**Travel to Work Policy**

**October 2020**

1. **Background**

The University is committed to encouraging and supporting sustainable travel amongst our staff, students and visitors. This commitment is formalised through our Travel Plan Strategy and delivered with a range of measures intended to enhance travel options, promote existing opportunities and manage on site resources which facilitate commuting by the most sustainable mode of travel possible.

Whilst there is an acceptance that for some people travelling by car is the only viable mode of transport, (and the University supports this through on site provision, a robust permit allocation policy and a process to accommodate temporary permit requests due to specific need), alternatives to travelling by car take priority.

The University has a number of policies and services that support staff to help manage a work-life balance that is essential for good wellbeing (<https://www.qub.ac.uk/directorates/HumanResources/annual-family-other-leave/work-life-balance-policies/> ). Such policies allow for flexibility and will continue to encourage staff to use sustainable travel when commuting to the University.

**2 Context**

This Policy illustrates the commitment of the University to supporting sustainable travel options, yet also accepts that in certain circumstances, travel by car is necessary.

All those travelling to the University campus are expected to travel by the highest rank/priority that is practical/possible. Whilst the options are not intended to be anti-car, it is a clear illustration that the University is committed to promoting sustainable travel options first and prioritising parking demand for those without viable alternatives.

The options are summarised below: -

**Priority 1 –** Active Travel (cycling and walking)- Those living in close proximity to the campus (up to 2 miles for walkers and 5 miles for cyclists).

**Priority 2 –** Public Transport **-** Those within 10 miles of the campus or with viable public transport options.

**Priority 3 –** Travel By Car **-** Those who have no option but to travel by car due to distance travelled, lack of public transport options or other personal circumstances or business requirement. The University is committed to supporting those who travel by car to identify opportunities to minimise the impact of that travel.

1. **Travel Options**

3.1 Active Travel (Cycling and Walking)

The University is committed to encouraging the uptake of cycling amongst staff and students by providing the necessary infrastructure for this to develop. This infrastructure includes:

* Secure cycle parking
* Good quality regular cycle stands
* Subsidised cycle lock costs
* Shower and changing facilities

To comply with BREEAM sustainability ratings, all University new building and major refurbishment projects include provisions for cyclists and walkers in the form of cycle parking and shower/changing facilities.

The University has a Travel Guide that informs staff and students of all building and the average walking time from the Lanyon building.

The University has a cycle to work scheme (Cycle+), where staff can purchase a bike and safety equipment through salary sacrifice, thereby saving on tax and National Insurance payments. More information on Cycle+ can be viewed at [www.qub.ac.uk/cycleplus](http://www.qub.ac.uk/cycleplus)

Working in partnership with the Department for Infrastructure and Sustrans, the University aims to improve and increase uptake of cycling across the University and wider Belfast area. A range of cycling and walking initiatives are promoted through the Travel Plan on a continual basis.

3.2 Public Transport

In partnership with Translink, the University is committed to supporting staff and students travel by public transport. Multi-journey travel cards can be purchased and topped-up on campus at several locations across the University.

Staff have the opportunity to purchase annual travel cards from Translink through an interest-free loan. More information can be viewed at [www.qub.ac.uk/sustainabletravel](http://www.qub.ac.uk/sustainabletravel)

Information sessions are held on a monthly basis during term-time that offer staff and students information on best ticketing options and journey planning.

3.3 Travel By Car

Where the only viable means of travel is by car, the University provides a limited number of staff car parking spaces. Staff may apply for a parking permit at the University following the procedure outlined below. The pressure for car parking spaces within the University estate is significant. As a result, the possession of a permit does not guarantee that a parking space will always be available. During the course of the year, the Capital Development Programme will restrict the number of parking spaces available on some sites.

Staff are charged for parking at either a full or part time rate according to their employment contract. Part time hours are defined as working 60% (22.2 hrs) of full time hours or less, or three working days

An outline of the process for applying for a parking permit is detailed below.

3.3.1 Standard Parking Permit

* Staff can apply for car parking through Queen’s online
* Full details, including car parking charges, can be viewed at [www.qub.ac.uk/sustainabletravel](http://www.qub.ac.uk/sustainabletravel)

3.3.2 Disabled Parking Permit

* The University is committed to supporting disabled students and staff by providing appropriate support arrangements as follows:
1. Applicants in possession of a disability badge (blue badge) are entitled to apply for a parking permit by completing an application form and providing evidence of their disability badge.
2. Staff or students not in possession of a disability badge may apply for a temporary car parking permit on the following grounds:

3.3.3 Temporary Car Parking Permits

Staff or students may apply for a **temporary permit** where they are experiencing a temporary mobility issue or to assist with a temporary short-term situation where they provide care for a person with a disability.

The steps for applying for a temporary permit are outlined below.

Any request for a temporary car parking permit is not a guarantee that it will be approved.

Temporary permits will be time limited to a maximum of 10 weeks and only issued subject to available car parking capacity.

*Temporary Mobility:*

* In the first instance, staff who are experiencing temporary mobility issues should hold discussions with their Line Manager and Human Resources Business Partner.
* Examples may include but are not limited to those who:
1. have undergone surgery, are undergoing treatment or have had an accident that has left them with a temporary mobility impairment; or
2. have a mobility issue related to pregnancy
* Following these discussions, and if it is agreed to request a temporary parking permit, applications must be supported by a letter from the applicant’s GP confirming the temporary mobility issue and its expected duration, along with a completed application form.
* Students should seek an appointment with their Disability Officer who will guide them through this process.

*Caring Responsibilities:*

* Any member of staff or student who provides care for a person with a disability may apply for a temporary car parking permit to assist with a temporary short-term emergency situation (e.g. sudden illness or deterioration in condition). In the first instance, staff should hold discussions with their Line Manager and Human Resources Business Partner.
* Following these discussions, and if it is agreed to request a temporary parking permit, applications must be supported by a letter from the applicant’s GP confirming their circumstances along with a completed application form.
* Students should seek an appointment with their Disability Officer who will guide them through this process.

**4 Approvals**

Please note that any request for a temporary car parking permit is not a guarantee that it will be granted.

These permits will be time limited to a maximum of 10 weeks and only issued subject to available car parking capacity.

**5 Screening**

This policy has been screened out with mitigation as per Equality Commission’s guidance on screening with no adverse impact with regard to equality of opportunity and/or good relations for people within the equality and good relations categories.

**6 Review**

The policy will be kept under review to reflect any future changes to the statutory framework in which we operate.