

Forth Valley College

Strategic Travel Plan 2017 – 2022



Approved – Senior Management Team (SMT)– October 2017 and May 2018

Review - reviews will take place annually after the collation of the annual travel surveys results.

Responsibility for Review – Head of Facilities Management and H&S

SMT Responsibility – Vice Principal – Director of Estates Development

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1 Introduction and Context

Forth Valley College was established in 2005 through the merger of Falkirk and Clackmannan Colleges and is delivering more than 750 courses from campuses in Alloa, Falkirk and Stirling.

Forth Valley College (FVC), through its policies and practises, aims to address the balance of accessibility for staff and learners, environmental responsibility and effective and efficient use of resources whilst working in synergy with its local communities.

This strategic travel plan is for staff, students and visitors to all campuses:

- Alloa
- Falkirk
- Stirling

1.1 Wider Policy Context

This Strategic Travel Plan supports the wider sustainability agenda and Government transport policy. It has been prepared in the context of relevant national, regional and local policies which include;

- Scottish Planning Policy
- National Policy - A New Deal for Transport:
- Better for Everyone Scotland's Transport Future: The Transport White Paper
- Disability and Equality Act 2010
- Equality Act 2010 and Inclusive Mobility
- Designing Streets and the National Roads Development Guidance:
- The National Roads Development Guidance

Scottish Planning Policy is a statement of Scottish Government policy on land use. It notes that:

“A Travel Plan is a package of measures aimed at promoting more sustainable travel choices and reducing reliance on the car, and should be encouraged for all significant travel generating developments.”

“Opportunities for personal travel should be prioritised by mode in the following order – walking, cycling, public transport, car and other motorised vehicles. Buildings and facilities should be accessible on foot and by cycle. Improvements to active transport networks, such as paths and cycle routes, in urban and rural areas will support more sustainable travel choices. The aim is for urban areas to be made more attractive and safer for pedestrians and cyclists, including people with mobility difficulties. Cycle routes and, where relevant, cycle parking and storage should be safeguarded and enhanced wherever possible.”

1.2 Forth Valley College Strategic Themes

The format of the College Strategic Travel Plan reflects the standard College policies and plans supporting the College Strategic Themes. These are shown in figure 1.2 and support the essence of sustainability and carbon reduction across the estate whilst providing the foundation for progress and continual improvement. In addition, the Principal and Chairman of the Board of Management, annually reinforce the College commitment to Sustainability by signing the [College Sustainability Statement](#). This document highlights a series of specific sustainable objectives, one of which is to “promote a sustainable travel management plan” In addition, the annual [College Operational Plan](#) refers to the college drive towards sustainable operations.

[Forth Valley College – Strategic Plan -2017-22](#)



Figure 1.2 The College Strategic Themes

1.3 Background - Travel Reduction and Carbon Management – Where did we begin?

The Universities and Colleges Climate Commitment for Scotland (UCCCCs), was adopted by the College in 2009 and reinforced again in 2014. This commitment, together with the Carbon Management Plan (CMP) and Strategic Travel Plan demonstrate the College partnerships with EAUC, SSN, as well as local Councils and College partners and stakeholders.

The College Principal and Chairman of the Board also reinforce the College's strategic commitment with the annual signing of the College Sustainability Statement. The "statement" recognises moral and legal responsibilities to sound sustainability management, encompassing environmental, social, economic and technological factors in line with the College vision for 'Making Learning Work'.

The College illustrates its carbon management journey with the CMP. The plan targets a 25% reduction in tCO₂ by 2020 (from the 2008-09 baseline figure 2873.15tCO₂) and includes targeting a 5% reduction of business travel (from 2012-13 baseline) , in the overall measurement of carbon.

1.4 Background – Travel Plan 2011-2016

In 2011, the College published its first Strategic Travel Plan to cover the period 2011 - 2016. The overall aim being *'to reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College'*. The associated objectives and targets detailed within the plan focused on the need for travel behavioural change and defined a series of interventions which would assist in delivering these. In 2016, the College carried out a review of travel and overall progress of the initial strategic travel plan objectives and targets. The outcome was formally reported to the College Senior Management Team in November 2016 which noted the positive progress made to date with over 60 actions completed or continually ongoing. Some of the key achievements have been noted below;

1.5 What we have delivered so far;

- 2 new campuses providing quality learning environments which are well connected to their local communities with excellent facilities to include shower and changing rooms, cycle parking, well defined car parking and ICT facilities;
- 60 cycle lockers available for staff across all campuses and 20 sheltered cycle parking stands at Stirling;
- Provision of new website information pages on travel (Train, Bus, Walk Cycle and Car);
- Nextbike available at Stirling Campus – Free membership for staff and students and free 30-minute cycle use as part of the City wide scheme;
- 6 electric car charging points - 2 at each campus;
- Two College electric pool cars –also used to transfer mail and other items between campuses as well as being available for staff to travel to meetings.
- An online learning environment for students, continually improving;
- Television screens in each reception showing the latest real time travel information;
- Development of "Campus Parking Guides" to communicate the availability of facilities at each campus and consequences of failing to comply;
- Teleconferencing facilities for staff and improved systems to allow communication whilst avoiding travel;
- Launch of the Liftshare Scheme for staff in January 2017 - to date 25 members have offered lifts and 26 have requested a lift and 34 members have added a journey available for sharing.

The action table, at Section 6.2, includes an action to refocus the Liftshare scheme options with staff.

The current Liftshare scheme is for staff. Students can use the Liftshare scheme, however further investment (approx. £4,000 initially and £2,500 per annum) may be required to develop this, along with consideration of student e-mail contacts- StudentNumber@learn.forthvalley.ac.uk

1.6 Approaches to Travel Plans

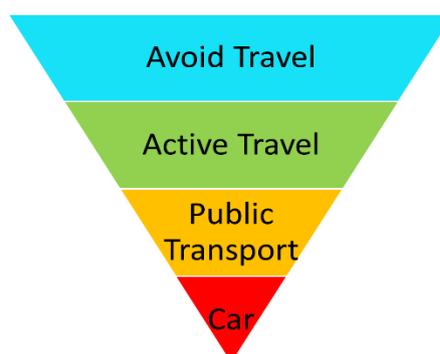
A travel plan is a package of actions/measures to encourage and support safe, healthy and sustainable travel options. This includes reducing the negative impacts of travel, whilst improving health and wellbeing, creating well managed spaces that are easily accessible, and that make a positive contribution to the community and the environment. This is mainly attributed to greater understanding and awareness which has resulted through its inclusion in the planning process.

A travel plan should not be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding area.

Approaches to travel planning have been identified as the following:

- The implementation of measures to incentivise/support as well as discourage the use of specific modes.
- Introduction of 'soft' measures such as training, promotional and marketing activities to encourage changes as well as 'hard' measures which may include policy or infrastructural changes to force change.
- Travel blending and flexibility which gives greater consideration to which journeys need to be made, the best way of undertaking those journeys and when they need to be undertaken.

