



Wakefield College Green Travel Plan 2017-2022

1 INTRODUCTION

1.1 Wakefield College has a commitment through its Carbon Management Plan to reduce its carbon footprint. In addition, the College has an ambitious Property Strategy to renew and maintain its Estate to provide high standards of teaching and working environments for its students and staff. This Green Travel Plan aims to support both objectives and reduce reliance on single occupancy vehicle travel.

This Green Travel Plan is a live document and will be reviewed and endorsed in line with the Carbon Management Plan.

1.2 The key objectives of the Travel plan are to:

- Reduce environmental impact of travel associated with working and studying at the College;
- reduce single occupancy vehicle travel by suggesting viable and attractive alternatives;
- Promote the alternative travel options for commuting and business use;
- Reduce parking congestion on campus and in the locality during term-time;
- Capture and monitor the data relating to both private and College vehicle use;
- Work with key partners to improve the safety and accessibility of travel.

2 ROLES AND RESPONSIBILITIES

2.1 This section identifies roles and responsibilities for implementing and maintaining the Travel Plan.

2.2 **The Director of Estates will:**

- provide the management support required to make strategic decisions;
- steer the travel plan and address issues that cross college campus boundaries;
- set tasks, priorities and work programmes for the travel plan co-ordinator;
- secure any necessary funding required to take the travel plan forward;
- keep key decision makers informed of progress with the travel plan;
- ensure that the work of the travel plan is co-ordinated with other activities within the College and between campus locations;
- communicate results of annual surveys to staff, students, and the Board of Governors;
- act as the point of contact for Wakefield Metropolitan District Council.

2.3 **Travel Plan Co-ordinator:** Is the Utilities Officer who will:-

- oversee the development and implementation of the Travel Plan;
- manage the day-to-day running of the Travel Plan;
- implement the information and awareness campaign to ensure the Travel Plan is satisfactorily promoted and kept up-to-date;
- co-ordinate the necessary data collection exercises required to maintain and monitor the Travel Plan (e.g. Annual Travel Survey);

- arrange for the analysis of survey results, and communicate this analysis to the Director of Estates;
- act as a point of contact for those staff and students requiring travel information;
- act as a point of contact regarding feedback relating to the plan and accommodate such feedback within the Travel Plan,
- liaise with different departments within the College to ensure consistent implementation
- Liaise with myptp.com to provide personal travel plans to staff and students.

2.4 **Staff and Student Participation:** To reach its full potential, the users of the Travel Plan must not only be aware of the provisions, but also feel included within the Travel Plan development process.

The lines of communication are maintained during the lifetime of the Travel Plan by the inclusion of travel information in campus newsletters and by emails to all users through the Go Green channel.

2.5 **Involvement of the Local Authority:** The Travel Plan has been developed in consultation with following Wakefield Metropolitan District Council (WMDC) policies:

- SPG 7 – District Wide Parking Standards
- SPG 5 – Sustainable Development Guide
- WMDC – Highway Guidance Note 3 – Travel Plans
- WMDC – Highway Guidance Note 4 – Checklist for Travel Plans

3 TRAVEL OPTIONS

3.1 The hierarchy of travel options for staff and students are in line with the objectives of reducing the carbon footprint of the College and a healthy lifestyle. The hierarchy starts with the travel option that generates the least carbon and maximises healthy living opportunities for staff and students who can participate.

3.2 **Walking:** All of the College properties are accessible by good quality footpaths that are well lit and are located within easy reach of public transport. Walking for at least 30 minutes a day for a minimum of 5 days a week can help to make people feel good, give more energy, help you sleep better, help reduce stress, reduce blood pressure and help manage weight and improve life expectancy.

3.3 **Cycling:** The College actively encourages both staff and students to cycle to and from College. It's a great form of exercise, it's environmentally friendly, economical and it's fun too. The College provides secure storage for cycles, showers and changing rooms at its three main campuses.

The College offers a Cycle to Work Scheme for staff to purchase a bicycle and certain safety equipment on a tax-free basis by salary sacrifice.

A list of safe cycle routes and dedicated cycle paths for the District can be found on the local authority web site at: www.wakefield.gov.uk/residents/sport-and-leisure/cycling.

