



MAKING  
LEARNING  
WORK



# STRATEGIC TRAVEL PLAN

2023 - 2028





# 1. BACKGROUND

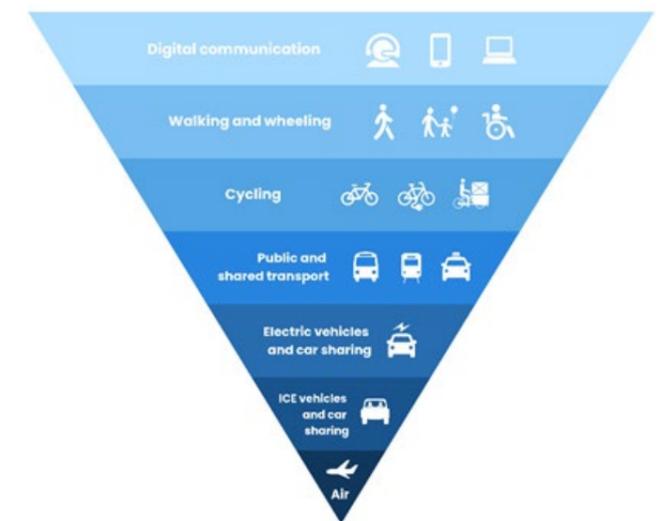
## 1.1 TRAVEL PLANNING

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. Including travel in the wider planning process promotes a greater understanding of the barriers to more sustainable travel and can raise awareness of the different modes of transport available.

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.

Sustainable travel practice is underpinned by the Sustainable Travel Hierarchy (below). The inverted pyramid shape shows the most sustainable modes of transport as the most aspirational and most frequently utilised, while more polluting modes are pushed down the hierarchy, to be used as a final choice when no other mode is suitable.



### The Sustainable Travel Hierarchy Source: Energy Saving Trust

It is worth noting that the first 3 categories (digital communication, walk and wheeling and cycling) can be considered equally in terms of emissions savings, although active travel modes have additional health and wellbeing benefits.

If it is possible to walk, wheel or cycle to a destination in 30 minutes, active travel is highly encouraged as a top choice. In 30 minutes it is typically possible to travel roughly 2km on foot or 8km by cycle. **Travel Time** can be used to estimate how far you can travel from a set location.

## 1.2 FORTH VALLEY COLLEGE

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.

## 1.3 REDUCING EMISSIONS

The **Universities and Colleges Climate Commitment for Scotland (UCCCFs)**, was adopted by the College in 2009 and reinforced again in 2014. This commitment provided the initial structure for the College to demonstrate the reduction of carbon emissions and our commitment to tackling climate change. Action to reduce travel emissions has been delivered by successive Carbon Management Plans and Strategic Travel Plans, through partnerships with EAUC, SSN, as well as local Councils and College partners and stakeholders.

Forth Valley College, alongside all of Scotland's colleges, is committed to achieving net-zero emissions by 2040 or earlier. This will be delivered and monitored by the College's **Net Zero Plan**, which the Strategic Travel Plan supports as part of its wider structure:



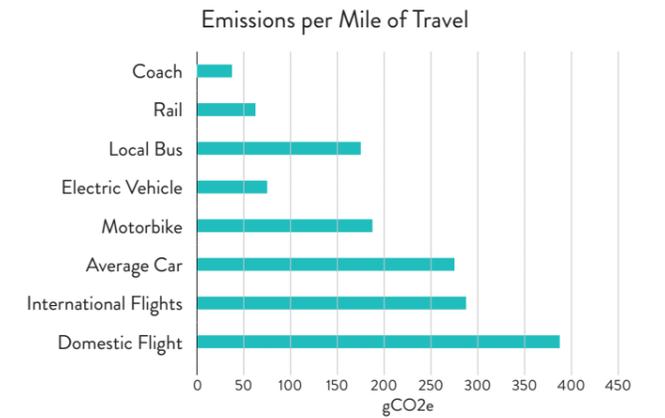
The College Principal and Chairman of the Board also reinforce the College's strategic commitment with the annual signing of the College Sustainability Statement. This recognises moral and legal responsibilities to sound sustainability management, encompassing environmental, social, economic and technological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

## 1.4 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.

**Scottish Planning Policy – A Connected Place** is a statement of Scottish Government policy on Connected Places. It notes that "Plans should identify active travel networks and promote opportunities for travel by more sustainable modes in the following order of priority: walking, cycling, public transport, cars. The aim is to promote development which maximises the extent to which its travel demands are met first through walking, then cycling, then public transport and finally through use of private cars. Plans should facilitate integration between transport modes."

**The 2019-20 Programme for Government** commits the public sector to lead the decarbonisation of transport by; phasing out petrol and diesel cars from fleets, phasing out the purchase of new petrol and diesel light commercial vehicles by 2025 and all new petrol and diesel vehicles by 2030.



