



**Student Awards Agency for Scotland (SAAS)
Travel Plan
Gyleview House, Edinburgh**

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Student Awards Agency for Scotland (SAAS) Travel Plan, Gyleview House, Edinburgh

1. Purpose

The aim of this travel plan is to:-

- reduce the environmental impact of our business travel (including commuting) by offering travel alternatives; and
- encourage healthier, more productive lifestyles through increased physical activity.

The plan will be available to staff on the SAAS intranet and promoted throughout the year on Positive Living Days and Bike Week etc. We will also publish the plan on our website.

2. Gyleview House

Gyleview House is located in the West of Edinburgh. Main pedestrian and vehicle access is via Redheughs Rigg.

Limited car parking is available for SAAS staff at Gyleview House. A waiting list for car park passes has been in place since March 2008 due to the increase in staff using the car park and limited availability of spaces.

Car park spaces are reserved at the entrance for visitors and disabled drivers. Bicycle racks are located near the entrance and motorcycle parking spaces are located to the rear of the building.

3. Responsibility

The Environmental Manager (EM) will act as Travel Plan Co-ordinator. Members of the Health and Safety Committee will help ensure that wider views are taken into account. The H&S committee also has responsibility for environmental issues and participation in the Healthy Working Lives scheme.

The EM will communicate the Travel Plan to staff by keeping the SAAS intranet Travel page and notice board information up to date. Travel information will also be included in induction packs for new staff.

The EM will review the Travel Plan annually.

4. SAAS Environmental Policy

SAAS Environmental Policy is to ensure that continuous environmental improvement is made by reducing the impact of our operations on the environment. Our actions will contribute to the achievement of the Scottish Government's National Outcome of reducing the local and global environmental impact of our consumption and production.

To achieve this we will:

- make a commitment to continuous environmental improvement and prevention of pollution;

- ensure that we comply with all relevant legislation and other requirements;
- purchase products and services having regard to their environmental impact;
- continue to implement a business system compliant with ISO 14001 to provide a framework for the setting and reviewing of targets and objectives and for facilitating continuous improvement;
- raise and maintain staff awareness of our policy; and
- make our policy available to the general public through our website.

We review our Environmental Policy every two years and set targets in our Corporate Plan.

We are working to reduce the amount of waste we produce and minimise the use of landfill sites by recycling paper, plastic and cans and other items such as toner cartridges and mobile phones etc.

We encourage staff to use public transport to attend meetings wherever possible. We also try to reduce staff travel by using our video or telephony conferencing equipment.

The Agency achieved ISO 140001 accreditation in July 2008.

5. SAAS Travel Plan Survey

A travel survey was issued to staff in July 2008 to find out how staff currently travel to work and the reasons for their choice of transport. We also used this as an opportunity to find out who has used staff benefits such as interest free loans for travel passes and the purchase of bicycles and the SG car share scheme.

Staff were asked about other issues such as walking and cycling, home working and use of our video conferencing facilities.

The results of the survey are shown at annex C.

6. Interest free loans for travel passes/ bicycles

SAAS staff can apply for [interest free loans for travel passes](#) or to buy a [bicycle](#) and accessories.

5. Flexible Working Hours

SAAS operates a [flexible working hours policy](#). Staff can work between 7am to 7pm without core time which allows them flexibility to help achieve their preferred work/ life balance and travel outwith peak times.

8. Alternative working patterns

Staff can also apply to work [compressed hours](#) which allows them to work their conditioned hours over fewer days or [term time or part year working](#) to work less than 52 weeks a year to help meet personal or some domestic situations. Staff working on such patterns will generally undertake fewer home to office journeys.

9. Home working

SG has a [home working policy](#) and staff can apply to their line managers to work from home either all or some of their working hours.

We are currently developing a home working pilot scheme that could reduce or eliminate some commuter journeys.

10. SAAS Healthy Working Lives Scheme (HWL's)

In July 2003 the Agency joined the Scotland's Health at Work scheme (now Healthy Working Lives) to promote physical activity and healthy eating. We work with staff to offer a range of activities such as golf, walking and jogging. We also arrange health checks, site visits for massages and a chiropodist as well as other health related seminars and events throughout the year to promote a healthy lifestyle for staff

As a results of our work with HWL's, Agency staff have taken part in a number of charity fundraising activities such as the Great Scottish Walk, Jog Scotland and other events. Staff Awaydays and annual positive living day events at Gyleview House are used to promote the health benefits of an active lifestyle including walking, jogging and cycling etc.

