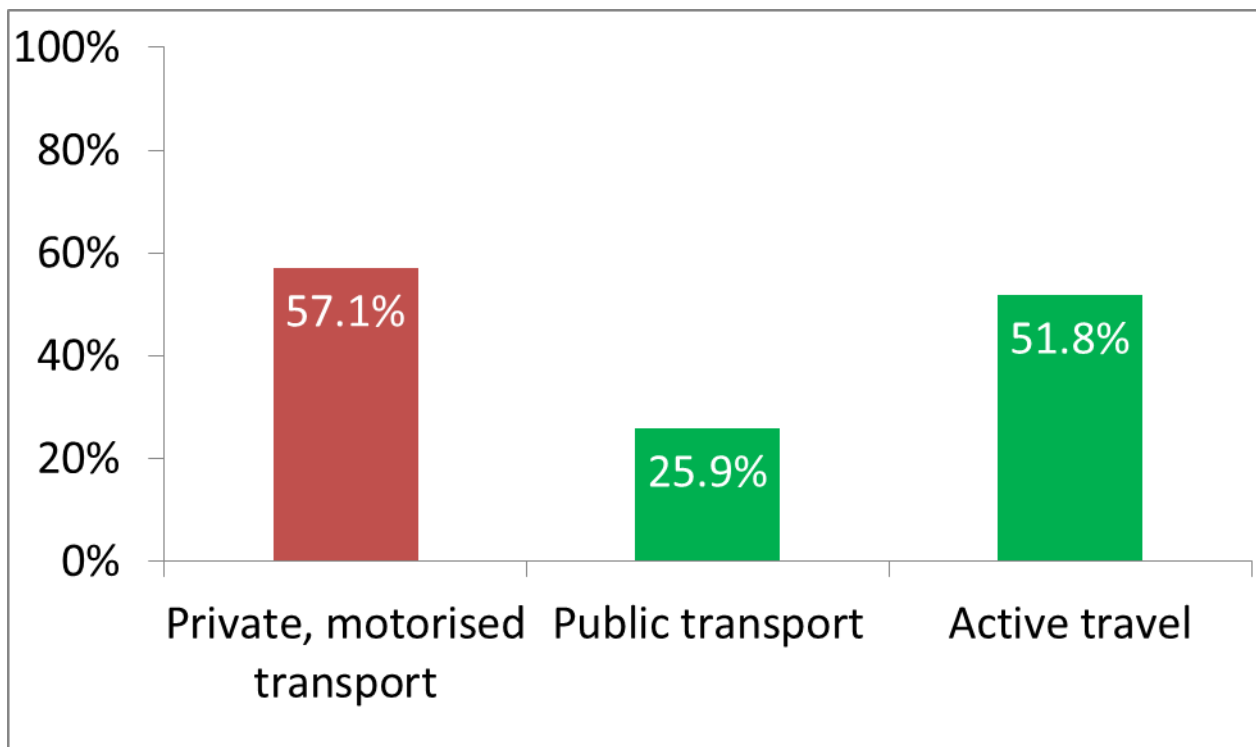
Travel Survey

Cardiff University will periodically undertake Travel Surveys of staff and students of the University community. The most recent Travel Survey was conducted during the 2012/13 academic session and some of the key points regarding that survey are detailed below. A further Travel Survey is planned for the 2016/17 session.

- A total of 4,082 staff and students completed the Travel Survey, breaking down into 1,619 (39.7%) of responses from staff and 2,463 (60.3%) of responses from students
- Of the 2,463 (60.3%) of responses from students, 1,867 (45.7%) were from undergraduates and 596 (14.6%) were from postgraduates.
- In terms of the mode of travel staff and students use to get to the University the results show that for both groups there is already a commitment to active travel. As would be expected students already travel sustainably (74% of students travel actively by walking and cycling and 11.8% use public transport).



- The highest response for staff was private, motorised transport (57.1% of staff using this mode for at least part of their journey to work) highlighting that reducing this should be a key objective to encourage either active travel, use of public transport or car lift share where practicable.



