Fife College CLIMATE ACTION

TRAVEL KNOW HOW SCOTLAND

Sustainable Transport Strategy 2023-28

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Table 1: Abbreviations

CMP	Carbon Management Plan	Mktg	Marketing
Comms	Communications Team	SCP	School College Partnership
DLC	Dunfermline Learning Campus	SSN	Sustainable Scotland Network
EAUC	Environmental Association of Universities and Colleges	Students Assoc	Students Association
EV	Electric Vehicles	UCCCfS	Universities and Colleges Climate Commitment for Scotland
ICE	Internal Combustion Engine	ULEV	Ultra-Low Emissions Vehicle

1 Executive Summary

Fife College is committed to being a sustainable place to work and study and understands that we are in a climate and nature emergency. Action is required to tackle these emergencies; as such, we have a Climate Change Strategy and Net Zero Action Plan. To further action on sustainability, we have created this Transport Strategy in collaboration with the relevant internal and external stakeholders, using the most recent travel survey conducted in May 2022 to conclude our findings.

To achieve our Scope 1 and Scope 3 emissions targets, and be a net zero estate by 2035, we must address our emissions created through travel. The primary focus of the Transport Strategy is to assess student and staff commuting trips to our campuses and consider how we can reduce single occupancy vehicle emissions, as well as evaluating the use of college fleet vehicles. Sustainable transport options must be promoted and encouraged. This strategy aims to shape infrastructure and policy around sustainable travel at Fife College. Through consultation with the relevant stakeholders, the action plan created will span until 2028.

The action plan will address the following aims of Fife College which are:

1. Reduce the need to travel using technology and a flexible approach to working and learning.

2. Enable and encourage staff, students, and visitors to access our campuses by sustainable modes of transport e.g., car share, public transport, cycling and walking.

3. Minimise the need for and use of single occupancy car journeys.

4. Foster a culture amongst staff and students in seeking to travel by sustainable modes in preference to the private vehicle wherever possible.

In 2018, transport was Scotland's [leading](#) carbon emitter, hence sustainable transport modes are required to be used, Fife College as a public sector must follow guidance provided by the Climate Change Act. Likewise, the Transport Strategy will support an increased uptake of active travel among student and staff members, enhancing the overall wellbeing of college users.

The 2022 travel survey indicated that the dominant mode of transport is single occupancy driving, for both staff and students. Recommendations from the survey have been incorporated into the action plan in this document.

The College will work in collaboration with the wider community and stakeholders to ensure transport for college activities is as sustainable as possible and contributes to the wider Fife and Scottish targets for a fairer, resilient, and low carbon future. This Transport Strategy will be a living document that is reviewed annually by the Sustainability Committee and will be endorsed by the College Board and Executive Team. Progress will be monitored by running the travel survey annually and measuring fleet use, to report into the Transport Strategy.

Thanks to the funding from Paths for All "*Smarter Choices, Smarter Places Open Fund*" in 2022, this Transport Strategy was able to be established and the associated engagement events were able to take place.

2 Introduction

2.1 What is a Transport Strategy?

A Transport Strategy highlights the travel needs of its users and entails clear objectives and a detailed roadmap of how these aims can be delivered. The roadmap outlines ways that students and staff of Fife College can travel sustainably to campus. This strategy will focus on efforts that have minimal impact on the environment, that will improve the health and wellbeing of our college members and make a positive contribution to the wider community of Fife. New developments also require a Transport Strategy, to indicate how students/staff can travel to their new campus sustainably, hence this Transport Strategy will outline how Fife College will meet sustainable travel requirements for the new Dunfermline Learning Campus. As Fife College is committed to sustainability within all its operations, relevant strategic college policies will be included within this document.

2.2 Why Now?

A Sustainable Transport Strategy is required for Fife College to determine the predominant methods of travel to campus, identify the problems that staff and students face during their commute and establish actions the College can take to increase sustainable travel to our campuses. It is important to create clear targets for the future that support active travel options over car dependency, and that follow the College's strategic aim to be net zero by 2035. It is also a duty of all public bodies in Scotland to comply with the Public Bodies Climate Change Duties guidance.

Transport accounted for 25.7% of Scotland's emissions in 2020. The Committee for Climate Change have recognised that active travel is an essential element for transitioning to net zero. In Scotland, over 50% of journeys are below 5km in length, this means that we have a huge opportunity to promote cycling and walking when completing these shorter journeys. Active travel journeys should be encouraged if people can walk within 2km or cycle within 8km of their destination. By encouraging active travel, we are protecting the environment from climate change as well as promoting involvement in physical and mental wellbeing activities for our college members.

2.3 What is Sustainable Travel?

Our aim is to "To reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College, by promoting sustainability, equalities and health and safety*" via the transport hierarchy below.*
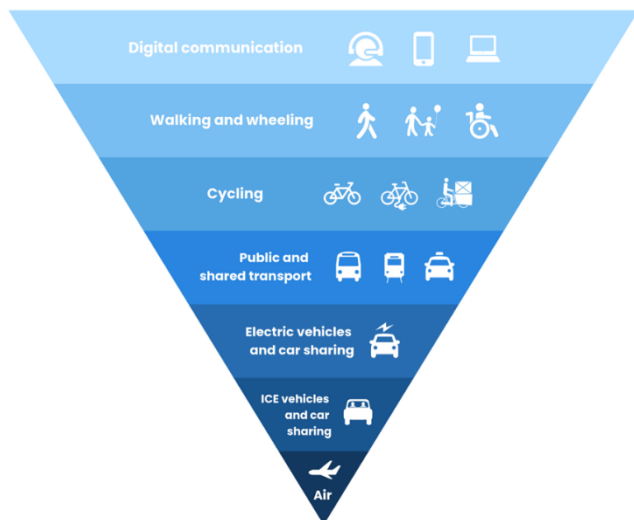
Figure 1 - Sustainable Travel Hierarchy Pyramid ([Energy Saving Trust, 2021](#)).

Fife College's Transport Strategy will detail what measures, facilities and support is required to enable students and staff to prioritise sustainable travel options, i.e., those travel options further up the hierarchy. The Sustainable Travel Hierarchy illustrates how digital working/learning should be the first option people choose (if appropriate). This relates to one of the aims within the future Estates Plan. Secondly, walking and cycling is regarded as the most sustainable travel mode, as no carbon emissions are created. Hence, these transport modes should ideally be chosen over polluting transport modes such as buses, trains, and cars. As active travel is not always an option, public transport modes should be used for travel over driving, which should be a last resort for commuting to campus. In general, air travel is the least sustainable mode of transport, producing the largest amount of carbon emissions, which is why it is at the bottom of the travel hierarchy. This diagram will be referenced and used as a guideline throughout this document.

2.4 Reasons for a Transport Strategy at Fife College

The benefits sustainable travel can bring to this organisation:

Environmental

- By riding via bike or walking or taking a bus to college we are reducing local levels of pollution and carbon emissions. However, we are also lowering traffic levels around the local area. In effect this will improve air quality.

Economic

- We are saving individual costs of petrol/diesel as well as business costs of our grey fleet cars, by choosing active/public/shared transport.
- More likely to be chosen as a supplier as businesses have more strict sustainability criteria for their suppliers.
- Could improve the chances of future development getting through planning.

Organisational

- Active travel increases productivity levels of a work team.
- Sustainability values make an organisation attractive for future employees and promotes best practice for other businesses and organisations.
- Assists in approving planning applications.
- As a result, it will build better communications with local communities.
- Improvements to site access.
- Ties in with our *Net Zero Action Plan* and *Climate Change Strategy.*

Social/Health

- Choosing active travel improves physical and mental wellbeing, reduces stress, and increases our positivity levels. However, it also decreases our risk of more serious health issues such as: heart disease, cancer, and diabetes.
- A healthier staff population means reduced sickness absence levels.
- Provides staff the opportunity to work from home and have more flexible working hours that suit them. Improving work/life balance.
- By reducing traffic this provides a safer environment.

2.5 Policy and Strategy Context

This Transport Strategy supports the wider sustainability agenda and Government transport policy. It has been prepared in the context of relevant national, regional, and local policies, strategies and commitments which include;

UK Wide

National Policy - A New Deal for Transport:

Better for Everyone Scotland's Transport Future: The Transport White Paper

Disability and Equality Act 2010

Equality Act 2010 and Inclusive Mobility

Scottish Government Targets–Scotland is committing to net-zero emissions by 2040, with a key focus on a 20% reduction in car kilometres by 2030.

The Scottish Government have also agreed to "*work with public bodies to phase out petrol and diesel cars from our public sector fleet and phase out the need for any new petrol and diesel light commercial vehicles by 2025*" . As a college we will ensure that any new cars we lease will be hybrid or electric and ensure our vans and minibuses will be phased by 2030 (as per government guidelines).

Scottish Planning Policy is a statement of Scottish Government policy on land use. It notes that:

"*A Travel Plan is a package of measures aimed at promoting more sustainable travel choices and reducing reliance on the car and should be encouraged for all significant travel generating developments.*"

"*Opportunities for personal travel should be prioritised by mode in the following order – walking, cycling, public transport, car, and other motorised vehicles. Buildings and facilities should be accessible on foot and by cycle. Improvements to active transport networks, such as paths and cycle routes, in urban and rural areas will support more sustainable travel choices. The aim is for urban areas to be made more attractive and safer for pedestrians and cyclists, including people with mobility difficulties. Cycle routes and, where relevant, cycle parking and storage should be safeguarded and enhanced wherever possible.*" This is of relevance to the new Dunfermline Learning Campus.

SEStran - The Southeast of Scotland Transport Partnership (SEStran) is the statutory Regional Transport Partnership for the Southeast of Scotland. SEStran encompasses eight local authorities: City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders, and West Lothian. SEStran are currently in the consultation phrase before finalising their new Regional Transport Strategy 2022-2035, publication date tbc.

Fife Council - Climate Fife Action Plan is a Fife-wide plan; however, at this stage the action plan comprises actions being driven by Fife Council and key public sector partners. While the Council's direct footprint only represents 3% of Fife's total carbon footprint, through policies, projects, and service delivery it has an influence over upwards of 40% of Fife's total carbon footprint. Fife Council

wants to lead by example in our response to the climate emergency and use our procurement, assets, and staff to help deliver a zero carbon and resilient Fife.

