

**Kingston
University**
London

Travel Plan

2024 to 2029

Forewords



At Kingston University, we are committed to implementing the United Nations Sustainable Development Goals (UN SDGs) with an aim to leave a lasting positive impact upon our environment, students and staff and local communities. This ambition is reflected in a number of our key strategy documents, including our Town House Strategy and Sustainability Plan.

With more than 18,000 students and 1,900 staff, commuting trips to campus alone contribute nearly 6,000 tonnes of CO₂e (tCO₂e) per year to our carbon footprint. Add to this, the environmental impact of staff business and research travel and student trips to Kingston from an out-of-term address, field trips and travel to placements, and it is clear that travel and transport must be a priority area for us in achieving our net zero carbon targets.

With that in mind, the University has dedicated significant time and resources to developing a new University Travel Plan, aimed at ensuring that travel is undertaken sustainably, supporting accessibility needs and without compromising academic, research, business and educational objectives.

Our Travel Plan has been informed by extensive consultation with students and staff, and includes clear objectives and targets, along with actions we will take to achieve them. Its success will depend on engagement at all levels across the University community; everyone has a part to play, and we will regularly review progress to ensure we stay on track.

I recognise the challenge we face in convincing people to change their travel behaviour. I hope that this Travel Plan shows a demonstrable commitment to supporting our students and staff to make informed decisions about how and when they travel. I am confident we can achieve our aspirations to reduce the impacts of University travel over the next five years, and beyond.



**Caroline Harries,
Chief Operating Officer**

“

The Kingston Student Union (KSU) welcomed the opportunity to take an active role in the development of the University's Travel Plan. In my role as Activities and Development Officer, I have attended the various workshops to provide feedback at each stage of development and ensure the student viewpoint is heard and reflected in the University's priorities for travel and transport.

It is hugely important for the KSU to be involved in developing the Travel Plan because students rely on being able to get to, and between, campuses and Halls of Residence easily and cost-effectively throughout their time at Kingston. Ensuring the Travel Plan effectively enables this is, thus, crucial.

It is clear that the Travel Plan will bring significant benefits, including improved access to campus for our students, an increased range of more reliable and affordable transport options and reduced environmental impacts of travel. This will improve timely attendance at lectures and enhance the travel to campus experience for the entire student community.

KSU will help to deliver the Travel Plan by using its platform to raise awareness of and encouraging sustainable transport options and actively participating in initiatives that support the plan's implementation.

”

**Hamzah Fahim,
Activities and Development Officer,
Kingston Student Union**



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1. Introduction

Travel is essential to the everyday activities of our students and staff, as well as connecting the University with the global academic community. However, it also contributes significantly to our environmental impact. Our Travel Plan is a strategic document that confirms our commitment to encouraging and facilitating more environmentally conscious travel habits by students, staff and visitors to the University.

By developing a new Travel Plan, the University is looking to proactively tackle some of the key challenges we face in meeting our net zero carbon target; it will also ensure we take a strategic, and coordinated, approach to delivering our commitments.

The University Travel Plan covers the whole organisation, including our four campuses, sports facilities, satellite buildings and University-owned and managed student residences. There are currently more than 18,000 students and 1,900 members of staff, with plans to increase the total student population to around 24,000 by 2027/28.

The campus at Penrhyn Road, and the nearby Kingston School of Arts at Knights Park, are within less than a mile of both Kingston and Surbiton town centres and train stations, with excellent public transport connections; car parking at both campuses is limited.

The Kingston Hill and Roehampton Vale campuses are in more suburban locations outside Kingston town centre, where alternative transport options are more limited. At Kingston Hill car parking is plentiful and typically under-used – specifically the multi-storey car park.

We also have a number of smaller sites, including our sports facilities at Tolworth Court and teaching facilities at the Avionics building and River House.

Middle Mill Halls of Residence is located adjacent to our Knights Park campus. Seething Wells Halls of Residence and Chancellors and Walkden Halls (located at Kingston Hill) are located to the southeast and southwest of the main campus, and are managed and operated by KSL, while the Clayhill residences are managed by Grosvenor FM. Residences at 71 and 73-75 Penrhyn Road are managed by KUSCO on behalf of the University.

Inter-campus trips are common; the University funds (under contract) frequent, free-to-use, bus services to minimise the impact of these trips, both in and out of term time. We have worked closely with KUSCO, our facilities management company, who manage our KU bus and car park contracts, in developing this Travel Plan.

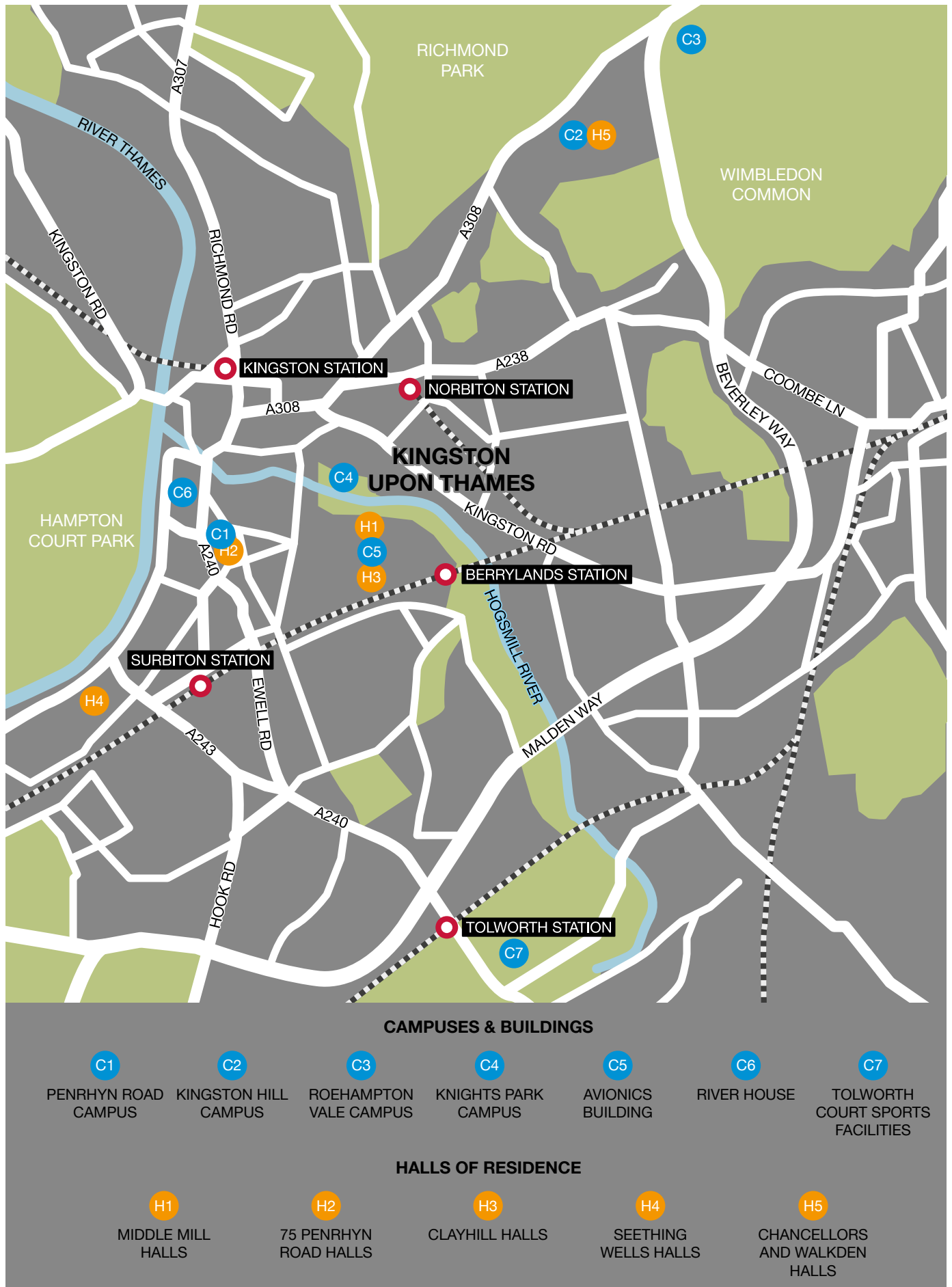


Figure 1.1 – Our Campus Locations

2. Developing the plan

Scope

The Travel Plan focuses on the following areas:



Commuting

Journeys made by students and staff between their (term-time) home and usual place of work or study.

Business and research travel

Trips undertaken by staff on behalf of the University, including conferences, meetings, research, professional development or for teaching.

Student Travel (Non-commuting)

Includes trips to Kingston at the start of an academic year and return trips during term time.

Field Trips and Placements

Includes trips to placements and student research and field trips.

Visitors

Including those attending for meetings / conferences, events and open days, contractors and deliveries.

Procurement

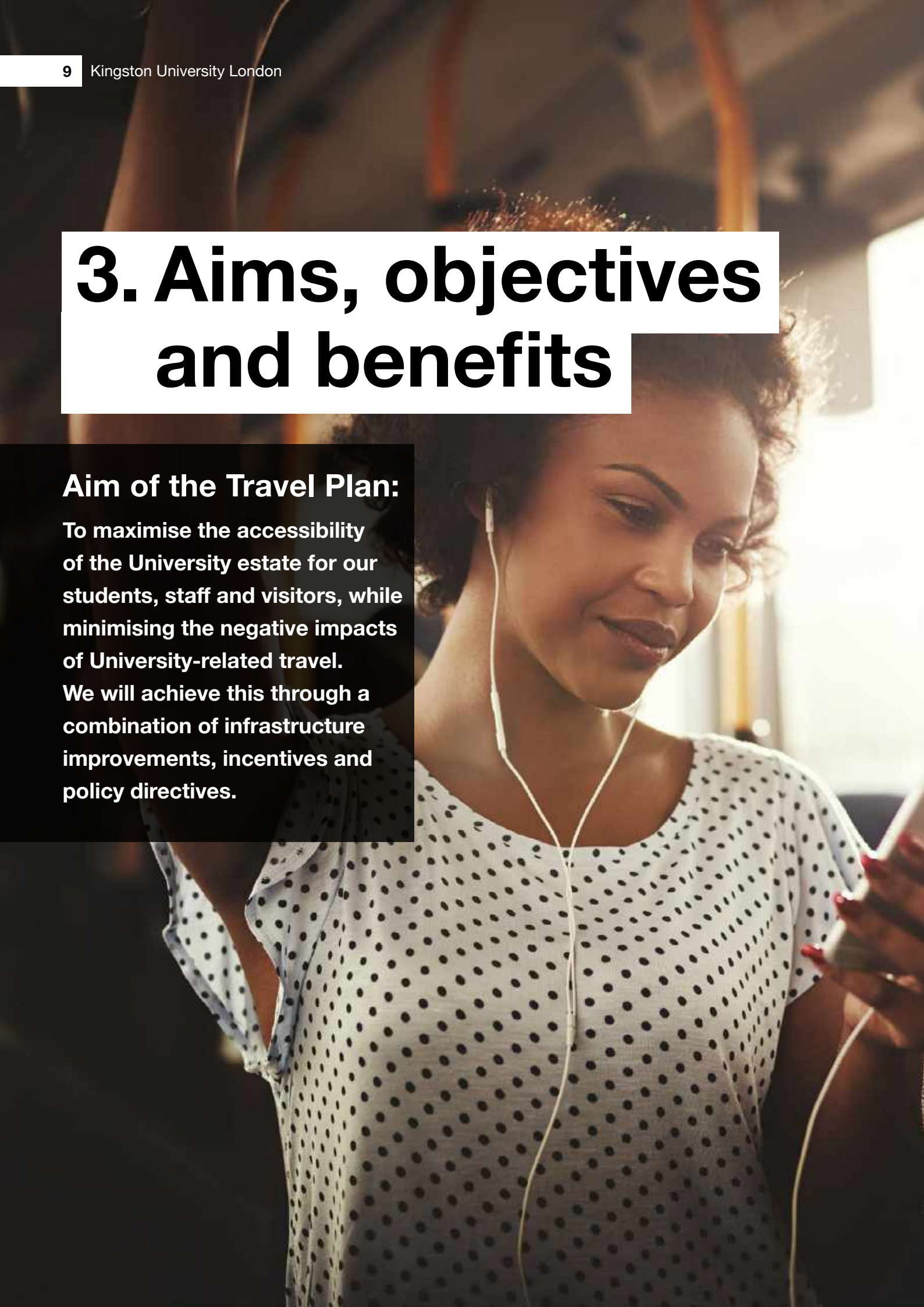
Encouraging procurement of activities and services that contributes positively to the objectives of the Travel Plan.



