



# Glasgow City Council Staff Travel Plan

Helping you get from



# The Glasgow City Council Staff Travel Plan

We have developed our Staff Travel Plan following consultation with you – this included a travel questionnaire and some site visits.

We hope our Staff Travel Plan will help you get from a2b by:

- Identifying other ways to travel to and from work
- Reducing travel congestion
- Reducing your travelling costs
- Improving your health
- Contributing to a positive impact on the environment.

As a council we are committed to encouraging you to look at practical alternatives to unnecessary car usage - such as walking, cycling and using public transport. Through this Staff Travel Plan we hope to reduce the number of single occupancy car journeys made by you – for your daily commute and also business trips.

We are committed to Scotland's Climate Change Declaration, working to reduce CO<sub>2</sub> emissions through the Carbon Management Plan. Our Staff Travel Plan is a key way we can help achieve this and reduce our carbon emissions. For more information visit [www.sustainableglasgow.org.uk](http://www.sustainableglasgow.org.uk)

Please take the time to read this plan and think about how you could change your travel behaviour.



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## What is a Staff Travel Plan?

Our Staff Travel Plan is a package of practical measures put together to help us manage the travel needs of our staff - for both commuting and business travel.

The travel plan will encourage you to think of alternative ways to make your journey such as walking, cycling, using public transport and where you need to drive, to consider car sharing.

To help you make these travel choices, we will introduce improvements to office facilities, provide direct access to travel information and promote specific travel options that are available to you.

We will also look at other ways to help reduce your travel including the facility to work from home where a job allows this, and teleconferencing.

Our Staff Travel Plan can have a positive impact on the work that we do, the environment and our health.

### Through our travel plan we aim to:

- provide support for you to make healthy and active travel choices
- promote environmentally responsible and sustainable travel choices
- help minimise your travel costs.





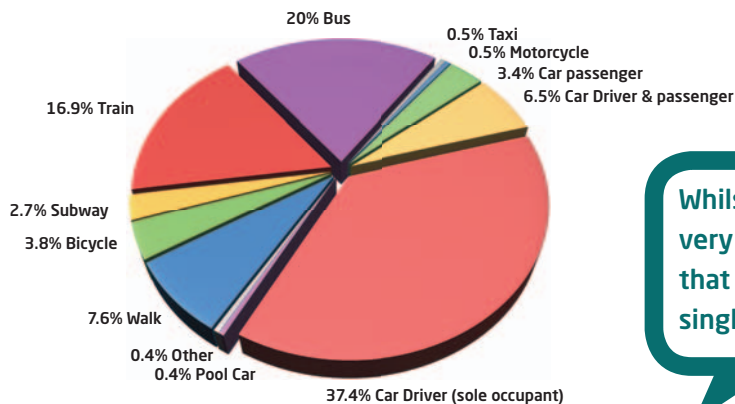


## Staff Travel Survey

In 2008, we carried out a staff travel survey to find out more about how you travel to work, and where appropriate, how you could do it differently. These results helped us to highlight your travel habits and develop some of our travel plan measures.

### Survey Results - Travel Behaviour

The survey told us that 60% of you used public transport, walked, cycled, or car shared to commute to your place of work. Whilst these findings are very positive, we found that where a car was used, single occupancy was high. Through our staff travel plan we hope to reduce car usage, and the associated CO<sub>2</sub> emissions from it.