Under the theme of sustainable travel, Climate Fife projects will focus on:

- decarbonising the Council's own fleet
- reducing the need to travel by settlement and development planning and smart technology
- promoting active travel
- increasing vehicle efficiencies
- making public transport more popular
- increasing the uptake of ULEV (ultra-low emission vehicles) such as full-electric and hydrogen fuel vehicles

Local Transport Strategy for Fife 2006-2026:

Fife Council has committed to a just transition to net zero by 2045. This document dictates what travel options we have available at Fife College, particularly the development of Halbeath Park and Ride and the commitment to open the Leven Rail Link in 2024. This plan is currently under consultation and timelines will be revised this year for 2023-2033. In 2019 within Fife, 70% of journeys were made by car, 20% by walking/cycling and only 10% were made by public transport.

Fife College – Strategic Plan 2018-23 'We are committed to promoting sustainable behaviours in our college population and beyond, reflecting on how our learning and teaching and operations contribute towards creating a more sustainable society'.

The format of the College Transport Strategy reflects the standard college policies and plans supporting the College Strategic Aims. These support the essence of sustainability and carbon reduction across the estate whilst providing the foundation for progress and continual improvement. In addition, the Principal and Chairman of the Board of Management, annually reinforce the College commitment to Sustainability by signing the College Environmental and Social Sustainability Statement. This document highlights a series of specific sustainable objectives, the annual College Operational Plan refers to the College drive towards sustainable operations.

Fife College Estates Strategy: The relevant aims of the Estates Strategy are to deliver fully adaptable and digitally enabled campuses, this links into developing a Working from Home Strategy. The strategy recognises that one of the key challenges for the College estate is 'improving the transportation links the major campuses should be a key priority'.

Environmental, Social and Sustainability Policy of Fife College 2017/18: '*Fife College is committed to becoming a leading low carbon and sustainable organisation and to playing an active role in delivering positive climate change outcomes.*

Fife College - Climate Change Strategy 2022-28 - Fife College recognises that climate change will affect everyone, and is everyone's responsibility, and so a college-wide approach is required. As a major player in Fife's response to climate change, and as a responsible partner, the College will actively seek opportunities to work in partnership with other organisations, both in Fife and nationally, to maximise the influence that the College can bring to bear on this challenge.

Figure 2 - Flow Chart of the Aims of the Climate Change Strategy (Fife College, 2022).

Fife College are committed to making every effort to reduce both our own emissions and those we can influence in a wider capacity and our aims are set out in our Climate Change Strategy with three key aims:

Aim 1: Tackle our GHG emissions and embed resilience in our operations and infrastructure

Aim 2: Act in a socially responsible way across all our campuses and operations.

Aim 3: Act collaboratively to develop and maintain a "green skills" workforce

The College is also committed to increase its monitoring, measurement and reporting of those emissions that we can influence but not control (Scope 3 emissions). By improving this measurement accuracy, the College will be able to identify areas of potential improvement and then address those to these emissions (Scope 3).

Fife College -Net Zero Action Plan 2022-2028 - This Net Zero Action Plan is ambitious and will need the support of everyone at Fife College. This comprehensive plan lays out how Fife College will achieve its commitments to achieving Net Zero Greenhouse Gas Emissions – through Leadership and Governance, Estates, Operations and Infrastructure, Existing Planning Project Impacts, Staff and Student Engagement and Behaviour Change and collaboration and wider influence.

Fife College Travel Subsistence Policy and Procedure (2022)- This policy is a guidance document for any staff that require to claim expenses for business miles travelled. Currently, any travel claims made do not require management approval for authorisation, and use of the private car is still incentivised.

Fife College Fleet Management Policy (2022)- This policy details use of the College fleet and how it should be managed to overall reduce the carbon emissions created from travel at Fife College.

Health and Wellbeing Strategy (Coming soon)- Employee health and wellbeing are a priority for Fife College and active travel can play a key role in this. Being able to measure the health benefits of more active and sustainable travel choices for employees is key. Physical activity is essential to good mental and physical health throughout life.

Within the Health and Wellbeing Strategy, we promote the use of active travel to encourage our students/staff to choose cycling/walking as not only a sustainable mode of travel, but that also improves their mental wellbeing, as well as creates other wider benefits such as increased productivity levels.

2.6 Fife College Key Priority Aims

The format of the College Transport Strategy reflects the standard college policies and plans supporting the College Strategic Aims. These are shown in Figure 3 and support the essence of sustainability and carbon reduction across the estate whilst providing the foundation for progress and continual improvement. In addition, the Principal and Chairman of the Board of Management, annually reinforce the College commitment to Sustainability by signing the College Environmental and Social Sustainability Statement. This document highlights a series of specific sustainable objectives, the annual College Operational Plan refers to the College drive towards sustainable operations. Fife College – Strategic Plan -2018 - 23

Our Strategy is based on five key priorities:

1) Foster ambition and develop successful students ready to progress through an inspirational and high-quality learning experience
2) Provide a first-class learning environment
3) Provide a dynamic digital environment that will engage, empower, and enhance experience
4) Develop and empower our staff to work in a culture of trust and respect in a successful and reputable college
5) Maintain long term financial sustainability and become more commercially focused

Figure 3 - Strategic Plan Overview for Fife College (Fife College, 2018)

2.7 Net Zero Action Plan (2022-2028)

Fife College have recognised the climate emergency through creating the Climate Change Strategy and the Net Zero Action Plan. Our main aims by 2028 are to:

1. Cease burning fossil fuel for heating
2. Convert the remainder of the fleet to zero emissions
3. Eliminate fugitive emissions of refrigerant gases

These are the college's direct emissions (Scope 1). In terms of Scope 2, the College aims to lower its use of electricity where possible. There are also emissions the College cannot directly control but influence, for example student/staff commuting and procurement, which fall under Scope 3 emissions (Fife College, 2021, Pp.3).

3 College Service Provisions

Fife College's experienced team is dedicated to annually transforming the lives of our 6,000 full-time and 14,000 part-time students through education and training. We offer a wide range of inspirational learning experiences from essential skills to graduate degree programmes. There are over 400 courses available, across 40 subject areas.

Fife College, through its policies and practises, aims to address the balance of accessibility for staff and learners, environmental responsibility and effective and efficient use of resources whilst interacting constructively with its local communities.

3.1 Courses Provided

A detailed list of Fife College courses can be found via the hyperlink.

3.2 Opening Times

Fife College opening times can be seen in Appendix A.

3.3 Agile Working

Fife College are embarking on a more agile, flexible working environment. Through this change in shared workspace areas and improved IT tools, the working practises will be monitored to progress further adaptation which could support or reduce the need to travel.

3.4 Workforce Planning and Online Learning

In Appendix B, you can see the format of the different departments of Fife College and their hybrid working summary. From this data we can categorise the staff who are able to work from home as part of their job role. Currently, we do not have a Working from Home Policy, however from this data we can see that there is the ability for a proportion of our staff members to work from home, introducing a policy would influence how we travel and therefore lower our transport related emissions.

Post Covid, a '*Learning from Lockdown, Informing Working Practice Change for the New Norm*' document was created in 2021, as an attempt to encourage remote working and changes in travel behaviour. A survey was sent out in 2020 regarding working preferences, and 7% of staff voted to work from home, 17% fully on campus and 76% hybrid working.

The College are exploring synchronous/asynchronous learning for certain learning groups/curriculum departments, with anticipated learning to be 80% in person and 20% online.

4 Site Survey of Each Campus

This Transport Strategy is for all staff, students, and visitors attending all our five campuses: Dunfermline, Glenrothes, Kirkcaldy, Levenmouth and Rosyth, located within the Fife region.

Figure 4 - Map Illustrating all Five Locations and Postcodes of Fife College Campuses (Fife College 2022).

4.1 Rosyth:

Table 2 - Overview of Travel Related Facilities at Rosyth Campus in January 2023

Car Parking Spaces	EV Charging Points	Showers	Bike Storage	Lockers
156 in total (2 disabled, 118 in main car park, 6 at A block, 30 at rear)	2 single point chargers for fleet	1 shower in Gents toilet in A block	0	

Buses 19 and 88 pass near the Rosyth campus. The railway station is a 38-minute walk and a two-mile cycle away from the campus, making it accessible via active travel options and public transport connections. A parking map can be viewed in Appendix C.

4.2 Dunfermline:

Table 3 - Overview of Travel Related Facilities at Dunfermline Campus in January 2023

Car Parking Spaces	EV Charging Points	Showers	Bike Storage	Lockers
Dunfermline main building = 274 + the hard-standing area takes around 50 (if parking is controlled 12 disabled spaces) Fod House side = 25 Carnegie Conference Centre = 144 (with 6 disabled spaces)	1 double charger in Vehicle compound for fleet 5 double chargers in lower-level zone for fleet	2 in Zone 5 corridor 3 in Media Space	2 bike shelters 1 bike maintenance room located in H5.23 1 Shipping container	18 in Zone 5 8 in Refectory 21 in male/female changing rooms in Media Space 3 individual bike lockers at North main entrance

The current Dunfermline Learning Campus is located within a cycling friendly distance for the entire Dunfermline Town area, and Halbeath and Touch are within walking distances to the campus (Aecom, 2021, Pp.27-28). Queen Margaret Station is a 13-minute walk and a six-minute cycle to Dunfermline campus. Buses 19, 19A and 33 passes near the College, which are connected to Halbeath Park and Ride service. For parking availability, a map of parking spots can be seen in Appendix D.

4.3 New Dunfermline Learning Campus:

This new campus will be based East of Dunfermline, bounded by Sandpiper Drive to the East, Calais Wood to the South, residential areas to the West and Dunlin Drive/Fife Leisure Park to the North. The College will ensure there are sustainable transport options for students and staff travelling to this campus.

Figure 1. Dunlin Drive / Linburn Road Junction

Figure 5 - Map Showing the DLC Site (Aecom, 2021).

It will be Scotland's first 'Net Zero Ready' campus on completion, including the use of low carbon technologies. Operational carbon targets and energy consumption is estimated to be 64% lower than average, and the embodied emissions associated with construction is expected to be 40% less (EAUC, 2022).

