

 MMU Environmental Management System	Ref	TM
	Version	3
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	Author	Travel Plan Manager Travel Plan Assistant
	Approved by	Environment and Energy Manager

Travel Management

1. Introduction and Purpose

There are many ways in which staff, students and visitors can travel to and from the University campus sites.

The aim of this document is to outline the processes in which all travel and transport to, from and within the University (Crewe and Manchester) is monitored to assist the University in reducing its environmental impacts and costs through better management of resources.

2. Legal Requirements

Please note there are no direct legal requirements subject to transport emissions reporting.

3. Actions to ensure compliance

3.1 Travel Plan

In response to the University's Estate Strategy 2017-2027, the University's Travel Plan has been updated. This also covers our obligations in respect of meeting local authority planning regulations. It is intended to provide an action plan at the University in support of sustainable travel. This includes delivery of a car park management strategy.

The effectiveness of the Travel Plan is monitored in a number of ways:

- Travel Surveys – Staff surveys were undertaken in 2014, 2016, and 2018. The 2018 results will be reported in the updated report.
- Student Enrolment data is now captured annually and will be included in all future updates. These surveys give an indication of how the University is moving towards its targets.

The current Travel Plans are located at the following links:

- **Manchester Campus** – <http://www.mmu.ac.uk/staff/travel/Manchester%20Campus%20Travel%20Plan.pdf>
- **Crewe Campus** – <http://www.mmu.ac.uk/staff/travel/crewe-travelplan.pdf>

3.2 Cycling Infrastructure

Cycling on campus has seen a large amount of investment over the last few years. New cycle shelters have been installed across both the Crewe and Manchester campus.

Access to the cycle shelters are managed through staff or students submitting a request to cycling@mmu.ac.uk where upon the access codes are issued to the individual, along with terms and conditions. The individual's details are then registered on the corresponding list associated with a specific cycle shelter.

3.3 Bus Service

There is a large range of bus services that operate close to our Manchester campus, many of which run along the Oxford Road corridor. These services primarily provide links with central and southern Manchester, but there are also services that run to the west and north of the City.

The University engages with bus service providers and Transport for Greater Manchester on a regular basis to try to ensure that these services meet the expectations of our staff and students.

Manchester Metropolitan University also subsidises a service (operated by Stagecoach) that connects the Birley campus with East and West Didsbury.

3.4 Managing Car Use

The University has two principal policy documents for car use, namely:

- Car Parking and Permit Allocation Policy
- Visitor and Contractor Parking Policy

A Fleet Policy is currently being defined. All live documents are published online under document downloads: <http://www.mmu.ac.uk/staff/travel/car-parking/>

- a) **CarShare** – As part of the Oxford Road Corridor Partnership, the University has a LiftShare.com presence. Using this web-based system the University is able to monitor its membership. As part of the car park permit application process staff are able to identify a CarShare partner. Individuals awarded a CarShare permit receive a reduction in the car park payment fee.
- b) **Parking Permits** – The University uses an online car park application system. All staff, students and stakeholders who wish to bring a car to campus are required to apply for a permit through the online system. Applicants require to be approved for a permit via the online application process. Car park display permits are only valid for one year and require to be displayed at all times when a vehicle is parked on campus.
- c) **Parking Regulation Enforcement** – Parking enforcement is out sourced to an external company. The current company is Parking Eye. This company is responsible for issuing notices and a robust appeals process is in place.

3.5 Marketing of Sustainable Travel Options

Over the course of a year, the Travel team run a number of events including; an Annual Cycle to work event, monthly cyclist breakfasts, Personal Travel Planning events in conjunction with TfGM, Walk to work week and the team works collaboratively with the University's Environment engagement team.

Activities and promotions are communicated to staff and students via the university website.

4. Roles and Responsibilities

The Travel Plan Manager and Travel Team are responsible for implementing the activities in this procedure.

5. Location of Records

All travel related records are stored with the Travel Team

6. Effects and Actions of non –conformance

If this procedure is not followed, it may result in:

- A failure to correctly control environmental impacts and costs associated with Travel Management.
- A non-conformance within Manchester Metropolitan University's Environmental Management System.

CHANGES TO THE PROCEDURE

REASON FOR THE CHANGE
Version 3 – updated for 2018