The Agency were awarded the SHAW Gold award in November 2008.

11. Visitors to Gyleview House

In 2007, 1,775 people visited Gyleview House for help and advice. Car park spaces are reserved at the entrance for visitors and disabled drivers.

A link to Transport Direct has been included on the SAAS website to help visitors travel to the building by public transport.

12. SAAS Travel Plan objectives and targets

SAAS Travel Plan objectives:-

- To reduce travel (particularly to Glasgow) by using the Agency's video or telephony conferencing equipment as much as possible
- to promote the Agency's environmental policy
- to promote healthier and more productive lifestyles by taking part in the Healthy Working Lives scheme.

SAAS Travel Plan targets:-

- to reduce business travel by SAAS staff and encourage use of public transport for business purposes;
- to reduce stationery deliveries to Gyleview House to 2 per month
- to provide staff training on how to use the video and telephony conferencing facilities by December 2008 and increase the use of the conferencing equipment;
- to promote SAAS walking and jogging groups;
- to achieve HWL's Gold award by December 2008;
- to promote the SG car share scheme and interest free loans for bicycle purchase and travel passes;
- to promote bike week and provide free bike maintenance for staff annually;
- to review the Travel Plan annually; and
- to maintain the Cycle Friendly Employer Award.

Performance Monitoring

- The Finance Team monitor the number of bus and train tickets used for business travel from April 2008.
- Environmental Officer to promote and monitor use of video conference facilities and arrange training to encourage usage by December 2008.
- Stationery orders are made centrally once a month to control deliveries and ensure environmentally friendly products are ordered wherever possible.
- To carry out a HWL's survey in 2010 to provide information and an updated position on how staff travel to work.
- To monitor car park usage.

13. SG car share scheme

Car sharing allows people to benefit from the convenience of the car, whilst alleviating the associated problems of access, congestion and pollution. It also saves you money and reduces the number of cars on the road.

[Scottish Government's Car Share Scheme](#) can help you find a companion for your daily walk, cycle or car journey to work. Try logging onto the SG's Car sharing scheme to see if you can get a lift or offer a lift - remember you could arrange to meet someone at a park & ride.

14. SG Taxi sharing scheme

A new [cab share scheme](#) is in place to reduce the environmental impact of the SG's business travel. However other forms of public transport should always be considered first as an alternative to using taxis. Under the [new contract](#), Computer Cab will also offset carbon emissions on all journeys relating to the taxi account.

15. Walking or cycling

SAAS has a lunch time walking club (contact Lorraine Rowan Ext 45261) and a lunchtime jogging group (contact Sean Whiting Ext 44511) and both the SAAS and SG intranet sites have more information on [Walking](#) or [Cycling](#)

Walking

Direct pedestrian routes are available to the nearby bus stops. These routes are well lit and maintained.

The SAAS lunchtime walking club meets once a week and the HWL's Team publicise the health benefits of walking through participation in the HWL's events such as positive living days and awaydays.

Cycling

SAAS is a Cycle Friendly Employer. Uncovered cycle parking is located next to the front entrance and the side of the building. Two showers are available within Gyleview House, and drying facilities are available for clothing.

Staff can apply to buy a bicycle and safety equipment under the SG's salary sacrifice [Cycle2work scheme](#) as long as the bicycle is used mainly for commuting to work.

- Hire a bike and safety equipment exempt from tax and National Insurance
- Save up to 40 per cent on the cost of a bike and safety equipment
- Costs will be deducted from your salary over 12 months
- You may be given the opportunity to purchase the bike at the end of the scheme

Two application periods per year - between 4 March to 3 April and September 2009

More information is available on the [cycle2work website](#)

The SG pays a cycle mileage allowance for staff who travel by bike to attend meetings.

Gyleview House is close to Edinburgh Park Station. A traffic free cycle route also extends to the east to link into other traffic free routes and the National Cycle Network (NCN). This network of cycle paths provides good opportunities for employees to cycle to Gyleview House from areas throughout Edinburgh.

What SAAS is doing to encourage walking and cycling

- provide cycle racks and showers and drying facilities for clothing.
- SG offer Cycke2work scheme for bicycles and safety equipment
- SAAS lunchtime walking club for staff (contact Lorraine Rowan Ext 45261)
- include walking and cycling in HWL's events (see SAAS HWL's Intranet site)
- provide free annual bike doctor maintenance sessions for staff.
- promote the cycle2work scheme on our staff intranet and by e-mail on bike week.
- SAAS have a jogging group and encourage participation in annual charity events such as Jog Scotland 5K (contact Sean Whiting Ext 44511).
- provide employees with maps and information on viable cycle routes between Gyleview House and other SG offices in Edinburgh.
- publicise nearby cycle routes and provide cycle maps though emails and notice boards for staff.