Table 4 - Overview of Travel Related Facilities at the DLC in January 2023

Car Parking Spaces	EV Charging Points	Bike Storage	Motor bike spaces
489 (+28 disabled spaces)	24 for fleet and public use	$34m_2$ of cycling storage in design plans	12

In the 2023 travel survey, public car charging facilities for EV's will be explored. This will inform the college of public charging infrastructure and cost implications.

4.3.1 Travel Links at the DLC

The New Dunfermline Learning Campus has various public transport links that students/staff can use when travelling to campus. The relevant bus stops can be seen in Appendix E. The closest rail station is Queen Margaret, which is 2km North-West of the site, this means that cycling can be an option for commuting to the campus from the station, however it would be too far to walk from the station.

Dunfermline has a Park and Ride service, located just off the M90, to the East of Dunfermline.

The new campus is a 7-minute walk from the closest bus stop which is on Dunlin Drive. The various bus services are highlighted in Appendix F. Dunfermline's main bus station is located 6km West of the site (Aecom, 2021, Pp.14).

The Transport Assessment states that '*the active travel network adjacent to the DLC is of high quality*' (Aecom, 2021, Pp.13). Active travel networks can be seen in Appendices G and H.

4.4 Kirkcaldy:

Table 5 - Overview of Travel Related Facilities at Kirkcaldy Campus in January 2023

Car Parking Spaces	EV Charging Points	Showers	Bike Storage	Lockers
85 spaces in total (65 at Sang Road car park, 20 at Gow Crescent car park)	4 spaces for college vehicles only (2 at Gow Crescent car park, 2 at loading bay area Sang Road)	14	3 bike cubes

35 bike racks (5 at main entrance, 30 at Sang Road car park) | 173 |

Kirkcaldy campus is located within a five-minute walk from the train station and a 10-minute walk from the town's bus station. There are routed cycling paths created by Greener Kirkcaldy, around the Kirkcaldy campus, that include a cycle route 'Kirkcaldy to Glenrothes,' detailed in Appendix I. The following bus services pass the Kirkcaldy campus: 37A, 39A, X27, X60, X61. Parking availability is most limited at Kirkcaldy campus, availability can be seen in Appendix J.

4.5 Glenrothes:

Table 6 - Overview of Travel Related Facilities at Glenrothes Campus in January 2023

Car Parking Spaces	EV Charging Points	Showers	Bike Storage	Lockers
296 in total (105 in Rear barrier, 33 in Front car park, and 143 in Rear Burness including 15 disabled spaces)	10 points (8 for the fleet and 2 for public use)	3 showers (including one wet room)	1 bike storage room	6 lockers based at the coffee shop requiring £1 to be used (others can be issued by each department)

The following bus services stop near the campus: 31, 39, 43A, X54, X59. Unfortunately, buses do not always run at peak service times, meaning students/staff may have to take the bus from Glenrothes centre. To walk into the centre to the closest bus station takes 20 minutes.

Glenrothes with Thornton is the closest rail station, which is a 58-minute walk. However, it is only a 17- minute cycle away from campus, meaning that travelling via train and cycling the remaining distance (2.8 miles) is an option for commuting to campus. Cycle routes to Fife College Glenrothes and Dunfermline can be seen on the Travel Fife Website. Parking options are available at this campus, as seen in Appendix K.

4.6 Levenmouth:

Table 7 - Overview of Travel Related Facilities at Levenmouth Campus in January 2023

Car Parking Spaces	EV Charging Points	Showers	Bike Storage	Lockers
40 spaces (+ 5 disabled and 2 visitor spaces)	2 for fleet use	0	0	249

The following bus services that pass near the campus are: 44, 7, X58, X60. In terms of cycle paths, these are limited in this area. Parking is also limited as can be seen in Appendix L.

However, funding has now been provided aiming to link Leven area to the main rail link in summer of 2024. This will provide our students with a sustainable travel option to commute to campus, as part of the 'Access for All' objectives in Fife Council's Local Transport Strategy.

5 Existing Travel Initiatives/What we Have Delivered so Far

5.1 'On Yer E-Bike'

Our 'On Yer E-bike' hire scheme is open to all students/staff at all our Fife College campuses within the Students Association. This initiative aims to provide affordable, sustainable travel options for all college members at a cost of £3 per week for students, and £5 per week for staff. We have a range of e-bikes available: Giant Fathom (mountain bike), Ease +2 (commuting road bike), as well as standard, non-electric Trek bikes, and one Tern cargo bike. For staff members that enjoyed the bike scheme, they can sign up to our Cycle to Work Scheme at Fife College.

Recently we also were fortunate enough to receive funding for three adaptive bikes which we are planning to allow people with disabilities the opportunity to partake in exercise and active travel. We will partner with Disability Sport Scotland to find out how we can best support those who have disability issues in the wider Fife community, by offering free cycling sessions in local parks.

5.2 'Ask Lucy' Initiative

'Ask Lucy' is an initiative that was developed to encourage any students/staff that were not sure of the best way to travel to campus to contact the Sustainability Co-ordinator for a personalised, sustainable commuting route to campus.

5.3 Cycle to Work Scheme

Fife College now provide a year-round cycle to work scheme for staff members, in partnership with Cycle Solutions. This is part of a salary sacrifice scheme, which deducts part of staff members salary to put towards the purchase of a bike, to encourage sustainable travel when commuting to work. Signups have increased in connection to staff enjoying the e-bike trial scheme.

5.4 Car Salary Sacrifice Scheme

Like the Cycle to Work Scheme, the College will be launching a Car Salary Sacrifice Scheme at the beginning of this tax year 2023. The provider will be Tusker, and this will also include the provision of staff to select electric vehicles as part of the scheme. Staff can access this on their portal benefits.

5.5 Events/What Have we Done so Far?

In May 2022 'Love my Bus' came into the College to promote the environmental, social, and economic benefits of travelling by bus to campus. For Freshers month we organised two Dr. Bike sessions from Greener Kirkcaldy, where students and staff had the opportunity to get any simple bike issues fixed on campus. Last November, we partnered with Skedadle who are a start-up business that provide students cash when they play games when travelling by bus. Overall, their aim is to promote sustainable travel. Furthermore, Greener Kirkcaldy liaised with Fife College Travel and Tourism lecturers to highlight how students can partake in climate friendly holidays, this entailed presenting a stall on bike packing and promoting active travel style trips. We will continue to find opportunities and work with local organisations who promote sustainable travel to our students and staff.

5.6 Electrification of the Fleet

In January 2019, the college had a fleet of 31 vehicles of which four were electric. In January 2020, the college began the transition to a new fleet and by July 2021 the fleet consisted of 42 vehicles with 18 vehicles being electric and three hybrids. The remaining non- electric are being reviewed in line with college learning delivery and all are earmarked for removal from the fleet or replacement with sustainable options.

6 College Fleet

At Fife College we have 42 vehicles, comprising of minibuses, vans, and cars, 15 of these vehicles are bookable for all staff members with a valid driving license. There are 14 diesel, seven petrol, three hybrid and 18 electric vehicles.

Currently our pool fleet is underutilised as many of our staff are choosing to use their own cars and claiming the miles versus booking a college vehicle. Other reasons for low usage could be lack of confidence in using electric vehicles, need to automate the booking system and the fact that not all staff know about the fleet. There are also staff members that are hybrid or purely work from home. From travel survey's and engagement, a myriad of reasons was given. These barriers will be addressed as part of the Transport Strategy's action plan.

6.1 Electric Vehicles

Within the Net Zero Action Plan, there is a commitment to transfer the remaining of the fleet to electric vehicles, with all pool cars electric by 2025, and any new vans bought to be electric by 2030. Pool vehicles are managed from our campuses in Dunfermline, Kirkcaldy and Glenrothes and exist to encourage staff to book these vehicles when travelling among the different campuses. The future of the fleet is to be reviewed as contracts conclude, however Scottish government guidance will be followed.

6.2 Fleet Fuel Use

In 2021/22, the fleet vehicles used 33.4 tCO_2e emissions, compared to 75.9tCO_2e emissions in 2019. The reduction in fleet emissions can be attributed to electrification of the fleet in recent years. Total fleet miles in 2021/2022 can be seen in Appendix M. This shows that just over 50% of fleet miles are internal combustion engines (ICE) and 49% with Ultra Low Emission Vehicles (ULEV) so there are still emission savings to be made.

6.3 Fleet Reporting

College vehicle miles are monitored monthly by vehicle logbooks. Telematics is currently limited in use due to issues with reporting accuracy. Nevertheless, the benefits with using telematics entail: Management of mileage compliance, enhancing business operations, managing vehicle maintenance, and assisting driver safety.

6.4 Grey Fleet

Grey fleet is defined as '*any vehicle that is used for work related purposes that is not owned by the organisation*' (LexAutolease). Grey fleet is a current transport issue for organisations, as figures tend to be high, impacting our overall carbon footprint, this is because privately owned cars tend to be older, less safe to drive and more environmentally polluting than the College fleet cars. As grey fleet fits within the Scope 3 emissions, current figures are only estimated. In 2022, our grey fleet figures were 42.4 tCO_2e. Grey fleet was approximately 18 tonnes of CO_2e (in 2021), making it the fourth largest contributor to the colleges overall carbon footprint.

Creating a Grey fleet policy will be reviewed as part of the action plan, as a measure to disincentivise private vehicle use and encourage use of the College fleet. By reducing grey fleet miles, we have the potential to save our organisation money. As a college that is committed to decarbonising by 2035, grey fleet is something we must address within our Transport Strategy.

7 All Campuses – Car Park Management

The College owns, manages, and monitors the usage of all campus car parks and recognises the impact of its operations on the surrounding travel networks, local communities, and wider environment. The College previously provided "Parking Guidelines" which included a list of compliance requirements, however this has been further developed into a more formal "Car Park – Terms of Use" document, to better communicate, support and enforce responsible parking. This document can be seen in Appendix N.

The car park terms of use will be used as a communication tool to inform all vehicle users on the facilities that are available at each campus and how these will be managed, including conditions of car park vehicle use. The overall aim will be:

"To support the management of campus traffic movement, including responsible parking to support health and safety for all users"

8 Aims, Objectives and Themes

An inclusive sustainable transport strategy considers the travel hierarchy (as shown in Figure 1) as well as the potential impacts. As such Fife College Transport Strategy Aim is:

"*To reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College, by promoting sustainability, equalities and health and safety"***

8.1 Strategic Themes and Objectives

Four Strategic Themes (ST) and four Delivery Objectives (DO) have been developed for driving forward the overall aim; See Table 8. More detailed definitions of these can be found in the Glossary.