3. Aims, objectives and benefits

Aim of the Travel Plan:

To maximise the accessibility of the University estate for our students, staff and visitors, while minimising the negative impacts of University-related travel. We will achieve this through a combination of infrastructure improvements, incentives and policy directives.



Objectives:

To support this overarching aim, a series of objectives have been developed, as follows:

1. Minimise avoidable travel, while acknowledging the significant benefits to the University of geographical mobility, and the importance being part of an on-campus community plays in University life.
2. Reduce the proportion of commuting trips as a lone car driver, particularly amongst staff.
3. Enhance our campus environments, to encourage walking and cycling.
4. Promote sustainable car use (car sharing, electric vehicles) for those without feasible alternatives to car travel.
5. Pursue actions that minimise the environmental, social and economic impact of University business and research travel.
6. Reduce the environmental, social and economic impact of student trips to an out-of-term address, for field trips and for placements.
7. Encourage procurement activities that support the aim of the Travel Plan.

Benefits:

Influencing how our students, staff and visitors travel can bring about significant benefits:

- **Environment:** reducing vehicle trips and frequency of travel, will help the University to meet its target to achieve net zero carbon emissions by 2050 (scope 3). It will also reduce air pollution from travel.
- **Accessibility:** enhancing sustainable travel infrastructure and services ensures that our students and staff can access their place of work or study as easily as possible, without needing to own / use a car and considering those with accessibility needs.
- **Economic:** ensuring students and staff are informed of the most cost-effective journey options can help alleviate cost-of-living pressures.
- **Health and well-being:** increasing active travel can bring about physical and mental health benefits, in turn reducing absenteeism and student and staff turnover (and associated costs).
- **Estates and Operations:** supporting more sustainable transport habits can reduce demand for car parking and support campus development.
- **Social:** confirming how we will minimise our impacts relating to congestion, parking, and associated noise and air pollution on the local community.



UA

BUS STOP

**Kingston University
County Hall**

towards Hook,
Thames Ditton or Tolworth

71	<small>Quality Bus</small> 281	406
418	514 Monday-Saturday	515 Monday-Saturday
671 School Journeys	K2	K3
Night Bus N65		

4. Wider context

The national picture

Transport is responsible for more than a quarter of the UK's total greenhouse gas emissions. While other sectors (such as energy consumption) have made significant progress in reducing their environmental impacts, UK transport emissions have seen little change since 1990. In 2022, emissions from transport increased by an estimated 3.8% year-on-year to 112.5 million tonnes of CO₂ (MtCO₂e), continuing to 'bounce-back' following the record reductions bought about by the COVID-19 pandemic lockdowns. Without intervention, there is every chance we will see a return to pre-pandemic levels in the near future.

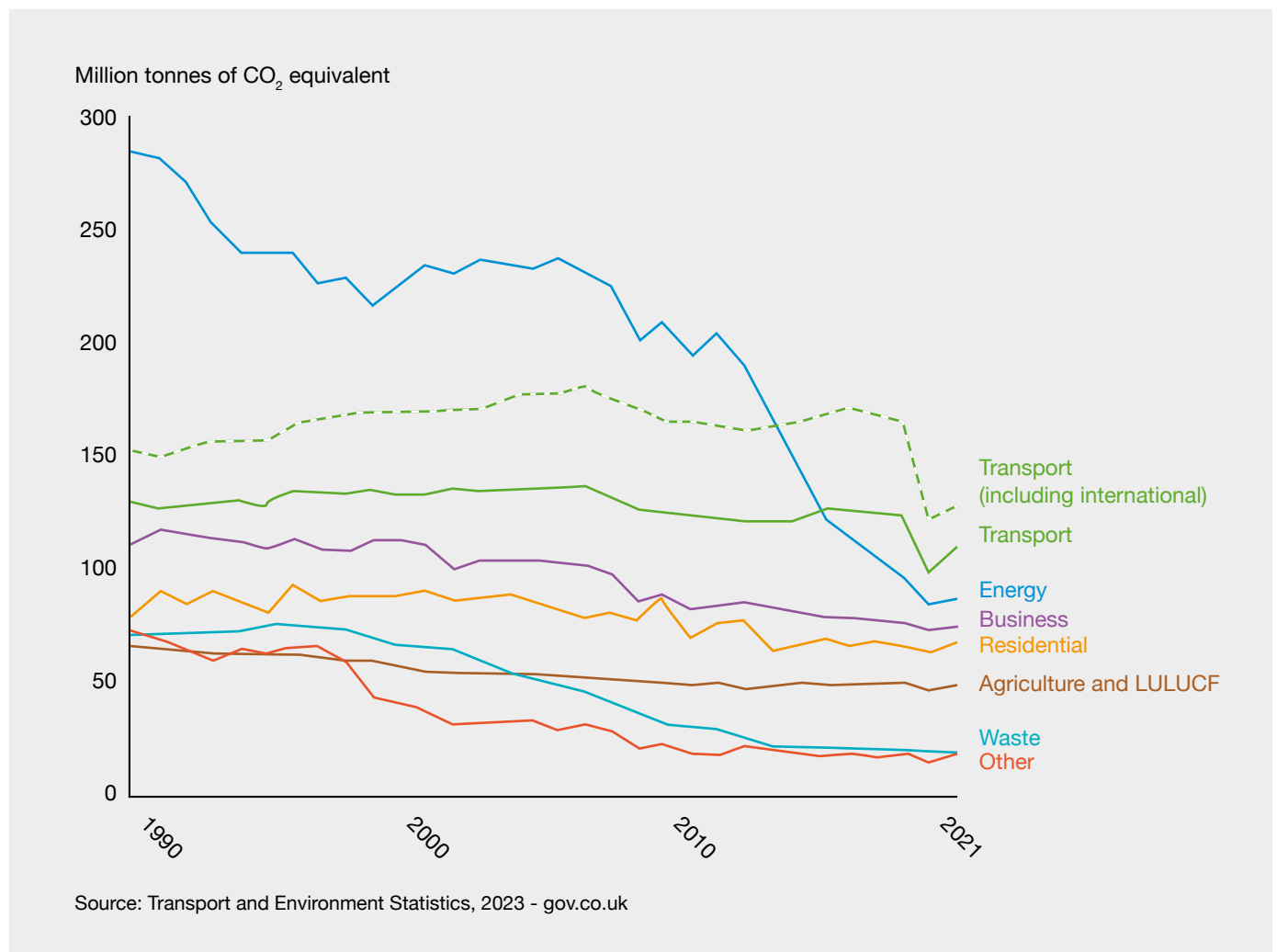


Figure 4.1 - Latest Available Data on Emissions, by Sector



Royal Borough of Kingston upon Thames

In June 2019, Kingston Council declared a Climate Emergency, with a commitment to deliver carbon neutrality in council operations by 2038. In developing its 'Climate Action Plan' the Council recognised the role that transport has to play under the theme 'How We Travel', with target areas including:

1. Service offer and Infrastructure.
2. Reduce emissions and pollution from vehicles.
3. Sustainable travel.
4. Partnerships and community.

Many of the actions being pursued by the Royal Borough of Kingston upon Thames (RBK) under this theme are complementary to the University's own commitments, being formalised through our Travel Plan.

Town House Strategy

The University's Town House Strategy confirms our commitment to 'a sustainable future, socially, economically and environmentally', with values that support this. We will reflect these values in how we approach our Travel Plan:

Inclusive

We will enhance campus accessibility for all.

Innovative

We will embrace technological advancement to reduce our environmental, social and economic impacts from transport.

Ambitious

We will set ambitious travel targets and actions to achieve reductions in scope 3 emissions from transport.

Enterprising

We will review and refine the Travel Plan, in response to opportunities to improve the measures we will deliver.

Kingston University Sustainability Plan

The University is an institutional signatory of the United Nations Sustainable Development Goals (SDGs) as a way of demonstrating our contribution to sustainability.

In aiming to achieve net zero carbon emissions by 2038/39 (scope 1 and 2) and by 2050 (scope 3), we are actively looking to embed sustainability into our estates and operations, human resources and organisational development process and practice, and this extends to travel and transport. Our Travel Plan will therefore play a pivotal role in achieving our overarching sustainability objectives and requires ownership from across the University.



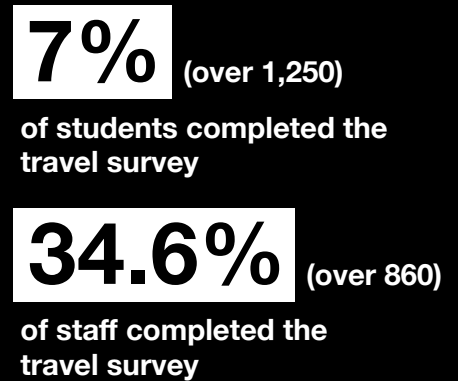
5. Travel patterns

This section considers the latest available data on University-related travel, drawing information from a student and staff travel survey (November 2023). Reference is also made to data captured by the University on business and research travel and field trip bookings.

2023 Travel Survey

Responses were received from 7% of students and 34.6% of staff, giving a statistically reliable response rate. A detailed report on the findings can be found at Appendix 3. Students and staff were asked a series of questions about their commuting habits.

Headline figures are presented below.



Staff Commuting

Figure 5.1 illustrates the frequency with which staff respondents indicated that they travel to campus.