3.4 **Public Transport:** To encourage both staff and students to use public transport the College supports the following promotions:

- **16-25 Student MCard:** This scheme offers discount to students to use public transport around the District. The main benefits of the scheme are that students can pay just once a week or month and enjoy virtually unlimited bus and train transport throughout West Yorkshire. Full time students over 25 can use these too. There are also TERM travel tickets available.
- **Company Metro Card:** (personal use). The College supports the purchase of Metro Cards by staff for personal use. The monthly interest free payment deducted directly from salary. The cards offer 15% discount on travel when in and around West Yorkshire.
- **Corporate Travel Card:** The College purchases three corporate travel cards each year for staff to use for business travel in West Yorkshire. The card allows the holder free public transport on production of the card when accompanied by a Wakefield College staff ID card. The Corporate Travel Card is bookable through the helpdesk and collected from or posted via internal post to the requester by Estates.
- **Northern Rail Card:** Staff can purchase a rail season ticket for commuting to work via a loan and paid monthly by salary deductions. A saving of 12 weeks' travel can be made when purchasing a 12-month season ticket.

WY Metro also provides the Wakefield Free City Bus service that runs every 10-12 minutes. This runs in a circular route between the bus station, Westgate and Kirkgate rail stations, and other city centre locations. Stops 9 and 10 are closest to Thornes Park Campus and stop 12 for the City Campus.

3.5 **Lift share:** The College encourages the sharing of travel in personal transport and operates a "Liftshare" database for staff. The scheme is local to the College with options for staff to widen the database to within the Wakefield "Carshare" Scheme. Registration is free to those who either offer or seek lifts.

It is ideal for staffs that live in the same area or on the same route who could share their journey to work and back. This reduces traffic on the roads and cuts down on parking problems.

The College provides priority-parking areas at City Campus for those registered on the scheme that have multi occupancy of a vehicle on the day the vehicle is parked.

For emergencies, the College also runs an Emergency Lift Home Service (see appendix 7) for anyone using Liftshare that for any reason cannot get home on that day.

- 3.6 **Pool Cars:** Wakefield College provides a cost effective, short-term, self-service car pool system. This enables those using alternative transport to work to use a vehicle should their role require it. Cars can be booked through the helpdesk and are available to all registered drivers (copy of driver's license required) with six or less penalty points. Licences to be sent the Estates Vehicle Technician.
- 3.7 **Enterprise Car Club:** Staff can join this scheme and can log onto the website and reserve a vehicle to use for business purposes. The nearest vehicle is in the multi-storey carpark at Westgate Rail Station, Wakefield. You can use Enterprise Car Club vehicles all over the UK. This gives the option to travel by public transport and then where possible use a car club vehicle to complete your journey.
- 3.8 **Personal Transport:** All distances above 40 miles must be undertaken in either public transport or one of the highly efficient College pool cars. The College permits, but does not endorse, the use of personal transport to be used for both travelling to and from the College premises as this plan's aim is to reduce single occupancy vehicle commuting. The use of a personal vehicle should always be considered as a last resort for College business (subject to terms and conditions of travel expenditure procedures).
- 3.9 **Parking:** Car parking is available for staff and students at Thornes Park and Castleford Campuses. Limited staff only parking is available at the City Campus between 06:00 and 17:30. Staff and students who wish use College parking spaces must apply for a permit and comply with the 'Car Parking Policy'.

City Campus Staff can park in the larger Thornes Park Car Park and travel to the City Campus using the Shuttle Bus (times in Appendix 8). Alternatively, they can park at the Wakefield Metropolitan District Council's (WMDC) Staff carpark at Newton Bar. Newton Bar costs £2 a day and a valid Staff Parking Permit must be clearly displayed.

4. MONITORING

- 4.1 This Travel Plan is not a static document and is updated annually in conjunction with the College Carbon Management Plan. The responsibility for the maintenance of the plan lies with the Travel Plan Co-ordinator.
- 4.2 **Monitoring:** We monitor progress of this plan using the following methods:
1. **Annual Travel Survey:** The College conducts a survey in partnership with 'West Yorkshire Travel Plan Network (WYTPN) which forms part of a wider approach to travel planning in and around West Yorkshire. This allows the College to:
 - make year on year comparisons
 - identify actual usage
 - understand limitations
 - monitor targets and objectives
 2. **Staff / Student Surveys:** Allow the College to:

- Focus on the performance of specific area
- Identify key performance indicators
- Understand travel plan impacts at a day to day level

5. INFORMATION AND AWARENESS

5.1 The Travel Plan's success depends on the clear flow of information between the College and its staff, students and visitors. The mechanisms for this flow are summarised in Appendix 10.

