Staff Travel Options

Is it time to rethink your travel?

www.le.ac.uk/travelplan
Is it time to rethink your travel?

The University of Leicester made a commitment to reduce its carbon emissions by 60% by 2020 through its Environmental Sustainability Policy (2010).

The Travel Plan will reduce car parking pressure and contribute to less traffic emissions and congestion on the campus by offering you more sustainable travel options.

This booklet will help you plan your University journeys wherever your work takes you, from the daily commute to business meetings, conferences, site visits, data collection and more.

Full details of all this information and more are available on our website: [www.le.ac.uk/travelplan](http://www.le.ac.uk/travelplan) including a journey planner, route maps, timetable information, ticket and discount information and a tool to find out how much each option will cost in terms of money, carbon and calories.

Cycling ([www.le.ac.uk/travel_plan/bicycle](http://www.le.ac.uk/travel_plan/bicycle))

Getting on your bike can yield much the same health benefits as doing a specific training programme. As well as improving physical health, cycling has a positive effect on emotional health – improving levels of well-being, self-confidence and tolerance to stress while reducing tiredness, difficulties with sleep and a range of medical symptoms.

**Dr Bike**

The University provides a regular Bike Doctor to keep your steed safe and roadworthy each term. Watch the BUG and e-bulletins as well as our website for details.

**BUDi scheme**

The University has a database to help you find a cycle ‘BUDi’ to keep you company on your journey to and from work.

**Bicycle Users Group**

Be the first to hear about University and local cycling news and make your voice heard in the cyclists’ discussion forum. Sign up online.

**Business mileage**

You can claim expenses for using your bike for business. Staff that choose to travel by bicycles will be reimbursed £0.12 for each business mile incurred.
Cycle coding / locks

The University of Leicester Coded Cycle Scheme aims to reduce cycle theft on University property.

The scheme involves:

- The registration and coding of your cycle, which enables it to be identified with a unique reference number,

- The opportunity to buy the acclaimed Squire “Urban Protector 230” D Lock which usually retails at £34.99 for the reduced price of £15.00 for University staff.

Joining the Scheme is simple, just complete the registration form and bring it with your cycle to either the Security Office at Gate 1 or go to the Student’s Support Centre. You can download the registration form online or by emailing uolsecurity@le.ac.uk.
Cycle facilities

The University has over 400 cycle spaces around its campuses for cyclists, including a number of covered facilities. We are also planning a large underground facility at the centre of Main Campus that staff will be able to gain swipe access to.

Our website has a map of cycle facilities available and showers on main campus.

Cycle to work scheme

Tax-free bikes are available to eligible staff with CycleScheme. Sign up online.

cyclescheme.co.uk

Cycle training

Improve your cycling skills and confidence

The council run free sessions for beginners at Abbey Park. All sessions are off road and all ages are welcome. They take place regularly at the tennis courts. If you would prefer one to one sessions contact Cyclemagic on 0116 262 5551 / www.cyclemagic.org.uk/training.aspx

We also organise cycle training from Main Campus – watch our website for details.

Maps / routes

A cycle map of popular routes is available from the Environment team, Sport and Recreation Facilities and on the travel website.

Our website has also links to the following cycle route planners:

- www.transportdirect.info provide a cycle route journey planner
- Sustrans have a downloadable map that can be magnified for all areas
Walking (www.le.ac.uk/travelplan/walk)

Experts recommend taking 10,000 steps a day – that’s nearly three miles! Active commuting helps you achieve this and saves on gym membership!

BUDi scheme

The University has a database to help you find a walk ‘BUDi’ to keep you company on your walk to and from work / the station / the bus stop. Register your journey online to find a match.

Walk maps

A range of green travel maps are available outlining interesting routes, calorie counts and other useful information.
Coach Travel

Leicester is served by a wide range of coach services, mostly operated by National Express. Although slower than rail travel, journeys by coach are usually considerably cheaper and often have a smaller carbon footprint. In addition, there are direct coach links to Leicester from cities which do not have direct rail links, such as Manchester and Coventry.

There are regular direct buses between Leicester and Loughborough (Arriva no.127) and between Leicester and Northampton (Stagecoach no.X7).

National Express coaches (and the 127 and X7 buses) stop at St Margaret’s Bus Station, which is on the other side of the city from the University.