See Annex B for more information on cycling

16. Public transport

Using public transport is usually cheaper than using a car and it can also help to reduce congestion and improve air quality.

For business trips within Edinburgh , you are encouraged to use the buses and you should refer the [best practice on travelling in Edinburgh](#) and if you are making a trip by bus in Edinburgh please use the [city single tickets](#) (available from the SAAS Finance Team).

If you are not sure about which bus or train to catch, try [Transport Direct](#) or [Traveline Scotland](#) which provides personal journey planning service through a call centre. To access this journey planning information you call 0871 200 22 33. This service also enables the provision of information through SMS text.

Local bus services

The nearest bus stops are located within a 2 minute walk of Gyleview House at the top of Redheughs Rigg. The bus stop is covered, has seating and displays timetable and route information.

Bus routes serving the immediate vicinity of Gyleview House have a combined frequency of at least one bus every 4 minutes. These routes provide direct public transport access to the City Centre and also a number of residential areas throughout the city.

Gyleview House is well located for using the Lothian Bus 22 service which provides a direct and frequent public transport link to Victoria Quay, St Andrews House and to Waverley Rail Station.

SAAS staff can apply for [interest free loans for travel passes](#). We also provide City single bus tickets for staff attending business meetings (available from the SAAS Finance Team).

Timetable information is available on the SAAS intranet and printed copies are available on the environmental notice board.

Local rail services

The nearest railway stations to Gyleview House are South Gyle and Edinburgh Park. They are both located a short walk away from Gyleview House. The stations can be accessed either on foot or by bicycle.

Trains from Edinburgh Park go to Haymarket, Waverly, Linlithgow, Livingston North, Bathgate, Dunblane and Newcraighall. Linlithgow station also provides a link to the Glasgow/ Edinburgh main line services.

Trains stopping at South Gyle serve the Fife circle via Queensferry. Trains stopping at Edinburgh Park serve towns and villages such as Livingston, Bathgate, Stirling and Dunblane. Services stopping here also run to Newcraighall Park & Ride.

Edinburgh Park and South Gyle stations are un-staffed but monitored by CCTV. There are sheltered waiting areas available at both stations.

Both Haymarket and Edinburgh Waverley train station can be accessed via direct public transport from the Gyle. Both stations have information displays, cycle storage, lockers and waiting areas. These stations are staffed and provide direct access to South Gyle and Edinburgh Park stations as well as main cities throughout the UK.

We provide travel information to visitors on our website through transport.direct.info.

[Traveline Scotland](#) can provide information on how to get from a home or office to a final destination using public transport

What SAAS is doing to encourage public transport use

- [Offer staff interest free loans for travel passes.](#)
- Gyleview House has easy access to a range of bus services and 2 train stations – Edinburgh park and South Gyle (see links below for timetable information)
- Provide bus tickets and rail tickets for business use (contact SAAS Finance Team)
- provide timetable information on the SAAS intranet and printed copies on the environmental notice board.
- ensure employees are aware of the bus services which provide public transport access to SG offices in Edinburgh and the Scottish Parliament.
- promote SG car sharing scheme throughout the year.

See Annex B for links to more information on public transport and timetables etc

17. Park and Ride Schemes

Lothian Buses provide a number of Park and Ride routes and details can be found on this link. <http://lothianbuses.com/parkandride.php>

All Park and Ride terminuses have secure parking with CCTV coverage and also terminal buildings that are staffed at all times and have toilet facilities.

18. Car Clubs

Car Clubs are another way to use cars more efficiently, giving people the freedom of a car when they need one, without the hassle and overheads of a car when they don't. [Edinburgh city car club](#) owns a number of vehicles that are available to club members to use when they need to. The cars are stationed in reserved parking bays close to homes and workplaces. The car club helps people use the appropriate mode of transport for the journey.

See Annex B for more information on car sharing schemes and driving advice.

19. Deliveries to Gyleview House

SAAS centralised stationery orders in April 2007 to reduce the number of deliveries to Gyleview House. Orders are placed monthly unless goods are urgently required.