5.2 We will increase awareness and participation of each target group in the following ways:

Prospective/New Students

- Open Days
- Web site
- Prospectus
- Student Services
- Induction week
- Enrolment

Existing Students

- Web site
- Moodle
- Student Services
- Students Union
- Foyer displays/Notice board

Staff

- Web site
- College News
- Go Green
- Noticeboards
- Staff Induction
- Promotional events i.e. Bike Week

5.3 The College continues to develop promotional events and participate in partnerships with the following organisations and bodies:

- The Environmental Association for Universities and Colleges (EAUC);
- Wakefield District Council;
- West Yorkshire Passenger Transport Network.

5.4 Travel and transport information is available publicly on the College's website where information about car parking and alternative methods of travel can be found. The College also provides a Travel Guide where there is information about the latest travel information.

APPENDICES.

- Appendix 1 Current Provision
- Appendix 2 Action Plan
- Appendix 3 City Campus Details
- Appendix 4 Thornes Park Campus Details
- Appendix 5 Castleford Campus Details
- Appendix 6 Emergency Lift Home
- Appendix 7 Shuttle Bus Timetable
- Appendix 8 Green Travel Plan – Baseline
- Appendix 9 Green Travel Plan Ideas / Information Flow

Appendix 1. CURRENT PROVISION

Locations	Staff Car Parking	Student Car Parking	Accessible Parking	Lift share Parking	Short Stay Parking	Charging Station	Secure Cycle Storage	Changing Room	Shower Rooms	Pool Car Available	College Cycle Available	Corporate Travel Card	Bus Access	Rail Access
Castleford Campus	237		7	4	4	No	Yes	2	2	2	No	Yes	Yes	Yes
City Campus*	144	0	10	10	4	No	Yes	1	1	1	No	Yes	Yes	Yes
Lightwaves	N/A	N/A	N/A	N/A	N/A	N/A	No	2	2	N/A	N/A	N/A	Yes	Yes
Thornes Park Campus	150	150	10	No	8	No	Yes	1	1	1	No	Yes	Yes	Yes
Crofton Academy**	5	No	4	No	Yes	No	No	1*	1*	0	No	No	Yes	No

*= includes Newstead and Deeds

** = Shared facility with Crofton Academy

Appendix 2. ACTION PLAN

Subject	Actions	Led By	Time - scale	Comment
Car Parking	Create a car parking policy that supports the Green Travel Plan.	Director of Estates / Utilities Officer	2017	Provide fair, honest, deliverable and enforceable use of parking facilities at each College campus.
Lift share	Create specific parking bays for people lift sharing. Promote the scheme within the College	Director of Estates Utilities Officer	2017 2017-2022	Supported by the 2017 Car Parking policy and Carbon Management Plan.
Charging Station	Install charging stations for both electric cars and cycles.	Utilities Officer	2017-2022	Consultation with external agencies to seek funding.
Cycle	Promote the Cycle to Work scheme. Develop corporate cycle option Improve facilities that support cycling within the main campuses (showers and changing facilities) Provide viable secure cycle storage at all facilities Work with key strategic partners to improve safe cycling routes to campuses	Utilities Officer Utilities Officer Utilities Officer Estates Director of Estates	2017 - 2022 2019 2017-2022 2017 - 2022 2017-2022	Consultation with external agencies to seek funding.
Pool Car	Review the existing usage of pool cars at each campus. Review the existing College vehicle fleet Promote the use of College vehicles for business use where public transport is not viable.	Estates Services Manager Utilities Officer	2017 - 2022 2017 - 2022 2017 - 2022	Determine use and value of fleet.
Public Transport	Promote the metro card opportunities for both staff and students Liaise with WYPTN to improve access to public transport for staff and students	Utilities Officer Director of Estates	2017 - 2022 2017 - 2022	To provide facilities that complement the CMP.