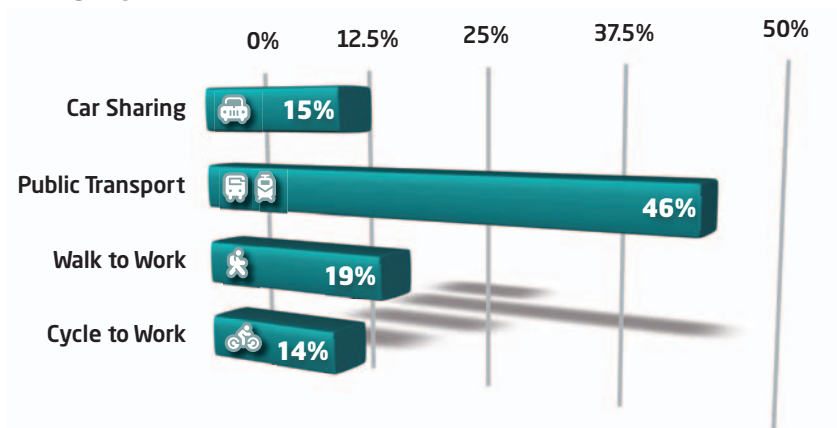
Whilst these findings are very positive, we found that where a car was used, single occupancy was high.

The rising cost of motoring was an important factor for one third of you who used your car to commute to and from work. You indicated that having a staff travel plan in place could help you to change your mode of transport and reduce your travelling costs and have a positive impact on the environment.

For you to change your travel behaviour you told us that the following travel measures would be helpful:

- improved facilities for active travel – walking and cycling
- a council Cycle to Work scheme
- public transport support measures – making access easier and cheaper
- details on how to car-share.

### Changes you would like to make



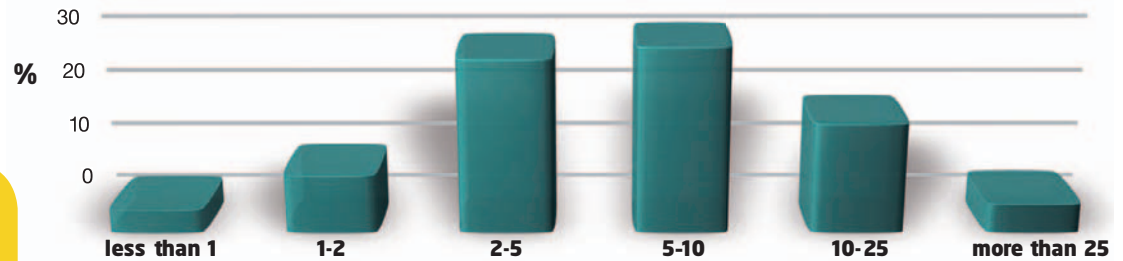
You told us that the most important factors for you to change your travel behaviour was your personal health - 28%, and your travel costs - 21%.

Measures to make public transport easier and cheaper to use could help those who already use the bus or train to save money. If you currently drive, you would not just save money but also reduce your impact on the environment.



We found out that most of you live within 10 miles of your workplace - with 44% of you living within five miles, and 14% within two miles. These are recognised as easy cycling and walking distances and offer significant potential for you to consider using the alternative modes of travel outlined in this plan.

### Distance from Work Place (miles)



We used all the survey information to help us identify possible staff travel measures which would help you to consider how you could change your travel behaviour. The results also allowed us to work out an approximate staff carbon footprint from the daily travel commute.

A carbon footprint gives an indication of your impact on the environment which is caused by the burning of fossil fuels, such as oil and gas. This is measured in tonnes of carbon dioxide (CO<sub>2</sub>) emitted each year. CO<sub>2</sub> is a greenhouse gas and as such contributes to global warming.

The staff carbon footprint was estimated at 2,450 tonnes of CO<sub>2</sub> annually.

## What can we achieve?

The travel survey has shown us that we can help you change how you get from a2b through the introduction of key measures. These can help us achieve:

- more staff using active travel and leading healthier lifestyles
- a reduction in carbon footprint from your commuting and business travel
- a cost saving by using public transport and car sharing
- a greater awareness of low carbon vehicle technologies
- improved local air quality
- a reduction in traffic congestion
- a reduction in the need to park at your place of work
- a reduction in the need to travel for work.



Small changes by each of us,  
can make a big difference.