- Initiatives that were classed as important in encouraging staff and students to consider alternatives to car travel were:
 - Improved lighting / security en route,
 - Lockers / storage facilities,
 - Improved changing and shower facilities,
 - Discounted active travel equipment / clothing,
 - Improved cycle parking facilities,
 - Improved cycle lanes,
 - Free cycle confidence training,
 - Improved information,
 - Annual bicycle hire scheme,
 - A salary sacrifice / loan scheme for staff travel tickets,
 - Discounted travel cards / season tickets,
 - More direct public transport routes,
 - Increased frequency / reliability of public transport services,
 - A higher standard of bus / train and associated facilities (bus stops / stations),
 - Improved security when using public transport,

Some of these initiatives are directly within the University's control while others would involve the University working in partnership with other bodies.

2.3 Travel to Sites

Cardiff University is based on two main campuses, Cathays Park Campus in Cardiff city centre and Heath Park Campus in the Heath area of Cardiff. There are various transport links serving these campuses.

Travel Information and Promotion

Information about alternative travel choices is provided to staff and students via the Sustainable Travel section of the University's web site

<http://www.cardiff.ac.uk/sustainability/sustainableuniversity/sustainabletravel/index.html>.

Personalised travel planning information can be found at www.traveline-cymru.info/. Traveline Cymru is the public transport information service for Wales, funded by the Welsh Government, offering a “one-stop-shop” for travel information in Wales that includes bus, coach, rail, air, and ferry. They can also help if someone wants to use their car, walk or cycle all or part of their journey. Traveline Cymru does this by providing the travelling public with joined-up and unbiased timetable information as published by bus, rail and coach operators.

Pedestrian Access / Walking

University buildings on the Cathays Park Campus are generally within a 15 minute walk of the Cardiff city centre. As already noted there are maximum travel distances of 15 to 20 minutes walking, between most buildings on each campus. Travel between the Cathays Park Campus and the Heath Park Campus and between some residences and the two campuses would be outside this general pattern.

‘Walk-Budi’ is part of Cardiff University’s Liftshare Scheme which provides an online system for registered users to find partners to share walking journeys. This system is available free of charge to all staff and students.

Campus walking maps have been developed to guide staff and students on suggested walking routes around the campus and are available at

<http://www.cardiff.ac.uk/sustainability/sustainableuniversity/sustainabletravel/walking/walkingmaps/walking-maps.html>

Cycling

Cardiff has a growing cycle network and the Taff Trail provides largely off-road access to the centre from several areas of Cardiff (e.g. Grangetown, Pontcanna and Llandaff North). Cycle storage is provided close to many of the University’s buildings. Information on location and type are available at

<http://www.cardiff.ac.uk/sustainability/sustainableuniversity/sustainabletravel/cycling/bicycleparking/cycle-parking.html>

Cardiff University pays staff cyclists an allowance for business mileage and also provides a salary sacrifice scheme for staff to purchase new bicycles.

‘Cycle-Budi’ is part of Cardiff University’s Liftshare Scheme which provides an online system for registered users to find partners to share cycling journeys. This system is available free of charge to all staff and students.

Cardiff Cycling Maps and Cardiff Bay Trail Maps / Information Leaflets are available from all Security & Portering Services lodges / reception desks. These publications provide a guide to cycling routes around the city for both commuting and recreational purposes and are also available online at <http://www.keepingcardiffmoving.co.uk/cycle/where-can-i-cycle>.

Bus Links

Being in / close to a city centre environment, Cardiff University is well served by local and national bus services which are detailed via the Sustainable Travel section of the University’s web site

<http://www.cardiff.ac.uk/sustainability/sustainableuniversity/sustainabletravel/index.html>. Students in University residences are also provided with details of local bus services via a link to Cardiff Bus from various residences web pages e.g. www.cf.ac.uk/for/prospective/residences/undergraduate.

The University has a bus service operating between the hall of residence ‘University Hall’ and both the Cathays Park Campus and Heath Park Campus which provides resident students with transport throughout the day, Monday to Friday. This service is provided as part of the residences package for University Hall, so students do not need to pay each time they use the University bus service.

Cardiff Bus operates frequent services close to the University's Cathays Park Campus and Heath Park Campus. Timetables can be found at

http://www.cardiffbus.com/english/servicelisting.shtml#_subnav01

Buses that operate between the Heath Park Campus and the city centre are numbers 38 and 38A.

Newport Bus operates a frequent service (X30) between Newport Bus Station to Cardiff Bus Station, via the Heath Park Campus. A weekly timetable can be found at

<http://www.newportbus.co.uk/sites/default/files/timetables/X30.pdf>

Rail Links

The University is also well served by local and mainline rail transport having a local train station in Cathays, at the centre of the University's Cathays Park Campus. This campus is also within walking distance of both Cardiff Queen Street and Cardiff Central stations.

Rail timetable information can be checked at www.arrivatrainswales.co.uk. Arriva Trains Wales offer an online season ticket service which enables staff and students to retrieve online quotes, order tickets online, arrange for tickets to be delivered and offers a replacement service if a train ticket is lost or stolen. If the same journey is made on three or more days within a week a season ticket is likely to offer better value than daily tickets.

Railcards are also available from Arriva Trains Wales which offer significant savings on rail travel. There are several different railcards available including the 16-25 railcard, the disabled person's railcard and the senior railcard. Further information can be found at

<http://www.arrivatrainswales.co.uk/RailCards/> and

<http://www.arrivatrainswales.co.uk/ATWRailcards/>.

Car Sharing / Liftshare Scheme

Cardiff University has teamed up with liftshare.com, the UK's leading car share provider, to supply a secure, private car share scheme to all Cardiff University's staff and students.

The Liftshare scheme includes 'Walk Budi' and 'Cycle Budi' which provides an online system for registered users to find partners to share walking and cycling journeys. This system is available free of charge to all staff and students.

There are currently 350 staff / student members. Information about the Liftshare Scheme, registration, account set up and journey searches / matches can be found on Cardiff University web pages at

<http://www.cardiff.ac.uk/secty/carparking/liftshare/cardiff-university-liftshare-scheme.html>

Park and Ride

Cardiff Park and Ride Bus services provide travel to Cardiff city centre and include stops at Cathays Park and Heath Park Campuses. The following Park and Ride services are available:

- Cardiff East Park and Ride
 - Pentwyn Interchange (M48 / Junction 30) to Dumfries Place via Newport Road, stopping at Park Place (Cathays Park Campus). Available seven days a week
 - Pentwyn Interchange (M48 / Junction 30) to Heath Park Campus. Operated by Newport Bus (Service PR1). Available Monday to Friday only.
- Cardiff West Park and Ride
 - Cardiff City Stadium, Leckwith to Canal Street (city centre) via Leckwith Road and Penarth Road. Available Monday to Friday only.
- Cardiff South Park and Ride
 - County Hall, Cardiff Bay to Canal Street (city centre). Available Saturday and Sunday only.

Further information can be found at

<https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Parking-in-Cardiff/park-and-ride/Pages/default.aspx>

Driving

Public car parking is available in and around the city centre and at the Heath Park Campus at various payment rates. In addition Cardiff University has 1,200 permit only car parking spaces, spread across the Cathays Park Campus.

2.4 Alternatives to Travel

There are many working practices which can avoid or reduce the need for travel, currently available at Cardiff University, including:

Remote Access to email, files and electronic resources

Cardiff Portal offers staff and students access (via a single login) to their personal file space, email and electronic resources from wherever they are, on or off campus, reducing the need to physically travel to access their work. More information on Cardiff Portal can be found at <http://mwehelp.cf.ac.uk/portal/index.html>.

Document Sharing and Collaboration

Cardiff Portal also offers virtual collaboration for staff, including shared documents through the Quickr Teamplace service, providing a convenient alternative to travel. There is also a secure electronic large file transfer service available aimed at staff and postgraduate students, reducing the need to post or travel with large files. This will be available from the web address fastfile.cardiff.ac.uk.

Videoconferencing Studios

INSRV provides videoconference studios for use by members of the University. It is also possible to use one or more desktops to link into an existing studio-based videoconference. More information is available on the INSRV website at <http://www.cardiff.ac.uk/insrv/graphicsandmedia/videoconference>.

Desk-to-Desk Videoconferencing / Skype

INSRV supports a Skype service and more information is available at <http://www.cardiff.ac.uk/insrv/it/comms/skype>. It is also possible to use MSN or similar conferencing facilities at Cardiff University. Unfortunately INSRV are not able to provide any support on the installation, configuration or operation of these other services (and as with any network usage, use of online meeting / discussion services must comply with University IT and Corporate compliance regulations and policies which can be found at www.cardiff.ac.uk/govrn/cocom/uniitregs).

Telephone Conferencing

Telephone conferencing services are available for staff to communicate with colleagues inside and outside the University. More information can be found on the INSRV website at <http://www.cardiff.ac.uk/insrv/it/comms/telephones/teleconference.html>.

Online Instant Messaging

'Lync' is the online instant messaging service available for staff and students which enables:

- Real-time presence awareness information including availability status and location details, to allow you to connect easily and efficiently,
- Create and manage online meetings with screen-sharing, instant messaging, voice calls and virtual whiteboards,
- One-to-one or group messaging,
- Access on your computer, tablet or mobile.

More information can be found at <http://sites.cardiff.ac.uk/office365/lync-instant-messaging/>

Cardiff University Mobile App

Cardiff University Mobile is an application which provides access to University services from all major supported mobile phone types. Services include 'Ask A Librarian Live', 'Find a PC' (which finds the nearest available open access PC, reducing the need to travel longer distances) and remote access to email, library services and contacts, again making it easier to get help and access your work without travelling. More information is available at <http://cardiff.ac.uk/mobile>.

Learning Central

Learning Central enables online submission of essays, reducing the need for travel and printing. Formative tests can also be carried out using Learning Central, which means that students do not need to be on campus to take these tests. It is also possible for students to discuss their work either live or asynchronously from their residences using the Learning Central collaboration tools, again reducing the need to travel. Finally, the Learning Central Mobile App enables access to Learning Central from anywhere, without having to travel to a desktop computer, lecture theatre or library. More information is available at <https://learningcentral.cf.ac.uk>.

Services For Distance Learners

There is a range of Library services available to distance learners, reducing the need for them to travel to and from the University. More details are available at <http://www.cardiff.ac.uk/insrv/libraries/distance>.

'Ask a Librarian Live'

'Ask a Librarian Live' is an instant messaging service that connects library users with a member of staff in one of the University's site libraries. Users receive a speedy response to their questions from their own home or office, without needing to physically travel to one of the University libraries, saving travel carbon and time. The service is available from <http://www.cardiff.ac.uk/insrv/libraries>.

3. SIGNIFICANT ACHIEVEMENTS

The following achievements have been recognised since the launch of the Cardiff University Travel Plan in May 2010:

- High response rate for 2012/13 Staff and Student Travel Survey,
- Survey responses analysed and presented to the University by students from Cardiff School of Planning and Geography,
- Review, development and launch of improved travel information on the Cardiff University website
<http://www.cardiff.ac.uk/sustainability/sustainableuniversity/sustainabletravel/index.html>,
- Additional Cycle parking installed at:
 - Cochrane Building (Heath Park Campus),
 - Humanities Building (Cathays Park Campus),
 - Senghennydd Road (Cathays Train Station Car Park),
 - University Hall Residence,
 - Senghennydd Court Residence,
- Cycle parking audits undertaken at Cathays Park and Heath Park Campuses,
- positiveCycling Scheme introduced providing a salary sacrifice scheme for staff to purchase new bicycles. So far, 185 members of staff have taken advantage of this benefit.
- Successful bid for a 'Keep Cardiff Moving' grant to upgrade Cardiff University's Liftshare Scheme to include 'Cycle-Budi' and 'Walk-Budi',
- Re-launch of Cardiff University's Liftshare Scheme at PHEW 2012 and Freshers 2012 including free promotional giveaways to promote 'Walk-Budi' and 'Cycle-Budi' schemes,
- Desk to desk Skype Video Conferencing released to School IT Support Staff (October 2010),
- 'Ask a Librarian' instant messaging service launched September 2010,
- Quickr Teamplace files sharing service launched July 2010,
- University campus focused walking maps created and published on the University's web site. Available online at:
<http://www.cardiff.ac.uk/sustainability/sustainableuniversity/sustainabletravel/walking/walkingmaps/walking-maps.html>
- Campus walks and runs (of variable distances) developed by Cardiff University Sport for staff and students to introduce physical activities into their normal daily routine. Available online at <http://www.cardiff.ac.uk/sport/exercise/walkrun/index.html>,

- Links added to Traveline Cymru (personalised travel plan service) from the University's web site,
- Cardiff Cycling Maps and Cardiff Bay Trail Maps / Information Leaflets made available at Security & Portering Services lodges and Residences receptions.