The above should be underpinned by the following travel hierarchy which is now widely recognised.



Agile Working

The College has recently redesigned the staff work spaces, at Stirling Campus, to pilot and support a more agile, flexible working environment. Through this change in shared work space areas and improved IT tools, the working practises will be monitored to progress further adaptation which could support or reducing the need to travel.

2 Campus Overview

This section gives an overview of each campus at September 2017, with links to additional travel guide information on our College internet site;

	BREEAM	Staff Parking	Students/ General Parking	Cycle Lockers (for bikes)	Electric Vehicle Charging Spaces	Next Bike Stand	Accessible Spaces	Visitor Spaces	Car Share Spaces	Motor bike
Alloa Campus 5,786sqm, 2011	BREEAM¹ excellent rating	22	53	28 lockers 10 stands	2	n/a	5	7	3	6
Falkirk Campus 21,000sqm, 1963	No BREEAM	n/a	461	35 lockers 18 stands	2	n/a	13	9	5	10
Stirling Campus 7,898sqm, 2012	BREEAM Very Good rating	85	118	20 lockers 20 stands	2	Yes (8 bikes)	11	31	3	4

The Alloa campus was the first campus purpose built as part of the College Strategic Estates Development plan. The facility is based in the town centre, in close proximity to the Alloa train station and local bus network. Opened in 2011, this campus provides classrooms, hair and beauty salons and construction/engineering workshops and teaching spaces, gym and learning resource centre.

The Stirling campus was the second campus built as part of the College Strategic Estates Development plan. Opened in 2012, the campus is a mixture of classrooms and workshops. It has a strong focus on hospitality and creative industries and has a learning resource centre and gym facilities. Public transport bus links pass the campus on Drip Road and the local train station is approximately 30-minute walk or 10 -15-minute cycle.

¹ BREEAM (Building Research Establishment Environmental Assessment Method)

The Falkirk campus is the largest campus and was opened in 1963; this campus is a mixture of classrooms, construction workshops, science laboratories and engineering workshop along with hairdressing / beauty salons, learning resource centre, and sport facilities. The bus station in the town centre is approximately a 15-minute walk from the campus and buses pass the campus along Grangemouth Road. Falkirk benefits from 2 train stations; Grahamston is just over 1 mile from the Falkirk Campus and can be reached by foot within 20 minutes from the campus. Falkirk High Station is located approximately 1.7 miles from the campus and would be about a 40-minute walk;

2.1 New Falkirk Campus

Development proposals for a new campus to be located on the vacated grounds at the previously occupied Middlefield site, have been approved and construction work commenced in October 2017; with the campus scheduled to open, October 2019. It is anticipated that this building will achieve a Very Good BREEAM rating. This project will complete the third and final phase of the College Strategic Estates Development plan. The Middlefield grounds are located directly adjacent to the current campus, as shown below in Figure 2.1. The Campus will follow a similar curriculum and footprint as the current Falkirk Campus and the sustainable design and BREEAM accreditation will ensure a cycle campus friendly campus, with green link walks and state of the art facilities.

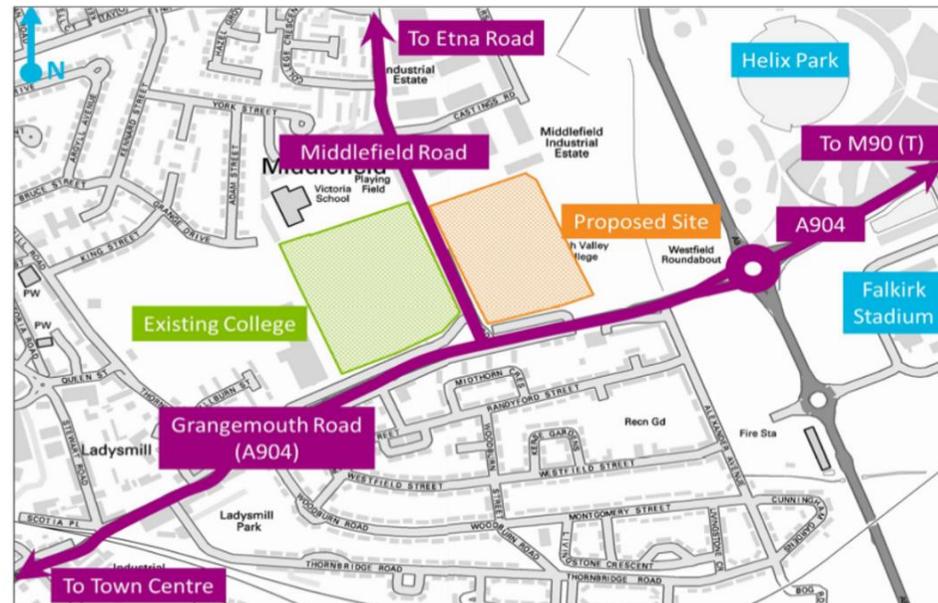


Figure 2.1 – New Falkirk Campus Location

3 Staff and Student Travel Surveys / Supporting Documentation

In preparing this Strategic Travel Plan a wide range of issues have been considered. Whilst these are covered within this document the information has been drawn from a number of supporting documents as follows:

