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| TP_M1 | Update University Policies to encourage more sustainable, lower carbon travel. | Staff        | Existing travel policies do not make reference to encouraging more sustainable/lower carbon travel. Specifically, GCU's Expenses Policy and Travel and Accommodation Policy need to be amended to allow and encourage more sustainable/lower carbon travel. The following sections are relevant.  
- Expenses Policy: Section 5.3 Use of Private Car; 5.4 Hired Vehicle Expense Claims. Both sections are relevant.  
- Travel & Accommodation Policy: Section 1.1. General; 1.2. Travel to be booked through appointed Travel Agent. The policy needs a section about making informed decisions about the impact of the travel option and should provide sufficient information to enable staff to do so.  
Lead: SO + Finance  
Baseline: N/A  
Targets: N/A  
Commitment:  
GCU is committed to embedding sustainability into every aspect of its operations (Green Futures, GCU's Sustainability Strategy - June 2013). GCU is also a signatory to the United Nations’ Principles for Responsible Management Education and the Commitment to Sustainable Practices of Higher Education Institutions on the Occasion of the United Nations Conference on Sustainable Development (Rio+20)  
Tag: N/A | Jun. 2016 | Minimal. | Creates a mechanism for encouraging staff to consider the sustainability/carbon intensity of different modes of travel when planning business travel.  
Expenses Policy, March 2016 includes 20p/mile for cyclists. More explicit reference to sustainable travel needs to be explored. | In progress. |
| TP_M2 | Travel survey to evaluate travel habits. | Students + staff | Online travel survey (e.g. google form) to evaluate travel habits at GCU and familiarity with specific TDM options. Respondents will have the opportunity to request additional information about particular TDM.  
Lead: SO + MPR  
Baseline: N/A  
Targets: N/A  
Commitment: None  
Tag: #data #cost | In place. Next survey 2018 and then every 3 years (next one in 2021). | £500 for prizes | Provides data to determine emissions from commuting (carbon footprint) and a list of contacts interested adopting more sustainable travel habits (i.e. behaviour change). | In place. |
<p>| TP_M3 | Monitor and report travel at GCU | Visitors, students, | In addition to biennial travel survey (TP_M2), monitor “day-to-day” travel at GCU using both direct (e.g. bike counts) and indirect (business mileage) | In place. | None. | Provides business travel emissions and data to | In place. |</p>
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|    |                                      | staff, business | methods. Some monitoring already in place. | Lead: SO  
Baseline: None  
Targets: None  
Commitment: None  
| TP_M4 | Resources explaining specific TDM options available at GCU. | Students + staff | The travel survey will provide an opportunity to identify individuals that require more information to travel more sustainably (e.g. from surveys and other engagement opportunities). Create web and video content, explaining how:  
• How to access files from home (VPN guide) – i.e. remote working  
  Lead: IT  
• To use Skype.  
  Lead: SO  
• To book the VC suite.  
  Lead: IT  
• To use the next bikes  
  Lead: SO  
• CTW works (already in place – could include an alert for when it next launches)  
  Lead: SO  
• Electric Vehicle (inc. booking parking for visitors)  
  Lead: SO  
• City Car Club  
  Lead: SO  
• Car Sharing (LiftShare) Portal - SPT Journey Share [#TP_M20]  
  Lead: SO  
• Other remote working/travel displacement tools IT might have.  
  Lead: IT | Incorporate into [http://gcu.ac.uk/smarttravel](http://gcu.ac.uk/smarttravel) | £1,000 for additional equipment (e.g. camera + microphones) and poss. software licenses. | Resources explaining how to use selected TDM options.  
Links to these resources will be sent to interested individuals. | Travel advice content available as Cheaper Travel Tips but focus is on commuting.  
TDM for business travel remains under review. |
| TP_M5 | Mailing list of student/staff interested in receiving more information about TDM options [TP_M4]. | Students + staff | In the 2012 travel survey, a number of respondents expressed an interest in receiving more information about particular modes of travel. However, at the time, there was no mechanism for managing the delivery of that information. Mailchimp has been successfully used to distribute GCU’s Cycling Forum newsletter and it is proposed to use it to deliver up-to 3 emails per TDM option, in a series of overlapping campaigns. | Lead: SO  
Baseline: None  
Targets: None. Supports overall reductions in travel.  