The no.48 bus, operated by Arriva, leaves St Margaret’s every 15 minutes and takes about ten minutes to reach the University (NB. The return journey is the no 47). The no 80 bus, also Arriva, leaves St Margaret’s every 30 minutes and continues past the University to the Halls of Residence in Oadby.

If you’re feeling fit and know your way through the city centre, the walk will take about 35-40 minutes.

**National Express booking line:**
+44 (0) 8717 818181

Walking: The route from St Margaret’s bus station to the University of Leicester can be found at [www2.le.ac.uk/maps/coach](http://www2.le.ac.uk/maps/coach)
**Bus Travel** (www.le.ac.uk/travelplan/bus)

**Timetables**

A number of bus routes come to, or near, our sites.

<table>
<thead>
<tr>
<th>No.</th>
<th>Route</th>
<th>Daytime Frequency per hour</th>
<th>Evening Frequency per hour</th>
<th>Operating Hours</th>
<th>Operator</th>
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<tbody>
<tr>
<td>47</td>
<td>Leicester – South Wigston</td>
<td>4 services</td>
<td>2 services</td>
<td>05:30-22:50</td>
<td>Arriva</td>
</tr>
<tr>
<td></td>
<td>Wigston Magna – Leicester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Leicester – Wigston Magna – South Wigston</td>
<td>4 services</td>
<td>2 services</td>
<td>06:30-23:30</td>
<td>Arriva</td>
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<tr>
<td></td>
<td>Leicester – Wigston Magna – Leicester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80/80A</td>
<td>Leicester – University – Oadby (Halls of Residence)</td>
<td>6 services *</td>
<td>2 services</td>
<td>07:45-23:45</td>
<td>Arriva</td>
</tr>
<tr>
<td>302</td>
<td>Leicester – Royal Infirmary – Beaumont Leys</td>
<td>2 services</td>
<td>1 service</td>
<td>07:00-21:15</td>
<td>Arriva</td>
</tr>
<tr>
<td>UHL</td>
<td>Hamilton – Hospitals – Beaumont</td>
<td>2 services</td>
<td>No service</td>
<td>07:00-19:15</td>
<td>First</td>
</tr>
</tbody>
</table>

*Only two services per hour travel between University and City Centre. The remaining services originate and terminate at the University.*

- The *Hospital Hopper* runs between the three Leicester hospitals every 30 minutes from Monday to Friday.
- The nearest stop is on London Road (400m from Main Campus).
- There are regular direct buses between Leicester and Loughborough (Arriva no.127) and between Leicester and Northampton (Stagecoach no.X7).
- Traveline (www.travelineeastmidlands.co.uk) provide a route planner (we recommend checking this site regularly or calling on 0871 200 22 33 as discounts change regularly.

**Discounts**

- University of Leicester staff can obtain a 20% discount on Centrebus weekly, monthly and three-monthly season tickets.

**CENTREBUS**

- Staff can also obtain 10% off weekly, 4-weekly and 10 trip tickets by Arriva from the Arriva Travel Office at St Margaret’s Bus Station, Leicester.
Rail Travel (www.le.ac.uk/travelplan/rail)

Using public transport is a great way to take the stress out of your daily commute. Instead of sitting in a traffic jam feeling stressed, you could be reading the paper, or a good book while someone else takes over the driving.

Information and timetables

East Midlands Trains provide two services every hour to Sheffield and Chesterfield and also connects Leicester to Derby, Loughborough, Nottingham and Lincoln, as well as East Midlands Parkway.

Cross Country Trains provide local services to Leicester from Narborough, Attenborough, Melton Mowbray and Nuneaton and others roughly every 30 minutes.

Discounts

University of Leicester staff and students are eligible for a 10% discount on annual season tickets on many East Midlands Trains routes.

Note: You will need a photo card number, which can be obtained free of charge at any rail station season ticket office (don’t forget to take a passport sized photo).

Walking: The route from Leicester train station to the University of Leicester can be found at www2.le.ac.uk/maps/rail
Car Travel  (www.le.ac.uk/travelplan/car)

Do you have to drive?

- Over half of all car trips are less than five miles – 23% less than two miles. The average length of a cycle trip is 2.4 miles.
- If every car commuter used an alternative on just one day a week, car usage levels would be reduced by 20% with immediate effect – meaning there’d be 400 less cars searching for the limited spaces on campus.
- Up to 40% of all car journeys can be replaced by alternatives.

Car sharing

Our LiftBUDi Scheme allows staff to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution. Car sharing has been introduced at the University to encourage more efficient use of our limited car parking on site.

