

## UNIVERSITY OF BRISTOL: COVID RECOVERY TRAVEL PLAN – Working document

### Status

The Travel Plan was approved by the Institutional recovery group (IRG) on 28 May 2020. Actions that require financial support from the University are to be costed as part of the business case development, before the final approval to proceed is granted.

### Purpose

This plan sets out how we aim to ensure all aspects of travel and transport at the University are COVID-secure while also contributing to longer term sustainability objectives.

### Aims

The aims of the plan are as follows (with aims of the draft transport strategy shown in bold):

- **To ensure the availability of safe, reliable travel options to meet the University's travel and transport needs now and in future**, prioritising private forms of transport for staff and students returning to campus
- To minimise the risk of coronavirus transmission amongst users of the campus external realm and all University transport operations, networks and services
- **Minimise the environmental footprint of all University travel and transport while reducing our reliance on carbon offsetting to achieve net zero emissions;**
- **Create shared value through collaboration with partners and integration with planning and delivery of sustainable transport in the city**
- To ensure effective and timely communication to staff and student on COVID-secure travel and transport at the University

### Immediate priorities

1. **Communication** – for staff, students and departments via appropriate channels
2. **COVID-secure** – social distancing measures and cleaning regimes to enable safe use of University estate, facilities and fleet
3. **Partnership work** – BCC with the re-allocation of the highway to support cycling and walking; Local businesses to support the recovery of the City; and Other Universities to establish best practice
4. **Cycling** – enhanced cycle parking facilities and cycle to work scheme threshold increase

5. **Car parking** – policy development and delivery to enable the phased return to work
6. **Public transport** – renegotiation of the Unibus contract and the reintroduction of the U1 and U2 services with appropriate social distancing measures (if still required)

Area	What	How	Recovery / Transport Strategy – updated Oct'20	Priority – updated Oct'20	Delivery	Update 16.06.2021
<b>1.Walking</b>	Ensure footways and external realm on University estate and local streets provide space for physical distancing	Introduce mitigation measures (e.g. signage, one-way routes) at pedestrian pinch-points on University estate (e.g. gateways, steps)	R only	High	June '20	Complete
		Identify improvements to public footways, road crossings for inclusion in BCC COVID transport plans	R only	High	Ongoing	Complete
<b>2. Cycling</b>	Expand cycle parking capacity on University estate	Progress plans to repurpose car parking spaces in MVB car park to secure cycle parking	R/TS	High	Oct '20	Complete
		Identify general car parking spaces on Clifton campus for repurposing to secure or short-stay cycle parking	R/TS	Med	2021/2022	Ongoing
		Engage with BCC to repurpose on-street parking to cycle parking, e.g. Woodland Road, Tyndall Avenue	R only	Low	2020/21	In progress – less of a priority now due to the MVB secure parking project

	Improve cycle safety on roads around the University campus	Identify improvements to cycle routes for inclusion in BCC COVID transport plans	R only	High	Ongoing	Complete
	Ensure physical distancing and minimise risk of transmission among users of cycle facilities, including showers and changing rooms	Introduce mitigation measures in cycle parking, shower and changing facilities e.g. enhanced cleaning regimes, signage, space-blocking, one-way routes	R only	High	June '20	Complete
	Provide staff with access to tax-exempt cycle purchase and other discounts	Promote Cycle to Work scheme	R/TS	High	Ongoing	Ongoing
		Investigate raising £1,000 limit to facilitate purchase of e-bikes	R/TS	High	June '20	Complete – £2,500 limit and provider <a href="#">Cycle2Work (Halfords)</a>
	Provide staff with access to electric bikes for commuting and business travel.	Develop campus e-bike share scheme	R/TS	High	Apr '21	In progress with procurement
<b>3. Public transport</b>	Support staff who have to use public transport to get to work to do so safely	Provide and update advice to staff on use of public transport in line with government guidance e.g. physical distancing, use of face coverings	R only	High	May '20	Ongoing
		P&R sites – Establish any change of policy and communicate to staff and students	R only	High	May '20	Awaiting info from BCC
	Provide safe and reliable public transport options through the Unibus contract	Re-negotiate the extension (and service requirements) of the £8m Unibus contract, due to COVID service and payment suspensions	R/TS	High	2020/21	In progress

	Ensure physical distancing on University bus services when reintroduced	Negotiate phased reintroduction of Unibus services as required with appropriate physical distancing measures. May include substantial increase in vehicles, drivers and mandatory use of face coverings	R only	High	Sept '20	Complete U1/U1: 21 September '20 U2: 7 September '20
		Ensure appropriate physical distancing measures on University estate Transport Hubs (Langford and Stoke Bishop)	R only	Med	Sept '20	Complete
<b>4. Car parking</b>	Ensure availability of adequate car parking for staff during the phased return to work	Monitoring of car parking activity	R/TS	Ongoing	Ongoing	Ongoing
		Withdraw emergency civic use of University car parks	R only	High	May '20	Complete
		Review parking policy to assist the phased return to work and support delivery of transport strategy	R only	High	May/June '20	Complete and ongoing
		Investigate expanding car parking provision at Stoke Bishop, with a possible park and cycle / ride scheme	R/TS	High	May/June '20	Complete – temp used car parks until Sept 2020. P&C/R not pursued
		Provide guidance for staff/students on use of public car parks on Covid sharepoint	R only	High	May '20	Complete
	Ensure availability of adequate car parking for departments, contractors, disabled and visitors during the phased re-opening of the University	Review parking policy to assist the phased return to work and support delivery of transport strategy	R only	High	May '20	Complete and Ongoing