Commitment: None  
Tag: #behaviourchange #cost | £500 Mailchimp.com credits or subscription. | A mailing list of individuals interested in reducing travel emissions by using specific TDM options. |          |
| TP_M6 | Travel Advice – Twitter Account @GCU_SmartTravel | Students + staff | Establish a simple mechanism for sending information about cheaper/sustainable travel initiatives to students (e.g. dr. bike, pop-up bike shops, bus companies selling tickets on campus etc.). Twitter account: | Lead: SO  
Baseline: None  
Targets: None. Supports overall reductions in travel.  
Commitment: None  
Tag: #behaviourchange #cost | In place. | None | A list of individuals interested in receiving information about sustainable travel to GCU. |          |

Version date: 27 November 2015 - FINAL  
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<tr>
<td>TP_M7</td>
<td>Travel Advice – Webpage – How to get to GCU</td>
<td>Visitors, students, staff, business</td>
<td>Webpage outlining how to get to GCU and associated sustainable travel options. <a href="https://twitter.com/gcu_smarttravel">https://twitter.com/gcu_smarttravel</a> Lead: SO Baseline: None Targets: None. Support uptake of active travel. Commitment: None Tag: #behaviourchange #cost</td>
<td>In place.</td>
<td>None.</td>
<td>Highlight sustainable travel options to GCU.</td>
<td>Up-to-date.</td>
</tr>
<tr>
<td>TP_M8</td>
<td>Travel Advice – Webpage – Sustainable Travel Resources – GCU Smart Travel</td>
<td>Visitors, students, staff, business</td>
<td>Webpage (with a memorable URL: <a href="http://gcu.ac.uk/smarttravel">http://gcu.ac.uk/smarttravel</a>) highlighting sustainable travel resources available at GCU. This will be the homepage for travel information. Incorporate resources from TP_M4 Lead: SO Baseline: None Targets: None. Support lower carbon/active travel to GCU. Commitment: None Tag: #pr</td>
<td>In place.</td>
<td>None.</td>
<td>Highlight sustainable travel options to GCU.</td>
<td>Up-to-date.</td>
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<tr>
<td>TP_M9</td>
<td>Travel Advice – Leaflet</td>
<td>Visitors, students, staff, business</td>
<td>Leaflet (A6) explain the travel hierarchy, highlight the walking + cycling concentric map of travel times/distances and signpost to <a href="http://gcu.ac.uk/smarttravel">http://gcu.ac.uk/smarttravel</a> If possible, incorporate a business travel angle (e.g. 75% of flights within the UK could be replaced with rail journeys without losing too much time). Lead: SO+PDS Baseline: None Targets: None Commitment: None Tag: #behaviourchange #cost</td>
<td>Sept. 2016</td>
<td>Printing leaflet. £100.</td>
<td>Foster more informed decisions about the sustainability of different travel options by introducing the sustainable travel hierarchy and options available at GCU.</td>
<td>No progress. Effectiveness under review.</td>
</tr>
<tr>
<td>TP_M10</td>
<td>Travel Advice – personal travel plans</td>
<td>Students and staff</td>
<td>Students do not seem to be aware of the low costs/sustainable travel options available to GCU and on the few occasions where information is provided, there is no mechanism for following up and support the adoption of the more sustainable travel. Train students to travel advisors and engage students during freshers’ week to</td>
<td>In place: at start of term and other engagement opportunities.</td>
<td>£4,000 per year. Y1 funded (mainly Cycling Scotland). Y2 + Y3 partially funded.</td>
<td>Highlight sustainable and lower cost travel options to GCU.</td>
<td>Around 150 travel plans issued at start of academic year by Travel Advisors.</td>
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|     |                                      |                 | **TP_M11** Promote accommodation close to the University  
**Lead:** SO  
**Baseline:** None  
**Targets:** None. Support lower carbon/active travel to GCU.  
**Commitment:** None  
**Tag:** #behaviourchange #cost #pr  
Create a resource for the accommodation office to use/send out that highlights accommodation alternatives, within walking/cycling distance of the University, to Caledonian Court (when it is fully booked).  
**Lead:** Lead: SO + Accommodation Office  
**Baseline:** 36% students live within 5 miles and 22% within 5-10 miles of the University (2012 Travel Survey).  
**Targets:** None. Although there is potential to foster a reduction in emissions attributed to student commuting.  
**Commitment:** None  
**Tag:** #saving #pr  
Requires dialogue with accommodation office? Student information?  
None identified.  
Reduce cost of commuting to the University.  
No progress, but accommodation next to the University is very conspicuous. |                                             |                      |                                                                                                           |                               |                      |                                |                                                                                                           |
|     |                                      |                 | **TP_M12** Promote Walking – Arc  
**Lead:** Arc  
**Baseline:** 17.68% of students and 8.12% of staff walk to GCU (2012 TS).  
**Targets:** None. Although there is potential to foster a reduction in emissions attributed to student commuting.  
**Commitment:** None  
**Tag:** #saving #pr  
According to the 2012 travel survey (TS), around 30% of students and staff live within 5 miles of GCU, but only 17.68% of students and 8.12% of staff walk to GCU, even though the average commute within the 1-5 mile distance band is 2.18 miles. No respondents walked in any distance band greater than 5 miles.  
The walking Group will encourage more students and staff to walk to GCU by highlighting how ‘easy’ it is to walk that distance might. | Apr. 2016 |                      | Minimal.  
Encourage more people to walk to and from GCU.  
No progress. |                                                                                                           |
|     |                                      |                 | **TP_M13** Promote Cycling – Business Use – 20p/mile (paid mileage)  
**Lead:** Arc  
**Baseline:** 17.68% of students and 8.12% of staff walk to GCU (2012 TS).  
**Targets:** None. Although there is potential to foster a reduction in emissions attributed to student commuting.  
**Commitment:** None  
**Tag:** #saving #pr  
Allow staff to reduce emissions associated with business travel by enabling staff to claim mileage for business trips made on bicycles which would otherwise be made by more carbon intensive modes of travel. Will require EB approval.  
Might reduce (although modestly) demand for using own cars for business trips and therefore the need to provide (paid/unpaid) parking. Will enable GCU to apply for Cycle Friendly Employer Award. I-expenses will need to be adjusted/formatted and staff told about it (internal mail).  
**Link to updating expenses policy:** Section 5.3 Use of Private Car; 5.4 Hired Vehicle Expense Claims. Both sections are relevant. | Aug. 2016 |                      | Negligible  
(Strathclyde and Glasgow pay cycling mileage, but very few staff claim).  
Highlight our commitment to sustainable travel. Will enable us to become a Cycle Friendly Employer.  
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<tr>
<td><strong>TP_M14</strong></td>
<td>Promote Cycling – Staff Commuting</td>
<td>Staff</td>
<td>Address actual and perceived barriers to cycling (under our direct control): facilitate bike ownership (see below); provide training and orientation tours; maintenance facilities and training (dr. bike); lockers and showers; secure bike parking (cameras and parking spaces), spare locks; bike marking; information (webpages, GCU Cycling Forum, leaflets); bike first aid kit etc.</td>
<td>In place.</td>
<td>As cycling increases, additional funding may be required for specific measures.</td>
<td>None.</td>
<td>On-going</td>
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<tr>
<td><strong>TP_M15</strong></td>
<td>Promote Cycling – Students</td>
<td>Students</td>
<td>More on bike ownership: • 2nd hand bike shops • Bike pop-up shops • Bike Station Lease scheme • Nextbike • Cycle to work Scheme (staff only) These measures will build on experience from Cycling Scotland’s Cycle Friendly Campus pilot. Document in GCU Cycling Forum pages (<a href="http://www.gcu.ac.uk/cycling">http://www.gcu.ac.uk/cycling</a>)</td>
<td>In place (TP_M7).</td>
<td>None.</td>
<td>Mainly through directions to GCU page.</td>
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<tr>
<td><strong>TP_M16</strong></td>
<td>Promote Cycling - Visitors</td>
<td>Visitors</td>
<td>Highlight cycling infrastructure at GCU. Link to TP_M7 and GCU Cycling Forum pages (<a href="http://www.gcu.ac.uk/cycling">http://www.gcu.ac.uk/cycling</a>).</td>
<td>In place (TP_M7).</td>
<td>None.</td>
<td>Encourage more to cycle to GCU.</td>
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<td>TP_M18</td>
<td>Promote Public Transport – Season Ticket Loans for bus and train travel - Staff</td>
<td>Staff.</td>