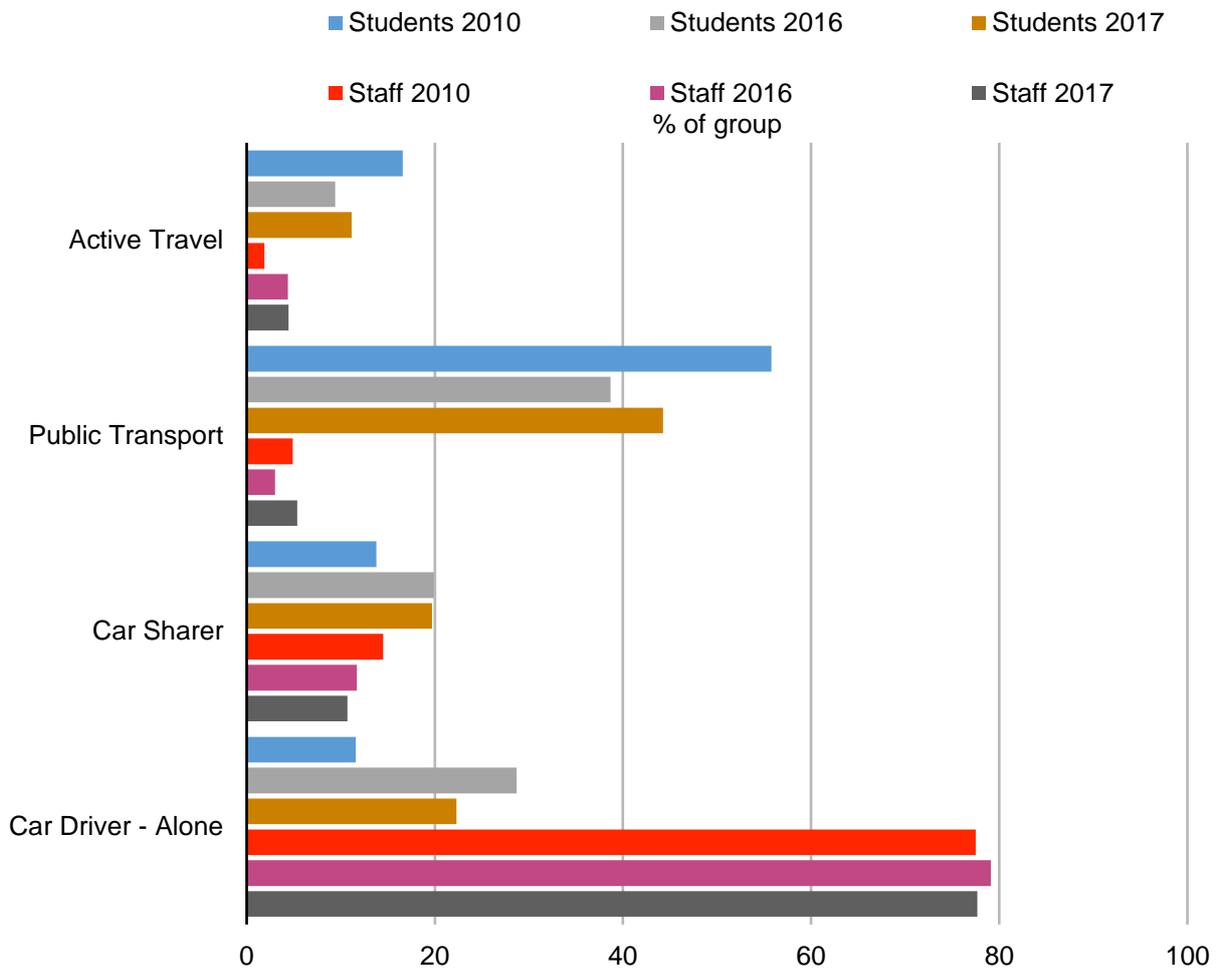
- **Staff and Student Travel Survey 2010, 2016 and 2017**, which provided travel data on staff and students
- **Staff and Student Focus Groups 2010, 2016 and 2017**, which provided an overview of the travel needs and issues experienced by staff and students
- **Site Audits 2016** which provided a summary of information about the transport facilities available on each of the main campuses and an overview of use of the current provision (based on the day of the audit)
- **Strategic Travel Plan Review 2016** which provided an overview of the achievements to date and the impact that they have had on achieving the targets and actions set out in the 2011- 2016 Strategic Travel Plan.
- **New Falkirk Campus Business Case** - which included an overview of the transport statement undertaken for the planning application and the impact of the new development, access provision and facilities for the new Falkirk campus.
- **Findings from the Cycle Campus Co-ordinator review – 2017-2018.**
Figure 3.1 below shows the cycle locker usage below. An action has been added in section 6.2 for the college to review cycle locker use and investigate the possibility of locker sharing, to maximise the availability of cycle lockers to staff and students.



Figure 3.1 cycle locker usage survey– all campuses

3.1 Travel Trends

As part of the development of this Strategic Travel Plan it has been important to understand the past and current travel habits of both staff and students. Figure 3.2 provides a comparison of staff and student travel patterns from 2010 and 2016 travel surveys. The results indicate that there have been changes in the way staff travel, with an increase in the number of staff who use active travel modes, however there has also been a small increase in staff driving on their own.



Staff and Student Travel Surveys have been carried out three times in the last 5 years. The quantity of responses are in figure 3.2 below:

Figure 3.2 shows the proportions of primary travel methods for staff and students.

In 2011

- 262 (39%) staff completed the survey
- 181 (1.5%) students completed the survey

In 2016

- 206 (32%) staff completed the survey
- 522 (9%) students completed the survey

In 2017

- 111 (18.6%) staff completed the survey
- 655 (10%) students completed the survey

Whilst more students completed the survey in 2016, and 2017, the College will need to progress good qualitative and quantitative data to measure progress for staff as well as students and annual surveys are key to enabling this. This has been targeted in our Action Plan, section 6.2.

It is important to note that the student population changes year on year and therefore presents a continual challenge to communicate, collect and analyse data.

3.3 Transport Carbon Emissions

- During 2015/16 the College generated 99.18 tonnes of Carbon through its business travel including grey fleet.
- During 2016/17 the College generated 98.54 tonnes of Carbon through its business travel including grey fleet.

The statistics are being tracked annually and improvement have been made in the 2017-2018 session to gain a better understanding of why staff journeys are taking place. This will enable better analysis in future and allow for specific targeting to achieve objectives.

4 All Campuses – Car Park Management

The College owns, manages and monitors the usage of all campus car parks and recognises the impact of its operations on the surrounding travel networks, local communities and wider environment. The College previously provided “Parking Guidelines” which included a list of compliance requirements, however this has been further developed into a more formal “Car Park – Terms of Use” document, to better communicate, support and enforce responsible parking.

The car park terms of use will be used as a communication tool to inform all vehicle users on the facilities that are available at each campus and how these will be managed, including conditions of car park vehicle use. The overall aim will be:

“To support the management of campus traffic movement, including responsible parking to support health and safety for all users”

The College engages with staff, students and visitors in effectively managing parking resources by:

- Ensuring all signage relating to parking directions and restrictions are clear and unambiguous; and are maintained in a clean and readable condition;
- Installation of signposting for pedestrians and cyclists, where required;
- Ensuring all Campus car parking plans are up to date and detail all relevant cycle/motorcycle, accessible parking/visitor parking/car parking/drop off zones etc.;
- Ensuring all Campus car parking plans are available on the website and reception area;
- Ensuring all parking areas and pathways are will lit and covered by CCTV for safety and security;
- Ensuring local public transport service information is readily available through the Real Time Passenger monitors all reception areas;
- Promoting the parking enforcement procedure “Terms of Use” for owners of vehicles that breach the responsible parking requirements, including issuing a warning notice and for repeat offenders implementing the disciplinary procedures.
- Providing staff and students, who have a temporary medical or mobility problem, with a Temporary Parking Permit, which will authorise a short term accessible parking space.
- Providing designated car parking spaces for staff /students using the Car Share scheme or Liftshare scheme.
- Ensuring electric vehicle charging points are readily available for use for the period the vehicle is being charged. Thereafter the vehicle should be moved to a regular parking space.
- Parking Enforcement, which will be carried out by nominated Estates staff or consultant car park management companies, as required.
- Promoting and managing car park vehicle passes.