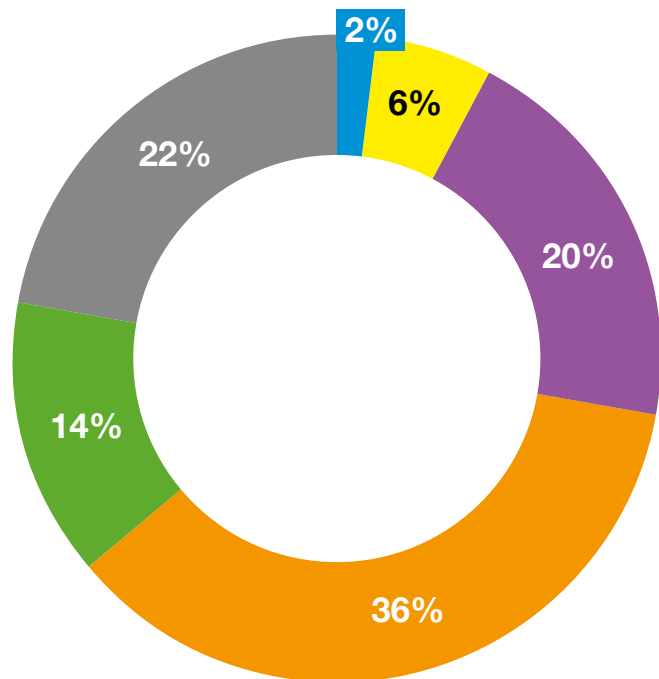
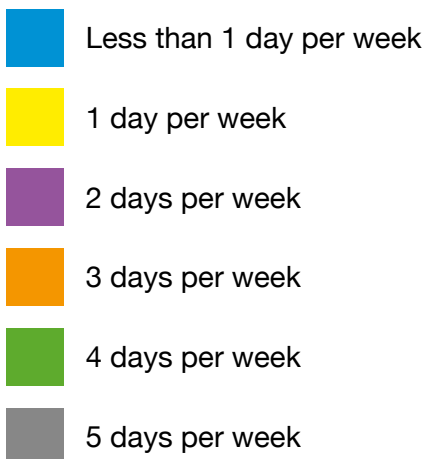


Figure 5.1 – Staff Frequency of Commuting to Campus

Figure 5.2 confirms the reasons staff respondents to the survey indicated that they travel to campus. Staff could select up to three reasons; the most popular reason was “My role requires me to”.

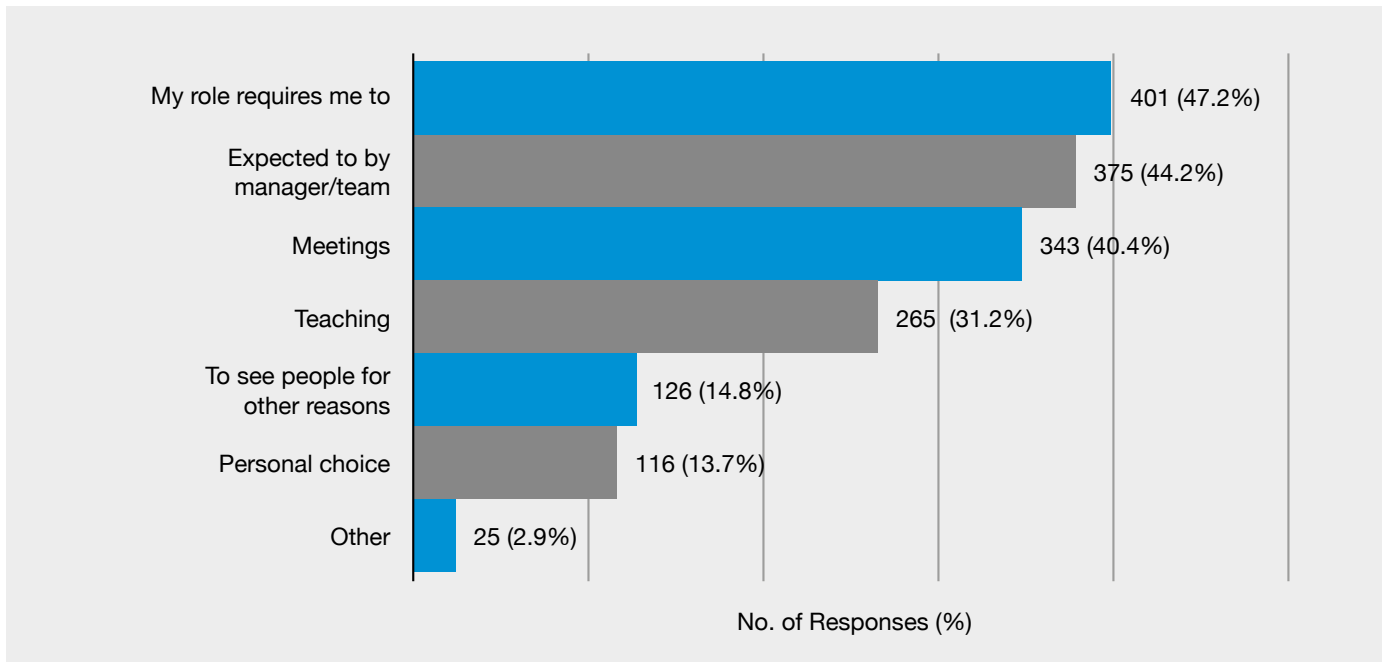


Figure 5.2 – Reasons Staff Travel to Campus



Figure 5.3 confirms the usual mode of travel to campus amongst staff respondents.

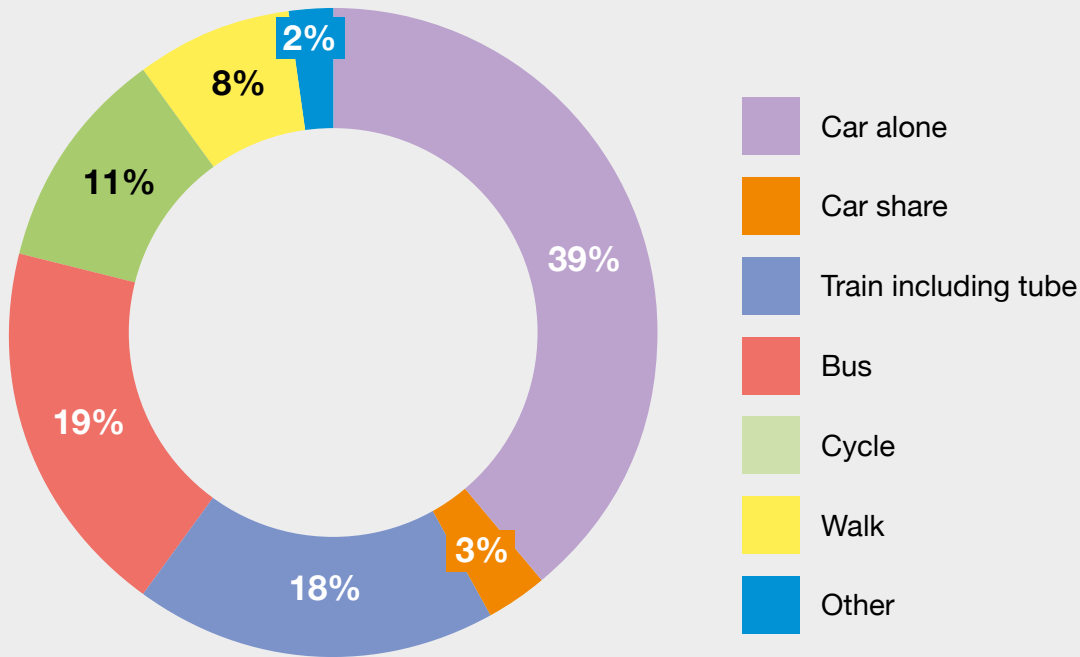


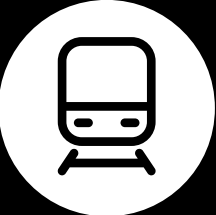


Figure 5.3 – Usual Mode of Travel to Campus (Staff)




39%
of staff commute by
car alone





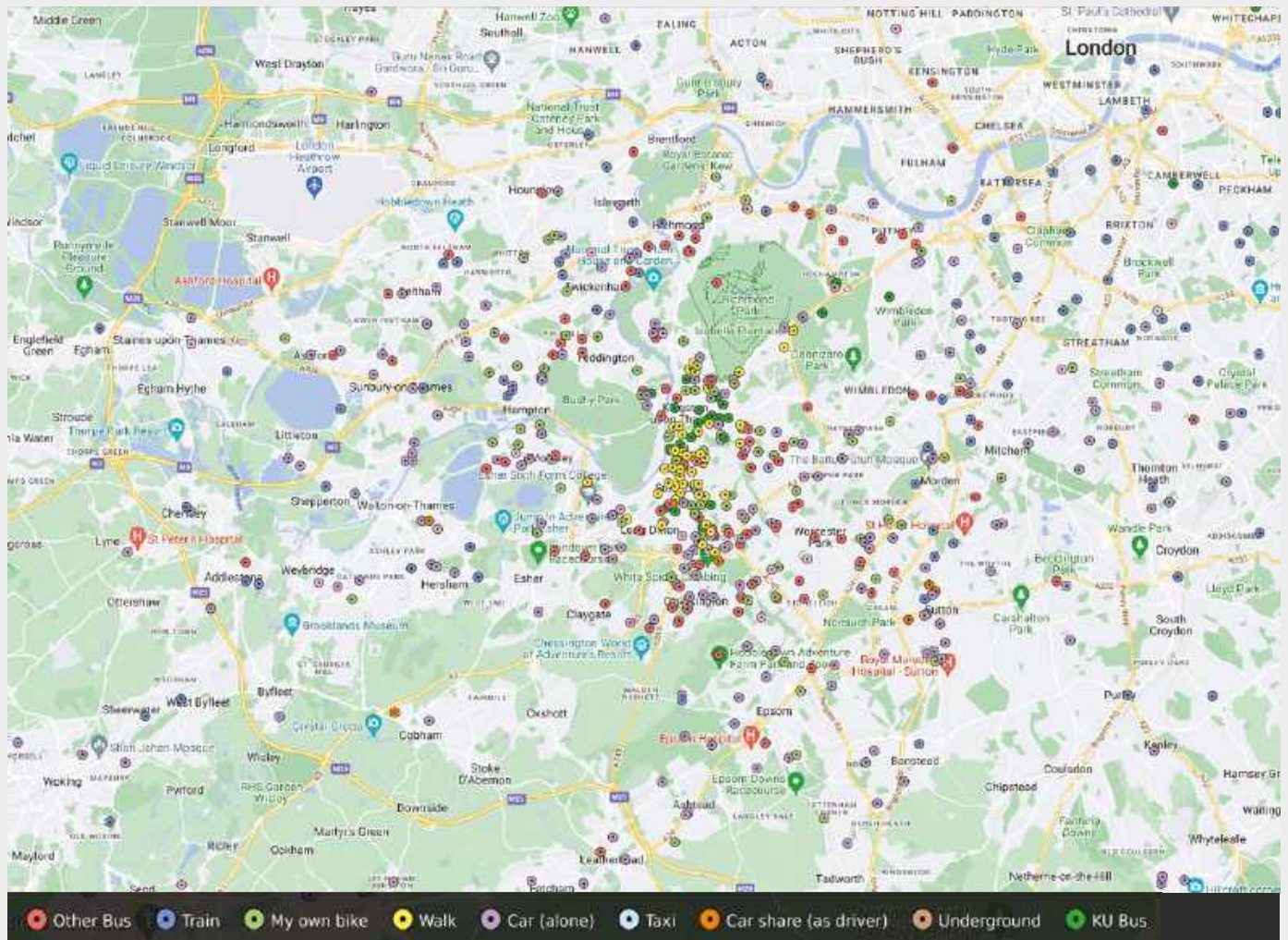
37%
of staff commute by
bus or train

Staff are most likely to drive alone to **Roehampton Vale**.



