

TRAVEL PLAN

2011 – 2012

1. The Institute of Education is committed to reducing the environmental impact of transport related to the Institute of Education and its activities. It aims to:
 - Encourage those staff that do not have a relevant disability and are still using private cars to and from the Institute to find alternatives
 - Encourage visitors to the Institute to travel by means other than private car
 - Ensure that all staff and students have access to public transport information
 - Promote the use of environmentally friendly transport by the Institute where required for its activities

2. An action plan, setting out specific targets with dates and progress is available on the Institute's website on the environmental and sustainability page at <http://www.ioe.ac.uk/about/policiesProcedures/790.html>

Current impact

3. Due to its location and previous initiatives, the Institute of Education presently has very little private car usage by staff and students. The Institute has an average of 800 staff members in Bloomsbury with a total of 5 car parking spaces. This gives a ration of 1:160 staff members per car parking space. Institute staff can apply for a University of London car parking space, but there is a waiting list for these spaces and no staff are currently receiving permits.

4. There is no parking for students or visitors. The Institute recommends public transport as the most environmentally friendly means of visiting the Institute. Tube stations at Russell Square, Euston Station, Warren Street and Goodge Street are within 5 minutes walking distance. The main train stations of Euston, St Pancras and Kings Cross are also less than 5 minutes away.

5. The Institute has two car parking spaces reserved for disabled drivers. There are also disabled bays in Woburn Square, under the control of the University of London.

6. Estates and Facilities contractors are allocated spaces when required on the Institute's Service Road.

The promotion of alternative means of transport

7. The Institute actively promotes walking, cycling and the use of public transport for staff, students and visitors travelling to the Institute through:

- Providing secure bike storage units outside its main building at 20 Bedford Way and appropriate shower facilities on level 2 and level 7, accessible to all staff via collection of a key from the Level 4 reception desk; For details of the secure units, please contact n.khan@ioe.ac.uk
- Providing cycle racks behind 55 – 59 Gordon Square. There are also cycle racks outside Senate House, two minutes from the Institute's main building. Students in residences may leave their bikes in the pavement vaults of the residences. Staff and students are reminded of good locking practice (to ensure that both wheel and frame are locked to an immovable structure). Registration of bike ownership can be made at www.immobilise.com or <http://www.bikeregister.com>.
- The Institute of Education fully supports the London and Camden Cycling campaigns, at <http://www.camdencyclists.org.uk> and <http://www.lcc.org.uk>. It also supports the Transport for London cycle hire scheme at <http://www.tfl.gov.uk/roadusers/cycling/14808.aspx>. Feedback is always welcome on any issues raised by bike users for improvements to the current provision of cycle facilities provided by the Institute and its neighbouring colleges in the Bloomsbury precinct area.
- Providing interest free annual season ticket loans to all staff travelling to work by train, tube or bus subject to the staff member meeting the criteria governing the issue of the loan;

- Providing an interest free loan of up to £500 (subject to the availability of funds) to purchase a bicycle or payment towards a bike subject to the staff member meeting the criteria governing the issue of the loan;
- Promoting walking to the Institute where possible. For walking routes and route planners, visit <http://www.walkit.com>
- Incorporating public transport information and links to public interest travel information sites such Transport for London on the Institute's web site, into prospectuses, brochures and other publicity materials advertising courses and conferences;
- Supporting flexible working hours for administrative and academic staff, easing the burden on 'rush hour' public transport. Many lectures take place during weekday evenings and Saturdays, allowing the use of transport to be extended over longer days.
- Ensuring that new developments incorporate lockers, changing rooms and showers to further encourage staff to cycle to work. In existing buildings, ensuring that major refurbishment projects also incorporate such facilities where practicable.

Reducing vehicle usage and carbon emissions

8. The Institute of Education supports *Transport for London* in working to reduce vehicle usage and carbon emissions in London. The Institute:
- Has replaced its diesel van with an LPG operated van, which is shared with SOAS;
 - Uses bicycle and motorcycle couriers for the collection and delivery of packages within central London;
 - Requires all staff travelling on Institute business to use public transport only and will reimburse expenses on such use only; whilst promoting the use of

public transport this does not extend to the use of air travel within the United Kingdom.

- Requires its outsourced catering provider Sodexo to procure and maintain an LPG operated refrigerated van for the delivery of services to and from all Institute premises.
- Requires printers appointed to its framework agreement to consolidate their delivery of printed jobs to one delivery per week to reduce the number of vehicle journeys to and from London where practical without compromising service delivery commitments.
- Requires its stationary supplier Office Deport to consolidate their deliveries to the Institute to a maximum of no more than three deliveries per week in order to reduce the number of vehicle journeys in and out of central London.

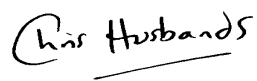
Future Targets

9. The Institute of Education is committed to reducing carbon emissions resulting from the travel of staff and students. Planned targets to achieve by 2012 include:

- Assessing regularly the demands for facilities for cyclists and ensuring that the supply of these facilities keeps pace, as far as possible, with demand.
- Promoting low carbon emission transport choices when travelling on business to represent the Institute and investigate the ways in which the impacts of any remaining travel can be minimised and/or off-set.
- Raising awareness amongst staff, students and visitors of the impacts of leisure and business travel decisions including air pollution, climate change and road safety;

- Promoting the use of low carbon emission transport for staff, students and visitors beyond the Institute, in particular during vacation times for international students (reducing air travel and off-setting carbon emissions);
- Providing and promoting flexible working for employees and the use of video and telephone conferencing to reduce business mileage.

Signed

A handwritten signature in black ink that reads "Chris Husbands". The signature is written in a cursive style and is underlined.

Professor Chris Husbands
Director, Institute of Education
7 March 2011