4.1 Recent improvements

To enable better management of College car parks, all staff and students are required to;

- register their vehicle details on the relevant college database.
- acknowledge and agree to the [College car parking terms of use and conditions](#).
- complete the annual travel survey

5 Making Travel Planning Work - Aims, Objectives and Targets

5.1 Travel Plan Aim

The original purpose of the Strategic Travel Plan in 2011 is considered still relevant and remains the overall travel planning aim for Forth Valley College:

“to reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College”

5.2 Strategic Themes and Objectives

Four Strategic Themes (ST) and four Strategic Objectives (SO) have been developed for driving forward the overall aim; See Figure 5.2

ST1 - Marketing and Promotion

The College will promote the activities of the travel plan and ensure that staff and learners have the information required to support their sustainable travel needs. This will be achieved through the following key activities;

- Provide information through a variety of media to ensure staff and learners have up to date information about their travel options.
- Provide staff and learners with the tools to identify opportunities for more sustainable mode of travel. i.e. car sharing and journey planning.
- Promote travel events linked to national campaigns and deliver across all campuses.
- Ensure staff and learners are aware of the policy, parking terms of use and provide regular refresher information to communicate these requirements.

ST2 Infrastructure investment and maintenance

- The College will continue to ensure facilities to support the necessary infrastructure;
- Provide cycling facilities, achieved through a mixture of quality cycle/scooter and motorcycle parking facilities, showers, lockers and drying facilities;
- For new developments; ensure the facilities are well connected with the external streetscape to enable access to public transport services and as well as walking and cycling routes;
- Provide parking facilities that reduce the impact of traffic within the campus from visitors and local communities, whilst supporting multi-occupancy car travel and those with specific mobility needs;
- Continue the development of flexible agile working through the development of its ICT network and facilities.

ST3 Policy development, Implementation and management

Where necessary, changes to policy (including government policy) will be made to further support progression towards more sustainable modes of travel or to reduce the need to travel. Key policy areas include;

- Car park “Terms of Use” proactive management
- ICT
- Business travel
- Home and flexible working

ST4 Partnership Working

The College has a number of partnership networks and will ensure that it further develops these to support its operations and further advance the development of the travel plan. The College will continue its partnership working and specifically:

- Engage with local community partners to develop solutions to reduce the impact of operations in areas such as car parking, car electric charging and access to community facilities.
- Utilise the College/Universities and other industry networks to ensure that it is using recognised best practise in travel planning to achieve its aim and objectives.
- Work with public transport operators and the local authority to increase services available for staff and students.
- Engage with other organisations locally to identify and engage in joint project delivery.

AIM			
“to reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College”			
Strategic Themes (STs)			
ST1 Marketing and promotion;	ST2 Infrastructure investment and maintenance	ST3 Policy development implementation and management.	ST4 Partnership working
Strategic Objectives (SOs)			
SO1 Reduce the need to travel through the use of technology and a flexible approach to working and learning;	SO2 Enable and encourage staff, learners and visitors to access our campuses by sustainable modes of transport e.g. car share, public transport, cycling and walking;	SO3 Minimise the need for and use of single occupancy car journeys;	SO4 Foster a culture amongst staff and learners in seeking to travel by sustainable modes in preference to the private vehicle wherever possible;

Figure 5.2– Strategic Travel Themes and Objectives

5.3 Strategic Key Performance Indicators

It is recognised that travel is a personal and very emotive subject and for the majority of people is not something they can or will change overnight. In recognising this, the table 5.3 below identifies a series of performance measurements to enable the College to evaluate and progress over a period of 10 years. The travel survey will be used to measure annual progress.

Strategic Travel - Key Performance Indicators – based on academic year				
Strat Obj (SO)	Description	Baseline p.a 2016	Target 2026	Measurement Tool
S04	Maximise the staff/student annual survey responses to collate statistical data	206 (32%) staff 522 (9%) students	65% staff 50% students	Annual Travel Survey's completed. This is mandatory for car park vehicle use
S03 S04	Monitor and report the percentage of solo occupancy staff vehicles driving to College – aim for a reduction	79% single car occupancy	70% single car occupancy	Annual Travel Survey showing an 4% increase in car share /Liftshare; 3% increase in public transport; 2% increase in cycling/walking.
S03 S04	Monitor and report the percentage of solo occupancy student vehicles driving to College – aim for a reduction	29%	20% single occupancy car travel	Annual Travel Survey showing an 3% increase in car share 3% increase in public transport 2% increase in cycling 1% increase in walking
S01	Reduce the carbon emissions tCO2 linked to staff business travel (all travel)	99.18 tonnes	5% reduction (94.22 tonnes)	Annual Carbon Management Plan Review of travel factors
S01	Reduce the number of business miles claimed by staff (grey fleet)	296,584	< 295,000 ²	Sustainability Committee/Annual Finance Report Reduction reflected by an increase in IT use/flex working Increase in electric vehicles use
S02	Reduce the number of staff intercampus business journeys made.	New baseline to be measured 2017-18	Target to be set 2018	Sustainability Committee /Annual Finance Report- reflected by an increase in IT use/Skype
S01	Increase the use of electric vehicles (number of uses) (and miles used)	New baseline to be measured 2017-18	Target to be set 2018	Annual Carbon Management Plan Review- reflected in a reduction in grey fleet claims.

Table 5.3 - Performance targets for monitoring progress towards achieving the aims and objectives of the Strategic Travel Plan.

² Targets for reducing business miles claimed (grey fleet) and travel related carbon emissions have been aligned with the Carbon Management Plan.

It is essential that these targets are calculated annually along with interim targets set, in conjunction with adapting the travel plan actions, to enable progress towards the 10-year review, to be accurate and informative.

6 Travel Plan Actions for 2017-2022

The College recognises that the Travel Plan is a dynamic document and where new actions are identified as supportive of the aims and objectives of the travel plan, they will be considered and actioned accordingly.

Table 6.2 sets out the key activities the College will undertake in implementing its travel plan for the period 2017 - 2022.

6.1 Travel Plan Monitoring and Reporting

- Monitoring and progress of the strategic travel performance targets will be achieved through existing reporting systems and reported annually to the College Senior Management Team.
- Staff and learner travel surveys will be undertaken on an annual basis and the results shared with staff and students, the collated data will be used to measure continual improvement.

In order to encourage completion of the critical performance data and targets, the travel survey will be a requirement for vehicle passes for the car parks. Whilst a pass will not guarantee a parking space, it will enable the college to understand the demand for spaces and to address any non-compliance with the car park terms of use.

6.2 Action Plan 2017 - 2022

Table 6.2 below provides details of the actions planned for the period 2017 – 2022, supporting the College to achieve its overall aim and objectives in delivering its Strategic Travel Plan.

