

Item No.	Travel Plan Initiative	Priority	Responsibility	Timescale	Progress 2017-18	Progress Update 2017-18	Plans for coming year (2018-19)
1 General sustainable travel information communication							
1.01	Ensure easy availability of general 'how to get to us' information enabling comparison between all main mode choices for those considering how to reach the University or make a journey.	1	Travel Co-ord, Communication Team	Ongoing	g	Sustainable Travel Webpages - new pages launched summer 2017 and updated throughout the year. New Travel Offers page (for staff and for students) created. Design of new improved ABC travel information leaflet, with maps, ready to distribute Sept 2018. Visitor Guide maps with travel information produced	Continue with existing arrangements and keep updated. Improve links to parking pages.
1.02	Information provision to new staff	2	Travel Co-ord, HR	Ongoing	g	Design of new improved ABC travel information leaflet, with maps, ready to distribute Sept 2018. Sustainability Services attend each new staff induction. New Offers for Staff page.	Continue with current systems. Improved travel sections in the Sustainability online University training course. Improve links from HR travel benefits pages to general Sustainability Travel information Pages.
1.03	Information provision to new students	1	Travel Co-ord, RUSU, Student Services, UPP	Ongoing	g	Design of new improved ABC travel information leaflet, with maps, ready to distribute Sept 2018. Student Essentials Webpages 'getting around' updated. Halls handbooks updated. University Handbook Attendance of travel providers at Welcome Week events	Distribution of new ABC guide map to all new students at their inductions. Continuation of start of year communication routes, promotion of 'Travel Offers for Students' webpage. Consider trialling travel information stand during Arrivals Weekend.
1.04	Non mode specific sustainable travel awareness raising; campaigns and promotions	3	Travel Co-ord	Ongoing	g/a	Travel initiatives included in JUMP points collection scheme pilot. Most initiatives were mode specific (apart from start of term staff which covers all modes). General webpage improvements Promotion of Travel Offers webpages	ABC travel guide launched Continue to promote general travel offers webpages Continuation and expansion of JUMP scheme to all University staff
2 Reducing the need to travel							
2.01	Support and encourage University provision of technological solutions facilitating remote working (for day to day work and replacing business travel).	1	Travel Co-ord, IT Services,	Y1 ongoing	g	University has rolled out skype for business. Some promotion of this has taken place, including blogs about using it. Data collected in Travel Survey	Continue to support promotion of Skype for Business and other tools, including whether training may be required to encourage more use. Review data from travel survey.
2.02	Support and encourage University working policies and culture supporting remote working where appropriate	1	Travel Co-ord, HR, IT, Procurement, Diversity Champions	Y1 ongoing	g/a	Survey data passed on to relevant staff working groups. Limited response received. The University working group on this seems to be delayed.	Pursue what is happening to working group.
3 Active Travel - Walking and Cycling							
3.01	Produce a vision for active travel	2	Travel Co-ord	Y2	g	Not completed	Planned for 2018-19

Item No.	Travel Plan Initiative	Priority	Responsibility	Timescale	Progress 2017-18	Progress Update 2017-18	Plans for coming year (2018-19)
3 Route Improvements (walking and cycling)							
3.02	Improve paths and routes on campus for both cyclists and pedestrians. Focus on providing improved shared routes with sufficient space and width for both user groups on desired routes.	1	Campus Routes Strategy Consultants; E&F	Ongoing	g	Campus Route improvements programme continues. This year the following projects were completed: <ul style="list-style-type: none"> Widening of the path between Hopkins and Friends Bridge Path between Friends Bridge and Agriculture widened over summer 2017 Queens Drive resurfacing including pedestrian improvements (over summer 2018). 	Continuation of Campus Routes programme. Further improvements to Queens Drive phase 3 Either path to Childs Hall or path between RUSU and Black Bridge. Intended focus on area between Eat@Square and library. Route prioritisation scheme needs reviewing due to Capital Programme Quad improvement works delayed and scheduled for future rather than soon.
	Improve road safety for cyclists and pedestrians when sharing with vehicles on campus.				g/a	<ul style="list-style-type: none"> A vehicle route was blocked off to improve safety at the entrance junction in CP2 for cyclists, drivers and pedestrians. Additional pedestrian crossing to be added to Queens Drive following resurfacing. 	Further opportunities with continuation of Queens Drive resurfacing.