The **Public Sector Leadership on the Global Climate Emergency** guidance encourages the minimisation of air travel wherever possible and the introduction of senior management sign-off for flights. It states that "Mainland UK air travel should be eliminated. Where air travel is unavoidable, the passenger 'class' should be the most carbon efficient for the nature of journey, e.g. first-class passenger air travel should be strongly discouraged."

Other relevant policies include;

- **Climate Change (Scotland) Act 2009**
- **Climate Change (Emissions Reduction Targets) (Scotland) Act 2019**
- **Scottish Colleges' Statement Of Commitment On The Climate Emergency**
- **Transport (Scotland) Act 2019**
- **Equality Act 2010**
- **Fairer Scotland Duty**
- **The National Roads Development Guidance**

## 2. GUIDING PRINCIPLES

### 2.1 STRATEGIC THEMES

The format of the College Strategic Travel Plan reflects the standard College policies and plans supporting the College Strategic Themes. These support the essence of sustainability and carbon reduction across the estate whilst providing the foundation for progress and continual improvement.

Our vision is to lead by example in all our activities and to ensure that our staff, partners and learners are aware of the impact their actions have on the environment. This commitment is supported by the College's **Sustainability Statement** that is approved annually by the Board of Management and College Principal. This document highlights a series of specific sustainable objectives, one of which is to "promote a sustainable travel management plan". Our commitment to carbon reduction is central to the college mission statement of "Making Learning Work" and is reflected in our Strategic Objectives from our **Strategic Plan**

### 2.2 EQUALITY AND INCLUSION

When and how staff and students travel can have a significant influence over the opportunities available to them. According to the **Poverty and Inclusion Commission** good, affordable travel is crucial to allowing people to access jobs, education and training. Without such access individuals and communities can become locked into poverty by their limited opportunities. Transport costs can put significant pressure on household budgets, through the cost of public transport or having to run a car. The cost of travel can stop some people from travelling altogether and, given the current cost of living crisis, this could become even more impactful for some households.

Forth valley College will work to help students and staff to travel to campus using the most diverse, least expensive modes of transport possible, to ensure that transport is not a barrier to students or staff realising opportunities to learn at or working for the college. This will include promoting free bus travel for under 22s and encouraging active travel measures, which are at a much lower cost than private car ownership, for example.

### 2.3 CLIMATE CHANGE ADAPTATION

While the focus of this plan is on reducing emissions to help prevent the worst impacts of climate change, it is important to recognise that our climate is already changing and is likely to continue to do so.

The effects of climate change threaten almost every aspect of the College's work – from teaching, infrastructure, supply chains and travel. It is therefore critical that we work to understand how this will affect student and staff travel patterns (e.g. warmer weather could make active travel modes more attractive during winter). Increasingly erratic weather will affect all modes of transport and could cause particular disruption to longer-distance modes of transport (e.g. flight cancellations due to storms). Digital communications and remote meetings will be a necessary back-up in such events.

### 2.4 JOURNEY PLANNING

To prioritise the most sustainable forms of transport Forth Valley College has adopted the Sustainable Travel Hierarchy. Staff and students should consider this each time they travel and offers some tips below:

**Digital communication:** being able to attend events and meetings remotely, whether working from home or using video conferencing facilities on campus, means that our first option is to consider whether a physical journey is necessary or could be avoided.



**Walking and wheeling:** if you do need to attend an event, the most sustainable means of doing this is walking or wheeling (the term used for users of wheeled mobility aids) as this emits virtually no carbon emissions and has high health and wellbeing benefits - the only resource required is your own energy.



**Cycling:** if your event is not within walking distance or you need to get there quickly, cycling is the next most sustainable option - as this requires some equipment (i.e. bike and helmet). You could use one of the College's eBikes.



**Public and shared transport:** when active travel is not suitable (e.g. the event is too far away or you have luggage) you should consider public transport. Taking a train or bus will reduce the carbon footprint of your journey, tackle congestion and help improve air quality. It can also be a better use of your time - allowing you to work or study on the move.



**Electric Vehicles & car sharing:** sometimes travelling by car is necessary (e.g. when your destination is not served by public transport) and when this is the case you should use the greenest vehicle possible - an electric car. These produce far lower carbon emissions than petrol and diesel cars and no tailpipe emissions. The College has a fleet of EVs and these should be used for business travel instead of personal vehicles. Sharing an EV journey with others will reduce combined emissions even further.



**ICE vehicles & car sharing:** internal combustion engine (ICE) vehicles, including petrol and diesel cars, should be the last resort for most journeys. ICE cars produce harmful air pollution and emit the highest carbon emissions of any ground-based transport. If you do need to travel by ICE car, consider travelling with a colleague to save both money and emissions.