## Travel Measures

To help you get from a2b we plan to:

- promote and improve facilities to support and encourage you to use active travel - walking and cycling
- improve accessibility and the use of public transport services
- promote the council's car sharing group
- promote responsible vehicle use
- assess and manage your business travel
- introduce home working where appropriate to your role.

It is proposed that site specific travel champions could be nominated. Working alongside your local service travel champion, we will keep you updated on staff travel measures through Connect, Insider and local Service briefings.

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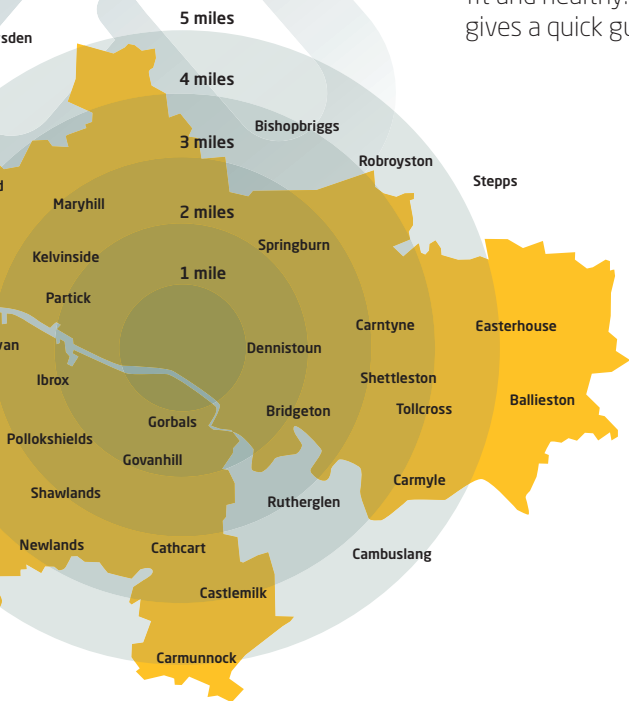
Regular physical activity, such as walking or cycling, can give you major health benefits and a better quality of life.



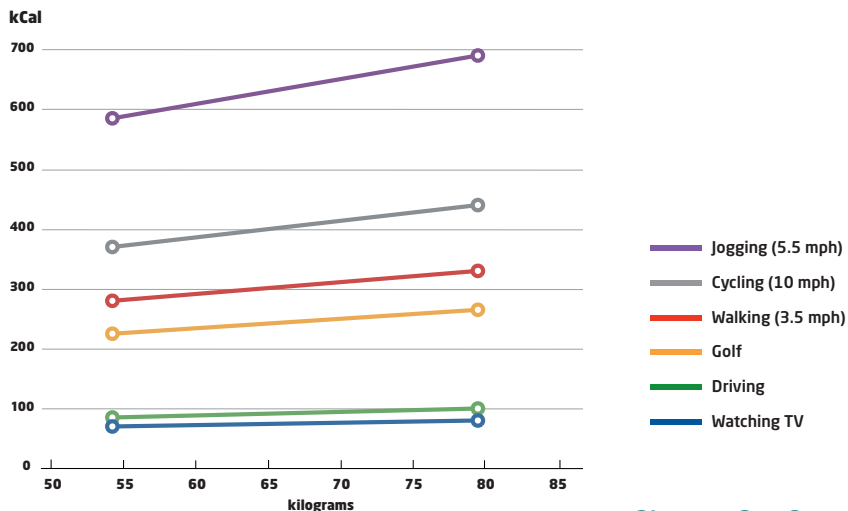
## Active Travel

Regular physical activity, such as walking or cycling can provide major health benefits and a better quality of life. Being physically active can reduce your risk of developing diseases such as coronary heart disease, and can also improve your mental well-being, reduce anxiety and stress levels. Regular exercise can help us to lead healthier, happier lives.