- Reduce your transport costs significantly.
- Reduce the number of cars on the roads, resulting in less congestion, less pollution and fewer parking problems.
- You don’t have to share every day and you don’t even need to own a car.

Sign up online today.

Motorbikes

Business mileage

Staff that choose to travel by motorcycles can be reimbursed at £0.15 per mile for a motorcycle for each business mile incurred.

Parking

Motorcyclists require a car park permit and must apply in the same way. Dedicated motorcycle spaces are available at most University car parks and more, covered, storage is coming soon.

Car club

A car club will shortly be introduced for staff that occasionally require to drive for University business, to reduce staff needing to bring their own cars in. Staff will be able to register as a car club driver (free of charge) and will be then be able to hire a car from Main Campus by the hour when necessary.

Car parking

Staff members may apply for a permit via a paper based application available online, although spaces are extremely limited.
Full permit

Staff can apply for a “permit to hunt” that will enable them to park at a designated car park at any time for a specified charge. A new permit scheme is being launched in September 2011 that will offer a range of permit types to maximise the option available to staff.

Watch the environment team website for further information as it becomes available.

Car share

Any permit holder can car share and when they do so they are eligible to park in a more convenient ‘Car Share’ space, if available. The only criteria for using the Car Share spaces are that they must display their own permit and that of another staff member (two permits in one car). If the second car sharer does not have a permit they can apply for a free car share permit.

Green driving

Even if you only use your car for part of the journey, by using a park and ride, you’ll still help ease congestion.

Here are some tips to make the journey a bit greener and a lot cheaper by reducing fuel consumption:

- **Pump up your tyres** – under-inflated tyres burn more fuel (and are dangerous)
- **Clear out any extra weight** – remove clutter from your boot
STAFF TRAVEL OPTIONS

• **Have your vehicle serviced regularly** – keep your engine efficient

• **Drive at an appropriate speed** – 70mph can bring savings of around 10% for your fuel bill compared to driving at 80mph, plus it’s illegal!

• **Switch it off** – modern cars use virtually no extra fuel when they’re re-started without pressing the accelerator. Turn off if you’re going to be stationary for more than two minutes

• **Check your revs** – change up between 2000rpm and 2500rpm and keep it smooth

• **Reduce drag** – remove roof racks, roof boxes and bike carriers when not in use

• **Roll your windows down** instead of using air conditioning to reduce fuel consumption (unless you’re at high speed)

• **Buy a greener car** – see the Act on CO₂ website for advice

A huge 344,000 car journeys are made in and out of Leicester city each day.
That’s 33 million journeys in the city per year – a 6.8% rise since 2001.

That explains the congestion then!

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**Overseas travel**

As part of the University’s Environmental Sustainability Strategy that commits us to a 60% carbon reduction by 2020, we are required to record the flight details of University staff whilst on University business.

Formal recording processes are currently being established, but we would appreciate being notified informally in the meantime. Please email travel@le.ac.uk.

**Staying put!**

The most environmentally and budget-friendly form of travel is not to go anywhere!

The University offers a range of facilities to allow you to reach colleagues and students wherever in the world you or they may be:

**Video conferencing**

The University belongs to the JANET Video Conference Service (JVCS), which allows us to offer multi-site Video Conferencing.
Audio Visual Services manage the video conferencing suite in the Medical Sciences Building. The facilities in this suite can be used to conference or lecture live to many other places throughout the world.

In addition, they are able to provide Telephone Conferences (single site) from the MSB suite or provide equipment to allow this from any rooms around the campus with a phone line connected.

For internal or external multi-site telephone conferences, please contact the University switchboard, 0116 252 2522.

Radio interview facility

AVS manage the radio interview facility, which is also housed in the Medical Sciences Building. This allows radio interviews at broadcast standard using our ISDN lines.

Overflows and recorded lectures

AVS can operate live overflow lectures from various locations, linking two or more rooms together for teaching or public lecture purposes, which can be recorded if required. Where appropriate they can provide and operate video/audio equipment to record lectures in these rooms.

Working off-site

The University holds several software license agreements which allow for the installation of software on a standalone PC, including anti-virus software. It is also possible for CFS users to access their emails and to obtain secure web access to filestore at the University from any Windows PC. Access from a non-Windows PC is possible but is not supported by IT Services.

Contact IT Services or see their webpages for further information.