Knights Park has the highest levels of commuting by public transport, walking and cycling.

Data from the travel survey has been plotted to illustrate the main commuting mode used by staff, relative to their home postcode (Figure 5.4).



**Figure 5.4 – Staff Travel Survey Respondents:
Main Commuting Mode by Home Location**

Based on the 2023 travel survey results, extrapolated to the full staff population, in total, staff commuting to the University Byles accounts for 10,314,420km/annum by motorised transport, of which 72% is by single occupant vehicles.

**Staff commuting generates approximately
1,145 tCO₂e; equivalent to an average of
0.6 tCO₂e/member of staff per annum.**

Student commuting

Figure 5.5 illustrates the frequency of travel to campus amongst student respondents to the travel survey. Students typically travel to campus more frequently than staff, with Undergraduates doing so more than any other group.

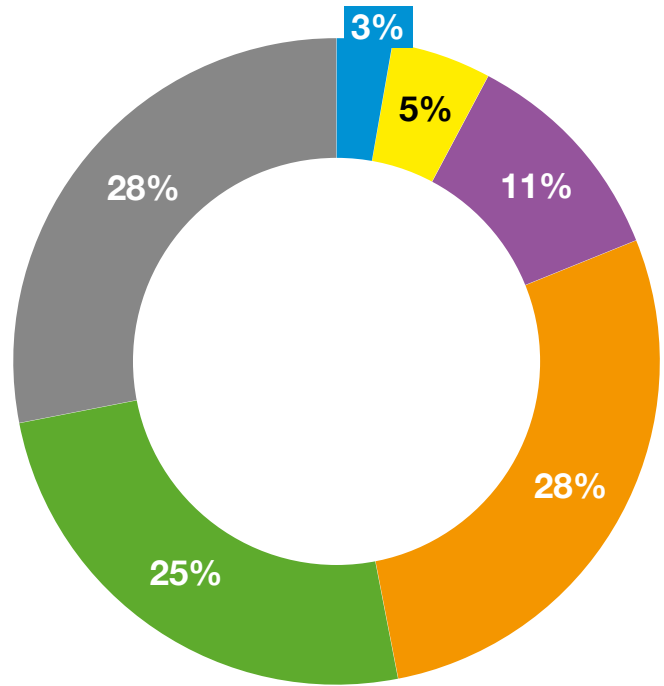
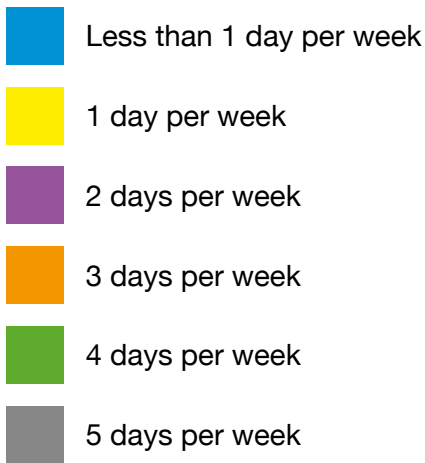


Figure 5.5 – Students Frequency of Commuting to Campus



Main commuting mode by campus: students

7.6% of all students commute by car alone; Kingston Hill has the highest mode share of students driving to campus alone, at 12.7%.

Public transport is the most popular commuting mode at Roehampton Vale, while Knights Park has the highest levels of walking and cycling (Figure 5.6).

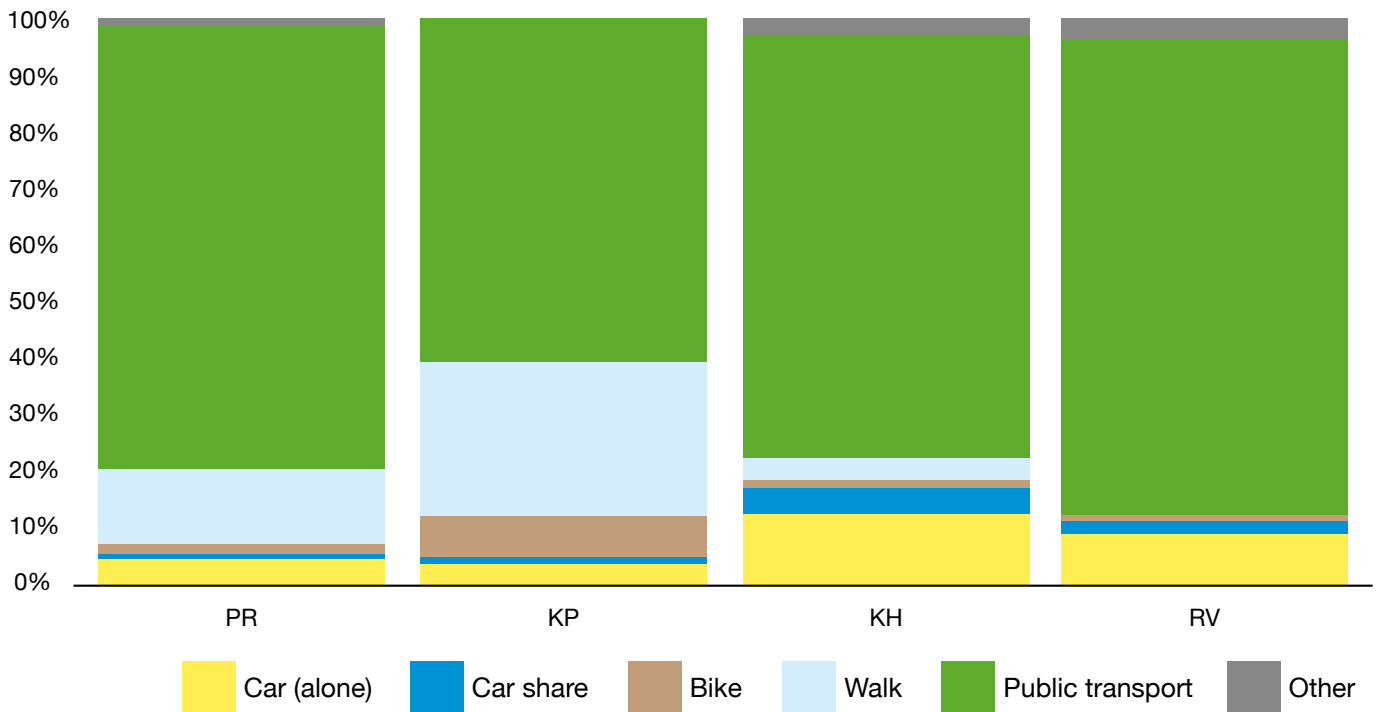


Figure 5.6 – Students Commuting Mode, by Location

Students that drive to campus were able to give up to three reasons why they do so; the most popular answer was the length of their commuting journey, which makes other options unviable or overly time consuming (**Figure 5.7**).

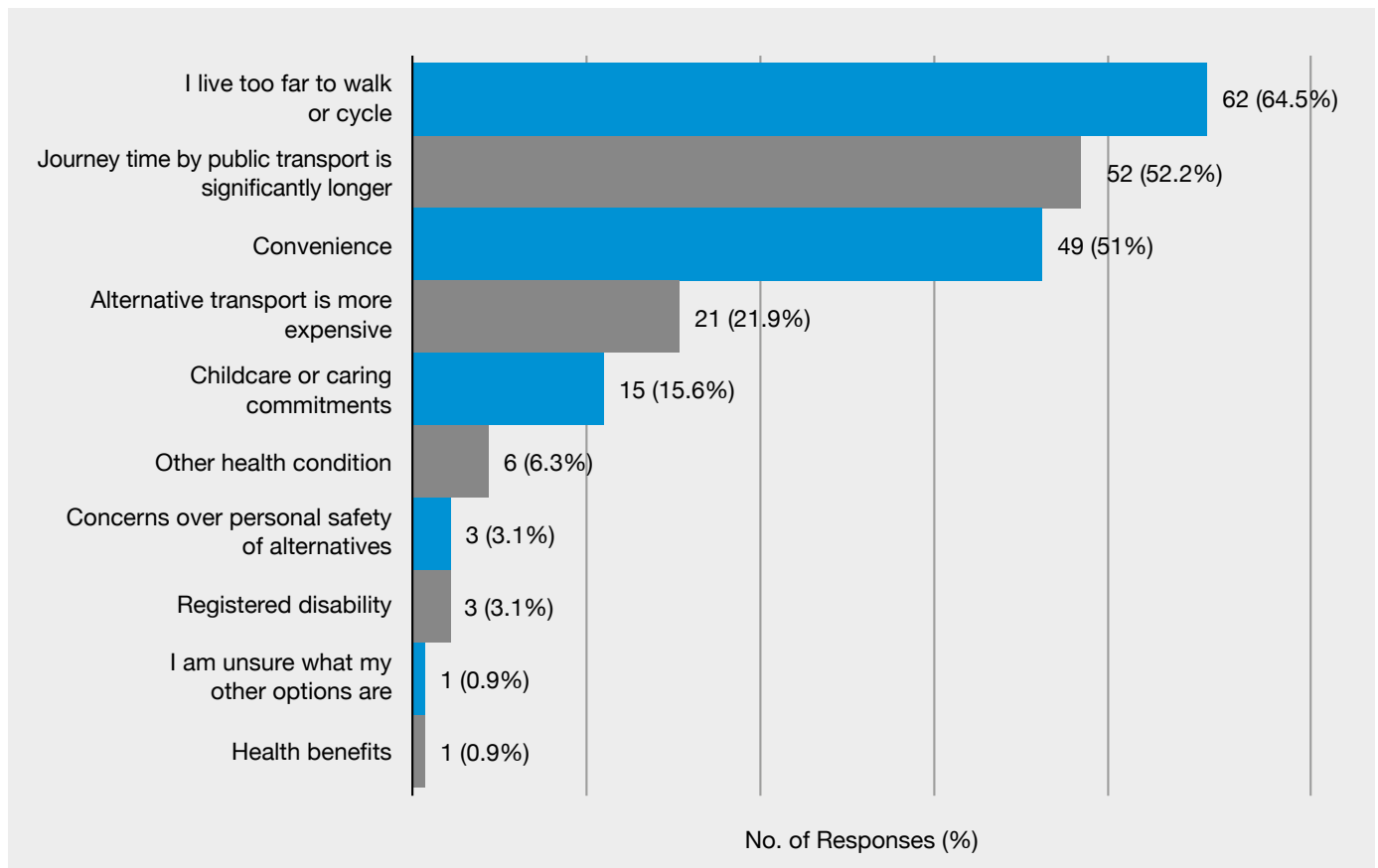
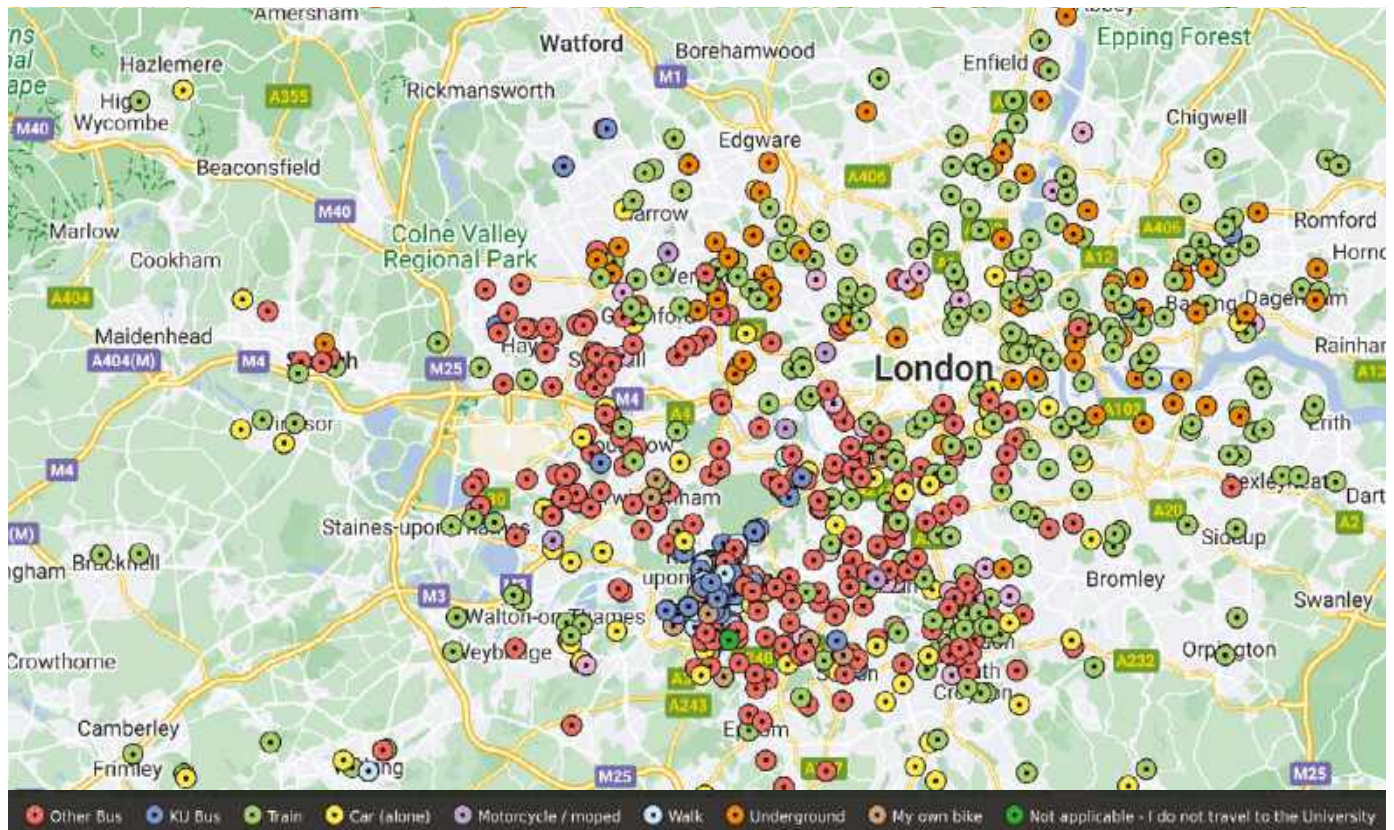


