

## **Green Travel Policy**

### **Purpose**

Inspire Education Group (IEG) and Subsidiary Companies are committed to managing environmental issues in a responsible and sensible manner. IEG recognises that the travel associated with the Group has a direct impact on the environment through vehicle emissions, fuel consumption and local congestion. It therefore recognises its role in maximising sustainable transport opportunities. In the context of this policy 'sustainable' refers to low carbon and energy efficiency issues specifically.

IEG is committed to reducing carbon dioxide generated from transport and road travel and recognises it is a key contributor to climate change.

### **Scope**

This policy affects all staff and students, contractors, sub-contractors, visitors, agency and seconded workers. Their cooperation is an essential part of the aims of the policy.

### **The Policy Statement**

Through making informed decisions regarding travelling to work and during work for both staff and students, IEG employees and students can have a positive impact in reducing the environmental impact of their journeys.

IEG can reduce the impact through enabling staff not to travel where appropriate and by increasing usage of more sustainable modes such as walking, cycling, car sharing and public transport.

To promote the green travel initiatives IEG will:

- Bring the policy to the attention of staff through the induction process and raise awareness through campaigns
- Promote the use of video conferencing and tele-conferencing to replace some work trips. Meetings shall be scheduled at appropriate locations to minimise travelling
- Educate employees on safer, less carbon intensive driving practices
- Encourage car sharing and the use of work vans and minibuses to minimise collective distances travelled
- Promote the 'Bike 2 Work' Scheme
- Encourage sub-contractors to use work vans and minibuses to travel to site to minimise collective distances travelled
- Encourage the use of sustainable transport methods including walking, cycling and using public transport whenever this is possible
- Work progressively towards an entirely carbon neutral fleet

**Policy Name:** HS016 – Green Travel Policy

**Policy Author:** Group Director of Estates, Facilities and Health & Safety

**Issue:** A Dec 2021 Page 1 of 2

**Approved by:** Policy Approval Group

**Review Date:** June 2025

**Site:** Staff Intranet

## **Responsibilities**

The person responsible for implementing this policy is the Chief Financial Officer. The person responsible for adherence to this policy is the Procurement Officer.

The Health and Safety team are responsible for auditing and administering this policy and to monitor any changes in legislation.

All employees and students will be encouraged to make a positive impact.

All employees are responsible for adhering to this policy.

## **Related Documentation**

- HS001 - Health and Safety Policy
- HS006 - Carbon Reduction Policy
- HS011 - Environmental Policy
- HS029 - Sustainability Policy
- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1998
- Environmental Statement of Intent

An Equal Opportunities Impact Assessment was carried out by the Policy Approval Group on 9th December 2021.



## **Green Travel Policy – Procedures**

When planning travel as part of work the potential for improving the sustainability of the journey should be considered for the overall journey and arrangements approved by their line manager along with a full risk assessment.

There are many different types of travel to/whilst at work. For each of these there are different implications and decisions to be made in order to demonstrate that sustainability principles are being followed. Those responsible for making decisions for business trips should consider the following hierarchy of principles:

- Consideration will first be given to the need to travel versus other sustainable options such as telephone calls or web-based conferencing, whilst ensuring the delivery of IEC's business aims
- When purchasing all Group vehicles the most energy efficient vehicles will be consider
- The most sustainable option including safety considerations will be given priority wherever possible and appropriate
- Rail or bus travel should be the preferred mode for any journeys in the mainland UK
- Students and Staff travelling between Group centres are encouraged to use the most sustainable option
- Managers should actively encourage sustainable options amongst staff wherever this is possible and lead by example in this regard
- Employees should give priority to their own and students mobility and health and safety when considering the travel options below

<b>Mode of Travel</b>	<b>Considerations</b>
Walk	Most sustainable option.
Cycle	Most sustainable option. Consider availability of cycles (e.g. Peterborough campus pool bikes). Safety helmet and high visibility clothing, lights, lock and storage space.
Bus/Train or Rail	Option preferred over car for business travel in all cases unless these modes are unavailable due to time of day or route.
Taxi/shared Car	Only to be used in business-critical cases based on safety, time, cost of logistics. Car sharing is to be encouraged over single occupancy use.  Where possible choose low carbon fuel vehicles including taxis

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Single occupancy car	To be avoided unless the vehicle is for a core work role. Where possible choose pool car vehicles.
Student Transport	Check loading and usage of coaches and reduce size of vehicle where possible. Amalgamate routes if feasible. Promote the use of public transport via 'megarider' where routes are available.

Commuting is taken to mean travelling to and from home and a normal place of work. IEG employees are encouraged to consider the principles of this policy and the opportunities available such as car share when planning their journey's to and from work.

### **Considerations for managers when deciding on travel options**

For Occupational driving sustainable transport principles can be incorporated into occupational driving i.e. Assessors.

Job/role design – what travel is necessary to fulfil the business need?

Vehicle/mode of transport selection – what sustainable options are available.