3.03	Seek to improve campus legibility, wayfinding and signage.	2	E&F, Wayfinding committee? Events	Year 3	g	None	None, planned for 2019/20.
3.04	Work with local councils to improve pedestrian routes, pedestrian crossings and cycle routes off campus wherever possible.	2	Local Councils Transport Planning Officers	Ongoing	g/a	Feedback collected in Travel Survey for provision to local Councils	Pursue responses to feedback on local routes. This will be strongly pursued in 2018/19
3.05	Promote safe and considerate use of shared spaces by all mode users	3	Health & Safety Services, Local Road Safety Officers (Councils & Police)	Ongoing	g	Be bright, light up at night campaign held in November, with free 'emergency lights' giveaway. Lit up bikes gave a focal point. This message is included in the ABC Travel guide designed for launch September 2018.	Repeat of campaign when clocks change in October / November. Message included in the ABC Travel Guide to be distributed in 2018/19 academic year. Consider repeat of share space safely campaign.
3 Shower, changing and storage facilities improvements							
3.06	Seek to improve shower, changing and clothing / equipment storage facilities on our campuses.	1	Estates and Facilities – Maintenance and Projects	Y2	g	<ul style="list-style-type: none"> Work on providing a specification for showers in new buildings begun. Design standards. Lockers are being installed following a campaign by RUSU Work on shower review commenced 	This will be strongly pursued in 2018/19 with a review of shower and changing facilities.

Item No.	Travel Plan Initiative	Priority	Responsibility	Timescale	Progress 2017-18	Progress Update 2017-18	Plans for coming year (2018-19)
3 Cycle parking facilities and security							
3.07	Ensure suitable secure bicycle parking/ storage facilities are available.	3	Estates and Facilities – Maintenance and Projects	Y3 ongoing	g	<ul style="list-style-type: none"> Old style butterfly cycle hoops at Blandford Lodge were replaced with Sheffield Stands (reused from outside Harbourne). All cycle shelters cleaned in summer 2018. 	<ul style="list-style-type: none"> Additional cycle parking provision outside Miller (part of the Library project) Provide shelter for cycle hoops outside JJT near maths and IT. Explore gated compound options for London Road Gated and non-gated parking outside the Library should be completed. Cycle shelters to be logged on WREN to enable a cleaning schedule to be implemented.
3.08	Reduce bicycle thefts (and perception of thefts) on campus -improve bicycle security.	2	Security Services	Y3 ongoing	g	<p>On bike event encouraging lock purchase to those getting bikes.</p> <p>Demand for gated cycle parking monitored in Travel Survey.</p> <p>Promotion of use of D-locks and labelling in ABC Travel Guide</p>	Push cycle security message via the new ABC Travel Guide.
3 Cyclists support and encouraging new cyclists							
3.09	Initiatives supporting cyclists.	2	Travel Co-ord, HR for salary sacrifice	Ongoing	g	<p>Bike maintenance equipment made available to borrow from additional locations, including Security at London Road and Security at Whiteknights House.</p> <p>Regular Dr Bike sessions, Dr Bike additionally held at London Road.</p> <p>Cyclists mailing list developed. Lights giveaway.</p> <p>Avanti engaged to promote cycle safety and provide cycle skills training.</p> <p>Hosted Reading Bicycle Kitchen bike maintenance.</p> <p>Cycle volunteers sought in travel survey and offered training in ride leadership and bike maintenance.</p>	Continuation of existing programme of support, building on momentum created last year.
3.1	Initiatives encouraging new cyclists	2	Travel Co-ord; Local cycling organisations	Y2 ongoing	g	<p>Engaged Avanti Cycling to both provide cycle skills training and to promote the training and cycling generally. Weekly skills sessions held.</p> <p>On bike day / 'fesitval' at start of winter and spring terms.</p> <p>Bike breakfast on cycle to work day in September</p>	<p>Continuation of the Avanti cycle skills and safety project.</p> <p>Advertise cycle skills sessions to summer pre-sessionals students.</p> <p>Continuation of On bike Events.</p> <p>Investigate options for having 2nd hand bikes available to purchase throughout the year rather than just large events.</p>
3.11	Work with RBC and Readybike to seek provision of Readybike stands in local student residential areas.	2	Travel Co-ord; Readybike; RBC	Y2	g/a	Feedback / suggestions presented to RBC and Readybike, including discussion of electric Readybikes. No further progress made.	Continue to pursue and/or explore alternative options for bicycle access / storage for students in HMOs.