<td>Reduce the cost of travelling by public transport by providing season ticket loans for bus and train commutes. Build on experience from the CTW scheme. Will likely require a business case to be put forward to EB.</td>
<td>Dec 2016.</td>
<td>Business case to be presented to EB.</td>
<td>Encourage a greater use of public transport by staff.</td>
<td>No progress. Limited evidence of demand.</td>
</tr>
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<td><strong>Lead:</strong> SO + Finance + People Services</td>
<td><strong>Baseline:</strong> 23.43% (single occupancy + shared) car use for staff [2012 TS]. <strong>Targets:</strong> Declining car use for staff commuting: 15% by 2020. <strong>Commitment:</strong> None</td>
<td><strong>Tag:</strong> #cost #behaviourchange</td>
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<tr>
<td>TP_M19</td>
<td>Promote Public Transport – Discounted Travel for Students</td>
<td>Students</td>
<td>Invite transport operators to sell/promote student travel at the start of term (this already happens – some operators have a stand at freshers week). Provide space at a high footfall location (e.g. restaurant/Fresher’s Fayre) and advertise in advance. Highlight CityLink discount (link to Smart Travel pages -- #TP_M8 (GCU Smart Travel))</td>
<td>In place.</td>
<td>None.</td>
<td>Encourage more travel by public transport by facilitating student tickets.</td>
<td>Bus operators invited to take a stall at fresher fayer, whilst SPT on campus at the start of trimester A and B.</td>
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<tr>
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<td><strong>Lead:</strong> SO + GCUSA</td>
<td><strong>Baseline:</strong> 16.51% car [Students] @2012.</td>
<td><strong>Targets:</strong> Reduction in student commuting by car use: 10% by 2020.</td>
<td><strong>Commitment:</strong> None</td>
<td><strong>Tag:</strong> #cost #behaviourchange</td>
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<tr>
<td>TP_M20</td>
<td>Encourage car sharing as an alternative to single occupancy car-use (web-page)</td>
<td>Students, Staff</td>
<td>We recognise that sometimes, there is no other option than to travel by car. Car sharing will be encouraged to reduce the environmental impact (and cost) of such journeys. Create a webpage to explain how car sharing works. Link to: #TP_M4 &amp; #TP_M10</td>
<td>March 2016</td>
<td>None</td>
<td>Reduce the cost and number of single car journeys into the City Centre by encouraging car-sharing.</td>
<td>Information about car sharing given out by travel advisors, included in cheaper travel tips emails. Posters put up next to parking ticket validation machines.</td>
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<td><strong>Lead:</strong> SO</td>
<td><strong>Baseline:</strong> 12% students and 12.55% staff SOV in 2012 travel survey.</td>
<td><strong>Targets:</strong> Halve SOV rates by 2020.</td>
<td><strong>Commitment:</strong> None</td>
<td><strong>Tag:</strong> #cost #behaviourchange</td>
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<tr>
<td>TP_M21</td>
<td>Promote the Use of EV as an alternative to the use of hire vehicles for business travel.</td>
<td>Business</td>
<td>Explore potential for reducing costs (and emissions) associated with hiring vehicles used for business trips. Key steps:</td>
<td>June 2016</td>
<td>£100 for grey fleet survey (because its potentially a)</td>
<td>Reduce emissions from business travel in cars by promoting the use of EV wherever possible.</td>
<td>System in place, but uptake slow.</td>
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Version date: 27 November 2015 - FINAL
Author: P Cruz

includes section on cycling.
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| TP_M22 | Promote Lower Emission Alternatives to Car Use for Business Travel – Matrix of Car Use | Business | Matrix of driving options. Compares costs/emissions of grey fleet, CCC, EV and hired vehicle. Considers total journey time, distance and cost. Flow chart to help evaluate options. Excel spreadsheet where parameters are entered and the cheapest option identified. Key steps:  
- Understand grey-fleet use: Survey staff that have claimed  
- Compare/model typical journeys using grey-fleet, electric and CCC vehicles.  
- Update travel policy (car-hire) as appropriate. [TP_P1]  
- Update vehicle hire request form to reflect availability of EV  
| TP_M23 | Allow visitors to use EV GCU electric vehicle charging point. Provide instruction on how to book charging station (via the Transport Office) | Visitors | Encourage visitors to travel to GCU by offering free parking and charging. Visitors’ hosts will need to book parking space via the mail room.  
- Web content for how to travel to GCU.  
- Mail Room procedure.  