20. On-site catering

Staff have access to kitchen facilities, vending machines and two daily on-site delivery services providing coffee and filled rolls etc. This helps to reduce the need for staff travel at lunchtime.

21. Opportunities for improvement

SAAS will continue to look for ways to improve the travel plan and the plan will be reviewed annually

SAAS
28 April 2009

Annex A

Advice for SAAS Staff

As SG employees, members of SAAS are encouraged to follow the guidelines in this Annex.

[Travelling](#)

Getting to work - [Walking](#), [Cycling](#), [Car Share](#), [Bus or Train](#)

Getting to meetings - [Cycling](#), [Bus or Train](#), [Taxi Share](#)

[Getting the most out of your next business trip](#)

We all have a responsibility to act in a sustainable manner, including when and how we travel on official business. By going to the link above, you will find advice on how to help reduce the transport impact of our business operations on the environment. If you have to make a trip for business reasons walking, cycling or public transport should normally be your first choice. However you decide to travel, you must book any tickets through the appropriate travel contract (see information at [SG Travel Contracts](#).)

[SG Travel Management site](#)

This site provides SG staff with information on all aspects of official business travel related services. Carlson Wagonlit Travel (0131 525 6070) provide staff with a full and comprehensive travel service. Travel forms can also be found here.

[Travel Management](#)

[Edinburgh Best Practice](#), [FCO Services](#), [Forms](#), [Frequent Travel](#), [Hotel/Conference Booking](#), [Carlson Wagonlit Services](#), [Travelling by...](#), [Travel Ticket Guidance](#)

Information relating to Travel and Subsistence can be found in the [Staff Handbook Travel & Subsistence section](#).

[Travel and Subsistence](#)

[Claiming Expenses](#), [Domestic Visit FAQs](#), [Foreign Visit FAQs](#), [Hints](#), [Rates TSM-5 Card](#),
Travel & Subsistence Rules.

Contacts for further information

Links to SG Intranet Site for travelling and travel management

Travelling

Getting to work - [Walking](#), [Cycling](#), [Car Share](#), [Bus or Train](#)

Getting to meetings - [Cycling](#), [Bus or Train](#), [Taxi Share](#)

Travel Management

[Edinburgh Best Practice](#), [FCO Services](#), [Forms](#), [Frequent Travel](#), [Hotel/Conference Booking](#), [Carlson Wagonlit Services](#), [Travelling by...](#), [Travel Ticket Guidance](#)

Travel and Subsistence

[Claiming Expenses](#), [Domestic Visit FAQs](#), [Foreign Visit FAQs](#), [Hints](#), [Rates TSM-5 Card](#), [Travel & Subsistence Rules](#)

Walking and cycling

SG Cycling Intranet page	For general information on cycling
http://www.bikeforall.net/	Everything you ever wanted to know about cycling but were afraid to ask
Cycling Scotland	Cycling Scotland aim to integrate cycling into modern living
Sustrans NCN Route page	Sustrans is the co-ordinator of the hugely popular National Cycle Network.
The Bike Station	The Bike Station is a community project that accepts donated bikes
www.whi.org.uk	Promoting walking as a healthy activity.
www.sustrans.org.uk	Sustrans is a charity that works on projects to encourage people to walk and cycle.
www.spokes.org.uk	Lothian cycle campaign.
www.trycyclinginedinburgh.org.uk	A campaign to encourage and support more people to ride bicycles in Edinburgh .
www.whycycle.co.uk	Impartial advice for potential and new cyclists.
www.cyclesource.co.uk	The website of the Association of Cycle Traders.
www.bikesafe.co.uk	Information and hints about safe riding for motorcyclists
SG Walking Intranet page	For general information on walking
www.pathstohealth.org.uk	For information on walking for health
Paths for All	For more advice and information on walking
http://www.walkit.com/edinburgh/	Advice on best routes for walking journeys in Edinburgh

Public transport

Traveline Scotland	provides information on how to get from a home, or office, to a final destination using public transport
www.transportdirect.info	Transport Direct provides door to door journey planning assistance with maps as well bus and train times
www.lothianbuses.co.uk	Lothian buses provides route maps and ticket information
http://lothianbuses.com/parkandride.php	Details of Lothian buses Park & Ride scheme
National Rail Enquiries	offers information service to customers on the move, it's real time and can be accessed via the website, or through your phone either via text or a self-service option.
Transport Direct	transport and information journey planner service and includes car as well as public transport.
www.citylink.co.uk	Express coach services
www.firstgroup.com/scotrail	Information on train services in Scotland
www.stagecoach.com	Bus services provided by Stagecoach
www.gner.co.uk	GNER rail services
http://www.horsburghcoaches.com/v	For details of 555 bus route which goes to the Gyle

Car sharing and driving

Scottish Government's Car Share Scheme	SG's Car sharing scheme
Traffic Scotland	Traffic Scotland Website provide real-time traffic information, details about roadworks and 'live-eye' views of road cameras across Scotland
www.liftshare.com	Learn about car sharing schemes across Scotland.
www.rac.co.uk	Information from the RAC including journey planner.
www.citycarclub.co.uk	Useful tips and information about the Edinburgh car club.
www.ecodrive.org	ECO-DRIVING Europe is as a platform promoting ECO-DRIVING as the smart driving style all over Europe.
www.boostlpg.co.uk	Provides information about converting to alternative fuels
www.chooseanotherway.com	Information about alternatives in Scotland.
www.transportdirect.info	Transport Direct provides door to door journey planning assistance with maps as well bus and train times
Energy Saving Trust	Information on alternative transport fuels
www.vcacarfueldata.org.uk	To find out about how much your car emits.

SAAS Staff Travel Survey 2008 - Results

1. How far do you travel from home to work (one way)?

Less than 1 mile 3 1 – 2 miles 6 3 – 5 miles 15
 6 – 10 miles 21 11 – 20 miles 24 21 – 30 miles 6
 Over 30 miles 5

2. On a typical day, how long does it take you to travel to work? (one way)

Less than 10 minutes 6 11 to 20 minutes 6 21 to 30 minutes 24
 31 to 40 minutes 19 41 to 50 minutes 20 more than 50 minutes 6

3. Please indicate the number of days, during a usual working week, that you travel to work by each type of transport.

	Number of days per week (0,1,2,3,4,5)
Car (as single occupant)	161
Car (as a passenger)	23
Car (as a driver with others)	24
Scooter/Moped/ Motorbike	7
Train	39
Bus	95
Bicycle	5
Walk	43
Other	

4. Please select the main reason for choosing your usual method of transport

Reason	Please tick one box
Quicker	24
Environmentally friendly	2
Lack of alternative	23
Less stressful	6
Habit	2
Cheaper	8
Personal safety	1
Childcare/ carer responsibilities	8
Reliable way to travel	4
Other	8

5. If you travel to work by car what are your main reasons for using a car to get to work? (tick all that apply)

Reason	Please tick all that apply
Time savings	30
Flexibility/ convenience	32
Public transport is not available	5
Public transport too expensive	11
Disability/ Health reason	2
Personal safety	3
Childcare/ carer responsibilities	12
Car-Sharing	6
Availability of car parking at work	7
Other	5

Car-Sharing

6. Do you currently participate in the SG car sharing scheme? See [SG car Sharing Scheme](#)

Yes No

If no, are you interested in joining the SG car sharing scheme?

Yes No

Please complete this question if you do not travel to work by car.

7. What are your main reasons for not using a car to travel to work (tick all that apply)

Reason	Please tick all that apply
No car available	10
Avoid congestion	10
Health/fitness reasons	7
Enjoy cycling/ walking	10
Cost savings	14
Most practical method	11
Environmental concerns	7
Don't drive	15
Other	5

Healthy Working Lives

Cycling

8. Would you be more likely to cycle if any of the following facilities were provided?

	Please tick all that apply
Measures to improve cycle safety along the nearby roads	15
Locker facilities available at work	5
Improved cycle network in local area	8
Training, advice or guidance on safer cycling	3
Other	5

9. Would you be interested in taking part in a lunchtime

a) walking group

Yes

No

b) jogging group?

Yes

No

About You

10. Are you male female

11. What age are you?

Under 25. 25 -34 35-44

45-54 over 55

12. Do you normally work:

Full time Part time Compressed hours Term time

13. Would you be interested in working from home?

(See [SG policy on homeworking](#))

Yes No

14. Do you have a long term illness, health problem or disability which affects the way you travel to work? Yes No

15. Have you used the SG interest free advance of salary for purchasing an annual public transport season ticket? (See [SG advance for Season Ticket](#))

Yes No

16. Have you used the SG interest free advance of salary for purchasing a bicycle?

(See [SG bicycle purchase scheme](#))

Yes No

17. Have you used the Agency's video conferencing facilities?

Yes No

17. Would you be interested in training on how to use the video conferencing facilities?

Yes No