

TRANSPORT MANAGEMENT POLICY

1 UNIVERSITY POLICY

This policy forms part of the University's sustainable development framework.

2 SCOPE AND AIMS

This policy

Applies to all business related travel made on behalf of the University

Reflects the needs of the University community and confirms our intentions to support these positively, proactively and collaboratively.

Aims to reduce negative environmental impacts that this travel has on the local community and wider environment: whilst also maintaining the social and economic viability of the University.

3 OBJECTIVES

In relation to transport activities the following objectives apply:

- Continually improve our management of the various strands of transport related impacts.
- Reduce emissions.
- Reduce the use of natural resources including when purchasing and leasing fleet vehicles.
- Comply with regulations, legislation and other requirements.
- To take action to prevent pollution from this activity.
- Meet the social concerns of the University community, recognising health and safety issues and the needs of vulnerable groups, for example those with mobility disabilities.
- Support the economic needs of the University which requires efficient, cost effective and reliable transport for many of its activities.
- Support the changing needs of the University, as for example, the style of teaching and the location of teaching and our estate change over time.
- Positively influence the impact from this activity in our stakeholders, including suppliers, partners and students.

4 DELIVERY OF THE POLICY - LOCAL AND UK TRAVEL

The University will implement and maintain a travel plan coherent with best practice and which supports the University's corporate plan, estate strategy, health and safety and financial policies and reduces negative environmental impacts.

Through promotion amongst our staff, students and other stakeholders: to raise awareness of the travel plan and policy obligations.

Through the efficient management and constant review of the need for the University's fleet of vehicles owned, leased or hired.

Through improved pollution control, including through the reduction of emissions and consumption from vehicles owned, leased or hired.

Through the prioritisation of University car parking for people with special needs, essential car users and business visitors.

By providing and continually improving, for members of the University community, access to services provided by the region's public transport providers.

Working with the Local Authority and other relevant agencies to improve the pedestrian and cycling links between and to campuses and places of residence used by our students.

Through participation and collaboration to positively influence activities external to the University (such as Government policy, Planning regulations and technological advances) that relate to this policy and the University's needs.

Work with relevant agencies to improve and sustain the strategic transport networks to University campuses.

To continually improve our performance which will be reviewed through the use of monitoring mechanisms, including surveying, auditing and benchmarking.

5 DELIVERY OF THE POLICY - INTERNATIONAL TRAVEL

An international travel plan will be developed in line with the implementation of the sustainability procurement policy (due December 2011), financial policies and in line with health and safety policies concerned with the effects of flying and long distance travel.

6 RESPONSIBILITIES

Responsibilities for the delivery of the international travel objectives will be determined as part of the development of the international travel plan.

Members of staff

All members of the University community have a personal responsibility for the way their conduct impacts on this policy and should ensure that the business travel

undertaken by them is in accordance with this policy, travel plan and support guidelines which are issued periodically which can be found at:
<https://staff.shu.ac.uk/fdr/sustainability/travel/>

The Community, Sustainability and Residential Development Manager is responsible for the development, of the policy and the travel plan ensuring meaningful stakeholder consultation, taking recommendations for approval forward to the Director of Estates and Facilities.

The Assistant Director Estates Development and Sustainability has the responsibility for the monitoring, review and dissemination of this policy.

The Director of Estates and Facilities has overall responsibility for the development and implementation of this policy for local and UK travel.

7 REPORTING

Performance will be reported at least annually through the annual sustainability report which will be published after approval by the University Executive and the Board of Governors.

8 POLICY REVIEW

Issuing Authority: Director of Facilities and Estates

Original version	February 2010
Updated version	July 2011
Review due date	December 2012