8.1.2 ST1 Marketing and Promotion

The College will promote the activities of the Transport Strategy and ensure that staff and students have the information required to support their sustainable travel needs. This will be achieved through the following key activities;

- Provide information through a variety of media to ensure staff and students have up to date information about their travel options.
- Provide staff and students with the tools to identify opportunities for more sustainable mode of travel. i.e., car sharing and journey planning.
- Promote travel events linked to national campaigns and deliver across all campuses.
- Ensure staff and learners are aware of the policy, parking terms of use and provide regular refresher information to communicate these requirements.
- Travel information is present at each 'change moment' e.g., induction sessions, job change, campus move etc.

8.1.3 ST2 Infrastructure, Investment and Maintenance

The College will continue to provide facilities to support the necessary infrastructure:
- Provide cycling facilities, achieved through a mixture of quality cycle parking facilities, showers, lockers, and drying facilities. Electric Vehicle charging; pedestrianised paths and public transport access.
- For new developments; ensure the facilities are well connected with the external streetscape to enable access to public transport services and as well as walking and cycling routes;
- Provide parking facilities that reduce the impact of traffic within the campus from visitors and local communities, whilst supporting multi-occupancy car travel and those with specific mobility needs;
- Continue the development of flexible agile working through the development of its ICT network and facilities.

8.1.4 ST3 Policy Development, Implementation, and Management

Where necessary, changes to Fife College policy will be made to further support progression towards more sustainable modes of travel, or to reduce the need to travel. Key policy areas include;

- Car park "Terms of Use" proactive management
- ICT to support digital meetings
- Business travel
- Agile working

8.1.5 ST4 Partnership Working

The College has several partnership networks and will ensure that it further develops these to support its operations and further advance the development of the transport strategy. The College will continue its partnership working and specifically:

- Engage with local community partners to develop solutions: to reduce the impact of operations in areas such as car parking, electric vehicle charging and access to community facilities; to improve walking and wheeling connectivity; for low carbon alternative transport.
- Utilise the College/Universities and other industry networks to ensure that it is using recognised best practise in travel planning to achieve its aim and objectives.
- Work with public transport operators and Fife Council to increase services available for staff and students.
- Engage with other organisations locally to identify and engage in joint project delivery.

Table 8 - Travel Objectives

Fife College Strategic Priority Aim 2 – Providing a first-class learning environment			
Aim "*To reduce the impact (Environmental, Economic and Social) of travel and transport associated with the operations of the College, by* promoting sustainability, equalities and health and safety"			
Strategic Themes			
ST1 Marketing and promotion.	**ST2** Infrastructure investment and maintenance.	**ST3** Policy development implementation and management.	**ST4** Partnership working.
Delivery of Objectives (DOs) Deploying and evaluating innovative approaches to sustainability and energy conservation, embedding technology, and reducing our carbon footprint			
DO1 Reduce the need to travel using technology and a flexible approach to working and learning;	**DO2** Enable and encourage staff, students, and visitors to access our campuses by sustainable modes of transport e.g., walking, cycling, public and shared transport.	**DO3** Minimise the need for and use of single occupancy car journeys;	**DO4** Foster a culture amongst staff and students in seeking to travel by sustainable modes in preference to the private vehicle wherever possible;

8.2 Strategic Key Performance Indicators

It is recognised that travel is a personal and very emotive subject and for many people is not something they can or will change overnight. In recognising this, Table 9 below identifies a series of performance measurements to enable the College to evaluate and progress over a period of 10 years. The travel survey will be used to measure annual progress.

Table 9 - Performance Targets for Monitoring Progress Towards Achieving the Objectives of the Strategic Transport Strategy.

Delivery Objective (DO)	Description	Baseline p.a 2021	Target 2031	Measurement Tool	2022 Stats
D04	Maximise the staff/student annual survey responses to collate statistical data	581/932 (62%) staff 1546/9096 (17%) students	85% staff 50% students	Annual Travel Surveys completed.	543/967 (56%) staff 1243/8301 (15%) Student
DO3 DO4	Monitor and report the percentage of solo occupancy staff vehicles driving to college – aim for a reduction	95% single car occupancy	75% single car occupancy	Annual Travel Survey showing reduction in individual use and increase in other travel modes.	95% single car occupancy - staff
DO3 DO4	Monitor and report the percentage of solo occupancy student vehicles driving to college – aim for a reduction	85% single car occupancy	75% single occupancy car travel	Annual Travel Survey showing reduction in individual use and increase in other travel modes	80% single car share – students
D01	Reduce the carbon emissions tCO2 linked to staff business travel (total fleet emissions for 2021 were 28.3tCO2e)	**2019 Baseline** Petrol – Fleet 203461km (36.8 tCO2) Diesel – Fleet 225,476km (39.1 tCO2)	Fife College Net Zero Action Plan states we will be net zero by 2035, 95% reduction required All new cars must be zero emissions by 2025	Annual Carbon Management Plan Review of travel factors; Public Bodies Climate Change Duties reporting	Petrol – Fleet 108,578 km (18.5tCO2) Diesel Fleet-87,152km (14.9tCO2)
D01	Reduce the number of business miles claimed by staff (GREY FLEET FIGURES) SCOPE 3	**2019 Baseline** Petrol – Grey Fleet	Fife College's Net Zero Action Plan states	Sustainability Committee/Annual Finance Report	Petrol – Grey Fleet 124,120k

	Petrol & Diesel	428,292km (77.5 tCO2) DIESEL – Grey Fleet 428,292km (74.3 tCO2)	that grey fleet emissions should improve due to 'new ways of working, better quality electric fleet, greater utilisation and staff engagement'	Reduction reflected by an increase in IT use/flex working Increase in electric fleet vehicles use Implement a grey fleet policy or reduction plan to lower staff miles claimed	m (21.2tCO2) Diesel – Grey Fleet 124,120km (21.2tCO2)
D02	Measure and reduce the number of staff intercampus business journeys made.	Provide a finance report to Managers and Leadership Group annually to show costs claimed	Reduce intercampus journeys by 10% and increase online engagement	Sustainability Committee /Annual Finance Report- reflected by an increase in IT use	
	Measure the commuting carbon for staff/students-SCOPE 3	Take from the annual Public Bodies Climate Change Duties reporting	Target to be set	Consider Zero Waste Scotland Commuter Emissions Calculator to measure commuting emissions. Could look to combine with future surveys. https://netzerotools.zerowastescotland.org.uk/commuter-emission-calculator Measure commuting distance between home postcode	

				and college postcode	

It is essential that these targets are calculated annually along with interim targets set, in conjunction with adapting the Transport Strategy actions, to enable progress towards the 10-year review, to be accurate and informative.

9 Travel Survey Results 2022

In May 2022, a travel survey was sent to all students and staff of Fife College. Questions entailed how people commute to college, and why they choose this option to travel. They were also provided the chance to rate environmental initiatives that will help the College choose more sustainable travel modes, including information boards, financial incentives, and better cycle/bus routes.

From the 2022 survey we have learnt that we need to think of new ways we can encourage staff members to fill out the survey. Potential ideas are to give each respondent grocery vouchers, such as Love Scotland Shop local gift card. Likewise, new measures need to be considered that incentivise students to fill out the survey. Highlighting our travel survey with Fife Council could also offer an opportunity for barriers to public transport/cycling to be addressed on a regional scale.

9.1 How do Fife College Users Commute to Campus?

Walking

To promote walking routes around our campuses a walking group has developed called 'Positive Steps,' while this is part of a mental wellbeing campaign, we hope this will also encourage walking as a fun, commuting option for our staff and students that live close to their campuses.

Cycling

Unfortunately, only 1% of staff are cycling to college, and 348 people (68%) said that nothing would encourage them to consider travelling by active travel modes such as walking or cycling. This figure has in fact gone up from 62% in 2021, meaning more people are becoming less incentivised to cycle or walk to college. This will be one of the biggest challenges Fife College will face when trying to encourage active travel modes. Nevertheless, there are still 32% that are open minded, hopefully as some people change their behaviour this figure will start to shift, as they see more of their colleagues doing this. Fife College Student's Association has been successful in annually appointing a Campus Cycling Officer Intern from Cycling Scotland, which should hopefully encourage a long-term commitment towards cycling opportunities at Fife College.

Public Transport

As demonstrated in the site survey section, there are well connected public transport options for each of our campuses. However, from the survey data only 5% of staff are riding by bus to commute to college, versus 36% of students. Within Fife, levels of access to work by public transport is low, as can be seen in Appendix O. From the comments of the survey, information boards, frequent bus services and financial subsidies are suggestions for incentivising public transport from both staff and student responses. Hence, actions need to be focused on working with bus operators of Stagecoach to provide discounted tickets, particularly to increase Fife College staff riders.

In 2020, Stagecoach released a 10% off Day Rider/Mega Rider ticket for staff at Fife College. However, due to the second lockdown that took place, the scheme was not able to properly take off. Therefore, this initiative has been re-launched from the beginning of the 2022/2023 academic year. This intiative does not allow for single or daily trips, meaning that a specific Stagecoach discount for staff could be beneficial, to encourage more colleagues to use public transport.

All students under the age of 22 can apply for a 'Young person's free bus travel' pass. However, from a recent survey based on Stagecoach experience, it was stated that 43% of Fife College members do not have free bus travel. The travel survey of 2022 also highlighted student concerns of travelling alone to college, implementing a buddy scheme could be an appealing option for certain students.

We provide public transport information links on our Student Association website with links for each individual campus and the College's 'Find Us' website pages. An 'Ask Lucy' page has been designed for students/staff to contact the sustainability co-ordinator about personalised routes to campus. We also took part in annual events such as 'Love my Bus week,' from the 23-29th of May, to highlight the reasons why travelling by bus is a good, sustainable transport option.

Train

Only 1% of our staff and 3 % of students use the train, hence we need to assess how we can work with ScotRail and promote commuting via train to college (particularly for Kirkcaldy campus which is 0.5 miles from the train station).

Electric Vehicles

Only 2% of staff have their own electric car and 1% of students. While there are a high number of people (69%) that stated they would consider converting to an electric car, 89% of these people expect to charge these on campus. This places a huge demand on the Colleges electricity grid and raises the question of cost accountability. Currently, there is not enough infrastructure on campus to facilitate this green transition.

