

Sustainable Travel Policy

UPR FR05 Appendix I version 05.0

Policies superseded by this document

This is the first version of this document.

Summary of significant changes to the previous version

The University Policy and Regulation (UPR) Travel - FR05 has been updated for a greater travel focus and the incorporation of a newly created Sustainable Travel Policy as an appendix.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

- 1.1 The University of Hertfordshire (UH), including our subsidiary companies, is committed to promoting sustainability and minimising our environmental impact.
- 1.2 This sustainable travel policy outlines our dedication to reducing greenhouse gas emissions, conserving resources, and supporting local economies through sustainable transportation practices.
- 1.3 The Policy also emphasises the most sustainable mode of transport for our key stakeholders to consider while travelling, while considering UH's location in an urban environment with close connectivity to good public transportation networks including its own Uno bus company.

2 Scope

- 2.1 This policy applies to all members of the UH community, including staff, students, and contractors, when travelling for University-related purposes.

3 Sustainable Transportation Options

3.1 Active Travel:

- i. Individuals are encouraged to utilise bicycles or choose walking as a mode of transportation for short-distance trips within the campuses or nearby areas.
- ii. The University is a member of the Cycle2Work scheme enabling staff to purchase a new bike at a discounted price.
- iii. Dedicated shower and changing room facilities are available. For details on showering facilities for cyclists see [Cycling at Herts](#).

3.2 Shuttle bus:

- i. We operate a daily shuttle bus service during term time between College Lane and de Havilland campuses.
- ii. The shuttle bus is free to use by staff, students, contractors, and registered visitors.
- iii. Outside of term time staff are able, by showing their staff ID card, to travel free of charge on any Uno bus that goes between the College Lane and de Havilland campuses.

3.3 Public Transportation:

- i. We encourage the use of public transportation, such as buses, trains, and rail for commuting and travel between campuses or nearby destinations.
- ii. All staff employed at salary grades UH1 to UH6 are eligible for a [free annual Uno Bus Pass](#), subject to certain terms and conditions.

- iii. All of Uno's routes run through the University and members of staff are entitled to discounts of up to 45% on the standard adult fare to assist commuting.

3.4 Car Sharing:

- i. UH promotes car sharing which has several benefits and has dedicated parking spaces for [staff car sharing](#).
- ii. We promote car sharing among individuals travelling to the same destination, especially for off-campus events or conferences.

3.5 Electric Vehicles:

- i. UH support the use of electric vehicles (EVs) for University-owned or rented vehicles.
- ii. The UH outlook for onsite charging is shown within [Staff parking on campus](#) and we remain fully committed to reducing our environmental impact.

4 Travel Reduction

4.1 Flexible working arrangement:

- i. In line with the University's HR policies, staff can make a formal request for flexible working arrangements, such as remote working options and flexible schedules.
- ii. UH also have the technology to support online working and online meetings. Video conferencing tools are available for meetings, conferences, and academic collaborations.

4.2 Online Student Resources:

Students can access learning resources through the Guided Learner Journey and Online Library platforms which support students continued learning, particularly outside of in-person sessions.

5 Work Related Travel Planning and Approval Process

5.1 Justification:

- i. Individuals must provide a clear justification for the necessity of travel and demonstrate efforts to explore alternative options that minimise environmental impact.
- ii. Always consider virtual meetings and conferencing and only travel overseas if essential.

- iii. Staff involved in research and innovation when developing research proposals shall budget for the cost of low-carbon travel options where possible, without compromising the quality and benefits of the research*

*Staff conducting research and innovation must refer to the [Code of Practice for Sustainable Research](#) when considering travel within their research and innovation activity.

5.2 Prioritising sustainable options:

- i. Travellers should give preference to sustainable transportation options and consider the environmental impact when planning their trips.
- ii. Ensuring unnecessary travel is not undertaken (e.g. sending the minimum number of individuals required to fulfil the purpose of travel).
- iii. Eurostar is our default option for destinations served by Eurostar (e.g. Paris, Brussels, Amsterdam).
- iv. Prioritise direct flights where practicable as landing and take-off are a high proportion of a flight's carbon emissions.
- v. Individuals should adopt the travel hierarchy in Table 1 for sustainable travel decision-making to prioritise low-carbon options and to avoid high-carbon travel modes.

Table 1: Travel hierarchy (highest–lowest priority)

Priority	Travel mode
1	Active travel (see 3.1)
2	UH shuttle bus (see 3.2)
3	Public transportation (see 3.3)
4	Car sharing (see 3.4)
5	Electric vehicles (see 3.5)
6	Conventional vehicles
7	Aviation
–	Emission intensity by public transport type can vary significantly, with air travel being significantly higher than equivalents such as the train.
–	Individuals should avoid air travel where there are more sustainable, viable options. This is mandated for all UK mainland trips.

6 Awareness and Education

- 6.1 We are dedicated to raising awareness and educating our University community about the importance of sustainable travel practices.

- 6.2 All staff, students, and contractors, are made aware about sustainable travel initiatives through training that is embedded into our induction process.
- 6.3 Staff wishing to book travel through the University Travel Management Service Provider's online booking system are required to confirm that they have read the UPR FR05 – Travel which includes this Sustainable Travel Policy.

7 Monitoring and Reporting

- 7.1 In accordance with the UPR FR05 - Travel, we will work with our contracted Travel Management Service Provider to continuously improve the collection and quality of management information on travel-related carbon emissions.
- 7.2 We will use our existing travel booking platform to track and report travel-related data, including the number of trips, mode of transportation, and associated carbon emissions.
- 7.3 Regular assessments of management information will be conducted to measure progress towards our sustainability goals.

8 Implementation and Review

- 8.1 The policy will be implemented by the Estates department and the Procurement department.
- 8.2 The Sustainability Steering Group will be responsible for ensuring compliance with relevant regulations, guidelines, and sustainability goals.
- 8.3 It is the role of the Sustainability Steering Group to devise the policy commitments, monitor and report to the University Executive Team on progress.
- 8.4 Progress towards achieving the identified commitments will be communicated to all relevant stakeholders.
- 8.5 A summary of the University's environmental sustainability performance will be included in the annual reports.
- 8.6 This policy will be reviewed annually.

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Secretary and Registrar
Signed: 30 June 2026

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk.