**Fareham College & CEMAST Travel Plan**

**Measures and Initiatives to promote the use of Public Transport, Cycling, Walking and Car Sharing**

|  | **Travel Plan Measure** | **Owner of Action** | **Timescale for Implementation and Target** | **Costs of Delivery** | **July 2014 update** |
| --- | --- | --- | --- | --- | --- |
| **1** | **To increase walking** | | | |  |
| 1.1 | Personal route planning for all new staff and students living within 2 miles of one of our College sites. Map of local walking routes showing crossing points and footpaths near BRC and CEMAST, and direction to websites. | Director of Student Services and SSM via the induction and tutorial process and SS Roadshows | End of Aug 2014 | No additional costs |  |
| 1.2 | Walking awareness and challenge days, eg use of pedometers for 10,000 steps challenge each Spring. Promote health benefits of walking through HR and team meetings. Linked to the welfare plan (sponsored walks, links to sports department and social committee). | HR & Student Services Managers jointly | March 2015 | No additional costs |  |
| 1.3 | Set expectation that staff living with 1 mile of College will walk or cycle. Parking permits to be issued to this staff group by exception only (childcare and mobility issues etc).  For those cycling or living within 1 mile who need to access a vehicle for business use, the pool car can be booked (if available) or mileage claimed (visitor badge) | Deputy Principal & ED HR via SM/JCNC and Staff Liaison Group | September 2014 | Nil |  |
| 1.4 | Subsidise reflective or fluorescent clothing/accessories (walking and cycling) and promote safe walking practices – linked to the welfare plan. | Estates Manager and HR | September and January annual events starting 2014 | £500 budget allowance *from car parking charges* |  |
| **2** | **To increase cycling** | | | |  |
| 2.1 | Provide covered cycle storage with secure anchor points in appropriate locations near changing facilities at BRC and close to the public cycle route at CEMAST. Provide limited access to personal secured cycle lockers for high value cycles on a rental basis at BRC. | Deputy Principal & Contractor | CEMAST by June 2014  BRC by September 2015 | Included in contract sum – estimated at £30,000 |  |
| 2.2 | Cycle to work salary sacrifice scheme for staff to provide interest free bike loans | Head of Finance | April 2015. Target – 10 people to take up the scheme. | Consult JCNC regarding the loan limit for staff (£500) |  |
| 2.3 | Pay per mile cycle incentive scheme for staff to reward staff who don't take a parking permit and regularly cycle to work - pilot for one term initially. Pay 20p a mile via a claim form. | ED HR via SM/JCNC and Staff Liaison group | September 2014. Target 20 people to regularly cycle to work. | £5,000 annual budget – *from car parking charges* |  |
| 2.4 | Provide access to shower and changing facilities at BRC (gym, sports hall) and CEMAST concourse and promote these to staff. | Deputy Principal & Contractor and Estates Manager | CEMAST by June 2014  BRC by September 2015 | Included in capital contract sums |  |
| 2.5 | Promote bike maintenance help/workshops and cycling proficiency/road safety as part of Freshers Week. Awareness of courses such as IMI bike maintenance. | Student Services Manager | March 2015 and annually thereafter | Enrichment activity with no additional direct costs |  |
| 2.6 | Promote cycle routes and cycle zones displaying time it takes to reach destination – advertise links to <http://www.myjourneyhampshire.com/> | Marketing Team | Sept 2014 | None |  |
| 2.8 | FC staff and student discounts to be agreed with local cycle shops (10% via Solent Cycles) | Student Services Manager | February 2015 | None |  |
| 2.9 | Promote health benefits of cycling through HR, induction and poster awareness campaign | ED HR | Termly activity | From Wellbeing budget |  |
| **3** | **To increase bus use** | | | |  |
| 3.1 | Continue to provide access to subsidized bus passes for students (85% take up last year) | Director of Student Services and Student Finance Co-ordinator | September 2014. Target – 600 bus passes issued to students. | £200,000 (TBC) |  |
| 3.2 | Make bus route maps and timetables available via links to websites eg <http://www.myjourneyhampshire.com/> | Marketing Team | Sept 2014 | Nil |  |
| 3.3 | College run subsidised bus service to/from Fareham bus/train station to CEMAST and from Gosport water front to CEMAST with onward travel to BRC and provide shuttle service from Fort Brockhurst bus interchange- throughout the day. | Deputy Principal / Assistant Principal and Estates Manager / Student Finance Co-ordinator | 1 September 2014 | £100,000 per annum (included above) |  |
| 3.4 | Provide shuttle service eg to Fareham Reach and from CEMAST to Rapid Transport System | Estates Manager | September 2014 |  |  |
| **4** | **To increase train use** | | | |  |
| 4.1 | *Provide loan schemes for season tickets for staff via season ticket loans and via monthly grant scheme towards the cost for students.*  Continue to provide access to subsidized train passes for students (up to £250) | HR | November 2014 | Consult with JCNC regarding possible loan scheme for train season tickets for staff. |  |
| 4.2 | Make timetables and route information available ensuring it is kept up to date on our website | Marketing Team | June 2014 | Nil |  |
| **5** | **To increase car sharing** | | | |  |
| 5.1 | Promote Hantscarshare car sharing scheme | ED Human Resource | September 2014. Target – to increase car shares to 30. | Nil |  |
| **6** | **To decrease single occupancy car use and car use overall** | | | |  |
| 6.1 | Promote no car days linked in to national events such as Car Free Day (22 September each year) | ED HR | Annually | From Wellbeing budget |  |
| 6.2 | Publicise and promote sustainable travel through this Travel Plan | DP & ED HR | Termly activity | From Wellbeing budget |  |
| 6.3 | Charge for car parking permits at an annual charge of 0.3% of salary (equivalent to £120 a year for a member of staff earning £40,000)with zoned parking areas for, disabled and general parking.   * Student and staff permits of different colours. * Ticket on windscreens for non-compliance. Daytime only – no permit required for students whose lesson starts after 5.30. * Policing to begin on 1 October 2014. * No charge for student permit or for motorcycles (to be reviewed in light of demand for 14/15). * Students – administered by Student Services – issued from Main Reception at enrolment * Staff – administered by HR as a monthly deduction from salary (part of induction for new staff). Issued en masse to existing staff. * No parking permit for those staff who live within 1 mile of the premises (exemptions for blue badge holders and childcare provision). Appeal process to DP.   (operational details contained within Travel Group minutes) | DP, EDHR, SSM, Estates Manager and HR | September 2014 at CEMAST AND BRC  Target – reduce staff parking by 20 spaces or 10% over all sites | Estimated income £6,500 to be used to fund staff related travel measures above  Consult with JCNC regarding cost. |  |
| **7** | **Motorcycles and mopeds** | | | |  |
| 7.1 | Promote Hampshire Fire and Rescue’s RideSMART and RideSMALL campaigns | Estates Manager | 16/17 September 2014 at CEMAST and BRC |  |  |