

Annex A**Forward**

The University of Suffolk Travel Action Plan is the implementation document that underpins the Sustainable Travel Plan 2026 to 2031. It sets out the broader University Objectives and identifies a wide range of initiatives for implementation to encourage the use of sustainable modes of travel.

Its central aim is to reduce the reliance on petrol/diesel based engines and single occupancy car journeys. It is anticipated that through the implementation of these initiatives and through the work of the Transport Working Group; staff and students will benefit from more affordable, better quality transport services, on a campus which is pedestrian and cycle friendly with improved air quality and local road congestion. This Action Plan will be reviewed on an annual basis.

Aim

To continuously improve a modal shift in travel behaviour away from single car occupancy towards, train, bus, cycling and walking commuting choices, whilst additionally reducing scope 3 carbon emissions associated with travel.

Strategic Travel Objectives

- Reduce single-occupancy car commuting and promote modal shift to active and sustainable travel modes.
- Improve and maintain high-quality walking, cycling, and active travel infrastructure on and around campus.
- Reduce carbon emissions associated with business travel and University fleet operations (Scope 3).
- Ensure travel provision is inclusive, equitable, and accessible for all members of our community.
- Engage staff, students, and external partners in sustained behavioral change towards sustainable travel.

Objective Area	Initiative/Activity	Details	Target Completion Date	Status
Increase Travel Engagement	Raising Awareness General	Update signposting to new Travel Plan and through the Transport Working Group develop a Communications and Campaign Strategy for Campus Travel	Jan 2020	Complete
	Refresh	Initiate implementation of Communication and Campaign Strategy for travel to and from campus.	May 2024	Ongoing
	Raising Awareness General	Initiate implementation of Communication and Campaign Strategy for travel to and from campus.	Sept 2020	Initial drive Complete and ongoing
	Establish new baseline data from 2026 to reflect current staff and student locations.	Refresh postcode data to monitor staff/student locations and identify route and access pressures.	July 2027	Not started
	Travel Survey	Promote and ensure uptake of annual County Travel Survey as policy requirement. Interrogate results.	March 2020	Ongoing Annually
	Staff cycling promotion	Reinvigorate the Cycle to Work Scheme Consider extending the £1000 CtW limit to enable the inclusion of electric bicycles	April - May 2023	Complete and ongoing
	Staff cycling promotion	Re-promote availability of Staff Work Pool Bikes loan scheme to include the addition of leisure cycling during lunch breaks	Dec 2023	Ongoing annually
	Staff and Students cycling promotion	Produce safe cycling routes for leisure use	July 2027	Not started
	Student Cycling Promotion	Refresh and work with Student Union to encourage increased use of students bikes for leisure use and fitness.	July 2027	Not started
	Lift-sharing	Promote and encourage car-sharing with staff and students. Promote Suffolk Lift share.	July 2027	Not started
	Walking/ wheeling	Promote and encourage walking and wheeling with staff and students, in line with increasing modal shift from 42% in the 2024 Suffolk County Council Travel survey to 44% by 2030	July 2030 With intermediate target July 27/28 of 42%	Not started
	Cycling and E-cycling	Promote and encourage cycling and e-cycling with staff and students, in line with increasing modal shift from 4% in the 2024 Suffolk County Council Travel survey	July 2030	Not started

		to 11% by 2030	With intermediate target July 27/28 of 7%	
	Bus (including Park and Ride)	Promote and encourage bus (including park and ride) with staff and students, in line with increasing modal shift from 14% in the 2024 Suffolk County Council Travel survey to 17% by 2030	July 2030 With intermediate target July 27/28 of 15%	Not started
	Rail	Promote and encourage rail with staff and students, in line with increasing modal shift from 10% in the 2024 Suffolk County Council Travel survey to 12% by 2030	July 2030 With intermediate target July 27/28 of 11%	Not started
	Car sharing/ passenger	Promote and encourage car sharing/ passenger with staff and students, in line with increasing modal shift from 9% in the 2024 Suffolk County Council Travel survey to 11% by 2030	July 2030 With intermediate target July 27/28 of 10%	Not started
	Sole driver – car	Discourage single driver car use with staff and students, in line with decreasing modal shift from 53% in the 2024 Suffolk County Council Travel survey to 43% by 2030	July 2030 With intermediate target July 27/28 of 48%	Not started
Environmental and Estates Strategy	Transport integration into Estates Plan and Strategies	To include new Sustainable Travel Plan objectives and targets and define infrastructure support requirement, funding and space challenges		Complete and ongoing
	Cycling and Walking	Look to identify space for and funding of additional showering and potential drying rooms	July 2030	Initiated
Work with external Stakeholders to enhance availability of, and access to, public transport	Public Transport Services	Revise and undertake a cost benefit analysis for public transport services in relation to Postcode data sets, public transport parking and conveyance and onsite University Parking	July 2028	Complete and ongoing.
	Public Transport Services	The University to work closely with transport service providers to secure better financial incentives and extended services where appropriate for both bus, train and park and ride facilities	March 2027	Ongoing
		Explore extension of Park and Ride facilities with First Buses/IBC and SCC under Partnership with The Hold	September 2025	Completed

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	Monitoring and Analysis	Increase survey return numbers for County Travel Survey to enhance student and staff participation	Annual	Ongoing
		Liaise with SCC to provide GIS postcode location data for community distribution	October 2025	Initiated
Improve sustainable access for employees, students, visitors	Cycling	Provide high quality secure and covered provision for cyclist on campus	Dec 2022	Complete
	Cycling	Extend CCTV coverage to ensure all bike storage area have complete coverage	April 2020	Complete
	Cycling	Provide accessible bicycle repair and maintenance equipment	Dec 2023	Ongoing
	Cycling	Reinvigorate: Through collaboration provide free bicycle health checks clinics, with advice on minor maintenance and repairs and advice on safe cycling. Identify new provider	April 2027	Not started
	Cycling	Explore funding for Cycle Confidence Training	August 2026	Initiated
	Cycling	Provision of large bike equipment lockers within all 4 main buildings	Sep 2020	Complete
	Cycling	Run bike marking and security event with Ipswich Police	Annually	Complete and Ongoing
	Cycling	Promotion and communicate cycle to work-day annually	May annually	Complete Ongoing
	Cycling	Promotion and communicate cycle to work week annually	June Annually	Complete Ongoing
	Sustainable Travel	Ensure the availability of cycle maps, bus routes and park and ride information to new starters, update and signpost to Student and Staff through the intranet sustainability pages	September 2023	Complete Annually
	Sustainable Travel	Encourage and provide alternative travel information to campus visitors through direct marketing information and external website for those looking to visit	Jan 2021	Complete and ongoing.
	Car Sharing	Promote and improve engagement with the internal Liftshare board and external Liftshare organisations with SU	July 2021	Complete and ongoing
	Car Sharing	Explore Liftshare permit bays on North Campus	Sept 2024	Completed
Identify Funding for bay marking		Dec 2024	Completed	
Car Parking	Re-evaluate parking tariffs, taking into account financial hardship constraints and accessibility issues. Consider means tested parking fees in relation to Staff Grade and Student requirements in conjunction with Ipserve	Sep 2022	Complete	
Reduce absolute	Vehicle Use	Install 4 electric car charging bays on North Campus, to be followed by a review to evaluate uptake and potential increase in availability	Sep 2021	Complete

greenhouse gas emissions and transition towards decarbonisation	Vehicle Use	Explore EV Lease salary sacrifice scheme	Jan 2022	Complete
	Vehicle Use	Launch EV salary Sacrifice Scheme	August 2022	Complete
	Vehicle Use	Collate and monitor EV charging data	Dec 2023	Ongoing
	Vehicle Use	Explore funding for the procurement of an electric campus Van following the installation of the charging bays	Sep 2028	Not started
	Vehicle Use	Explore business case for EV Minibus (x2) for staff and student pick up station/Ipswich campus/Martlesham	Oct 2023	Complete
	Vehicle Use	Investigate campus van usage and investigate more sustainable means of transporting goods about site to reduces van usage.	May 2027	Not started
	Vehicle Use	Present budget case for procurement of sustainable transport following investigation.	May 2027	N/A
	Business Use Mileage for Bikes	Explore policy review of the Travel Subsistence Expenses Policy to include Cycling	Sept 2023	Complete
	Business Travel Carbon data capture	Investigate a methodology and adopt procedures for identify business travel granulated and collect and log data	Sept 2024	Complete
	Business Travel Carbon Emissions Reductions.	Reduce carbon emissions associated with business travel and University fleet operations (Scope 3) from baseline 2024/25.	5% reduction by 2030.	Not started
	Adopt reduction target/s related to business emissions	Identify and set target to reduce per-capita (i.e. per person) emissions from specific business travel modes	December 2026	Not started
	Develop meeting travel protocol	Develop internal guidelines to support the reduction in the requirement to travel and promote alternative networking/meeting solutions	July 2027	Not started
	Offsetting unavoidable business emissions ahead of commercially available zero carbon alternatives	Identify solution and plan to offset remaining unavoidable business travel emissions to achieve net-zero carbon emissions	April 2027	Not started