It is recommended that you do around 30 minutes of moderate exercise five days a week to keep fit and healthy. Different types of activity will burn different levels of energy, the graph below gives a quick guide on energy used depending on your weight:



### Comparison of Types of Physical Activity



## Cycling

Cycling can make your daily commute to work cheaper and healthier whilst also making a significant impact on your carbon footprint. With better cycling facilities in and around the city there has never been a better time to get in the saddle.

Through our travel plan we are looking at your place of work to improve the cycling measures available at each location. These could include: installation of showers, changing facilities and cycle parking.

We are working with local travel plan champions at these locations to help ensure the right measures are out in place.



**Cycling can make your daily commute to work cheaper and healthier whilst also making a significant impact on your carbon footprint.**





## Cycle to Work Scheme

In order to help you get on your bike and save money, we have introduced a Cycle to Work Scheme. This Government scheme allows you to get access to a new bicycle and accessories by saving on the retail cost through a salary sacrifice scheme.

For more information on the scheme and details of how to take part visit **Connect** at [Working Together/a2b/Cycling](#)

## Pool Bike Scheme

Our Pool Bike Scheme provides access for you to use, free of charge, bicycles for your daily commute and business use. Our bicycles are supplied by the cycling recycling charities Glasgow Bike Station and Common Wheel and can be booked for up to two weeks use at a time.

Bicycles will be supplied with locks but you will need to supply your own cycle helmet. This is a free scheme for staff and a great way to get back to cycling without the cost.

To book a pool bike phone or email [sustainabletransport@glasgow.gov.uk](mailto:sustainabletransport@glasgow.gov.uk)

**Our Pool Bike Scheme provides access for you to use, free of charge.**





## Bicycle Users Group (BUG)

The BUG is a group of enthusiastic staff from across the council. Members are volunteers and meet regularly to plan cycling events and look at ways to improve cycling for staff. It provides a forum to exchange experiences and gain advice about routes and cycling for leisure or your commute to work. For more information and links to additional cycling resources visit **Connect** at [Working Together/Bicycle Users Group](#)

Being physically active can reduce your risk of developing diseases such as coronary heart disease, and can also improve your mental well-being, reduce anxiety and stress levels.



## Walking

Walking is an excellent mode of transport – it's free and is a great way to achieve and maintain your fitness. Many of us simply do not walk as much as we used to. This can be down to not knowing the best route to take, or simply thinking it's too far.

You do not need any special equipment to get started and it is available to all age groups and abilities. You will also find that a regular walk can help improve your wellbeing, concentration and productivity.

Walkit.com is a personal journey planner where you can input a start and an end point and get a tailored walking route. The site will give you a graph showing hills and an estimate of the calories you'll burn on your route.

To access the site visit **Connect** at **Working Together/a2b/Travel Resources**

There are links are from the travel pages or you can go directly to:  
<http://walkit.com/cities/glasgow>

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## Public Transport

If you want to get out of the car, but it is not practical to walk or cycle then why not choose public transport such as the bus, train or subway instead.

Using public transport is often quicker than driving as you will not experience traffic congestion on train tracks or dedicated bus lanes. You will also save on parking and fuel costs whilst contributing to a reduction in your carbon footprint.

To help you plan your journey from a2b using public transport, Traveline offers you an independent guide to the options available. You can access Traveline through the web and mobile phone application technology too.

**For more information on how to plan your journey visit**

<http://www.travelinescotland.com/>

<http://mobile.travelinescotland.com/>

phone **0871 200 22 33**

visit **Connect** at [Working Together/a2b/Travel Plan](#)



## Car Sharing

For some journeys you may have no other option but to use a car.

Where this is the case, car sharing can reduce the cost of your journey –sharing fuel and parking expenses, and also help to protect the environment and ease traffic congestion. You could choose to car share several times a week or even as a one off arrangement.

Journeyshare, delivered in association with SPT, is a website that allows you to get in touch with other colleagues making the same journey as you. Within the site, a dedicated council group keeps track of who is sharing across the council, and provides a safe network to get in touch with them. The site will also help you to calculate the savings you will make on your shared journey – both costs and CO<sub>2</sub> emissions.