Item No.	Travel Plan Initiative	Priority	Responsibility	Timescale	Progress 2017-18	Progress Update 2017-18	Plans for coming year (2018-19)
4 Public transport							
4.01	Continue to work closely with local bus providers to ensure our campuses remain served with reliable, frequent bus services, for staff, students and visitors.	1	Travel Co-ord, Reading Buses, Arriva, other local bus providers	Ongoing	g	Regular meetings held with Reading Buses. Feedback travel survey results provided. Route 19 was reinstated (the route was initially axed). Frequency improvements something to work on in future.	Explore opportunities for new routes from the University with Reading Buses new Business Development Manager. New focus is out of term bus travel on 21 – seeking improved frequency at peak times out of term.
4.02	Continue to seek discounted public transport travel for staff, students and visitors	2	Travel Co-ord, Reading Buses, HR, Easit, Arriva	Ongoing	g	Boost tickets with Reading Buses – originally only for under 21s but following campaign all students now eligible whatever age. Easit staff discount still running. Bus-to-work scheme replaces government removed salary sacrifice bus passes. Busplus and 16-25 railcard added to travel offers web pages.	Seek discounted adhoc travel for staff (unisaver replacement). Seek discounts for travel to Greenlands.
4.03	Maintain appropriate bus waiting facilities on campus.	4	Travel Co-ord, E&F	Y1	g	<ul style="list-style-type: none"> Bus shelter enlarged last year - No longer any complaints about Whiteknights bus stops received in travel survey therefore the improvements made seem to be satisfactory. New bus shelters installed by Parish Council outside Greenlands campus. University contributed 50% of the costs. 	None
4.04	Campaigns and initiatives to raise awareness and promote travel to the University by bus	2	Travel Co-ord, Reading Buses, Arriva	Y1 ongoing	g	Improved website and travel offers page including bus offers. No specific campaigns held this year.	Potential Park & Ride service for open days. Work with new Reading Buses Business Development Manager to improve offers and publicise them.
4.05	Campaigns to raise awareness and promote travel to the University by rail	2	Travel Co-ord, railway operators, easit	Y3	g	Improved website and travel offers page, including promotion of season ticket loans and easit discounts to staff. Awareness levels monitored in travel survey.	Nothing particular until following year.
5 Responsible Car Use							
5.01	Improve road safety and reduce vehicle speeds on campus, including removing/reducing rat running.	2	H&S, Campus Routes Consultants; Travel Co-ord	y4	g/a	Queen's Drive road relaying opportunities for improvements were missed despite discussions and proposals put forwards. CP2 amendments to improve junction safety.	No immediate plans
5.02	Investigate options to encourage only reputable and safe taxi firms to campus. Discourage them speeding on campus.	3	H&S; RUSU; Student Services; Travel Co-ord	y4	g	No actions taken	None for this year

Item No.	Travel Plan Initiative	Priority	Responsibility	Timescale	Progress 2017-18	Progress Update 2017-18	Plans for coming year (2018-19)
5 Electric Car Charging							
5.03	Provide facilities for electric vehicles at the University, including installation of electric charging points on Whiteknights Campus.	1	Travel Co-ord, Projects Team, EVCP providers	Y1	g	Charging points installed and promoted. Charging points usage monitored, usage levels are increasing but not near capacity. Request for EVCPs received from other campus locations (eg Earley Gate), and favourably considered, but due to the substantial cost, and some provision already existing on Whiteknights, ESC elected not to prioritise additional EVCPs at this point from Travel Plan fund. EVCP's do not reduce traffic, a primary aim of the Travel Plan. Considered for University vehicles but vehicular constraints not yet possible (eg no refrigerated).	Continue to monitor and promote usage of EVCPs. Consider additional charging points installation where external funding is available (eg grants).