Timescale Key: S= Short Term up to 12 months, M = Medium term 1-2 years, L = Long Term 3 years plus. Where all 3 timescales are ticked this indicates that the action is ongoing throughout the duration of the Travel Plan.

Strategic Objectives (SOs)			
SO1	SO2	SO3	SO4
Reduce the need to travel through the use of technology and a flexible approach to working and learning;	Enable and encourage staff learners and visitors to access our campuses by sustainable modes of transport e.g. car share, public transport, cycling and walking;	Minimise the need for and use of single occupancy car journeys;	Foster a culture amongst staff and learners in seeking to travel by sustainable modes in preference to the private vehicle wherever possible;

Table 6.2 Action Plan

	Action 2017 - 2022	Strategic Objective (SO)				Lead Department	Timescale		
		SO1	SO2	SO3	SO4		S	M	L
ST1	Marketing and Promotion								
1	Provide details about the Travel Plan on the College website and identify what actions staff and learners can do to help achieve the objectives.	x	x	x	x	Comms /Mktg	x	x	x
2	Provide the car parking “Terms of Use” information on the website (for students and staff) including information on the annual travel survey(s) (condition of the vehicle car park pass)	x	x	x	x	Comms /Mktg	x	x	x
3	Provide the necessary fields on our systems to capture the vehicle data required by the parking “terms of use” and links to the annual travel surveys	x	x	x	x	Information Services	x	x	

	Action 2017 - 2022	Strategic Objective (SO)				Lead Department	Timescale		
4	Continue to provide learners with appropriate information about their travel options during their induction. Including Next Bikes/ My PTP	x	x	x	x	Comms Mktg/ Estates	x	x	x
5	Continue to develop and share internet information on location and forms of travel, car parking, cycle provision, showers, lockers, local maps for cycling/walking, Liftshare etc.	x	x	x	x	Comms /Mktg	x	x	x
6	Provide staff with appropriate information during their induction, about their travel options for commuting and business travel including travel avoidance.	x	x	x	x	HR	x	x	x
7	Continue to promote local/national events regarding sustainable transport to staff and learners	x	x		x	Comms /Mktg	x	x	x
8	Provide students with appropriate information during their induction, about their travel options for commuting and business travel including travel avoidance.		x		x	Student Records/ Teaching	x	x	x
9	Continue to provide advice, training and general bike maintenance support to staff and learners.		x		x	Estates	x	x	x
10	Provide a tool for all members of staff to identify their travel options and how to access those options and the costs involved. i.e. personalised journey planning, liftshare.com and promote the options to achieve the KPIs.	x	x	x	x	Estates Comms /Mktg	x	x	x
11	Provide details on the College website and other suitable locations regarding how to access the campuses by all modes of travel, providing access to journey planning tools such as google maps or similar	x	x		x	Comms /Mktg	x	x	x
12	In partnership with public transport operators continue to review provision of bus stops serving the College campuses; are up to date with information on timetables, fares and other travel services.		x	x	x	Estates Student Ass	x	x	x
13	Support staff and learners in improving their fitness to enable them to walk and/or cycle to College.		x		x	CHS	x	x	x

	Action 2017 - 2022	Strategic Objective (SO)				Lead Department	Timescale		
		1	2	3	4		Q	M	L
14	Invite public transport operations and other travel providers to attend learner enrolment days to provide details of learners ticket options and discounts and transport services available.		x	x	x	Estates Student Ass	x	x	x
15	Provide robust staff training in the use of facilities such as video/web Skype and telephone conferencing and other technology based equipment, services and facilities.	x			x	Information Services - /HR	x	x	x
16	Ensure staff are offered training/guidance on how to utilise flexible working, including flexible working facilities and how to work in an agile way.	x			x	HR		x	x
17	Provide car park terms of use details to staff, learners and visitors concerning parking arrangements on site and within the local areas. (evidence of proactive information)		x	x	x	Comms /Mktg/ Estates/HSS	x	x	x
18	Develop a welcome pack for the new Falkirk campus for all staff and learners, to include details for travel options and communicate the car park terms of use.	x	x	x		Estates / Comms /Mktg		x	x
ST2	Infrastructure investment and maintenance	1	2	3	4		Q	M	L
19	Link on-site pedestrian walking/cycling routes to existing off-site routes, bus stops and the wider community networks. (New Campus)		x	x	x	Estates			x
20	Review the facilities available at the new Falkirk Campus, including travel options, and car park user provision and controls for managing access, including out of hours.		x	x	x	Estates			x
21	Ensure that shower, changing and locker facilities are available for staff and learners to use within each of the Campuses.		x	x	x	Estates		x	x
22	Investigate opportunities for campus drying areas for staff and students to put wet clothes.		x	x	x	Estates		x	x
23	Investigate the opportunity to extend the number of electric charging points for cars, cycles and scooters	x	x	x	x	Estates			x
24	Ensure that all parking areas are appropriately signed and lined to support the College car park management .		x			Estates		x	x

	Action 2017 - 2022	Strategic Objective (SO)				Lead Department	Timescale		
		1	2	3	4		Q	M	L
25	Ensure appropriate ICT infrastructure and devices are available to support flexible working and a reduction in the need to travel.	x		x	x	Information services			x
26	Investigate the opportunity to increase the number of college vehicles to support business travel between campuses. This could be in the form of Liftshare or additional energy efficient pool cars.	x	x	x	x	Estates /Finance			x
27	Ensure that all new buildings have BREEAM compliant travel plans which support a minimum rating of 'very good'.	x	x	x	x	Estates			x
ST3	Policy development, Implementation and management	1	2	3	4		Q	M	L
28	Develop the data capture of staff travel claims (grey fleet) to identify trends of travel (to where, reason for the journey- number of passengers)			x		Info Services		x	x
29	Review the travel survey annual data and monitor annual participation and results against the key performance indicators.			x		Estates (with Info Services)	x	x	x
30	Ensure that the staff benefit scheme includes opportunities for bike and public transport season ticket purchase through salary sacrifice or similar.		x	x	x	HR		x	
31	Develop procedures for a robust policy for managing car parking and reducing the impact of inconsiderate parking, including how the college intends to monitor and enforce car park terms of use, including investigating physical control barriers.		x	x	x	Estates/ SMT	x	x	
32	Review and update the College business travel policy to ensure it supports sustainable travel as well as reducing the need to travel. To support this, a review and audit of current practise should be undertaken which can help to identify key areas for the policy to address and associated actions; this should include setting targets for departments to reduce their business mileage. (note; policy circulated by Procurement Aug 17)	x	x	x	x	Finance/ Procurement - completed Aug 17	x		