As Fife College has recently partnered with a firm to provide a salary sacrifice scheme (which will include the provision of electric vehicles) for our staff members, this will hopefully increase the uptake of electric cars privately owned by our staff. Therefore, the current electric charging points available to staff will have to be reviewed, as our Glenrothes campus is the only location which provides public charging spaces.

Car Sharing

From the travel survey this year, 5% of our staff currently car share. Whereas 20% of students answered yes to car sharing.

We are currently looking into our options for establishing either an in-house car sharing group on Microsoft Teams or paying for an external organisation to manage this for us, such as Lift Share.

Driving

Driving is the dominant transport choice of Fife College, with 84% of staff driving to campus, versus 41% of students. The action plan will detail how Fife College aims to move away from a driving-based culture and transition towards more sustainable transport modes including public transport and active travel, where possible.

Key suggestions from staff/students taken from the travel survey of 2022

1. Create a journey share scheme
2. Provide notice boards with bus timetables
3. Establish bike user groups
4. Implement a parking permit

9.2 Travel Trends

It is important to understand previous and current travel habits of both staff and students. Appendices P-S shows a comparison of how the student and staff travel patterns differ between May 2021 and May 2022 surveys.

Response rate in 2021 was higher, with 62% staff and 17% students filling out the survey. In 2022, 56% staff and 15% students completed the survey.

It is important to note that the student population changes year on year and therefore presents a continual challenge to communicate, collect and analyse data. Hence inductions and promotional material is crucial for communicating. For measuring Scope 3 emissions we must develop an increased understanding of how our students and staff travel to college, to report on commuting emissions.

9.3 Dunfermline Learning Campus Proposed Transport Modes

Table 2. Proposed mode share associated with Fife College at DLC

Mode	Fife College Students	Fife College Staff	Visitors
Walking	10%	3%	3%
Car (Driver)	46%	85%	85%
Car (Passenger)	4%	1%	1%
Public Transport	38%	9%	9%
Cycle	1%	2%	2%
Total	**100%**	**100%**	**100%**

Source: Fife College Travel Surveys

Figure 6 - Table Showing Proposed Travel Modes for the DLC (Aecom, 2021).

As we can see from the above graphic, the percentages of those travelling in by car, is similar to the data collected in the previous travel survey results (Appendices P and Q). The main differences are that there are double the number of students intending on walking to the new campus, and there are 4% more staff intending to use public transport, when travelling to the new campus.

9.4 Stagecoach Travel Survey Data (December 2022)

Stagecoach announced in November 2022 that they were making changes to the services they were operating, which would have a direct impact on our staff/students. We conducted a survey to find out problems our students/staff are facing. The main concerns were:

- Length of travel and the number of buses required to get to campus
- 43% of our students do not have access to free travel (either because they are over 22 years old or have not applied to the free bus pass).

- No bus stops outside Glenrothes campus, currently students are walking 20 minutes into town for their bus (which is not an accessible option for all students)

We will continue to work with bus operators and share data on our travel survey results, including dominant start/finish times, to achieve the best possible outcome for public transport options to campus.

10 Action Plan 2023-2028

Table 10 provides details of the actions planned for the period 2023 – 2028 supporting the College to achieve its overall objectives in delivering its Strategic Transport Plan. This action plan has been created with the Delivery Objectives in mind, in table 9.

Timescale Key: S= Short Term up to 12 months, M = Medium term 1-2 years, L = Long Term 3 years plus. Where all 3 timescales are ticked this indicates that the action is ongoing throughout the duration of the Transport Strategy

Table 10 - Delivery Objectives of the Transport Strategy

Delivery Objectives (DOs)			
DO1 Reduce the need to travel using technology and a flexible approach to working and learning;	**DO2** Enable and encourage staff, students, and visitors to access our campuses by sustainable modes of transport e.g., car share, public transport, cycling and walking;	**DO3** Minimise the need for and use of single occupancy car journeys;	**DO4** Foster a culture amongst staff and students in seeking to travel by sustainable modes in preference to the private vehicle wherever possible;

Table 11 - Action Plan 2023-2028

	Action 2023- 2028	Delivery Objective (DO)				Lead Department	Timescale			Stat us
ST 1	*Marketing and Promotion*	D O1	D O2	D O3	D O 4		S	M	L	
1	Provide details about the Transport Strategy on the College website and identify what actions staff and students can do to help achieve the objectives.	x	x	x	x	Comms Mktg	x	x	x	
2	Provide the car parking "Terms of Use" information on the website (for students and staff).	x	x	x	x	Comms Mktg	x	x	x	
3	Enable our systems to capture the vehicle data required by the parking "terms of use" and links to the annual travel surveys.	x	x	x	x	Digital Services	x	x		
4	Launch the travel survey at the start of the academic year to get the best results.	x	x	x	x	Comms Mktg Sustainability Team	x	x	x	
5	Continue to provide students with appropriate information about sustainable travel options during their induction. Including: E-Bike hire scheme, public transport options and discounted ticket fares. Organise a stall in campus canteen areas to talk to students about how they can get to campus.	x	x	x	x	Comms Mktg Students Assoc Sustainability Team	x	x	x	

									36	
6	Continue to develop and share internet information on location and forms of travel, car parking, cycle provision, showers, lockers, local maps for cycling/walking etc.	x	x	x	x	Comms Mktg Sustainability Team	x	x	x	
7	Provide staff with appropriate information during their induction, about their travel options for commuting and business travel including travel avoidance and the sustainable travel hierarchy. Sustainability team can be present to answer any questions new staff may have.	x	x	x	x	HR Sustainability Team	x	x	x	
8	Continue to promote local/national events regarding sustainable transport to staff and students, e.g., 'Cycle to Workday' and 'Car Free Day.' This will involve creating a communications plan for the year with the Students Association.	x	x		x	Comms Mktg Students Assoc	x	x	x	
9	Continue to provide advice, training, and general bike maintenance support to staff and students. This will involve organising cycling training sessions in summer holidays.		x		x	E-bike team (Students Assoc)	x	x	x	
10	Provide a tool for all members of staff to identify their travel options and how to access those options and the costs involved. i.e., personalised journey planning, and promote the options to achieve the KPIs. This could include setting up a Microsoft Team's channel for car sharing. This will also include promoting the electric cars on the salary sacrifice scheme.	x	x	x	x	Sustainability Team Comms Mktg HR	x	x	x	

#	Action					Responsible				
11	Create Campus Travel Plans that are site specific regarding how to access the campuses by all modes of travel, these must support sustainable modes. This will include bus/train timetables, updates/news from public transport providers and any student/staff discounted tickets available.	x	x		x	Comms Mktg Sustainability Team	x	x	x	
12	In partnership with public transport operators continue to review provision of bus stops serving the College campuses; are up to date with information on timetables, fares, and other travel services.		x	x	x	Sustainability Team Students Assoc	x	x	x	
13	Research into creating buddy schemes for active travel and riding by bus to campus.		x		x	Students Association	x	x	x	
14	Invite public transport operators and other travel providers to attend student enrolment days to provide details of student ticket options and discounts and transport services available. New collaborators could be Go Flexi.		x	x	x	Students Assoc	x	x	x	
15	Provide robust staff training in the use of facilities such as video/web Microsoft Teams/Zoom and telephone conferencing and other technology-based equipment, services, and facilities.	x			x	Digital Services	x	x	x	
16	Ensure staff are offered training/guidance on how to utilise agile working, including flexible working facilities and how to work in a flexible way.	x			x	HR		x	x	
17	Develop a welcome pack for the new Dunfermline campus opening, for all staff and students, to include details for travel options and communicate the facilities and car park terms of use.	x	x	x		Sustainability Team Comms Mktg		x		

		1	2	3	4		Q	M	L	
18	Promote the College electric fleet for staff members travelling between campuses e.g., video and 'how to guide'.					Estates admin Sustainability Team Comms	x			
19	Promote sustainable travel options on college event days e.g., Graduation and Open Days.					Mktg Comms	x	x	x	
20	Create a radius travel time map for each campus to illustrate how college users can realistically travel using active travel modes.					Sustainability Team		x		
ST 2	***Infrastructure investment and maintenance***	*1*	*2*	*3*	*4*		*Q*	*M*	*L*	
21	Link on-site pedestrian walking/cycling routes to existing off-site routes, bus stops and the wider community networks for the DLC.		x	x	x	Estates Net Zero Champion			x	
22	Review the facilities available at the DLC, including travel options, and car park user provision and controls for managing access, including out of hours.		x	x	x	Estates Net Zero Champion			x	
23	Ensure that shower, changing, and locker facilities are available for staff and students to use within each of the Campuses.		x	x	x	Estates		x	x	
24	Investigate opportunities for campus drying areas for staff and students to put wet clothes.		x	x	x	Estates		x	x	
25	Investigate the opportunity to extend the number of electric charging points for cars and bikes at all campuses. This includes indoor storage rooms.	x	x	x	x	Estates			x	
26	Ensure that all parking areas are appropriately signed and lined to support the College car park management.		x			Estates		x	x	

No	Action	1	2	3	4		Q	M	L
27	Ensure appropriate ICT infrastructure and devices are available to support flexible working and a reduction in the need to travel.	x		x	x	Digital Services			x
28	Complete an options appraisal to support low cost/carbon business travel.	x	x	x	x	Estates Finance			x
29	Update vehicle booking system to facilitate a simpler process for staff to book a college vehicle- investigate automation.					Fleet Working Group Digital Services			x
30	Use telematic software on college fleet to provide accurate readings					Fleet Working Group		x	
31	Implement a car sharing scheme for the College. Review travel survey data to understand commuting locations.					Sustainability Team		x	
32	Write a working plan for making fleet fully electric by 2028 as part of the options appraisal.					Estates Manager Sustainability Team	x		
33	Research into providing a shuttle bus service to the main campuses for students and staff (business case).					Sustainability Team Estates			x
ST 3	**Policy development, Implementation, and management**	*1*	*2*	*3*	*4*		*Q*	*M*	*L*
34	Develop data capture of staff travel claims (grey fleet) to identify trends of travel (distance, reason for the journey- number of passengers). Develop a grey fleet policy to monitor grey fleet miles claimed by staff.			x		Sustainability Team Payroll		x	x

#	Action					Responsible				
35	Review the travel survey annual data and monitor annual participation and results against the key performance indicators.			x		Sustainability Team	x	x	x	
36	Ensure that sustainable travel options are available through staff benefit scheme.		x	x	x	HR		x		
37	Procedures and policy developed for robust car park management. To reduce impact on college surrounds, idling emissions etc.		x	x	x	Estates	x	x		
38	Review and update the College business travel policy to ensure it supports sustainable travel as well as reducing the need to travel. To support this, a review and audit of current practise should be undertaken which can help to identify key areas for the policy to address and associated actions; this should include setting targets for departments to reduce their business mileage, prioritising college fleet for external events, business travel sharing, manager approval for travel claims or using your own vehicle and measures to disincentivise private car use. Travel claims form will be altered to ask staff about engine size and fuel type, to help in reporting for the PBCCDR.	x	x	x	x	Finance Estates Sustainability Team Payroll	x			
39	Support procurement in developing their net zero plan, and reduce travel where possible in procurement decisions, to encourage the sustainable transportation of goods.	x	x	x	x	Procurement Sustainability Team		x		
40	Clearly define and develop an 'agile / flexible' working policy which encompasses /smart working which is aligned to the government guidance.	x		x	x	HR		x		
41	Review current timetabling practise to balance room utilisation and reduced peaks in travel demand.	x				Digital Services Timetabling	x	x	x	
42	Secure the approval of the Strategic Transport Strategy for the new Dunfermline Campus to support the transition to the new development and to assist in meeting the necessary Fife Council planning requirements.		x	x	x	Estates Net Zero Champion Sustainability Team	x			

		1	2	3	4		Q	M	L	
43	Ensure the new Campus facility supports the "wider policy" Government and Local Government Policy detailed in the transport strategy.			x		Estates Net Zero Champion			x	
44	Develop a clear parking policy for "events" to ensure sustainable options are prioritised and to avoid congestion on event days.		x	x		Estates	x	x	x	
45	Re-assess the College "reserved parking" requests, prioritise sustainable modes of transport.		x		x	Estates	x			
46	Research into providing a shuttle bus service to the DLC site from the following locations: Park and Ride, Queen Margaret Station, Dunfermline Town.					Net Zero Champion Project Co-ordinator of the DLC		x		
47	Enforce anti-idling procedures within the Parking Terms of Use document and introduce anti-idling campaigns to raise awareness of the problem.					Comms Marketing Sustainability Team		x		
S T 4	**Partnership Working**	*1*	*2*	*3*	*4*		*Q*	*M*	*L*	
48	Work with local partners to ensure staff and students are informed about the changes to on street parking in relation to decriminalised car parking.		x	x	x	Estates Mktg	x	x		
49	Work with partners to secure funding opportunities to support the delivery of measures. Hub, SSN, SESTRANS, Fife Council.	x	x	x	x	Estates	x	x	x	
50	Ensure that travel needs of staff and students are represented at local and regional transport forums. Here issues can be highlighted such as removing debris from cycle paths.				x	Students Assoc Sustainability Team Fife Council	x	x	x	

No.	Action					Responsible				
51	Work with Cycling Scotland to achieve 'Cycle Friendly' Campus awards for each campus and achieving Cycling Friendly Employer Award, discussing with Estates and the Student's Association team about what is the best way to spend this funding.		x	x	x	Students Assoc Estates Sustainability Team	x	x	x	
52	Continue working with Stagecoach to encourage and improve the current use of public transport e.g., introducing discounted bus tickets for students/staff, sharing travel survey data, as well as with ScotRail to provide discounted tickets for peak travel.					Sustainability Team Students Assoc	x	x	x	
53	Continue working with the Students Association to organise sustainable travel related campaigns e.g., 'Love it, Lock it.'					Students Assoc Sustainability Team	x	x	x	
54	Work with Sustrans to enhance active travel integration opportunities all Campuses.					Sustainability Team			x	
55	Investigate the cost of implementing live bus timetables/trackers on college screens.					Sustainability Team Digital Services Sestrans	x			
56	Engage with Greener Kirkcaldy in organising local, sustainable travel related events and campaigns.					Sustainability Team Students Assoc	x	x	x	

11 College Partners and Stakeholders in Relation to Transport

Figure 7 - Logos of College Partners/Stakeholders in Relation to Transport

12 Monitoring and Evaluation

The Sustainability Committee and Board of Governors will monitor the progress of the targets set out in this Transport Strategy (table 8.2).

As you can see from the Action Plan, each action has a timescale/status column, this is so that progress can be measured. The Sustainability Team will review this strategy, to ensure the actions are on track and implemented across the entire organisation. A mid-term review will be conducted to assess progress of agreed travel targets (table 8.2).

Annual travel surveys will also be conducted as a method of monitoring travel progress against the sustainable travel targets created in this document. Where required, questions will be altered to ensure we find out the travel behaviours of Fife College members. The next travel related data collection measure will involve a Roadshow for students to discuss with us in person about their travel concerns.

Fleet fuel consumption and associated carbon emissions are reported annually through the mandatory Public Bodies Climate Change Duties reporting, as is an incomplete grey mileage. Grey mileage reporting will be improved and a mechanism for reporting other forms of business travel as well as scope 3 staff commuting will also be investigated and implemented. This PBCCD report will be one of the main mechanisms of monitoring progress against our aims and objectives.

Additionally, the following measures will be monitored in relation to the Transport Strategy:

- Participation involvement will be measured when organising sustainable travel related events.
- Sign up rates to: Cycle to Work Scheme, EV salary sacrifice scheme.
- Focus group to discuss travel behaviour change initiatives and how we can improve travel services.
- Regular meetings with local transport providers, to ensure transport requirements are being met for students/staff e.g. with Stagecoach.
- Review utilisation using college fleet and student/staff numbers hiring an e-bike through the College scheme.
- Car park and cycle shelter utilisation spot checks for data collection.

13 Appendices

Appendix A: Fife College Opening Times

Fife College
CAMPUS OPENING TIMES
Academic Year 2022/23

Reception

	Monday	Tuesday	Wednesday	Thursday	Friday
Dunfermline	08:30 – 17:00	08:30 – 19:00	08:30 – 17:00	08:30 – 19:00	08:30 – 16:30
Rosyth	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 16:30
Kirkcaldy	08:30 – 19:00	08:30 – 17:00	08:30 – 17:00	08:30 – 19:00	08:30 – 16:30
Glenrothes	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 16:30
Levenmouth	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 17:00	08:30 – 16:30

Libraries

	Monday	Tuesday	Wednesday	Thursday	Friday
Dunfermline	08:40 – 16:50	08:40 – 20:50	08:40 – 16:50	08:40 – 19:30	08:40 – 16:00
Rosyth	n/a	n/a	n/a	n/a	n/a
Kirkcaldy	08:40 – 20:50	08:40 – 16:50	08:40 – 16:50	08:40 – 20:50	08:40 – 16:00
Glenrothes	08:40 – 16:50	08:40 – 16:50	08:40 – 20:50	08:40 – 16:50	08:40 – 16:00
Levenmouth	n/a	n/a	n/a	n/a	n/a

**Appendix B: Hybrid Working Summary
of all Fife College Staff Members**

|	
Business enterprise & Tourism	Flexible with Professional Services staff and when they are on campus. Involved in team meetings.
Creative Arts	As above
Engineering	All professional services staff now working fully on campus. Can work at home if required
Care	Flexible with Professional Services staff and when they are in campus.

Professional Services

OD & HR	Required to be in campus on average 40% per week. This can be on any campus. Manage own diaries
Business Development	No formal arrangements in place, will be discussing this with team
Conference Centre Staff	All staff on site working
Digital Services	Managers to be on campus at least 2 days per week, some staff are fully on campus dependent upon role (i.e., Library staff). Other can work flexibly
Estates Services	Main estates staff are on campus 100%. Other areas are flexible. Managers manage own diary and present on campuses when required.
Finance Services	Minimum of 40% on campus
Procurement	On campus for 50% of time, may be more dependent upon role

|	
Governance and Compliance	At least 2 days per week as and when required. Presence with other members in the team for contact. In campus when required.
Internal Comms	Minimum of 2 days per week in campus. Manage own diary may be more
SPS	Staff within learning centres are in 100%. Managers and central team are flexible, minimum 2 days in office
Marketing & Comms	Minimum of 2 days per week in campus.
Planning and Performance	Mostly 3 days per week in campus. Some areas in 100% dependent upon role
Quality Team	Mostly from home, in campus as and when required
School College Partnership	All the teams undertake Hybrid Working. Or they choose to work in college. Majority of time is campus based due to work and safeguarding
Digital Learning Team	Minimum of 2 days per week, flexible with other times
Student Experience	Across the Dept general rule is 4 days on campus and 1 day at home. Flexible around requests and staffing. No impact on services. A lot of staff now working 5 days.