Corporate Travel	Implement a corporate travel policy that supports the environmental policy and carbon management plan.	Director of Estates/ Utilities Officer	2017 - 2022	
	Promote use of the Corporate Travel Card for staff business travel	Utilities Officer	2017 - 2022	

Appendix 3. CITY CAMPUS

Walking. Wakefield Campus is located just on the edge of the City Centre and has safe pathways to the centre of the city as well as to the Silcoates and Newton Bar areas.

Cycling. Secure covered cycle racks are available at City campus. There are dedicated cycle routes around the City. A shower and changing room is available.

Public Transport. Westgate railway station is an easy walk from City Campus (within five minutes) and is a major terminal for the network for London, Leeds and York.

Kirkgate railway station is half an hour's walk from the main campus. Wakefield Free City Bus operates from Kirkgate Station to the town centre every 10-12 minutes during weekdays. The bus stops adjacent to City campus by Wakefield One (stop12). Kirkgate station is a terminal for Sheffield, Manchester and London.

The Journey Planner on Metro's website at www.wymetro.com/howtogetto/ is one of the easiest ways to work out your journey to College or anywhere in Yorkshire by bus or train.

Wakefield Bus Station is a ten-minute walk from the campus and has services for the whole of Yorkshire and the National Coach operator.

It is possible to find out the scheduled or real time for any bus at any stop by text message. Simply text the 8-digit bus stop number to 63876 and you get a return text telling you when the next bus will be coming along or via the internet on www.wymetro.com/mobile.

By Road. The campus is easily accessible from the M1 and M62 road networks and is situated in the town centre on Margaret Street

Car Parking. There is no allocation of spaces for students (except disabled students) or for visitors (except disabled visitors) at the City Campus. The campus has two multi-storey car parks within a 5 minute walk, Merchant Gate (short term) and Rishworth (long term). There is provision for drop off for deliveries and equipment monitored by CCTV.

There are 6 dedicated Liftshare spaces that are monitored by CCTV.

Appendix 4. THORNES PARK CAMPUS

Walking. Thornes Campus is located just on the edge of the City Centre within Thornes Park. The park has pathways to Lawefield Lane, Horbury Road and to Thornes Road.

Cycling. A dedicated cycle route serves Thornes Campus from the City Centre. Secure cycle racks are available at Thornes campus and a shower/changing room.

Public Transport. Westgate rail station is an easy walk from Thornes Park Campus (within 15-20 minutes). Wakefield Westgate station is a major terminal for the network for London, Leeds and York.

Kirkgate rail station is a half an hour's walk from Thornes Park Campus. The Wakefield Free City Bus operates from Kirkgate Station to the town centre every 10-12 minutes during weekdays and the best stops for Thornes Park are stops 9 and 10. It is then a 10-minute walk to the campus. Kirkgate station is a terminal for Sheffield, Manchester and London.

The Journey Planner on Metro's website at www.wymetro.com/howtogetto/ is one of the easiest ways to work out your journey to College or anywhere in Yorkshire by bus or train.

Bus services operate from Wakefield Bus Station to the campus. The Wakefield Bus Station operates services throughout Yorkshire and for National Coach Operators.

It is possible to find out the scheduled or real time for any bus at any stop by text message. Simply text the 8-digit bus stop number to 63876 and you get a return text telling you when the next bus will be coming along or via the internet on www.wymetro.com/mobile.

By Road. The campus is easily accessible from the M1, and M62 road networks. It is located on Horbury Road approximately one mile from the City Centre.

Car Parking. The main car park is available at all times to staff, students and visitors. All users of this facility must adhere to the strict 10-mile an hour speed limit whilst driving any motorised vehicle through the car parking area.

The upper car park (in front of Reception) is restricted to the following users only:

- Disabled parking (10 bays). Blue passes should be clearly seen
- Loading and unloading of deliveries.

Appendix 5. CASTLEFORD CAMPUS

Walking. Castleford Campus is located just on the edge of 'Xscape' Leisure Complex and 'Junction 32' Shopping Outlet and has good, well lit and safe walkways into and around the complex

Cycling. Good well light roads from the main 'Xscape' / 'Junction 32' complex and the railway station serve Castleford Campus.