**Air:** the least sustainable method of travel is flying and this should be avoided wherever possible - especially within the UK. For example, flying from Edinburgh to London produces around 159kg of CO2 per passenger compared to 23.5kg when travelling by train. In the UK trains are often cheaper and more practical than flying, which requires additional travel to and from airports and longer waiting times, while you can step straight on and off trains and into a city centre. Travelling abroad (particularly outside Europe) can be difficult without flying and careful thought should be given to whether it is essential to attend international events and how to make the most of these journeys when they are required (e.g. working abroad for longer periods but travelling less frequently). If considering air travel you should also run through the flow chart in section 2.3 below. Where it is necessary to fly, economy tickets should be chosen over any other class.



## 2.5 AIR TRAVEL

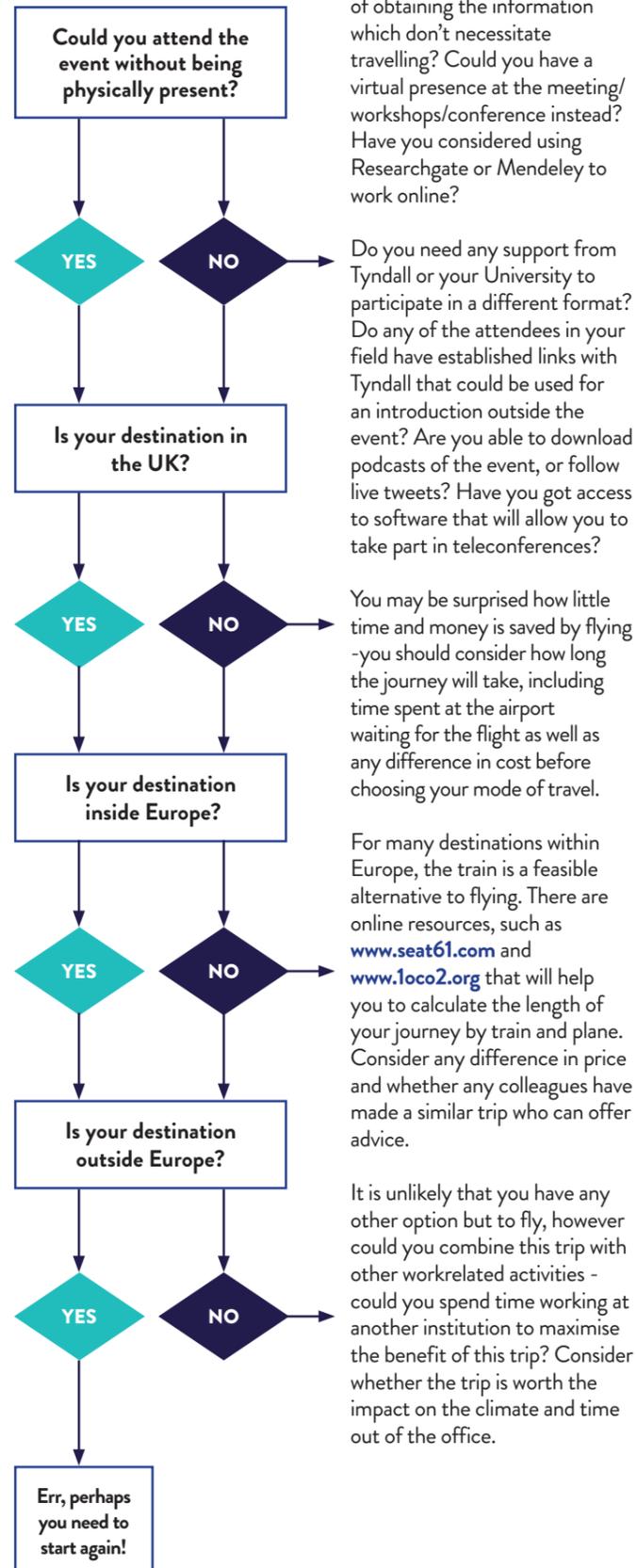
As already mentioned, air travel is the least sustainable form of transport as this emits the highest levels of greenhouse gases.

The **Public Sector Leadership on the Global Climate Emergency** calls for the elimination of air travel within the Mainland UK and the minimisation of air travel to other destinations wherever possible.

In some cases air travel will be unavoidable to reach a destination (especially if this is outside Europe) – in which case it is important to consider whether travel is really necessary. Could the event be attended remotely, for example?

Before arranging air travel, staff should think very carefully about their options and whether they can justify flying. **The Tyndall Centre** have developed a decision-making tree to enable this and this should be used each time air travel is considered.

Finally, where flights are unavoidable in the longer term (i.e. beyond our 2040 Net Zero target) we will need to offset these emissions. This will come as an additional cost (e.g. the **University of St Andrews** have set their carbon price at £100/tonne) which may also increase as demand for offsetting grows.



Source: Tyndall Centre

## 3. ACTIONS TO DATE

### 3.1 HISTORIC TRAVEL PLANS

In 2011, the College published its first Strategic Travel Plan to cover the period 2011 - 2016. This was then superseded by a further Strategic Travel Plan spanning 2017 – 2022, which this Plan now replaces. The overall aim of each of the Plans is '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.