	Action 2017 - 2022	Strategic Objective (SO)				Lead Department	Timescale		
		1	2	3	4		Q	M	L
33	Develop and implement environmental procurement objectives which support sustainable transport which are aligned with the College's own Carbon Management Plan, as well as government objectives on reducing pollutants.	X	X	X	X	Procurement		X	
34	Clearly define and develop an 'agile / flexible' working policy which encompasses /smart working which is aligned to the government guidance .	X		X	X	HR		X	
35	Review current timetabling practise to ensure room utilisation reduces peaks in travel demand.	X				Info Services	X	X	X
36	Secure the approval of the Strategic Travel Plan for the new Falkirk Campus to support the transition to the new development and to assist in meeting the necessary Falkirk Council planning requirements.		X	X	X	Estates	X		
37	Ensure the new Falkirk Campus facility supports the "wider policy" Government and Local Government Policy detailed in the strategic travel plan, documented in the Transport Statement provided for Falkirk Council.			X		Estates			X
38	Develop a clear parking policy for "events" to ensure parking is communicated and either not offered or restricted, to avoid congestion on event days.		X	X		Hospitality	X	X	X
39	Re-assess the college "reserved parking" requests to link to the relevant executive administrators for information.		X		X	Estates	X		
	Partnership Working	1	2	3	4		Q	M	L
40	Work with local partners to ensure staff and students are informed about the changes to on street parking in relation to decriminalised car parking.		X	X	X	Estates	X	X	
41	Continue to engage with partners with whom the college can develop shared transport services for staff and students. i.e. Nextbike, bus services	X	X	X	X	Student Ass - Services		X	X
42	Work with partners to secure funding opportunities to support the delivery of measures. Hub, FEL, Falkirk Council, Clackmannan Council and Stirling Council.	X	X	X	X	Estates	X	X	X

	Action 2017 - 2022	Strategic Objective (SO)				Lead Department	Timescale		
43	Ensure that travel needs of staff and learners are represented at local and regional transport forums				x	Student Ass	x	x	x
44	Review the cycle locker usage to maximise the availability of lockers to staff and students.		x	x	x	Cycle Campus Coordinator/ Estates	x	x	x
45	Work with Cycling Scotland to achieve 'Cycle Friendly' Campus awards for each campus		x	x	x	Cycle Campus Coordinator/ Estates	x	x	x

7 College Partners and Stakeholders

Our External Partners for Sustainability.....



Making Learning Work

8 Campus Car Management - Terms of Use

Falkirk Campus Parking

The following terms of use outline the safe and responsible use of the College's car parks. All staff, students and visitors must adhere to these terms of use. Non-compliance may result in withdrawal of parking permissions and one or all of the following actions:

1. Warning notice sticker applied to the vehicle (rear passenger window)
2. Disciplinary action.
3. Criminal prosecution or removal of the vehicle.
 - Campus car parks are only for the use of students, staff and visitors to the College.
 - Persons parking vehicles on College property do so at their own risk. No responsibility or liability is accepted by the College for damage to or loss of any vehicle, or its contents, whilst parked on college grounds.
 - The College cannot guarantee that parking facilities will be available at each campus and we encourage sustainable travel options to avoid single car use.
 - Please note that the College has CCTV in operation.

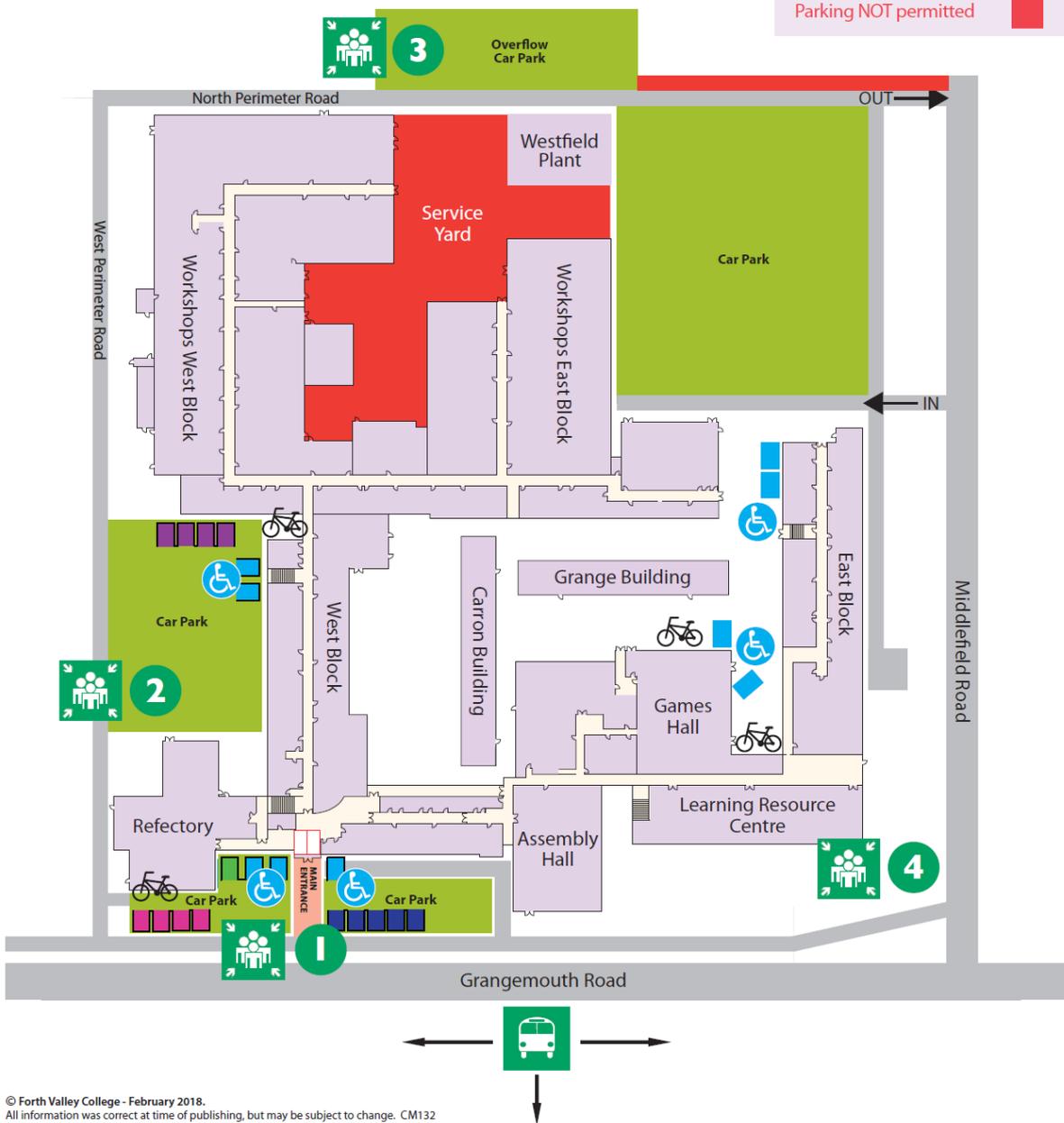
All car park users must accept the following 'Terms of Use':