By Public Transport. Castleford station is an easy walk from Castleford Campus (within twenty minutes). The station supports the local network from Wakefield Kirkgate. Leeds, Pontefract and Knottingley.

Glasshoughton train station is an easy walk of five minutes

Castleford Campus is generously served by bus services from Castleford and Pontefract

The Journey Planner on Metro's website at www.wymetro.com/howtogetto/ is one of the easiest ways to work out your journey to College or anywhere in Yorkshire by bus or train

It is possible to find out the scheduled or real time for any bus at any stop by text message. Simply text the 8-digit bus stop number to 63876 and you get a return text telling you when the next bus will be coming along or via the internet on www.wymetro.com/mobile.

By Road. Accessible from the M62 at J32 with links to the M1 and A1 road networks. The campus is located on the southern edge of Castleford.

Car Parking. The car park is accessed from Thunderhead Ridge at the east side of the building. This car park is for student, staff and visitors only and is open during normal College opening hours. Retractable bollards are positioned in the entrance to restrict access to the car park out of normal College operating hours.

The car park operates a one-way system with directional road markings and a speed limit of 5mph. CCTV is in operation.

There are 4 Liftshare parking spaces, 4 short stay spaces and a drop of bay.

Motorcycle Parking. Motorcycle parking is in front of the main entrance to the car park and at both sides of the walkway to the building.

Appendix 6. EMERGENCY LIFT HOME

An Emergency Lift Home (ELH) is available to ensure that members of the Liftshare scheme and or staff using Green travel options can return home should an unforeseen event occur.

ELH allows the costs incurred to return home by the employee to be reimbursed. Wakefield College Utilities Officer will issue a claim form upon request. Please note valid tickets and or receipts are required.

To be eligible the employee claiming must be able to demonstrate that they are a green travel user (walking, cycling, public transport or liftshare member). When a claim is made under Liftshare, the member of staff will be required to prove they are a registered member of the scheme and be actively sharing a journey with at least one other employee or member of the West Yorkshire Carshare scheme on that day.

ELH identifies that the order of preference and limitations of claims are:

- Public Transport;
- Private Hire Taxi – reimbursement limited to £30 – tips to the driver cannot be claimed
- College vehicle (if appropriate or available).

Valid Reasons for using ELH are:

- Personal illness or illness/injury of an immediate family member where no one else can attend
- A home emergency requiring their immediate attendance e.g. fire, flood etc.
- A work reason that is unforeseen when a Liftshare partner has to leave work at a different time to their normal working hours. Their line manager must validate this.
- The car share driver has to return home because of one of the above, or is unavailable at or within an hour of their usual time to return home.

ELH does not apply to:

- Personal errands
- Working late other than at their line manager's request
- Early campus closure (the car share driver should be leaving at the same time)
- Scheduled medical appointments
- Business journeys
- Any other reason not considered as an emergency

The Director of Estates will assess and monitor the ELH scheme to ensure there is no misuse. The College can alter or withdraw the scheme at any time.

Appendix 7. SHUTTLE BUS TIMES

The shuttle bus collects and disembarks staff from the parking bay adjacent to the Sports Hall in the main Thornes Park campus car park. The bus stops in the central area between Harrison and Radcliffe buildings at City campus.

The bus operates during term time only. Passengers embark on a first come first served basis. The bus has a capacity of 16 passengers for any one journey.

The timetable for the bus can be seen below:

AM - Departing Thornes Campus to Wakefield Campus

07:30
08:00
08:30
09:00

PM - Departing Wakefield Campus to Thornes Campus

15:05
15:35
16:05
16:35
17:05
17:35

Appendix 8. GREEN TRAVEL PLAN - BASELINE

Results 2013	Thornes	Wakefield	Castleford
Car Single Occupancy	23	49	20
Car Share (Driver)	2	8	3
Car Share (Passenger)	2	6	2
Motorcycle	1	2	0
Bus	1	11	4
Rail	1	8	0
Bicycle	1	2	1
Foot	1	9	1
Responses	32	95	31

To be amended to 2017 results when received.

Appendix 9. GREEN TRAVEL PLAN IDEAS / INFORMATION FLOW

The Travel Plan Ideas / Information Flow