5 Car-sharing							
5.04	Provide means to enable those interested in car-sharing to meet car share partners and other mechanisms supporting car sharing	3	Travel Co-ord	Ongoing	g	Liftshare website still running and promoted on travel offers webpages.	Requires review and possibly additional promotion
5.05	Seek to provide reserved parking spaces for car sharers in desirable location to increase attractiveness of sharing.	1	Travel Co-ord, Maintenance and Projects, E&F	Y2	g	None	Planned as part of review of car sharing
5.06	Conduct a larger promotion of the benefits of car-sharing (aligned to introduction of reserved spaces), to attempt to achieve a critical mass of users.	1	Travel Co-ord	Y2	g	None	Planned as part of review of car sharing
5 Car club							
5.07	Promote and increase usage of the University Car Club (new provider Co-wheels in 2016). Seek to expand the scheme when usage levels permit.	1	Travel Co-ord, Co-wheels	Y1 and ongoing	g/a	Co-wheels promoted through sustainability travel offers page. Larger campaign not held. Usage levels of the car on campus are comparable with those in the Reading area. Discussions held with Co-wheels about increasing the number of car club cars on campus. They are supportive of the idea but have not confirmed that this will happen.	Seek to get additional car installed on campus and tie in with a larger promotional campaign.
5 Parking							
5.08	Ensure the process of occasional parking at all campus locations is straightforward for staff to discourage need for annual permits or parking in local residential areas.	2	Campus Services (Parking)	Y2	g	CP1a working well for Whiteknights. Fewer complaints relating to occasional parking received in Travel Survey this year.	Continue to monitor whether improvements for Earley Gate are needed.

Item No.	Travel Plan Initiative	Priority	Responsibility	Timescale	Progress 2017-18	Progress Update 2017-18	Plans for coming year (2018-19)
5.09	Consider separating the parking permits process for Whiteknights and for London Road.	1	Campus Services (Parking)	Y2	a	None	No changes planned as location based permit data is not available to assess this. Monitor whether improvements made to WREN permit data collection are sufficient to allow this assessment.
5.1	Consider reviewing staff annual parking permit eligibility criteria in the context of increasing pressures on availability of parking spaces, to facilitate parking by those with the greatest need. Linked to need for improved parking data.	1	Campus Services (Parking), Travel Co-ord	Y3	g	Improvements made to parking permit data collection in WREN.	Review improved parking permit data over the year. Seek to improve location base of the data.
5.11	Review student parking permit process.	3	Campus Services (Parking)	Y3	g	None	None
6 Supporting Business travel							
6.01	Reduce carbon emissions from business travel.	2	IT; Procurement; Finance; Travel Co-ord	Y5 target, start Y1	g/a	Alternatives to travel slides added to the 'introduction to travel on University Business' training course. Meetings held with Procurement to discuss options for improved data collection in this area, decision to focus current effort on new travel suppliers tender. Blogs / case studies published on use of skype	Continued monitoring of Carbon from available travel and expenses data.
6.02	Reduce carbon emissions from University managed vehicles	4	Vehicle managers, eg Catering. Campus Services.	Y5	g	University departments such as catering, estates and post have investigated options for using electric vehicles, but not suitable refrigerated ones available yet.	Continue to seek opportunities for fleet improvements. Focussed project on this in future years.
6.03	Explore potential for reducing carbon emissions and traffic from supplier deliveries	4	Procurement	Y4	g	None	None
7 Travel Plan Monitoring							
7.01	Seek improved data and records to enable development of improved future Travel Plan targets.	1	Travel Co-ord	Y5 target, start Y1	g	Project to improve parking permit data held in WREN completed June 2018. Attendance register started for Dr Bike maintenance sessions.	Monitor the improved parking permit data over the year. Investigate further opportunities for improving travel data. Add cycle shelters to WREN for improved record keeping and maintenance management. Improve logs of Dr Bike attendees and cycle training attendees. Consider amending Travel Plan modal split targets following amended procedures for calculating modal split highlighting that the 2022 targets are now already met.
7.02	Monitor impacts of department campus moves and new developments on existing travel patterns.	2	Travel Co-ord, Space management	Y2 ongoing	g	Dr Bike session held at London Road due to increased staff numbers based there.	Monitor demand for facilities particularly at London Road due to increased staff numbers based there.