Figure 5.7 – Reasons for Commuting by Car (Students)

Most students that drive to campus do so due to the length of their commute.

Data from the travel survey has again been plotted to illustrate the main commuting mode used by students, relative to their term time postcode (Figure 5.8).



**Figure 5.8 – Student Travel Survey Respondents:
Main Commuting Mode by Home Location**

In total, student commuting to campus accounts for 76,163,333 kilometres a year by motorised transport; over 8.5 million kilometres are by car alone (based on the November 2023 survey results extrapolated to the full student population).

Student commuting trips generate approximately 4,657 tonnes of CO₂e in total, equivalent to around 0.26 tCO₂e/student (on average) per annum, less than half that of a typical staff member.



Trips between campuses

The survey results suggest that most students travel between campuses infrequently or never. However, around a quarter make inter-campus trips once a week or more (Figure 5.9).

KUSCO staff (reflecting the nature of their roles) travel between campuses most frequently, with 34% doing so at least once a week; this compares with 18% of professional services staff and 11% of academic staff.

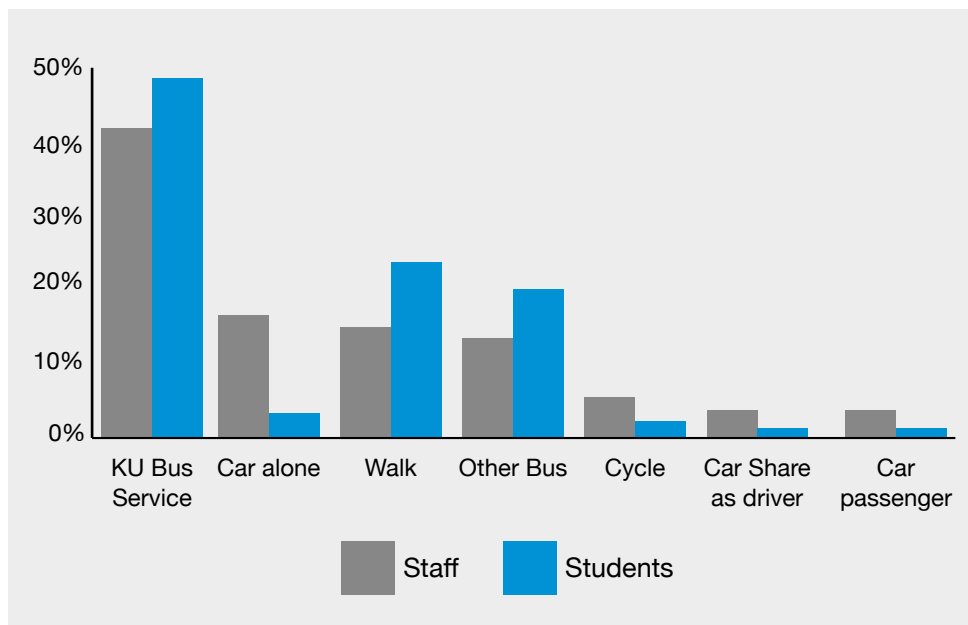


Figure 5.9 – Mode of Travel Between Campuses – Staff and Students



Students and staff are most likely to make inter-campus trips by KU bus; however,

17%

inter-campus trips are made by car alone amongst staff.

As compared with

3%

inter-campus trips are made by car alone amongst students.

Business and research travel

65.4%

of academic staff travel for University business.

28.5%

of professional services staff travel for business.

Based on the travel survey results (Figure 5.10).

Within Greater London and the wider UK, public transport is the most commonly used mode of business and research travel. Outside the UK and within Europe, plane accounts for around two-thirds of trips, increasing to over 90% outside Europe.



	Within Greater London	Outside London, within UK	Outside UK, within Europe	Outside Europe
Plane	0.0%	6.6%	66.5%	91.2%
Eurostar/Train	0.0%	0.3%	25.0%	7.2%
Car	16.4%	25.7%	2.0%	0.0%
Public Transport (inc. KU bus)	71.1%	61.7%	0.0%	0.0%
Active Travel	8.0%	0.5%	0.0%	0.0%
Other	4.5%	5.2%	6.5%	1.6%

Figure 5.10 – Mode of Business and Research Travel by Destination - Staff

Data has been provided from the University on the total CO₂e generated from business and research travel, including expensed trips and those booked centrally, via Key Travel; a summary of data for the latest full academic year (2022/23) is provided below.



Air:
409.6 tCO₂e



Leased buses:
196.6 tCO₂e



Personal vehicles:
10.6 tCO₂e



Rail:
5.5 tCO₂e



Taxi:
2.9 tCO₂e



Leased vehicles:
1.4 tCO₂e



Public buses:
0.3 tCO₂e



Ferry:
0.004 tCO₂e

Total: 626.9 tCO₂e

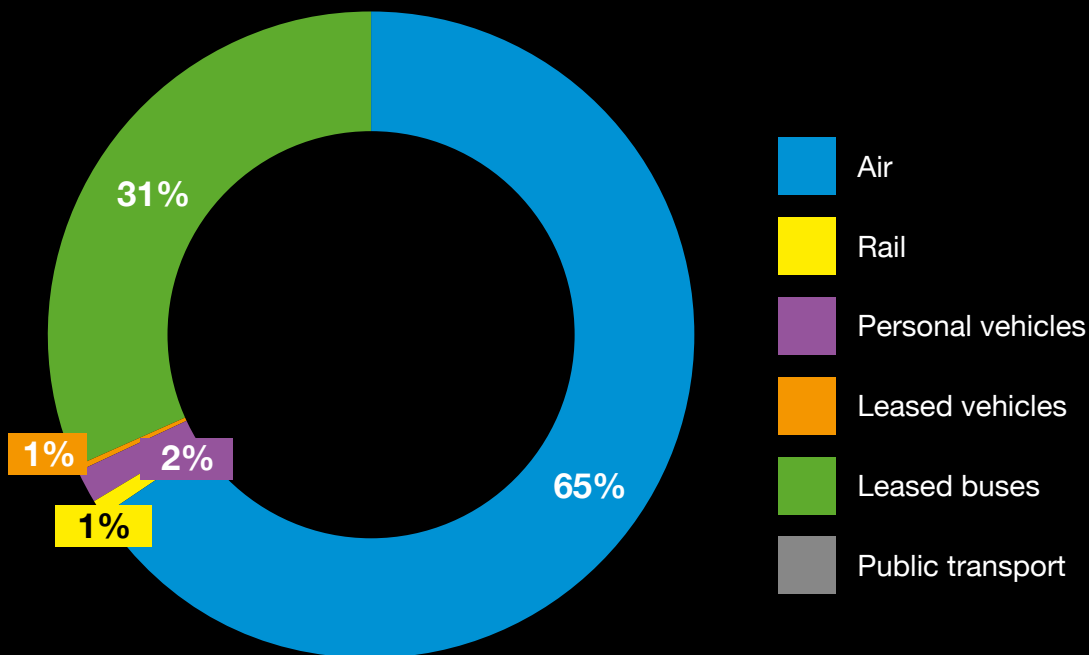


Figure 5.11 – Percentage of CO₂e from Business and research travel by Mode

Amongst staff that responded to the travel survey and suggested they travel for business, cost is typically given priority over environmental impact when choosing how to travel.

Feedback from staff on what the University might do to reduce the impacts of business and research travel (Figure 5.12) suggested that allowances or benefits from choosing more sustainable modes and encouraging increased use of online meeting platforms were most popular (respondents were able to give up to three answers). There was less support for offsetting, carbon budgeting and travel restrictions.