### 3.2 CAMPUS IMPROVEMENTS

Since the launch of the first Strategic Travel Plan, Forth Valley College has opened 3 new, modern 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.

These have been accompanied by the development of Campus Parking Guides (**Alloa, Stirling, Falkirk**) to communicate the availability of facilities at each campus and new website information pages on travel.

	BREEAM Rating	Staff Parking	Students/General Parking	Cycle Storage	EV Charge Points	Accessible Spaces	Visitor Spaces	Car Share Spaces	Motor Bike Spaces
<b>ALLOA CAMPUS</b> 5,786sqm, 2011	Excellent	22	53	28 lockers 10 stands	2	5	7	3	6
<b>FALKIRK CAMPUS</b> 20,703sqm, 2020	Very Good	n/a	546	36 lockers 12 stands	6 (4 publicly available)	34	12	10	26
<b>STIRLING CAMPUS</b> 7,898sqm, 2012	Excellent	80	118	20 lockers 20 stands	2	12	31	3	4



Craig's Campus Quest

### 3.3 DIGITAL COMMUNICATION

Providing teleconferencing facilities for staff and improved systems to allow communication whilst avoiding travel has been a key component of previous Strategic Travel Plans. Such improvements included redesigned staff work spaces, improved IT tools and ongoing monitoring.

These measures prepared the College well for remote working during the COVID-19 pandemic and have encouraged behaviours which are being continued e.g. in 2021/22 it was estimated that 35% of staff time was spent working from home, reducing emissions from commuting as a result.

Following the relaxation of COVID-19 restrictions the College continued to pilot hybrid working/learning practices, to assess the potential to continue these into the future. This pilot has concluded with a detailed review, including a survey to gain feedback from staff this has resulted in the embedding of hybrid working and a new hybrid working policy.

### 3.4 ACTIVE TRAVEL

Encouraging the adoption of active travel will be crucial to reducing emissions from commuting and Forth Valley College has taken significant steps to support staff and students to walk, wheel and cycle. In recognition of these efforts each of the College's campuses have been granted a Cycling Friendly Campus Award by [Cycling Scotland](#).

Since 2017, Forth Valley College has had a fulltime member of staff dedicated to promoting active travel. This was previously through support from [Cycling Scotland](#) for a Campus Cycling Officer and is now delivered by an Active Travel Officer funded by Paths For All through their [Smart Choices, Smarter Places](#) fund. The Active Travel Officer's responsibilities have included:

- Providing students and staff with information at events e.g. Freshers Fayres.
- Leading guided cycling and walking sessions.
- Hosting cycle repair workshops.
- Organising events to promote and celebrate active travel e.g. [Craig's Campus Cycle Quest](#).
- Promoting active travel and events on social media.
- Applying for external funding to improve active travel facilities on campus and to secure additional equipment.

Forth Valley College staff are able to access the Cycle to Work Scheme, which is a government support initiative which allows staff to hire cycles and cycle equipment over 12-24 months without paying tax or national insurance on the payments.



### 3.5 PUBLIC TRANSPORT

For longer journeys which aren't suited to active travel modes, Forth Valley College is encouraging the use of public transport wherever possible – particularly for student and staff commuting.

To do this the College website provides up to date information on the transport options for each campus and links to the relevant public transport providers' routes and timetables:

- [Alloa Campus](#)
- [Falkirk Campus](#)
- [Stirling Campus](#)

The introduction of free bus travel through the [Young Persons' \(Under 22s\) Free Bus Travel Scheme](#) in January 2022 has resulted in a significant increase in student bus travel. Forth Valley Student Association has worked to promote the scheme to students and to encourage applications for Youngscot cards, which are required to access the scheme.

### 3.6 ELECTRIC VEHICLES

Where it is not appropriate or practical to use active or public travel modes, Forth Valley College are encouraging the use of electric vehicles (EVs) for business travel, inter-campus journeys and commuting.

The College's pool car fleet is currently made up of 3 electric cars (2 x Nissan Leafs, 1 x Vauxhall Corsa) and 1 electric van (Renault Kangoo). The College also has 2 long wheel based minibuses and 2 chilled vans which are currently powered by internal combustion engines. It is our ambition to replace these with electric equivalents as soon as this is achievable.

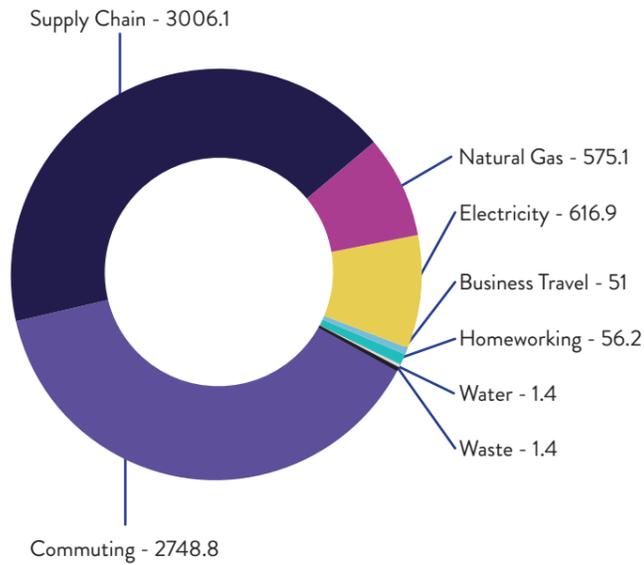
To support the use of EVs there are chargepoints at each of our campuses:

- 2 dual charge points in Falkirk (able to charge 4 vehicles) – available to the public.
- 1 dual charge point in Falkirk (able to charge 2 vehicles)– for college vehicles only.
- 1 dual charge point in Stirling (able to charge 2 vehicles) - available to public.
- 1 dual charge point in Alloa (able to charge 2 vehicles) – for college and staff vehicles only.

In addition to these chargepoints, larger banks of publicly-accessible chargers are available within walking distance of Falkirk and Stirling Campuses (at Falkirk Stadium and Castleview Park and Ride).

# 4. MONITORING

Emissions Reported 2021/22 (tCO2e)



## 4.1 EMISSIONS REPORTING

Each November the College submits mandatory reporting of emissions produced by the College during the previous academic year to **Sustainable Scotland Network (SSN)**. This includes both commuting and business travel emissions.

## 4.2 EMISSIONS TARGETS

The College Net Zero Plan (currently until 2026/27) outlines our ambition for reducing carbon emissions and achieving Net Zero by 2040. As commuting and supply chain emissions were only included in the scope of our emissions reporting for the first time in 2022, these are not within the current scope of our targets – which includes maintaining a 20% reduction in business travel emissions from a 2018/19 baseline (i.e. the last year before the COVID-19 pandemic).

Historic Emissions (tCO2e)									
Year	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Natural Gas	2687	560	510	533	591	534	582	607	575
Electricity		1801	1491	1255	1041	930	792	565	617
Water		14	15	15	12	13	17	3	1
Waste		11	13	41	8	6	3	14	2
Business Travel		114	97	92	130	109	61	18	51
Home-working		0	0	0	0	0	0	146	56
Total	2687	2499	2126	1937	1781	1592	1454	1354	1302
% baseline	100%	93%	79%	72%	66%	59%	54%	50%	48%

The College has achieved successive emissions reductions year on year, despite the widening scope of emissions included in reporting. This has been due in part to decreasing emissions factors (e.g. grid electricity as this transitions to increasingly renewable sources).

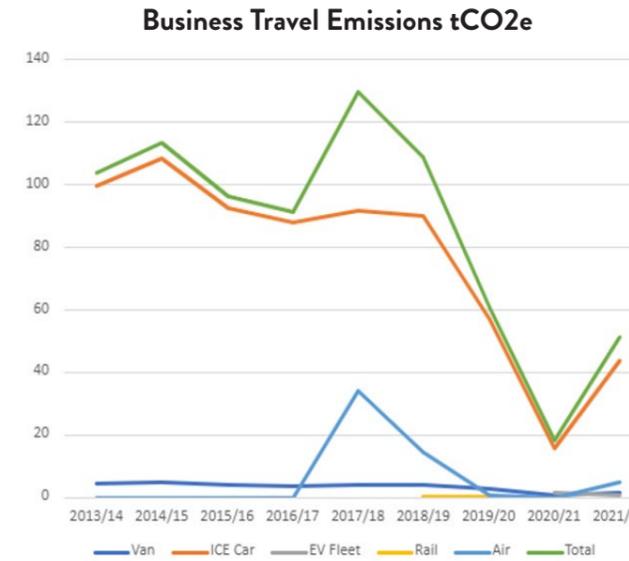
## 4.3 BUSINESS TRAVEL

Forth Valley College has been publicly reporting business travel emissions since 2014 and has compiled considerable data to monitor this.

Historic Emissions (tCO2e)									
Year	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Business Travel	104	114	97	92	130	109	61	18	51

Business travel reduced significantly during and following the COVID-19 pandemic and the associated restrictions on movement. As ways of working have changed and hybrid working has become more prevalent, through the increasing use of digital communication technologies, the College aims to continue such practices to reduce emissions. As mentioned, the College Net Zero Plan (currently until 2026/27) includes maintaining a 20% reduction in business travel emissions from a 2018/19 baseline (i.e. the last year before the COVID-19 pandemic) – in 2021/22 business travel emissions were less than half of pre-pandemic levels.

In addition to monitoring overall business travel emissions, it is crucial to understand how different modes of travel contribute to this, so that more polluting ways of travel (especially air travel) can be minimised. The graph below demonstrates how emissions from internal combustion engines have decreased over time and the impact of the COVID-19 pandemic on travel.



## 4.4 STUDENT & STAFF COMMUTING

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. Good qualitative and quantitative data is crucial to measuring progress and the College conducts annual surveys of students and staff to enable this.