1. Car park users will register their details and participate in the annual College Travel Survey.
2. All vehicles must be properly parked within a designated bay.
3. Parking is prohibited in the following areas:
 - a. On yellow lines or areas hatched with lines;
 - b. In a location which blocks entry or exit for emergency or delivery vehicles.
 - c. On grassed areas, on foot and cycle paths, gates and barriers or turning circles;
 - d. In areas temporarily cordoned off by the College for specific and temporary operational purposes such as events or maintenance;
 - e. In an area marked as allocated for use by visitors or college vehicles.
4. Vehicles parking in accessible /disabled parking bays must display a valid parking permit.
5. Vehicles must be moved from electric vehicle charging bays once charged.
6. Parking is limited to 15 minutes' maximum for drop-off spaces.
7. Speed limits and directional flow of traffic must be observed at all times.
8. All car park users should drive safely and responsibly within the car parks - any action which would be considered an offence in a court of law will be considered an offence on site.
9. All car park users have a responsibility to act in a civil manner towards staff who may be manning college car parks. Failure to do so may result in disciplinary action being taken, or pass withdrawn.
10. All car park users must have valid road tax for their vehicles and must be insured.
11. All accidents and injuries in any college car parking area must be immediately reported to the reception, however the car owner is responsible for reporting such incidents to the police, if required.
12. Major repairs, servicing or valeting of vehicles are prohibited within the car parks or grounds of the College. However, where a vehicle is immobile due to breakdown, temporary access will be permitted for recovery vehicles for the purpose of undertaking minor repair and/or recovery.

Campus map overleaf

Falkirk Campus Parking

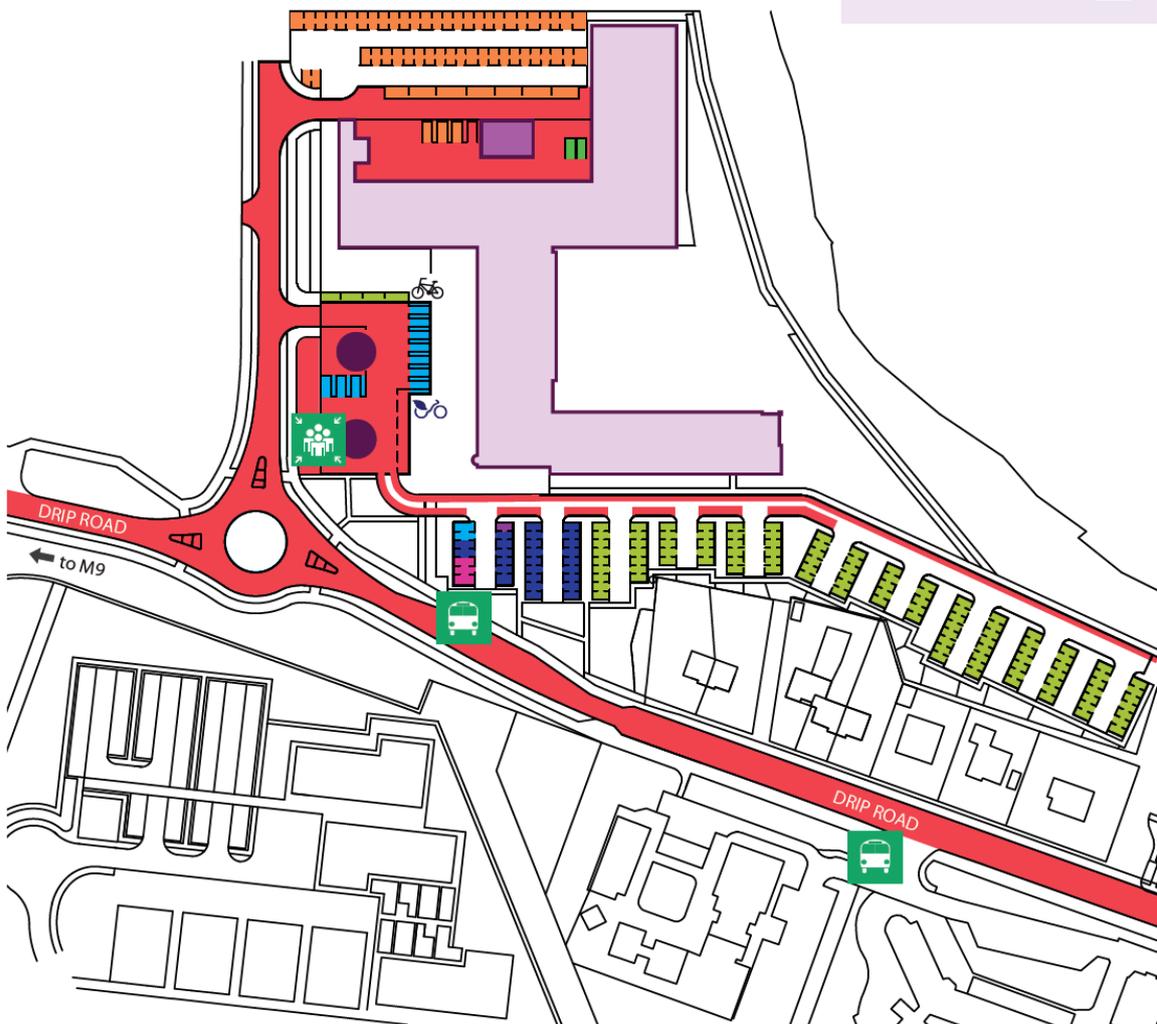
KEY	
Fire Assembly Point	
Bus Stops	
College Car Parking	
Accessible Parking	
Visitor Parking	
Car Share Parking	
Motorcycle Parking	
Electric Car Charging Point	
Cycle Lockers/Stands	
Parking NOT permitted	