You can also find someone to accompany you on your walk or cycle to work.

For more information visit **Connect** at [Working Together/a2b/Journeyshare](#)



# Journeyshare with **ab**<sup>2</sup>

## Responsible Use and Business Travel

For business, being responsible for your vehicle use can help reduce costs and the environmental impact of our operations.

We recommend that for business travel you should first try to walk, cycle, use public transport or a council pool car to make your journey. If two or more members of you are making the same journey, it makes sense to share.

In addition to council cars and vans, we also have access to Car Club vehicles This is the ideal solution when you have an ad-hoc need to use a car.

<http://www.glasgow.gov.uk/en/Residents/GettingAround/City+Car+Club.htm>

Eco-driving is a responsible way to use your vehicle and has been shown to maximise the distance/fuel consumption and reduce your emissions and fuel costs. To do this you should:

- Avoid rapid acceleration
- Use higher gears to keep your revs lower
- Ensure your car tyres are at the correct pressure.



The council is doing its bit through the introduction of low emission cars and vans as council fleet vehicles to help to reduce pollution and running costs. Charge points located in car parks will also help aid the uptake of electric vehicles being used as private vehicles. These types of vehicles will give zero point of use emissions and minimal noise pollution and will become more sustainable when recharging is done through renewable energy supplies.

To find out the latest visit **Connect** at [Working Together/a2b](#)



In the longer term, whether you need to travel to work also needs to be considered.

## Reducing the need to travel

In the longer term, whether you need to travel to work also needs to be considered.

This can offer greater flexibility to staff who wish to spend more time with their children, or those who have someone at home who requires care or supervision.

Whether we can reduce the need to travel for a particular service will depend on the type of work you do and the security of information. This initiative will be developed alongside our corporate Tomorrow's Office Programme and has the potential to offer many benefits to staff and the council.



## Targets for Change

The success of our Staff Travel Plan measures are being assessed through targets based on what we believe is realistically achievable.

Our travel survey indicated that almost 38% of you that drive into work are in single occupancy vehicles (SOVs). By addressing how we commute to and from work, our Staff Travel Plan will seek to reduce this – by promoting use of public transport, active travel, and car sharing.

### Target 1 - Single Occupancy Vehicle Reduction

In the travel survey, a third of you travelling to work as single occupancy vehicle drivers indicated that the Staff Travel Plan measures would help you change your mode of travel.

**We aim to reduce the proportion of staff commuting to and from work by single occupancy vehicle by at least 15% by 2014.**

### Target 2 - Increase in Car Sharing

We will continue to promote the savings that you can make by sharing your journey - through the use of JourneyShare.

**We aim to increase the proportion of car sharing by 2% each year until 2014.**





## Targets for Change

### Target 3 - Increase in Active Travel

Currently, 58% of our staff live within the five miles from work which is recognised as an easy distance for walking and/or cycling.

From the introduction of the Cycle to Work scheme, pool bikes, infrastructure improvements, personal journey matching and planning websites, such as JourneyShare and walkit.com, We will promote and encourage all forms of active travel.

**We aim to increase the proportion of staff commuting via active travel by 9% by 2014.**

### Target 4 - Carbon Emissions

Carbon emissions associated with the staff commute could be reduced by between three and eight percent.

To demonstrate that the Staff Travel Plan is having an effect on reducing carbon emissions it is proposed that the following target is set:

**We aim to reduce carbon emissions from the staff commute by 6% by 2014.**

**At the time of the travel survey, around 8% of you walked to work and 4% cycled. We also found out that many of you live within easy distance for both walking and cycling to work.**

Glasgow City Council  
**Staff Travel Plan**

**Find Out More**

Further information can be obtained via the a2b website visit **Connect** at **Working Together/a2b**