4. TARGETS AND OBJECTIVES

As already stated above the overall aim of the Cardiff University Travel Plan is to help to reduce the University's Carbon Footprint and encourage more sustainable travel and discourage less sustainable travel. Cardiff University will achieve this aim by instigating action against the various targets which are as follows and which have been further detailed into various follow-on objectives. These targets and objectives are developed into an action plan.

- **Raise staff and student awareness regarding travel choice impacts and alternative travel options**
 - Provide up to date sustainable travel information to staff, students and visitors.
 - Publicise the availability of sustainable travel information and sustainable travel events / initiatives.
- **Encourage active travel (e.g. walking and cycling)**
 - Review the provision of cycle parking at University buildings.
 - Refresh / develop the University Bike Week initiative as part of National Bike Week.
 - Develop a University Walk to Work Week initiative as part of National Walking Month.
 - Negotiate discounts for staff and students with local cycling / outdoor stores.
 - Review the provision of showering / changing facilities and lockers for use by staff and students who walk or cycle.
 - Provide free regular cycle maintenance sessions and Cycle Confidence Training for staff and students.
 - Consider options available for annual and daily bicycle hire schemes for staff and students.
 - Liaise with Cardiff Council regarding improvements required (outside of the University's responsibility) to encourage active travel.
 - Review the *positiveCycling* scheme.
- **Encourage the use of public transport**
 - Explore the possibility of introducing discounted season travel tickets for staff and students.
 - Liaise with Cardiff Council regarding improved services / public transport infrastructure.
- **Reduce single occupancy vehicle trips**
 - Continue to promote participation in the Cardiff Liftshare Scheme.
 - Refresh / develop the University LiftShare Week initiative as part of National LiftShare Week.
 - Review the feasibility of a dedicated Shuttle Bus Service for the University.
- **Develop and promote alternative business and working practices which reduce travel**
 - Continue to promote available alternative business / working practices.
 - Reduce unnecessary travel to find an available PC workstation.
 - Enhance virtual collaboration services.
- **Encourage the use of, where practicable, alternatives to air and car transport for business travel in the United Kingdom**
 - Investigate the availability of information to enable the introduction of a hierarchy of modes of business travel. This hierarchy would specify which modes of transport Cardiff University considers acceptable for specific types of trip, with reference to the 'carbon footprint' of each mode.
 - Identify / investigate modes of transport used by visitors travelling to the University.

- **Critically review Cardiff University owned vehicles to identify opportunities to reduce our Carbon Footprint**
 - Conduct an audit of existing vehicles and their usage.
 - Explore alternative vehicle options / types where applicable.
- **Review and develop the Cardiff University Travel Plan**
 - Review success and monitor changes in travel behaviour.
 - Continue to develop links with Cardiff Council, Cardiff and Vale University Health Board and other Cardiff based HE / FE institutions to identify areas for potential collaboration.

5. IMPLEMENTATION

5.1 Roles and Responsibilities

The day to day management and administration of the Travel Plan will be overseen by the Facilities Team (Campus Services Division) who will report to the University's Environmental Management Systems (EMS) Steering Group which in turn links to the University's Health, Safety and Environment Committee which sits within the overall University governing structure. The University Executive Board will be regularly updated on activities and progress.

5.2 How the Travel Plan will be publicised to Staff and Students

The profile of the Travel Plan will be maintained by regular updates to staff and students together with various activities during the year.

Specifically the Travel Plan will be publicised by:

- Communicating with staff and students through newsletters (e.g. Cardiff News / Blas / Gair Rhydd),
- Providing information on University web pages and the Noticeboard / Modern Working Environment (MWE),
- Displaying travel information posters,
- Induction / staff pack,
- Events (e.g. Positive Health & Environment Week).

6. MONITORING

Annual reports on the Action Plan element of the Travel Plan will be provided to the University's Environmental Management Systems (EMS) Steering Group and the University Executive Board detailing achievements against targets.

Periodic comprehensive staff and student surveys will be undertaken to measure changes in attitudes and behaviours with regard to travel choices.

6.1 Working with Cardiff Council and Other Relevant Bodies

Cardiff University is committed to working in partnership with fellow HE / FE Institutions, Cardiff Council, Cardiff and Vale University Health Board, and the Welsh Government on the development of the Travel Plan.

In particular where the University has a presence on hospital based sites, the University will work with the Cardiff and Vale University Health Board in meeting the requirements of their travel plan and where possible work together on initiatives.