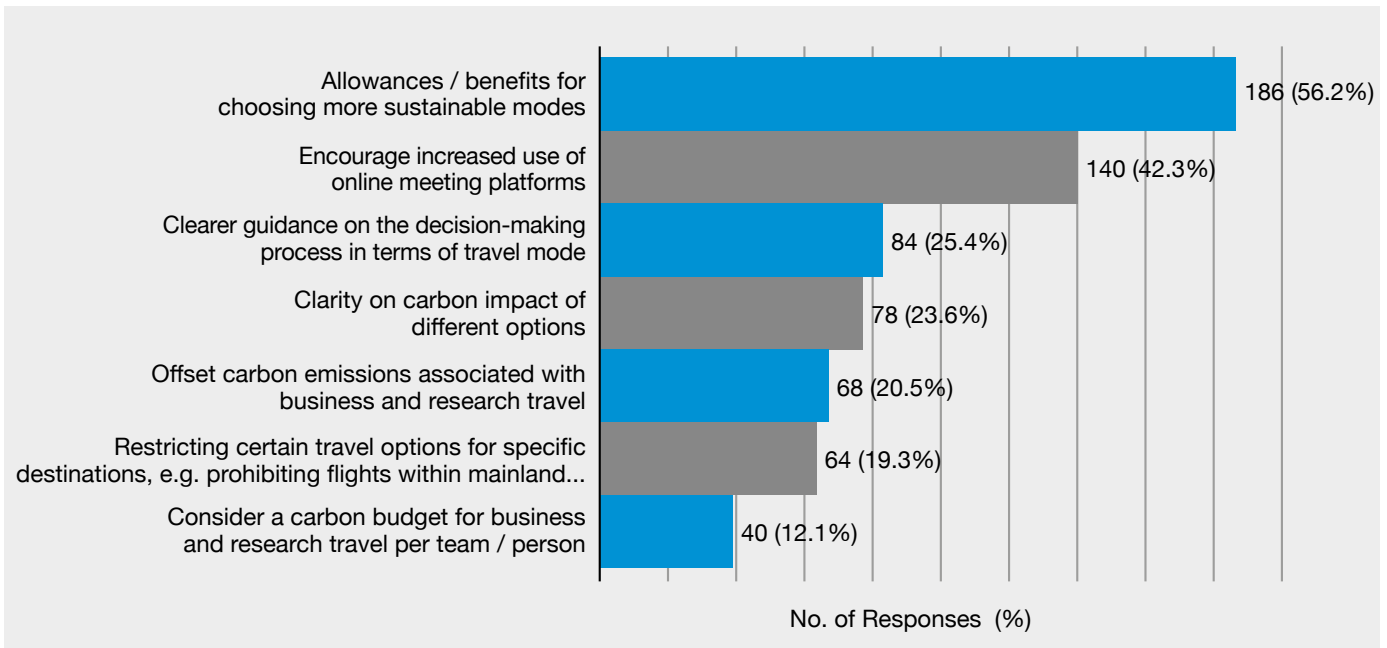


Figure 5.12 – How should the University Reduce its Environmental Impacts from Business and research travel?

Other trips by students

The survey not only captured student commuting trips, but also trips to / from an out of term address, whether at the start of the academic year, or during it.

Twenty-six percent of students suggested they have a different out-of-term address; the most popular mode choice for trips to an out-of-term address was public transport, which accounted for 34.7% of respondents, followed by car share as a passenger (25.1%), plane (23.2%) car alone (12.4%) and other (4.6%).

Considering how this relates to geographical location, unsurprisingly, the majority of trips from outside the UK are by plane, though there are a small number of students from mainland Europe who travel by rail. Within the UK, there are a number of students who travel by plane from Scotland and Northern Ireland. There are also a significant number who travel to / from their out-of-term address by car, some from reasonably locally.



Public transport accounts for

34.7%

of trips to an out-of-term address.



Plane accounts for

23.2%

of trips to an out-of-term address.



Car share as passenger accounts for

25.1%

of trips to an out-of-term address.



Car alone accounts for

12.4%

of trips to an out-of-term address.

*4.6 suggested "other".

Placements

The 2023 travel survey captured some basic data on travel to placements; 38% of student respondents indicated that they had undertaken or would undertake one or more placements as part of their course. Travel to placements contributes to our Scope 3 emissions and, therefore, influencing how these trips are made can contribute positively to our net zero carbon targets.

Trips to placements are most likely to be undertaken by public transport (**Figure 5.13**).

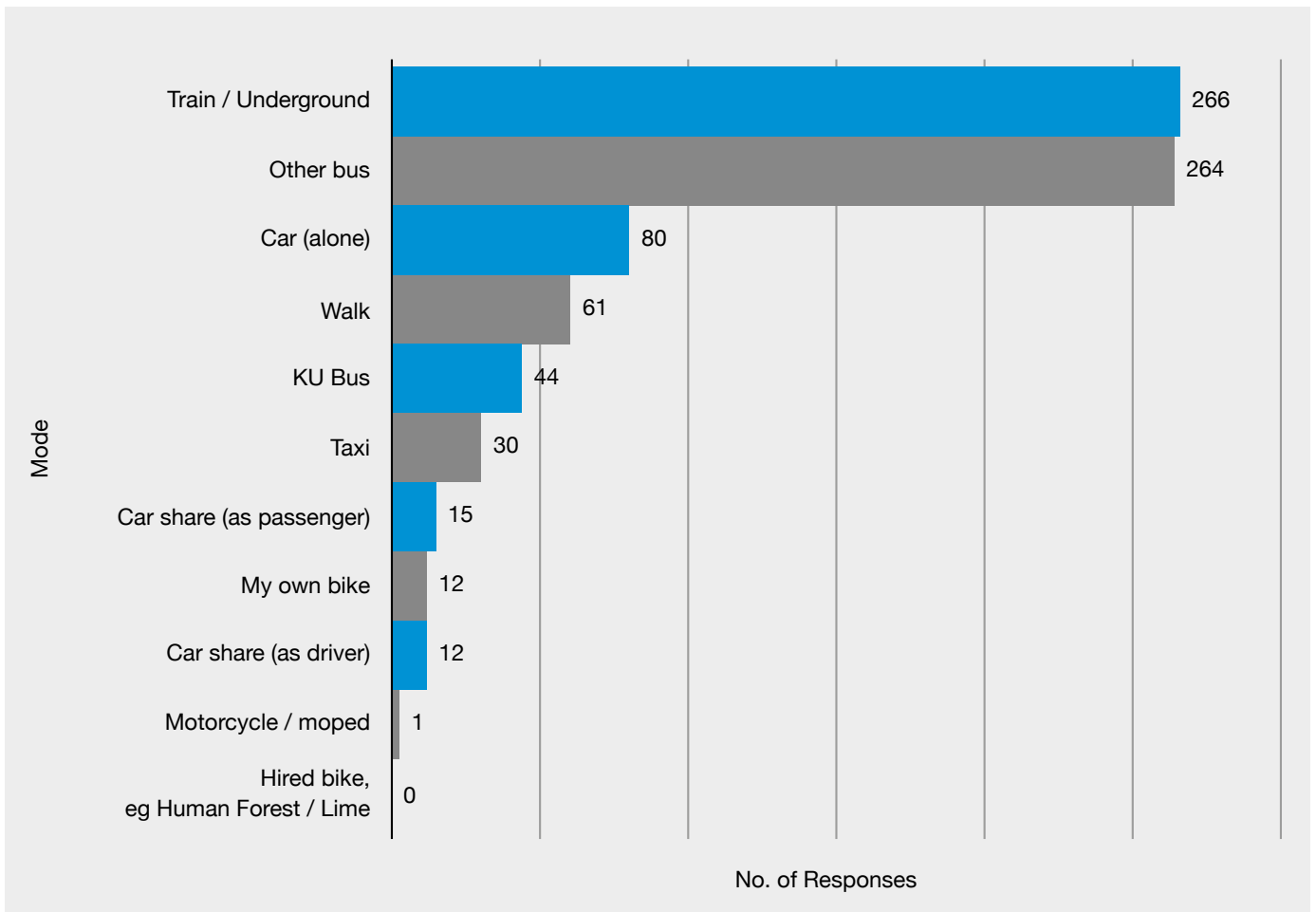
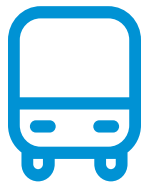


Figure 5.13 - Modes Used by Students Travelling to Placements

Field trips

All University field trips are booked through a third party provider. During the 2022/23 academic year, 15 field trips took place, attended by a total of 397 students and staff, generating just over 75 tCO₂e.



4 tCO₂e
from coaches



70 tCO₂e
from flights



1 tCO₂e
from rail

The University's current provider offsets 1 tCO₂e per field trip, reducing overall emissions from this area to 60 tCO₂e.



6. Targets

Targets

A key outcome of the COVID-19 pandemic has been a reduction in the number of commuting trips people typically make, with more emphasis on flexible/agile working, and thus there has been a sector-wide move away from setting targets solely focused on encouraging people to swap travelling by car for more sustainable modes, towards targets for a reduction in CO₂e.

This section sets out the targets the University is committed to achieving over the next five years, with the overarching Travel Plan target linked to reductions in tCO₂e from commuting, business

and research travel and field trips (with a target for other trips by students to be set once a suitable baseline has been established, given the lack of accurate data the University currently holds on student travel to/from an out of term address and on placement trips).

The current (baseline) position has been established with reference to student and staff travel survey data, business and research travel bookings and expense claims, as well as data captured for field trip bookings. It reflects the latest available data for a full academic year, in each case.

The targets will be achieved through a combination of modal shift towards more sustainable travel options, continued support for agile working, capital investment and technological advances, such as increases in EV ownership, and a reduction in public transport emissions through a move towards fleet electrification.

Commuting targets

Achieving the targets would see carbon from commuting reduced by 12% over the 5-year period of the Travel Plan, equivalent to a saving of 750 tCO₂e, p/a compared to the 2023/24 baseline, if staff and student numbers were to remain as is.

The targets have been arrived at based on:

- Continued promotion of the University's approach to agile working, encouraging those in roles that can be delivered from home to do so up to twice a week. This is estimated to generate a saving of c.20 tCO₂e p/a from staff commuting, based on the travel survey results.
- The intentions of staff and student car drivers to switch from a petrol or diesel car to a hybrid or electric vehicles within the timescales of the Travel Plan. This is estimated to generate a saving of c.100 tCO₂e p/a (88 from staff and 12 from students).
- Modal shift amongst staff and student car drivers to more sustainable modes, and amongst bus users to active modes. This is estimated to generate c.630 tCO₂e/pa (140 from staff and 490 from students).

	No. of people	2023/24 Baseline	2023/24 per person	2028/29 Target	Target 2028/29 per person
Staff	1,900	1,145 tCO ₂ e	0.603 tCO ₂ e	905 tCO ₂ e	0.477 tCO ₂ e
Students	18,101	4,657 tCO ₂ e	0.257 tCO ₂ e	4,147 tCO ₂ e	0.229 tCO ₂ e
Total	20,001	5,802 tCO₂e	-	5,052 tCO₂e	-

Figure 6.1 - Commuting Targets (tCO₂e / annum)

The University has aspirations to grow, with the aim of increasing student numbers by 8,000 by academic year 2027/28. As such, a per head carbon target has been calculated.



Business and research travel targets

The targets for business and research travel recognise that some trips are unavoidable; indeed, they can bring significant benefit to the University. That said, the results of the travel survey indicate an appetite to reduce the environmental impacts of business and research travel, with the three most popular options being: by rewarding more sustainable travel behaviours, by reducing the number of trips made (through increased use of online meeting methods) or by introducing a clearer decision-making process.

There will also be a natural reduction in CO₂e per (average) mile travelled for business, as a result of ‘cleaner’ technology, for both grey fleet and other vehicles, as technology improves over time. Indeed, a comparison of DEFRA factors suggests a downwards trend over past 5 years, with an average reduction in the conversion factor value across main modes of 8.5 percentage points.

Given the result of the survey, it is not unreasonable to expect a further reduction as a result of a reduction in overall travel frequency, however, this is reliant on the University incentivising this and challenging the cultural norms around the need to travel for business.

