

The London School of Economics and Political Science
LSE Travel Plan
(review date: February 2010)
incorporating
-Cycle Parking Plan (provision for cyclists) and
- Service Management Plan (provision for maintenance / deliveries / collections)

Introduction

The London School of Economics and Political Science employs around 2,000 full-time staff and educates around 8,000 full and part-time students.

The LSE Environmental Policy was adopted on 26 April 2004. It states that "...the School will seek actively to pursue and promote a wide range of measures to minimise the environmental impact of its activities" and in relation to travel it states:

travel: the School will encourage staff and students to use more sustainable modes of transport such as cycling as they travel to and from the LSE. It will also provide facilities such as video conferencing that reduce the need for business travel, and it will investigate the ways in which the impacts of any remaining travel can be minimised and/or off-set. (LSE Environmental Policy, page 1)

Aims

The LSE's central London location means that it is in close proximity to public transport. Combined with the general traffic congestion and lack or high cost of parking in central London, use of the private car is limited. Nevertheless, the LSE is committed to reducing further the environmental impact of transport related to School activities, particularly in the following four areas:

- Commuter journeys to campus by staff, students, visitors (including cycle parking plan)
- Transport of incoming goods and services (service delivery plan)
- Business travel
- Leisure travel

In this respect, the School will adopt the following measures:

- Actively promoting walking, cycling and the use of public transport (pedi-cabs, boat, bus, rail, tube, tram) for staff, students and visitors to the LSE campus and halls of residence
- Promoting environmentally-friendly transport choices when travelling on business to represent the School. Providing and promoting flexible working for employees and the use of video and telephone conferencing to reduce business mileage
- Raising awareness amongst staff, students and visitors of the impacts of travel decisions including air pollution, climate change and road safety
- Promoting the use of environmentally friendly transport for staff students and visitors beyond the LSE campus, in particular during vacation times (reducing air travel and off-setting carbon emissions)
- Liaising with and providing information on the main groups representing pedestrians, cyclists, motorcyclists, public transport providers, car share clubs and environmentally friendly car hire clubs including route maps, timetables, discounts and national events such as walk to work week and cycle week. In addition, the School will liaise with the

relevant local stakeholders including the local authority, transport operators, businesses and residents.

Sustainable travel support for staff

The School actively encourages the use of public transport by staff through the provision of interest-free annual season ticket loans for all staff.

When travelling on School business staff must use public transport. Claims for essential travel are submitted on this basis.

Where bicycles are used for School business, current tax regulations allow for an individual to claim up to 12p per mile for business bicycle use in settling their personal tax position. LSE will produce a certificate to facilitate such claims. Details of travel must be recorded on the form and certified by the head of department. Individuals then submit claims to the Inland Revenue with their annual tax returns.

A motorcycle allowance of 24p per mile is payable

Flexible working hours allow peak travel times to be avoided.

Staff are able to work from home when their teaching commitments allow, reducing the number of journeys to work. IT Services support working from home, by ensuring full and supported access to computer facilities.

The provision of video and telephone conferencing facilities at the School avoids the need for travel and will be promoted as an alternative to overseas travel.

Awareness raising will make staff aware of the negative environmental impact of aviation and provide access to alternative options for leisure travel, holidays and for carbon emission mitigation when booking flights.

Sustainable travel support for students

The majority of students usually walk to the main campus. If focus group works shows it necessary the provision of drying areas will be considered for walkers and cyclists. These may take the form of provision of hairdryers and coat racks on which to hang and dry damp clothing.

The Mayor of London, actively support students to use public transport through the provision of student discount cards, available from the LSE student union.

The student union is lobbying the campus travel agents, STA travel to provide an option for carbon emission mitigation when booking flights*

Sustainable travel support for cyclists

The School encourages staff and students to cycle and supports the LSE Bike Club to provide regular events, including security marking of bikes by the police, breakfast club events for cyclists, cycle maintenance, cycle training and other information.

The School provides secure, well-lit cycle parking and shower/change facilities at campus and hall of residence locations and will work to increase this provision in conjunction with the relevant local authorities where appropriate. See map of campus cycle parking facilities and cycle routes across London.