- Email to departments/all staff explaining how it works. | Aug. 2016 | None. | Statement of GCU’s commitment to promoting sustainable travel. |

**GCU Sustainable Travel Plan – Implementation Plan**

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<td>TP_M25</td>
<td>Where possible/appropriate replace University vehicles with Electric vehicles (EV).</td>
<td>Business</td>
<td>The University has five vehicles in its fleet and 2-3 could be replaced by EV. Explore scope for replacing existing vehicles with EV. A business case will need to be made on a case-by-case basis. Glasgow and Dundee Universities have several EV in their fleet and speak highly of them. Lead: SO + Finance + Transport Baseline: One (buggy used by the Stores Team to transport waste). Targets: None Commitment: None. But contributes to an overall reduction in travel emissions (Scope 3) as detailed in Env. Policy. Also supports UCCCfS to an average 8% reduction in emissions. Tag: #pr #savings</td>
<td>By July 2018</td>
<td>University vehicles.</td>
<td>Reduce cost and emissions associated with operating GCU’s fleet. Could also allow a public statement to be made about GCU’s commitment to being a sustainable University.</td>
<td>Vehicle lease model unlikely to favour EV. No opportunity to progress.</td>
</tr>
<tr>
<td>TP_M26</td>
<td>Ensure that when University vehicles are replaced, “best in class” models are chosen (where EV are not an option)</td>
<td>Business</td>
<td>The University has five, leased vehicles which are replaced every 3 years. Choosing best in class will enable GCU to operate a lower emission fleet. A business case will need to be made on a case-by-case basis. Glasgow and Dundee Universities have several EV in their fleet and speak highly of them. Lead: SO + Finance + Transport + Procurement Baseline: None. Targets: None Commitment: None. But contributes to an overall reduction in travel emissions (Scope 3) as detailed in Env. Policy. Also supports UCCCfS to an average 8% reduction in emissions. Tag: #savings #behaviourchange</td>
<td>By July 2018</td>
<td>None anticipated.</td>
<td>Reduce emission associated with GCU’s business travel.</td>
<td>No opportunity to progress.</td>
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<tr>
<td>TP_M27</td>
<td>Reduce domestic/short-haul flights. Matrix comparing long-distance travel options.</td>
<td>Business</td>
<td>Target UK flights without onward travel. 75% of UK travel without onward travel could be replaced by journeys by train. Develop a matrix of long-distance travel options comparing emissions for coach, train and flight. Update travel policy (or as an addendum to travel policy) [Link: TP_M1]Lead: School &amp; Dept. SMG. Baseline: 960,000 km flown in the UK (to and from Glasgow or Edinburgh) in 2013-14. Target: 5% annual reduction in distance flown (km) within the UK (without international onward travel).</td>
<td>Ongoing.</td>
<td>No opportunity to progress.</td>
<td>Reduce emission associated with GCU’s business travel.</td>
<td>In place.</td>
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| | Commitment: Decrease Scope 3 emissions (Env. Policy and UCCCfS)  
Tag: #behaviourchange #saving #targets |
| TP_M28 | Consolidate deliveries to reduce no. of vehicles entering GCU. | Deliveries | Consolidate deliveries to reduce no. of delivery vehicles entering GCU. The default should be no more than one delivery per day (although exceptions may apply). Establish baseline and monitor every once or twice a year. Consultation with affected organisations will be required.  
Lead: SO  
Baseline: None  
Targets: None  
Commitment: None  
Tag: #pr | Requires an evaluation of deliveries and dialogue with suppliers. | None anticipated | Statement of GCU’s committed to promoting sustainable travel and improving local air quality. | No opportunity to progress. |
| TP_M29 | Anti-idling (not TDM) Leaflet | Suppliers & other commercial vehicles. | Occasionally vehicles idle on campus. Use the health agenda to encourage vehicles to switch off when on campus. Create a leaflet to give to commercial/private vehicles entering campus. Leaflet to be distributed by the Gate House, but also available in the Nursery, Central Stores and Mail Room. Leaflet will highlight the impact of poor air quality on health in Glasgow and note that Glasgow CC have powers to deal with idling vehicles. Include word puzzle (about the impacts of travel) in the back.  
Lead: SO  
Baseline: None  
Targets: None  
Commitment: None  
Tag: #pr | Content would require development. | Printing leaflet. £100. | Statement of GCU’s committed to promoting sustainable travel and improving local air quality. | No opportunity to progress. |