	2022/23 Baseline	Equivalent per staff member	2028/29 Target	Equivalent per staff member*
Total	626.9 tCO ₂ e	0.33 tCO ₂ e	532.9 tCO ₂ e	0.28 tCO ₂ e

* based on 2023/24 headcount.

Figure 6.2 - Business and research travel Targets (tCO₂e / annum)



Field trip targets

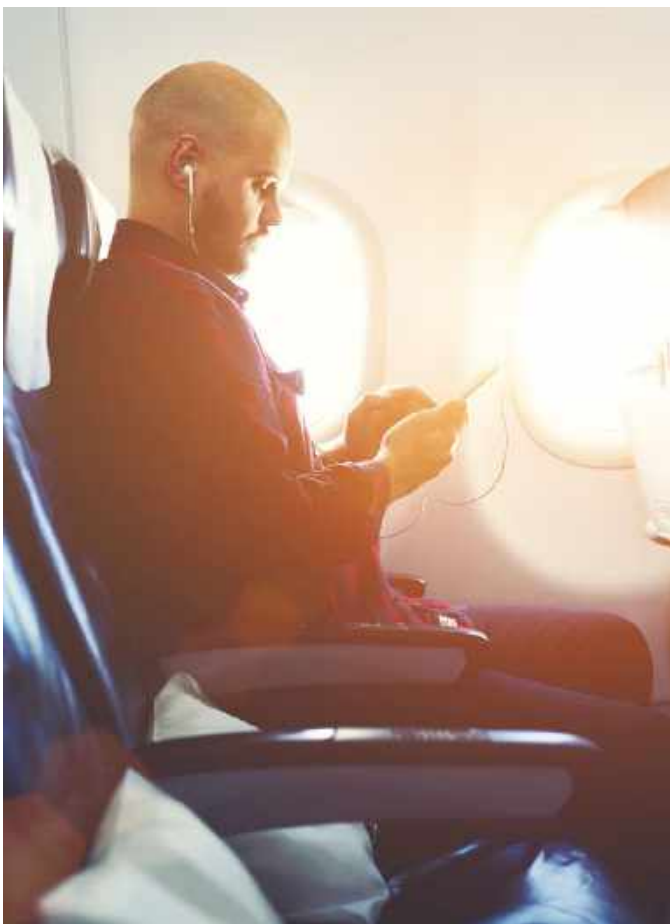
Field trips are a vital part of the student experience; they contributed c.60t/CO₂e to our carbon footprint in 2022/23, less than a tenth of emissions from staff business and research travel, and 1/100th of emissions from staff and student commuting trips. That said there may still be opportunities to reduce the impact of field trips, particularly as all field trips in 2022/23 involving flights were to Ireland or mainland Europe.

It is not considered appropriate to set absolute targets for field trips as the nature of these is that the number of trips, attendees, destinations and travel opportunities change on an annual basis. Rather then, the intention is to ensure that when booking field trips, those responsible are encouraged to consider how they may be able to minimise the transport-related environmental impact of each trip.

Targets for other trips

While the 2023 travel survey gathered some useful feedback on the frequency / mode of student trips to a non-term time address (including at the start / end of term), the complex nature of them means accurate reporting of CO₂e from the survey results is not possible. Furthermore, the University's current data capture at the point of enrolment is limited. It is therefore recommended that in future years, the University adopts the methodology developed by EAUC to accurately assess the impact of these trips.

Similarly, the University does not currently hold robust information on trips to placements; however, it is the intention to baseline this during the current Travel Plan period (2024-2029).



Approach to offsetting

As discussed, the University has a target to achieve net zero from Scope 3 emissions by 2050, however, there are clear challenges around reconciling this with ambitions for student growth (and particularly internationalisation objectives). In reality, a certain amount of travel is necessary to the continued success of the University.

As such, there will be a need to off-set a proportion of our emissions to achieve our net zero carbon target. Off-setting should not be seen as a means to 'write off' our carbon emissions, however.

'Offsetting should only be used in parallel with executing all practicable measures to reduce emissions, supplementing rather than replacing genuine reductions of an institution's own emissions.'

EAUC, COP26 Universities Network Briefing, January 2021.

As a University we are committed to identifying a single, credible off-setting programme as a means to off-set only unavoidable emissions from transport. This includes working with procurement to ensure our travel booking providers help us to achieve this.



7. Travel plan actions

We are committed to carrying out the following actions in pursuit of our CO₂e reduction targets and the broader aim and objectives of the Travel Plan, University Sustainability Plan and Town House Strategy. Under each theme, we have identified a number of strategic priorities, alongside supporting actions (where relevant). This section provides a summary; the full action plan is included at Appendix 4.

We will regularly review our progress in delivering these commitments, with the Travel Plan Working Group being the mechanism by which we hold ourselves accountable.

Action plan: summary

Our strategic priorities are those actions that are the critical first steps in achieving the aims, objectives and targets of the Travel Plan. Supporting actions are required to maximise the benefits of delivering the strategic priorities, over next five years. Actions have been categorised as short-term (within 1 year), medium-term (within 3 years) and longer-term (within 5 years).

Theme 1: Awareness and promotion

Strategic Priorities	Action Owner	Timescale
Improve on-campus wayfinding signage and maps (including online) to highlight key routes and facilities. Undertake GAP analysis to inform this.	Estates and Sustainability	Update mapping in the short-term (within 1 year). Develop wayfinding strategy in the medium-term (within 3 years). Implement in the medium-term.

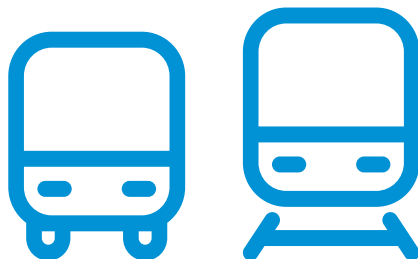
Supporting Actions	Action Owner	Timescale
Develop a series of Travel Information Guides for each campus / Halls to be distributed to incoming students and staff.	Communications and Directorate of Student Services	During the short-term.
Review travel information on the University's website and intranet, to ensure it is readily accessible and easy to understand.	Communications and Engagement Task and Finish Group	During the short-term.
Devise an annual programme of travel and transport events and promotions – tied into sustainability, health and wellbeing, cost of living.	Travel Plan Task and Finish Group	From the short-term.
Procure sustainable travel reward software as a means to incentivise active travel, particularly.	HR / Procurement	During the medium-term.

Theme 2: Walking, wheeling and cycling



Strategic Priorities	Action Owner	Timescale
Provide secure and sheltered cycle parking on every campus and agree a minimum standard.	Estates and Sustainability + KUSCO (security)	Undertake feasibility assessment during the short-term. Phased implementation from the medium-term.
Improve shower and changing facilities across the University Estate. Showers should be high quality, accessible and be complemented by drying and locker facilities.	Estates and Sustainability/ KUSCO	Undertake feasibility assessment during the short-term. Phased implementation from the medium-term.

Supporting Actions	Action Owner	Timescale
Run regular free Dr. Bike safety check sessions across main campuses and Halls. Combine with security bike marking eBike events and bike maintenance courses.	Estates and Sustainability	Ongoing from AY 23/24.
Facilitate second-hand bike sales on campus and at Halls; work with a local company to recycle abandoned bikes.	Directorate of Student Services/ KUSCO	Liaise with local cycle shops/ schemes during the short-term. Implement from the medium-term.
Run an annual campaign to encourage cycling between Halls of Residence and study location.	Travel Plan Task & Finish Group	From the medium-term
Work with Forest / Lime Bikes to offer preferential rates for students and staff.	Estates and Sustainability.	From the short-term
Provide anchor points for motorcyclists at all campus locations and Halls of Residence under the control of the University and agree a minimum standard.	Estates and Sustainability/ KUSCO	From the medium-term



Theme 3: Bus and train

Strategic Priorities	Action Owner	Timescale
Undertake a review of the KU bus services, in terms of routes and frequency, to inform re-tendering process.	KUSCO	From the short-term
KUSCO to calculate the lowest number of miles we could expect RATP to use to deliver an appropriate level of service, taking into account the peak and non-peak times.	KUSCO	From the short-term
Improve environmental credentials of KU bus services, by introducing electric fleet (as opposed to hybrid buses), ensure that accessibility to buses is not compromised as a result.	KUSCO	Subject to market maturity, cost and availability.

Supporting Actions	Action Owner	Timescale
Approach RBK in regard to improving wayfinding signage between campuses and key public transport interchanges.	Estates and Sustainability	Initial discussion in the medium-term.
Consider offering new staff tickets to allow them to trial public transport to the University when they first arrive.	HR/Finance	Undertake feasibility assessment to understand number of new starters and costs in the short-term.
Create a guide to staff and student ticket options to communicate the array of tickets available.	HR/Directorate of Student Services	In the short-term.
Promote inter-campus 'Park and Ride' from Kingston Hill to those based at other campuses.	Travel Plan Task and Finish Group	In the short-term.
Improve the KU app bus service information (particularly real-time information function). Improve display of live bus times on KU plasma screens.	ITS	In the short-term.



Theme 4: Car use

Strategic Priorities	Action Owner	Timescale
Develop a comprehensive electric vehicle charging strategy, building on initial recommendations at Appendix 6.	Estates and Sustainability/ KUSCO	In the short-term.
Undertake a review of parking charges.	KUSCO/HR	Undertake review in the short-term. Implement in 26/27.

Supporting Actions	Action Owner	Timescale
Introduce a formal car share matching scheme, with potential to link to rewards.	HR/Finance/ KUSCO	Market testing in the short-term. Potential launch in the medium-term.
Consider offering priority parking / preferential charges for car sharers.	Estates and Sustainability/ KUSCO	Subject to above.
Offer a guaranteed ride home (taxi service) to those that car share to campus, in the event of an emergency, subject to approval by line manager.	HR/Finance	Subject to the above.

Theme 5: Work and study patterns

Strategic Priorities	Action Owner	Timescale
Timetable face to face teaching to derive maximum contact hours associated with student trips to KU. Link this with appropriate distance learning / events options.	Timetabling (Academic Services)	Initial discussion in the short-term.
Provide distance learning / events options (where appropriate).		



Theme 6: Business and research travel

Strategic Priorities	Action Owner	Timescale
Introduce a more clearly defined business and research travel decision-making and booking process that prioritises the most sustainable transport options available.	Finance/HR/Procurement	In the short-term.
Business and research travel policy to stipulate that mainland domestic flights in the UK are not permitted if the destination can be reached within five hours by train, unless there are exceptional circumstances.	Finance/HR/Procurement	In the medium-term.
Require staff that have no option but to fly for business to purchase off-set credits at the point of booking. Agree a single credible carbon offsetting programme.	Finance/HR/Procurement	In the medium-term.
Provide feedback at a departmental level, annually, on CO ₂ e emissions from business and research travel.	Sustainability	In the short-term.

Supporting Actions	Action Owner	Timescale
Ensure the booking process reminds staff of the travel hierarchy and identifies the lowest carbon modes and routes of travel first.	HR/Procurement	Initial discussion during the short-term to inform booking procedures review and procurement.
Liaise with University Travel Provider to determine whether supplementary 'end of journey' information can be made available for destination, as part of the booking process.	HR/Procurement and Travel Advisory Group	As above.
Consider introducing a policy that requires staff that have no option but to travel for business and research travel, with rate set by HMRC.	Finance	Short-term and ongoing.