Appendix C: Parking Map of Rosyth Campus
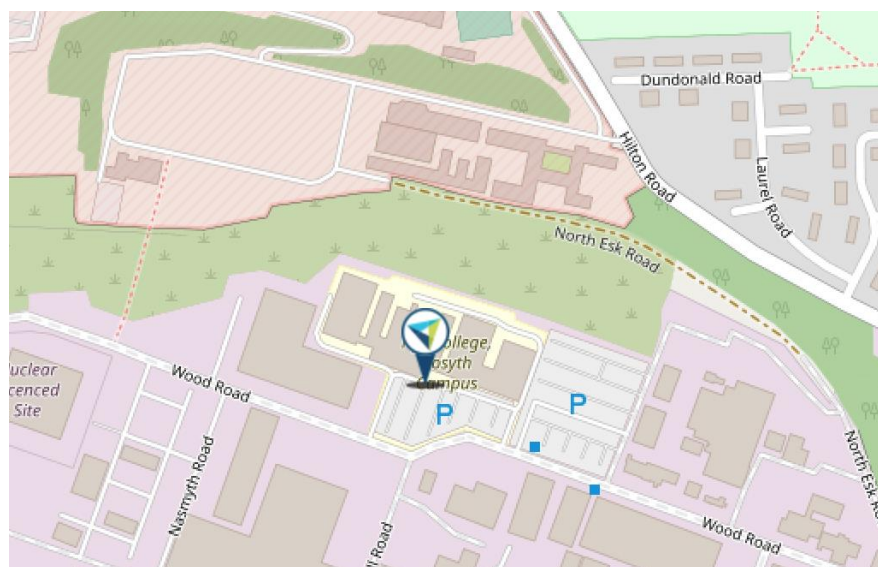
Appendix D: Parking Map of Dunfermline Campus
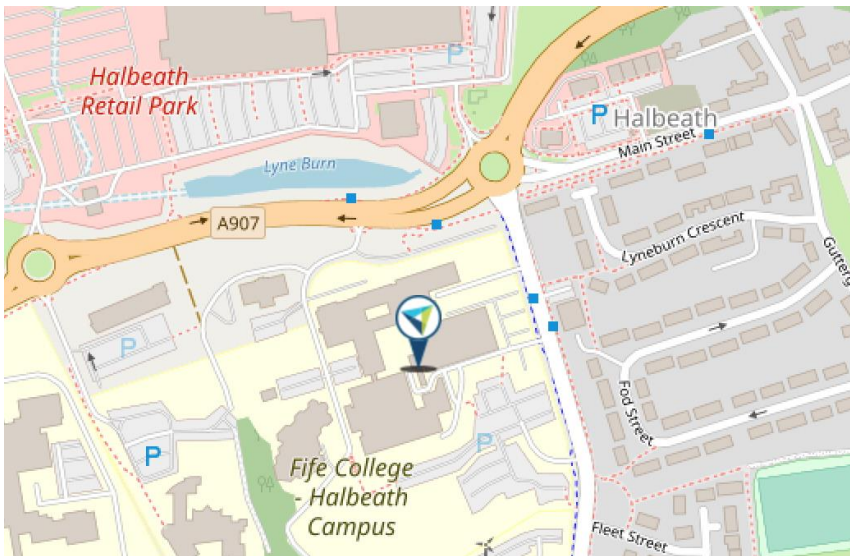
Appendix E: Planning Application for the Distribution of the DLC that Illustrates Footpath and Bus Stops
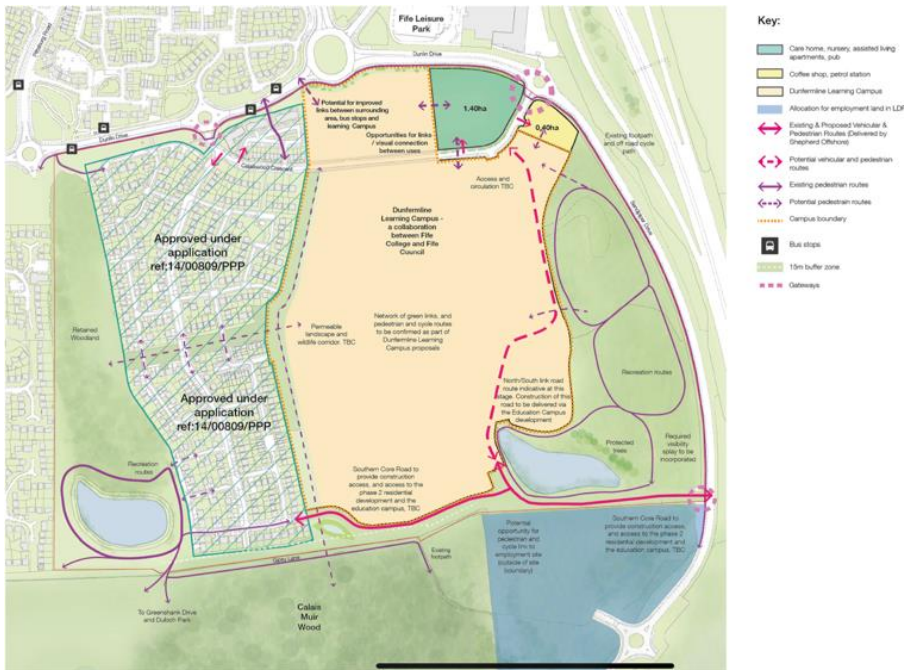
Appendix F: Bus Services at the DLC

**Table 1. Bus Timetabling Information on Dunlin Drive**

Service Number	Route	Operator	Mon – Fri	Saturday	Sunday
3	Townhill – Duloch Park	Stagecoach	Every 30 mins	Every 30 mins until 17:25 then hourly	Hourly
19	Rosyth – Ballingry	Stagecoach	Every 20 mins between 07:00 and 16:30	Every 20 mins between 07:00 and 16:30	2 services daily
33	Kirkcaldy - Dunfermline	Stagecoach	Every 30 mins to hourly	Hourly	Hourly
83	Dalgety Bay – Dunfermline	Stagecoach	5 evening services	5 evening services	Hourly
X24	Glasgow – St Andrews / Dundee	Stagecoach	Hourly	Hourly	Hourly

Source: bustimes.org as of January 2021

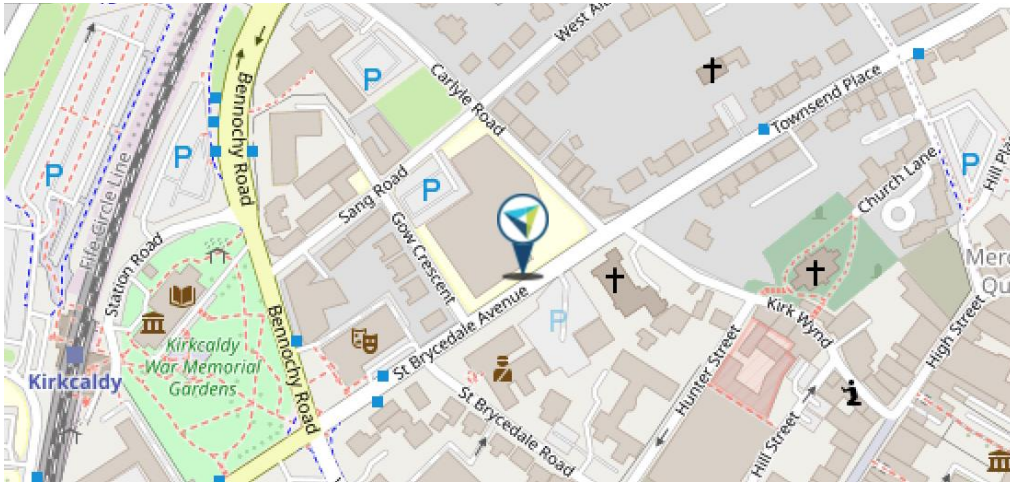## Appendix G: Aecom's Walking Isochrone from DLC Site
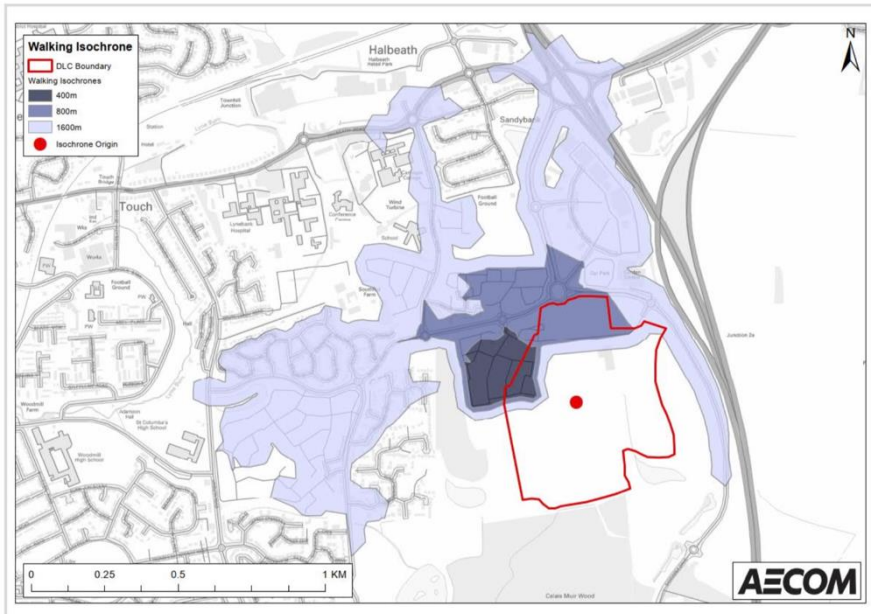
Appendix H: Aecom's Cycling Isochrone from DLC Site
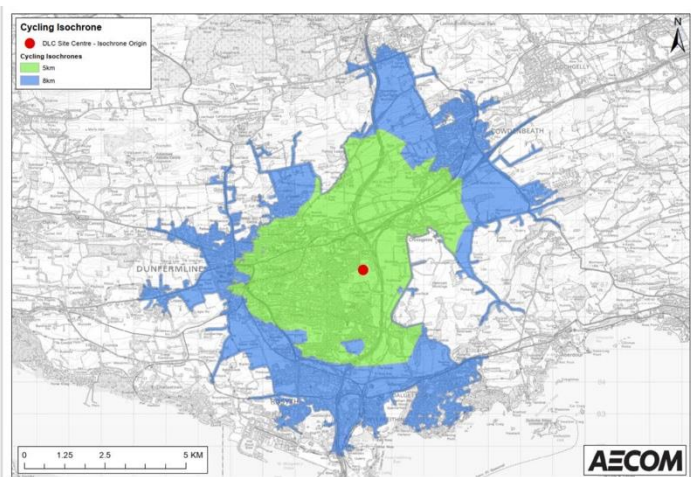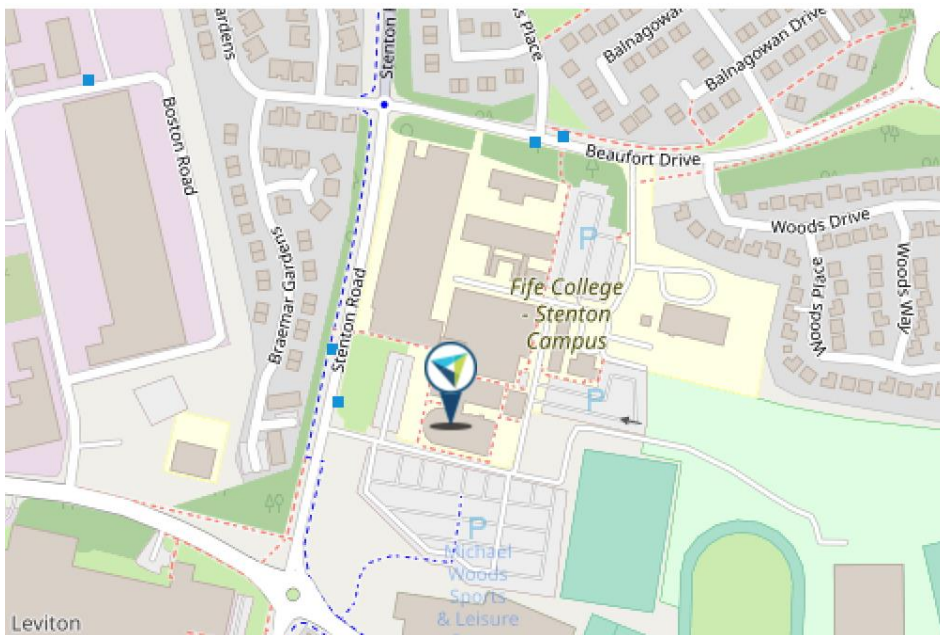