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Stirling Campus Parking

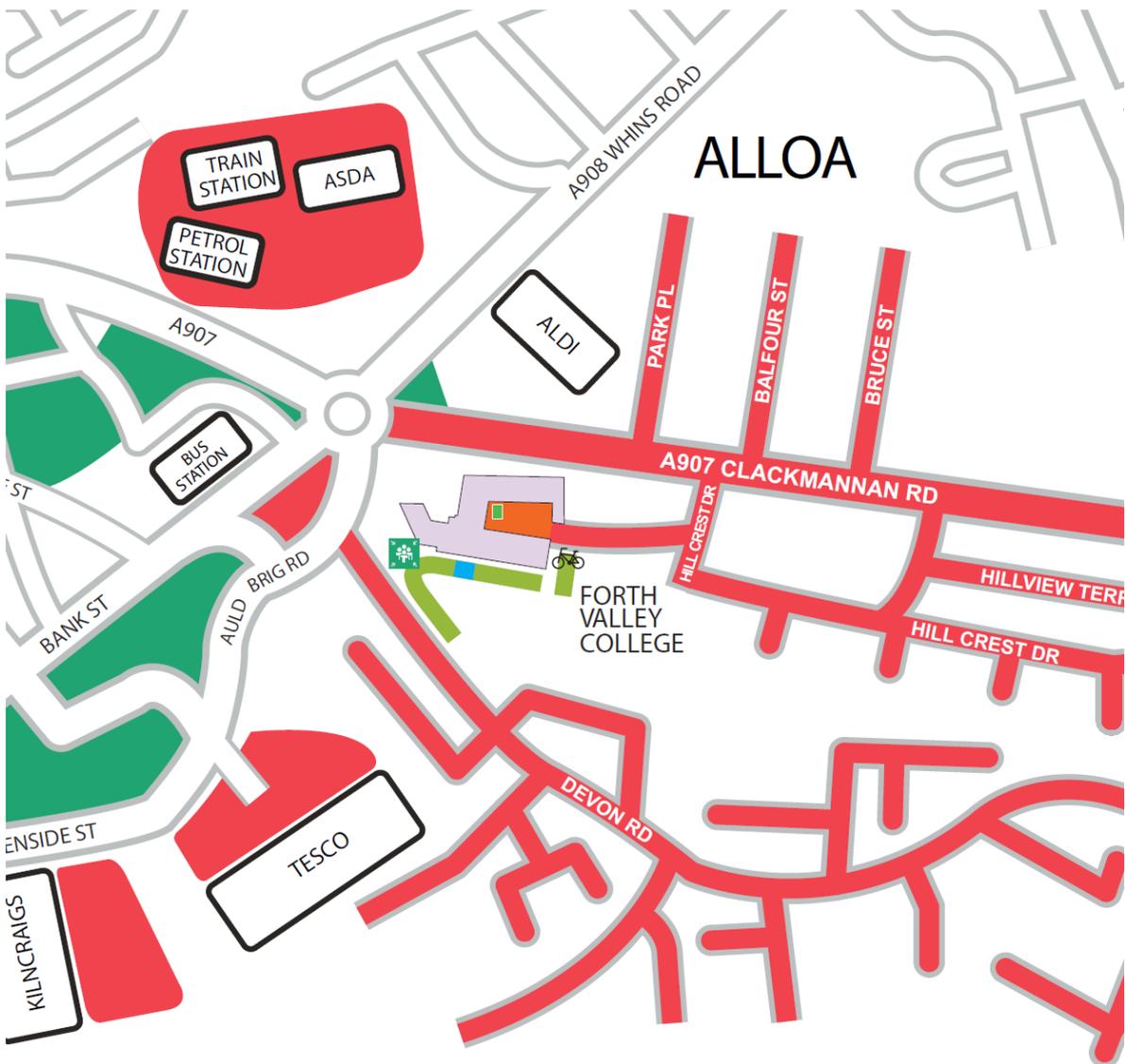
KEY	
Fire Assembly Point	
Bus Stops	
College Car Parking	
Accessible Parking	
Visitor Parking	
Car Share Parking	
Motorcycle Parking	
Electric Car Charging Point	
Cycle Lockers/Stands	
Nextbike Stirling	
Staff Permit Parking Only	
Parking NOT permitted	



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Alloa Campus Parking

KEY	
Fire Assembly Point	
Parking NOT permitted	
College Car Parking	
Staff Permit Parking Only	
Electric Car Charging Point	
Free Parking	
Accessible Parking	
Cycle Lockers/Stands	



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9. Glossary

BREEAM	Building Research Establishment Environmental Assessment Method
CMP	Carbon Management Plan
EAUC	Environmental Association of Universities and Colleges
SSN	Sustainable Scotland Network
UCCCFs	Universities and Colleges Climate Commitment for Scotland

10. Sustainability Statement – Forth Valley College



Sustainability Commitment

The Board of Management, Principal and Senior Management Team of Forth Valley College recognise its moral and legal responsibilities to sound sustainability management, encompassing environmental, social, economic and technological factors, in line with the College vision for 'Making Learning Work'.

Forth Valley College is committed to minimising environmental impact from its activities and recognise its corporate responsibility, as provider of further education, to act in a responsible manner whilst also promoting sustainability issues within the course provision, for future generations to adopt and continue development of their heritage and culture.

Sustainability includes the social aspect of interaction with employees, students, stakeholders and the community to ensure a positive image and service with minimal negative impact for future societies, covering the wider aspects of sustainable growth.

Forth Valley College has implemented and integrated a Management System for sustainability to achieve the key strategic principles identified and will aim to continuously improve its performance by monitoring these key principles and aspects of sustainability into the operational and strategic planning.

Forth Valley College will, so far as is reasonably practicable;

- Establish sound management processes to ensure environmental, social and economic risks are identified, quantified, prioritised and managed in an appropriate and timely way; whilst complying with current legislative controls.
- Manage its operations in ways that are environmentally and economically sustainable by making efficient and responsible use of energy and water whilst exploiting opportunities to maximise efficiency and reduce and minimise pollution and waste to landfill;
- Minimise material use and waste production by way of reduced consumption, developing and maintaining effective waste management and recycling procedures;
- Collaborate with key suppliers to promote environmentally, socially and responsible procurement of goods and services, and improved technological ways of working whilst considering both the production and end of life cycle for products and services;
- Invest in staff development, skills and attributes to maintain sustainable improvements with investment in training and the promotion of marketing and initiatives;
- Continue a process of communication to raise and maintain awareness amongst staff and students; promoting individual good practice, encouraging team participation to ensure all activity complies with the college aims and reduces potential negative impact on environmental, social and economic sustainability;
- Promote a sustainable travel management plan;
- Provide health surveillance for key employees and health initiatives for staff and learners, providing a basis for maximising longevity potential; including diet, health and exercise;
- Promote sustainable behaviour into the curriculum delivery in association with key stakeholders and wider community;
- Measure effectiveness and compliance and report regularly on the organisations sustainability performance targets; identifying further opportunities for continual improvement to reduce potential negative impacts at an early stage, taking appropriate action where reasonably practicable;
- Integrate sustainable concerns into all planning and design decisions, maintenance and management of its Estate;
- Liaise with the Local Community and other Stakeholders on sustainability issues;
- Maintain emergency procedures and contingency planning to deal effectively with any significantly harmful environmental, social and economic impact which may arise as a result of its activities;

This statement will be brought to the attention of all employees and students in all Campus sites, via the intranet and health and safety notice boards. It is the duty of all parties to support the college sustainability aims and report any concerns or non compliance.

Signed by the College Principal:

Date: 19.02.18

Chair of the Board of Management:

Date: 19.02.18

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