LSE campus cycle parking facilities

Building	No of spaces
New Inn Passage	16

Clements Inn Passage	34
Grange Court	24
John Watkins Plaza	38
Parish Hall	32
St Philips	28
Clare Market	12
Towers Basement	66
TOTAL	250

LSE halls of residence cycle parking facilities

Hall	Cycle Park	Residents	Borough
Anson & Carlton	Tbc	tbc	Islington
Bankside	40	612	Southwark
Sidney Webb (GDS)	20	447	Southwark
Butlers Wharf	20	281	Southwark
Carr Saunders	24	256	Camden
Holborn	6	448	Camden
Grosvenor	15	218	Westminster
Lilian Knowles	20	366	Camden
Northumberland Hse	12	370	Islington
Passfield	30	197	Camden
Rosebery	30	316	Islington
TOTAL	217		

Lockers to store change of clothes/cycling equipment are available across campus.

The provision of drying areas will be considered for walkers and cyclists.

The School provides information on cycle routes across London

The School will seek sponsorship to provide a bike pool in halls of residence and on-campus

The school will consider introducing interest-free loans to staff for the purchase of bicycles as an alternative to season ticket loans

Reducing the use of private vehicles

There is limited parking available on campus and at halls of residence.

Allocation of car parking permits gives priority to disability badge holders and is free. Students pay a termly fee of £100. The School will set up a scheme to invest car parking revenue in the improvement of cycle park facilities and encouragement of walking.

The School does not run any vehicles.

Suppliers bidding for contracts will be made aware of the LSE's Environmental Policy and Travel Plan and environmental and ethical issues will be taken into consideration when awarding contracts

LSE campus car parking facilities

Building	No of spaces	Current allocation use
Towers Undercroft	4	Contractors
TOTAL	4	

LSE halls of residence car parking facilities

Hall	Car Park	Residents
Anson & Carlton	Tbc	Tbc
Bankside	44	612
Sidney Webb (GDS)	10	447
Butlers Wharf	0	281
Carr Saunders	8	256
Holborn	1	448
Grosvenor	0	218
Lilian Knowles	0	355
Northumberland Hse	0	366
Passfield	0	197
Rosebery	4	316
TOTALS	67	

Provision for maintenance / deliveries / collections (Service management plan)

Vehicles making delivering collections will be limited to 11 m or shorter in length

Refuse collection will be arranged so that refuse storage bins are put out next to -but not onto the highway- at the agreed collection point no earlier than one hour prior to the collection on the designated days and taken back to the storage location within half an hour of collection on the designated days

Deliveries and collections will be arranged to avoid peak periods of traffic and of pedestrian activity.

Vehicles blocking refuse collection access will be noted and persistent offenders will be advised of the cost and environmental impact of additional collection attempts.

Sustainable Travel Information / Awareness Raising

The School will review transport accessibility to its buildings and ensure that information on sustainable modes of transport is included in all materials issued to staff, students and visitors (including website, prospectuses, publicity, events, information for visitors, contractor information and interview invitations).

The sustainable travel options available to those using the LSE campus, and halls of residence are detailed in the following maps:

Cycle parking provision and shower/change facilities on main campus

Cycle routes connecting the LSE campus and halls of residence and across London

Public transport routes around the LSE campus including bus, boats, tube and overland train networks

Main walking routes between halls of residence and LSE campus, available from halls of residence websites and www.tfl.gov.uk (enter starting and destination postcodes)

Implementation, monitoring and review

Coordination

The LSE Travel Plan is coordinated by the School's Environmental and Sustainability Manager (in liaison with the Carbon Reduction Manager) on behalf of the School's Director and governors and is fully supported by the School management.

Steering

The Sustainable LSE Partnership meets once a term to review all aspects relating to the LSE Travel Plan. This includes assessing local issues, gathering ideas, suggesting potential measures and initiatives, including awareness raising activities and developing,

implementing and monitoring the LSE Travel Plan. External group members will be invited from the local police, transport operators, the local authority and other relevant bodies.

Research: challenges, solutions and monitoring

A comprehensive study of the transport choices of staff, students and visitors will enable a calculation of total CO2 emissions from transport. It will enable targets to be set and progress towards these to be monitored and regularly reviewed and updated. Work has already started on the study.