The graph below provides a comparison of staff and student travel patterns from travel surveys carried out between 2017 and 2022. Travel surveys were not conducted in

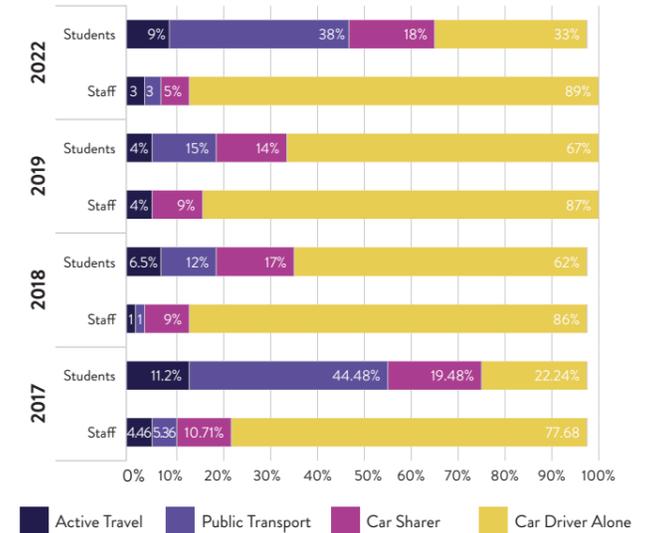
2020 or 2021 because of the disruption caused to travel by the COVID-19 pandemic and associated restrictions.

The results of the annual travel surveys indicate that there has been a recent growth in public transport uptake, potentially owing to the provision of free bus travel for under 22s, and a small increase in active travel modes, although this was not as high as in 2017. Student car sharing remains relatively high and a significant number of students still travel alone by car, suggesting that there is a continued need to promote more sustainable alternatives.

The vast majority of staff journeys continue to be made by single-occupancy car and this has increased in 2022. The share of staff journeys made by active travel modes, car share or public transport are their lowest since 2017 and this will require effort to improve upon.

It is worth noting, however, that the above figures do not account for the increase in remote working and hybrid learning practices compared to prior to the COVID-19 pandemic. As such, fewer students and staff are commuting to the campus each day. Nonetheless the College must do all that it can to ensure that when journeys are made to commute to campus, that these are made in the most sustainable way.

Travel Survey Results



## 4.5 TRAVEL PLAN MONITORING & 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.

Where possible, the travel survey will also be integrated into existing annual surveys e.g. student satisfaction surveys.

## 5. ACTIONS

### 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:

#### 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 Forth Valley College 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, electric vehicle 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.

### 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, Appendix 1 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.

### 5.4 TRAVEL PLAN ACTIONS FOR 2023-2028

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. Appendix 1 sets out the key activities the College will undertake in implementing its travel plan for the period 2023 - 2028.

AIM			
“to reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College”			
Strategic Themes (ST)			
ST1 Marketing and promotion;	ST2 Infrastructure investment and maintenance	ST3 Policy development implementation and management.	ST4 Partnership working
Strategic Objectives (SO)			
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. walking, cycling, public and shared transport.	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;

# APPENDICES

## APPENDIX 1 - KEY PERFORMANCE INDICATORS

### Strategic Travel - Key Performance Indicators – based on academic year

Strat Obj	Description	Baseline 2022	Target 2028	Progress*	Measurement Tool
S04	Maximise the staff/student annual survey responses to collate statistical data	16% staff 14% students	80% staff 70% students		Annual Travel Survey
SO3 SO4	Monitor and report the percentage of solo occupancy staff vehicles driving to College – aim for a reduction	89%	70%		Annual Travel Survey
SO3 SO4	Monitor and report the percentage of solo occupancy student vehicles driving to College – aim for a reduction	33%	20%		Annual Travel Survey
S01	Reduce the carbon emissions tCO2 linked to staff business travel (all travel)	51 tonnes	45 tonnes		Annual Public Bodies Climate Change Duties Report
S01	Reduce the number of business miles claimed by staff (grey fleet)	159,064	125,000		Annual Public Bodies Climate Change Duties Report
S02	Reduce the number of staff intercampus business journeys made using grey fleet.	71,652 miles	65,000 miles		Annual Public Bodies Climate Change Duties Report
S01	Increase the use of college electric vehicles	390 journeys	500 journeys		Vehicle booking diary

\* Reported annually following PBCCD submission.

## APPENDIX 2 – ACTION PLAN 2023 – 2028

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.

An annual Action plan will be derived from the 5year overarching Action Plan shown here in Appendix 2; this will be produced in conjunction with the key leads/departments responsible for delivering each Strategic Objective set out to ensure suitable monitoring and that milestones are being achieved.