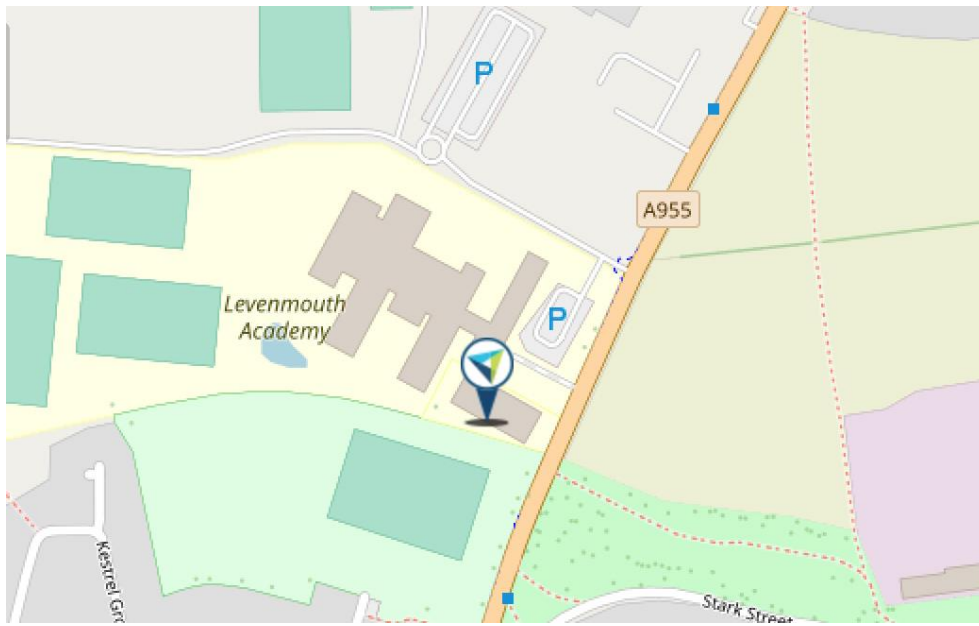**Appendix I: Map of Kirkcaldy Cycle Paths (Including Route to Glenrothes)**

Appendix J: Parking Map of Kirkcaldy Campus

Appendix K: Parking Map of Glenrothes Campus

Appendix L: Parking Map of Levenmouth Campus

Appendix M: Summary of Total Fleet Miles in 2021/2022

Fleet miles	Total miles
total diesel miles	54470
total petrol only vehicle miles	67861
total electric only vehicle miles	93930
total hybrid miles	24891
total fleet miles	241152

Appendix N: Campus Car Management- Terms of use

Fife College – Parking Requirements – Terms of Use

The following terms of use outline the safe and responsible use of the College car parks. All staff, students and visitors must adhere to these terms of use. Non-compliance may result in withdrawal of parking permissions and one or all the following actions:

- Warning notice sticker applied to the rear driver's side window
- Disciplinary action
- Criminal prosecution or removal of the vehicle
- Do not idle your engine- If you drive turn off your engine when your vehicle is stationary
- Campus car parks are only for the use of staff, students, and visitors to the college
- Person's parking vehicles on college property, do so at their own risk. No responsibility or liability is accepted by the College for damage or loss to any vehicle or its contents, whilst parked on college grounds.
- The College cannot guarantee that parking facilities will be available at each campus, and we encourage sustainable travel options rather than single car occupancies.
- We promote being a "good neighbour "by actively discouraging parking in the local residential areas.
- CCTV is in operation around the college grounds

Parking is prohibited in the following areas:
- On yellow lines and hatched lines
- In a location which blocks access or within an area that emergency vehicles or delivery vehicles exit
- On grassed and landscaped areas, foot or cycle paths, gates, barriers or turning circles

- In areas temporarily cordoned off by the college for specific works or operations such as events or maintenance.
- In an area marked for visitors or for college vehicles

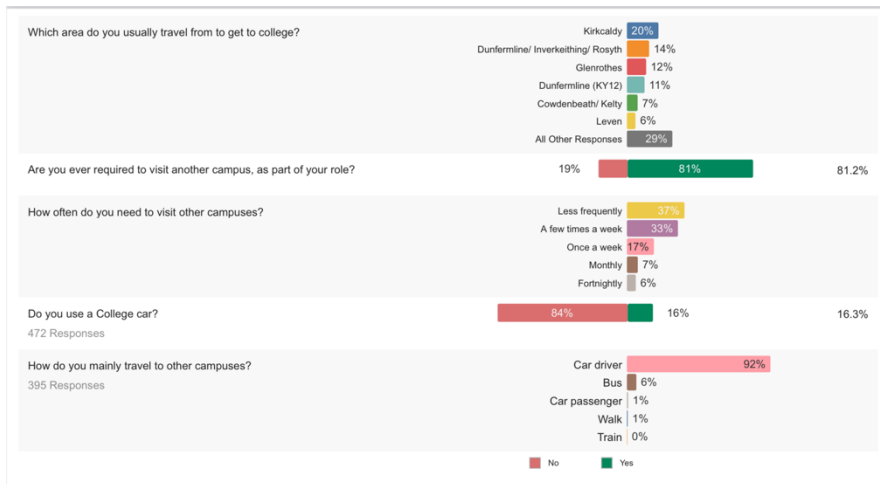All car park users must accept the following "terms of use"
- Car park users will register their vehicle details and participate in the annual college travel survey
- All vehicles must be properly parked within a designated bay
- Vehicles parking in an accessible / disabled parking bay must display a valid parking permit
- Vehicles must be moved from electric vehicle charging points once charged; this facility is for charging not parking.
- Parking /stopping at drop off areas is limited to a maximum of 15 mins
- Speed limits and directional flow of traffic must be always adhered to
- All car park users should drive safely and responsibly within the car park. Any action which would be considered an offence in a court of law, will be considered an offence on site.
- All car park users have a responsibility to act in a civil manner towards staff who may be patrolling the car park
- All cars using the college car park must have valid tax and insurance
- All accidents and injuries in the college car park must be immediately reported to reception, however the car owner is responsible for reporting incidents to the police, if required.

Major repairs or servicing or valeting of vehicles are prohibited within the car park or grounds of the college. Where a vehicle is immobile due to a breakdown, temporary access will be permitted for the recovery vehicles for the purpose of recovery.

The College engages with staff, students, and visitors in effectively managing parking resources by:

- Ensuring all signage relating to parking directions and restrictions are clear and unambiguous; and are maintained in a clean and readable condition;
- Installation of signposting for pedestrians and cyclists, where required;
- Ensuring all Campus car parking plans are up to date and detail all relevant cycle/motorcycle, accessible parking/visitor parking/car parking/drop off zones etc.; and are available on the website and reception area;
- Ensuring all parking areas and pathways are well lit and covered by CCTV for safety and security;
- Ensuring local public transport service information is readily available through the Real Time Passenger monitors all reception areas;
- Promoting the parking enforcement procedure "Terms of Use" for owners of vehicles that breach the responsible parking requirements, including issuing a warning notice and for repeat offenders implementing the disciplinary procedures.
- Providing staff and students, who have a temporary medical or mobility problem, with a Temporary Parking Permit, which will authorise a short-term accessible parking space.
- Ensuring electric vehicle charging points are readily available for use for the period the vehicle is being charged.

Appendix O: Levels of Access to Work by Public Transport Across Fife (Fife Council, 2023)

Appendix P: Staff Travel Survey Results 2022

Appendix Q: Student Travel Survey Results 2022

Appendix R: Staff Travel Survey Results 2021

Which area do you usually travel from to get to college?		
Kirkcaldy	20%	
Dunfermline/ Inverkeithing/ Rosyth	14%	
Glenrothes	12%	
Dunfermline (KY12)	11%	
Cowdenbeath/ Kelty	7%	
Leven	6%	
All Other Responses	29%	

Are you ever required to visit another campus, as part of your role?		
19%	81%	81.2%

How often do you need to visit other campuses?		
Less frequently	37%	
A few times a week	33%	
Once a week	17%	
Monthly	7%	
Fortnightly	6%	

Do you use a College car?		
472 Responses		
84%	16%	16.3%

How do you mainly travel to other campuses?		
395 Responses		
Car driver	92%	
Bus	6%	
Car passenger	1%	
Walk	1%	
Train	0%	

No   Yes

Appendix S: Student Travel Survey Results 2021

How do you mainly travel to college?

	Answers	Count (1546)	%
0	Walk	173	11%
1	Cycle	6	0%
2	Bus	507	33%
3	Train	63	4%
4	**Car driver**	**672**	**43%**
5	Car passenger	119	8%
6	Motorcycle	6	0%

14 Glossary

Carbon: A chemical element that exists in its pure form as diamond or graphite but is an important part of coal and oil substances and is also contained in all plants and animals.

Delivery of Objectives: How we are going to deliver the goals set out.

Net Zero: Is a state in which the Greenhouse Gases going into the atmosphere are balanced out by the removal out of the atmosphere. To achieve this means we must reduce the emissions we produce.

Net Zero Champion: A representative from the Sustainability Team who is involved in the sustainability monitoring of the new Dunfermline Learning Campus.

Public Bodies Climate Change Duties: Public bodies (such as Fife College) are legally required to report on their greenhouse gas emissions.

Strategic Themes: Areas in which the organisation must excel to achieve their vision. The themes will help reach the objectives.

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