	Effectively manage the car parking resource across all campuses	Review pre-COVID parking policy for each campus and develop/ deliver a new overarching University parking policy	R/TS	Med	TBC	In progress
<b>5. Motor cycling</b>	Ensure availability of adequate motorcycle parking for staff and students returning to work/study	Identify general car parking spaces on Clifton campus for repurposing to short-stay motorcycle parking	R only	Med	2020/2021	In progress
<b>6. Taxis</b>	Support staff in safe use of taxis for travel to work	Add advice on travel by taxi to Coronavirus Sharepoint site (getting to and from the University)	R only	High	May '20	Complete and Ongoing - Guidance to be kept under review
<b>7. Business /academic travel</b>	Limit international travel to critical functions	Require UEB permission for all international travel	R/TS	High	May '20	<a href="#">Global Travel Approval System</a> (GTAS) in place
	Limit all business/academic travel to essential journeys	Require use of Travel Management Company (TMC) for all air and rail travel	R/TS	High	June '20	Complete - Update to travel policy approved by UEB in 03/20
		Integrate management approval in TMC booking process	R/TS	High	2021/22	To progress (GTAS integration with TMC booking)
		Support the promotion of video-conferencing as alternative to long-distance travel	TS only	High	Ongoing	Ongoing
		Support a review of academic and business policies to limit support for international travel	TS only	Low	2021/22	To progress

	Manage HSE risks of all unavoidable business and academic travel	Require safety and health risk assessment of all travel requests	R/TS	High	July '20	Complete- Included in <a href="#">new guidance</a>
		Provide guidance on COVID-secure use of all forms of transport for any essential work-related travel	R only	High	May '20	Ongoing- <a href="#">Guidance</a> to be kept under review
		Integrate sustainable travel hierarchy in TMC travel booking process	R/TS	Med	June '20	Complete
		Investigate other options for limiting air travel e.g. no-fly destinations, emissions accounting	TS only	Low	2021/22	To progress
		Introduce controls on and alternatives to grey fleet use, e.g. compliance checks, car club development, e-bike share scheme	TS only	Med	2021/2022	In progress
<b>8.Operational and supply chain transport</b>	Limit movements of UoB fleet and supplier vehicles on and around campus	Provide advice to schools / departments on limiting vehicle movements, e.g. trip consolidation, scheduling	R/TS	High	Jun '20 TBC	Complete - <a href="#">COVID working guide</a>
		Engage with contractors and suppliers to reduce vehicle movements, e.g. review of service levels, delivery consolidation	TS only	Low	2021/2022	To progress
		Investigate scope to consolidate UoB fleet through greater use of pool, rental or car club vehicles	TS only	Low	2021/2022	To progress
		Investigate scope for campus multi-supplier consolidation facility with zero carbon last-mile delivery	TS only	Low	Dec 2021	In progress

	Ensure COVID-secure UoB fleet and supply chain logistics	Provide advice to fleet managers (incl. internal post) of physical distancing, vehicle cleaning, road safety checks	R only	High	May '20	<a href="#">Complete</a>
		Require contractors / suppliers to demonstrate transport operations on and around campus meet government COVID-secure standards	R only	High	June '20	Complete
	Accelerate transition to zero carbon logistics	Progress with bid to BCC for fleet of e-cargo bikes	TS only	Med	Aug '21	Complete – March BCC bid unsuccessful. June BCC bid in progress
		Prioritise lease/purchase of EVs where replacement UoB fleet vehicles are required	TS only	Low	2021/2022	Ongoing
		Investigate scope for specifying minimum emission standards for all contractor / supplier vehicles used on campus	TS only	Low	2021/22	In progress
<b>9.Student travel</b>	Limit need for students to physically attend University	Support the development of blended learning approach to reduce student mobility	R/TS	High	Sept '20	Complete
		Support further develop digital open day offering for prospective students	R/TS	High	Jul '21	Complete
		Investigate other measures for reducing travel footprint throughout student lifecycle	R/TS	Med	2021/2022	To progress
	Ensure appropriate measures are in place to support students returning to campus	Support the investigating of arrival measures at major interchanges – Bristol Airport, Temple Meads station	R only	Med	Sep '20	Complete

		Support the investigation of provision of COVID-secure coach transfer for returning students from airports / rail station	R only	Med	Sep '20	Complete
<b>10.Partnership working</b>	Working with city partners and other Universities to ensure common approach to COVID-secure transport provision	Engage with city council and other employers on transport planning for re-opening of city	R only	High	Jul '21	Complete and Ongoing
		Engage with BCC strategic transport team and Sustrans on COVID recovery transport plans for walking and cycling	R/TS	High	Jul' 21	Complete and Ongoing
		Liaise with other Universities on COVID recovery transport plans for all modes	R/TS	High	Sept '20	Complete and Ongoing
<b>11.Comms</b>	Ensure effective and timely communication to staff and students on COVID-secure travel to and from the University	Provide updates on travel and transport for staff COVID briefings and intranet as required.	R / TS	High	Ongoing	Complete and Ongoing - <a href="#">Guidance</a> to be kept under review
		Provide updates on travel and transport for student-facing comms as required.	R / TS	High	Ongoing	Complete and Ongoing - <a href="#">Guidance</a> to be kept under review
		Provide bespoke travel advice to schools / departments with staff returning to work	R only	High	Jul '21	Complete and Ongoing - provided on request