	Action	Action 2023-28	Strategic Objective (SO)	Lead	Timescale					S	M	L
					SO1	SO2	SO3	SO4				
ST1	Marketing & Promotion	Communicate Strategic Travel Plan	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	Communications, Marketing	x	x	x	
		Prioritise Sustainable travel	Conduct a review of internal and external communications to ensure communications de-prioritise car and air travel in favour of more sustainable alternatives. Public transport and active travel to be presented as the norm.		x	x	x	Marketing, Active Travel Officer		x	x	
		Student Induction	Provide students with appropriate information during their induction, about their travel options for commuting and business travel including travel avoidance.	x	x	x	x	Communications, Student Admissions, Lecturers	x	x	x	
		Under 22s Bus Travel	Promote the availability of free bus travel for under 22s to students and support students applications for National Entitlement Card (NEC) or Young Scot National Entitlement Card (Young Scot NEC) required for travel.		x	x	x	Marketing, Student Association	x	x	x	
		Staff Induction	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, Line Managers	x	x	x	

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale		S	M	L
		SO1	SO2	SO3	SO4						
<b>Training Budget</b>	Investigate potential of ring-fenced training budget for key staff to complete professional development courses and/or networking on sustainable transport topics e.g. electric vehicle driving/ maintenance.		x	x	x	Finance		x	x		
<b>Events</b>	Promote local/ national events regarding sustainable transport to staff and learners	x	x	x	x	Communications, Marketing, Student Association, Active travel Officer		x	x	x	
<b>College Website</b>	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	x	Communications, Marketing		x	x	x	
<b>Journey Planning Tool</b>	Provide a tool for all staff and students to identify their travel options and how to access those options and the costs and emissions involved. i.e. personalised journey planning, and promote the options to achieve the KPIs.	x	x	x	x	Estates, Communications, Marketing		x	x	x	
<b>Blogs &amp; news</b>	Spread awareness of and create informative blogs and social media posts, using resources such as the Travel Better package.	x	x	x	x	Communications, Marketing, Active Travel Officer		x	x	x	
<b>Feedback contacts</b>	Provide an internal email address to pick up questions, suggests and complaints relating to sustainability and sustainable travel	x	x	x	x	Estates, Communications		x	x	x	
<b>Teams Page</b>	Provide a dedicated Teams page for staff to swap tips and share ideas with policy holders.	x	x	x	x	Active Travel Officer		x	x	x	

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale		S	M	L
		SO1	SO2	SO3	SO4						
<b>Cycling Support</b>	Provide advice, training and general bike maintenance support to staff and learners.		x		x	Active Travel Officer		x	x	x	
<b>Fitness Support</b>	Support staff and learners in improving their fitness to enable them to walk and/or cycle to College.		x		x	Fitness Suite, Active Travel Officer		x	x	x	
<b>Hybrid Working Technologies</b>	Provide robust staff training in the use of remote working packages such as Microsoft Teams and promote the use of other relevant equipment, services and facilities.	x			x	Information Services, HR		x	x	x	
<b>Hybrid Working Training</b>	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	Line Managers			x	x	
<b>Commuting Data</b>	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	Business Transformation		x	x		
<b>Active Travel/Public Transport Review</b>	Regularly review the provision and quality of active travel and public transport infrastructure on campus, for example checking facilities are clean, maintained, signposted and well-lit		x	x	x	Active Travel Officer/Estates		x	x	x	
<b>Cycle Lockers</b>	Review the cycle locker usage to maximise the availability of lockers to staff and students.		x	x	x	Active Travel Officer, Estates		x	x	x	
<b>Changing Facilities</b>	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	

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale			S	M	L
		SO1	SO2	SO3	SO4							
Drying Facilities	Maintain campus drying areas for staff and students to put wet clothes and investigate opportunities for expansion.		x	x	x	Estates				x	x	
Hybrid Working Infrastructure	Ensure appropriate ICT infrastructure and devices are available to support hybrid working and a reduction in the need to travel.	x		x		Information services						x
Charging Infrastructure	Investigate the opportunity to extend the number of electric charging points for cars and cycles.		x	x	x	Estates				x	x	
EV Pool Cars	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	x	
Replace ICE Vehicles	Investigate the replacement of the remaining ICE vehicles (minibuses and chilled vans) - considering the 2025 ban on new ICE vehicles.		x			Estates, Finance, Hospitality	x	x				
Car park monitoring	Investigate the potential for enhanced car park monitoring - including surveys for reporting			x	x	Estates	x	x				
Car Parking Terms on Website	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	Communications, Marketing	x	x	x			

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale			S	M	L
		SO1	SO2	SO3	SO4							
Car Parking	Ensure that all parking areas are appropriately signed and lined to support the College car park management.		x			Estates				x		x
Travel Survey	Review the travel survey annual data and monitor annual participation and results against the key performance indicators.	x	x	x	x	Estates	x	x	x			
Active Travel and Public Transport Benefits	Ensure that the staff benefit scheme includes opportunities for bike and public transport season ticket purchase through salary sacrifice or similar.	x	x	x	x	HR, Finance				x		
EV Salary Sacrifice Scheme	Investigate the opportunity to offer staff new benefits which promote more sustainable travel habits, including the potential for a salary sacrifice scheme to purchase electric vehicles.		x		x	HR, Finance	x	x				
Business Travel Policy	Review and update the College Business Travel Policy to ensure it supports sustainable travel as well as reducing the need to travel. Introduce a robust decision making process to help staff and students to decide which modes of transport are appropriate, including adoption of a flight justification tool/ process and measures to discourage grey fleet usage.	x	x	x	x	Finance, Procurement, HR						x