Theme 7: Student trips to/from an out-of-term address

Strategic Priorities	Action Owner	Timescale
Determine the feasibility of offering a centralised student travel booking system for trips 'home' to raise awareness of environmental impact and direct students to most environmentally friendly options.	Directorate of Student Services	Feasibility assessment in the short-term.

Supporting Actions	Action Owner	Timescale
Promote discounts available through Student Rail Card.	Directorate of Student Services	In the short-term.
Promote Liftshare / car share scheme for journeys 'home', prioritising student safety.	Directorate of Student Services	In the short-term.

Theme 8: Field trips

Strategic Priorities	Action Owner	Timescale
Develop a field trips booking policy, that includes wording on travel booking process, focused on minimising environmental impacts.	Travel Advisory Group and Travel Plan Task and Finish Group	In the medium-term.
Work with the University's procurement team to ensure field trip booking process (including approach to offsetting) is aligned with the Travel Plan objectives and targets.	Travel Advisory Group and Travel Plan Task and Finish Group	In the medium-term.

Supporting Actions	Action Owner	Timescale
Deliver an annual awareness raising campaign to academic staff and students on the environmental impacts of field trips.	Travel Advisory Group and Travel Plan Task and Finish Group	In the short-term.
Provide feedback at a departmental level, annually, on CO ₂ e emissions from field trips.	Travel Advisory Group and Travel Plan Task and Finish Group	In the short-term.

Theme 9: Placements

Strategic Priorities	Action Owner	Timescale
Promote sustainable transport options for travel to placements.	Faculties / Directorate of Student Services	In the medium-term.

Supporting Actions	Action Owner	Timescale
Offer personalised journey planning to students travelling to placements.	Directorate of Student Services	In the medium-term.

Theme 10: Visitors and contractors

Strategic Priorities	Action Owner	Timescale
Develop servicing and delivery management plans for each campus to improve logistics efficiencies.	Estates and Sustainability/ KUSCO	In the medium-term.

Supporting Actions	Action Owner	Timescale
Ensure travel information is communicated as part of event invites, including Open and Offer Days, Graduations etc.	Directorate of Student Services	In the medium-term.

Theme 11: Inter-site trips

Strategic Priorities	Action Owner	Timescale
Introduce a policy for KUSCO fleet and Library vehicles to operate on a 'Maximum Capacity Loading' whereby transport between sites (i.e libraries) only takes place when the vehicle is full.	KUSCO	In the short-term.

Supporting Actions	Action Owner	Timescale
Deliver a marketing campaign to promote inter-site trips being undertaken by KU bus and active travel, with car being a last resort.	Estates and Sustainability/ Communications and Engagement Task and Finish Group	To coincide with KU app update



8. Governance, monitoring and review

Governance

A governance structure that clearly assigns responsibility for agreeing, implementing and reporting on the progress of the Travel Plan is critical to its success.

The day-to-day delivery of the Travel Plan will require support from stakeholders / groups across the University community and this is reflected in the action plan.

More strategically, responsibility for overseeing the implementation of the Travel Plan will fall to a new Travel Plan Task and Finish group which, in turn, will report up to the Estates Committee and then into the Senior Leadership Team.

The existing Travel Advisory Group will support the implementation of actions within the Travel Plan from a travel risk perspective.

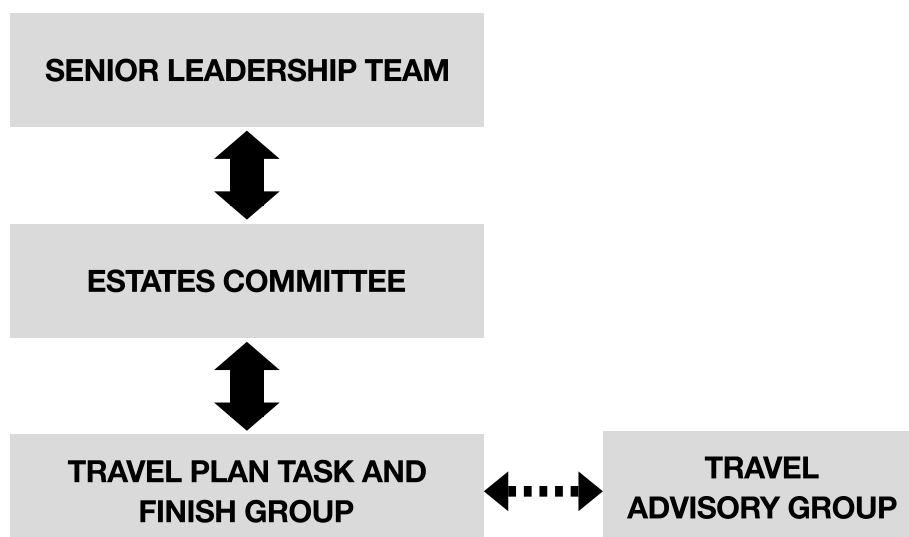


Figure 7.1 - Governance Structure

Monitoring mechanisms

Robust monitoring mechanisms help to track progress towards the aim, objectives and targets of the Travel Plan. They also help to ensure that funding and resources are targeted where they are likely to have the greatest impact. The University will implement a series of monitoring mechanisms.

Travel Surveys

A student and staff travel survey from November 2023 has been used to inform our Travel Plan. The University is committed to carrying out annual travel survey throughout the initial five-year period of the Travel Plan, to understand how the actions we deliver have influenced travel patterns over time. The questions included in the baseline survey are included at Appendix 5, allowing for consistency with future surveys.

Business and Research Travel

Data will continue to be collated on an annual basis from Finance (on expensed travel) and from the University's travel booking provider (on booked travel) in order to understand CO₂e generated from business and research travel and changes year-on-year.

Field Trips

The University will continue to request an annual report on the carbon impact of field trips, from its booking partner.

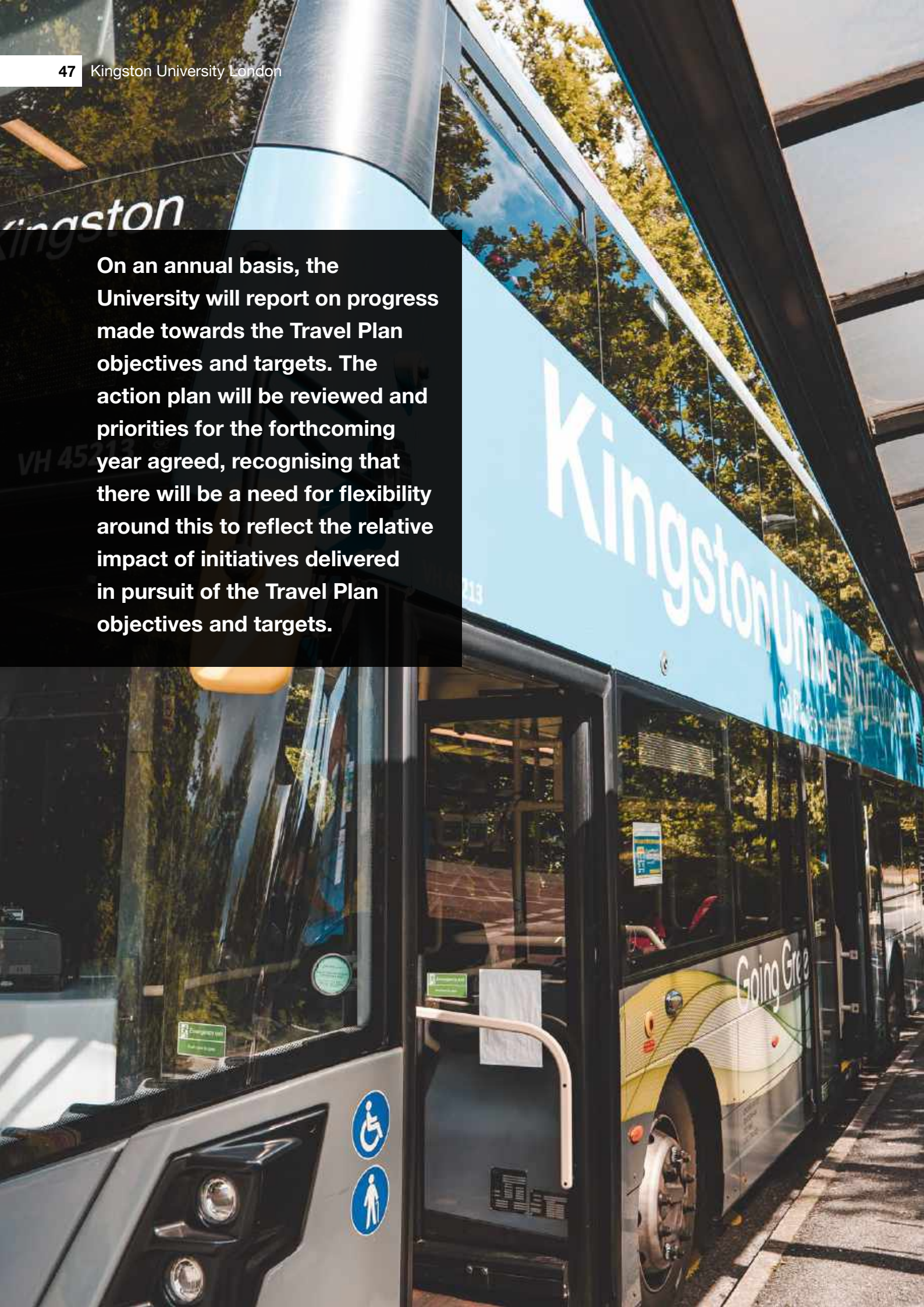
Student Trips at the Start / End of Term

Once a methodology for understanding emissions from students trips at the start / end / during term time has been implemented, and targets set, the University will repeat the methodology on an annual basis, to understand the impact of measures to reduce CO₂e from these trips.

Placement Trips

As above, once a methodology is established, targets will be set and progress towards these will be repeated on an annual basis, with a view to reducing the CO₂e impact of placement trips.

On an annual basis, the University will report on progress made towards the Travel Plan objectives and targets. The action plan will be reviewed and priorities for the forthcoming year agreed, recognising that there will be a need for flexibility around this to reflect the relative impact of initiatives delivered in pursuit of the Travel Plan objectives and targets.



Review

On an annual basis, the University will report on progress made towards the Travel Plan objectives and targets. The action plan will be reviewed and priorities for the forthcoming year agreed, recognising that there will be a need for flexibility around this to reflect the relative impact of initiatives delivered in pursuit of the Travel Plan objectives and targets.

The key findings of the review will be communicated to the University community, including:

- An overview of the travel survey, including response rates and headline figures.
- Details of data capture on business and research travel, student trips to a non-term time address field trips and placements.
- The measures introduced in the previous year and the uptake of these (where quantifiable).
- Progress towards the CO₂e reduction targets.
- An updated version of the action plan, reflecting any changes to measures/timeframes that are anticipated.

We will report on progress towards our aims, objectives and targets on an annual basis.

Appendices

- 1 – Campus Audits Summary**
- 2 - Car Parking Spaces by Campus**
- 3 – Detailed Travel Survey Report**
- 4 – Full Action Plan**
- 5 – Staff and Student Survey Questions**
- 6 – Electric vehicle charging strategy
position statement**
- 7 – Travel Policy**