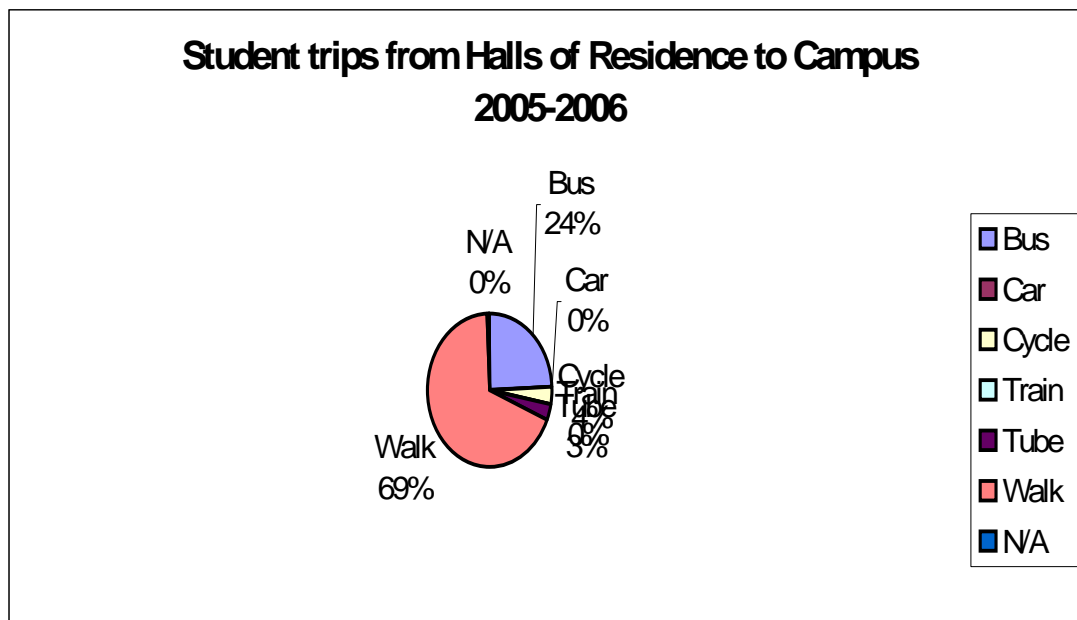
Student, staff and visitor surveys will be undertaken on a regular basis to monitor travel patterns. Surveys will be conducted in several ways:

On a chosen day, lecturers will be asked to request their students declare how they travelled to campus on that day by a show of hands, statistics will then be fed back into the departments and to the environmental coordinator. This also serves as an awareness raising technique with lecturers and students.

On the same day, when logging on to computers for the first time that day, staff and students will be asked how they travelled to campus and will be able to respond by clicking on the appropriate answer, before they are able to proceed to use the computer.

Contract staff and visitors will be surveyed using a variety of methods including visitor sign in sheets adapted to include a question on how they travelled to the campus.

Existing surveys and questionnaires will have a question on travel incorporated into them. One such example of this is the halls of residence student satisfaction survey. The results for a 2005-2006 survey are shown below.



Sample

size: 1194 of approx 4,000 students living in halls of residence

Focus groups will be used to understand the barriers to sustainable travel and explore ways of overcoming these.

A review of existing institutional policies will be conducted as part of the LSE's wider environmental baseline audit. This will ensure that other institutional policies support the LSE Travel Plan.

Partnership working with local stakeholders such as council officers, the GLA, police, transport operators, local businesses and residents will ensure effective implementation of the LSE Travel Plan.

Communication of achievements

The LSE Travel Plan will be promoted with and progress reported to staff, students and visitors on a regular basis through newsletters, surveys, annual reports, letters, leaflets, competitions, events and talks. Student groups will be engaged in the process.

Review

The LSE Travel Plan will be fully reviewed and an annual progress report made publicly available.

Proposed measures

- introduction of pool bikes for staff use at work / student use from halls of residence and private residence)
- introduction of cycle user allowances
- interest free loans for cycles
- increasing cycle park facilities to provide secure storage, showering and changing facilities and lockers
- sustainable travel information on all School materials
- website information
- reduction in air travel – sustainable options encouraged
- introduction of environmental fines to reinvest in sustainability projects when air travel is unavoidable and essential

Key Internal Stakeholders:

Student Union green groups: Gaia, Green party, Oikos, People & Planet, Bike club
Human Resources, Building/Site Managers

Key External Stakeholders:

Camden

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Benefits for staff, students and visitors of LSE Travel Plan

- Healthier and more active School community
- Enhanced traveller independence
- Enhanced social and environmental responsibility
- Improved travel awareness and road user/safety skills
- Less congestion and pollution generally
- A safer environment for walking and cycling
- Improved streetscapes
- A focus for school-based activities
- Contribution to government strategies for tackling climate change and air quality improvements

Should you have any comments or queries on the LSE Travel Plan, please contact the Environmental & Sustainability Manager at m.j.bolton@lse.ac.uk