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale	S	M	L
		SO1	SO2	SO3	SO4					
<b>Travel Justification Tool</b>	Consider policies requiring staff to use Travel Justification Tools (including the flight justification tool) before approving travel requests. Ensure that enquiries into virtual options had been made before deciding to fly.	x	x	x	x	Finance, Procurement, HR				x
<b>First class travel policy</b>	Consider policies banning first or business class air travel. Consider whether first class train travel could be used as an incentive to avoid air travel.	x	x			Finance, Procurement, HR				x
<b>Hybrid Working Policy</b>	Review hybrid working policy to ensure that this is fit for purpose	x		x	x	HR, Senior Management		x		
<b>Travel expenses</b>	Develop the data capture of staff travel claims (including grey fleet) to identify trends of travel (to where, reason for the journey- number of passengers). Use this data to identify the departments with the highest emissions and to produce reduction targets for these.			x		Business Transformation, HR, Finance		x	x	
<b>Procurement Objectives</b>	Develop and implement environmental procurement objectives which support sustainable transport which are aligned with the College's own Net Zero Plan, as well as government objectives on reducing pollutants.	x	x	x	x	Procurement			x	
<b>Timetabling</b>	Review current timetabling practise to ensure room utilisation reduces peaks in travel demand.	x				Business Transformation	x	x	x	

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale	S	M	L
		SO1	SO2	SO3	SO4					
<b>High emitters</b>	Arrange meetings with senior leaders and high emitters to discuss potential solutions to reduce their emissions.	x	x	x	x	Finance, Estates	x	x		
<b>Parking Policy</b>	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	x	x		
<b>Event Parking</b>	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		Events Coordinator	x	x	x	
<b>Funding</b>	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	Development & Fundraising Manager,	x	x	x	
<b>Car Club</b>	Investigate the potential of partnering with a car club to offer fuel efficient cars on campus with the aim of reducing use of personal vehicles.		x	x	x	Estates		x		
<b>Active Travel Officer</b>	Employ an Active Travel Officer to promote active and sustainable travel and transport and implement initiatives.		x	x	x	Estates	x	x	x	

ST4 Partnership Working

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale		
		SO1	SO2	SO3	SO4		S	M	L
<b>Net Zero Plan Working Group</b>	Support the cross-departmental Operations working group and associated group for transport. Members can share learning with their departments and feedback on initiatives.	x	x	x	x	Estates	x	x	x
<b>Green Champions</b>	Support college green champions to embed sustainable travel initiatives in their teams.	x	x	x	x	Estates	x	x	
<b>Staff Rewards</b>	Reward staff for engaging in active travel and public transport use through schemes such as Better Points. Users can track their progress for rewards.	x	x	x	x	Communications, Active Travel Officer	x	x	x
<b>Staff Challenges</b>	Take part in sustainable transport challenges that offer rewards to participants e.g. Scottish Workplace Journey Challenge, Step Count Challenge.	x	x	x	x	Communications, Active Travel Officer	x	x	x
<b>Shared Transport</b>	Continue to engage with partners with whom the college can develop shared transport services for staff and students. i.e. Forth Bike, bus services	x	x	x	x	Estates		x	x
<b>Regional Forums</b>	Ensure that travel needs of staff and learners are represented at local and regional transport forums		x	x	x	Estates	x	x	x
<b>Local Authority</b>	Work with Local Authorities to improve sustainable transport options		x	x		Estates		x	x
<b>Other institutions</b>	Collaborate with other FHEIs helps to spread awareness and learning.		x	x	x	Estates, Active Travel Officer	x	x	x

Action	Action 2023-28	Strategic Objective (SO)				Lead	Timescale		
		SO1	SO2	SO3	SO4		S	M	L
<b>Cycling Friendly Campus</b>	Work with Cycling Scotland to maintain 'Cycle Friendly' Campus awards for each campus and where appropriate apply to the Cycling Friendly Campus Development fund to improve facilities.		x	x	x	Active Travel Officer, Estates	x	x	x
<b>Public Transport Provision</b>	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	x	x	x
<b>Public Transport Promotion</b>	Invite public transport operators and other travel providers to attend learner freshers fayres to provide details of learners ticket options and discounts and transport services available.		x	x	x	Estates	x	x	x

### APPENDIX 3 - 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 well lit and covered by CCTV for safety and security;
- Promoting the parking “Terms of Use” for owners of vehicles
- 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.
- 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.

To enable better management of College car parks, all staff and students are encouraged 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



# MAKING LEARNING WORK

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