

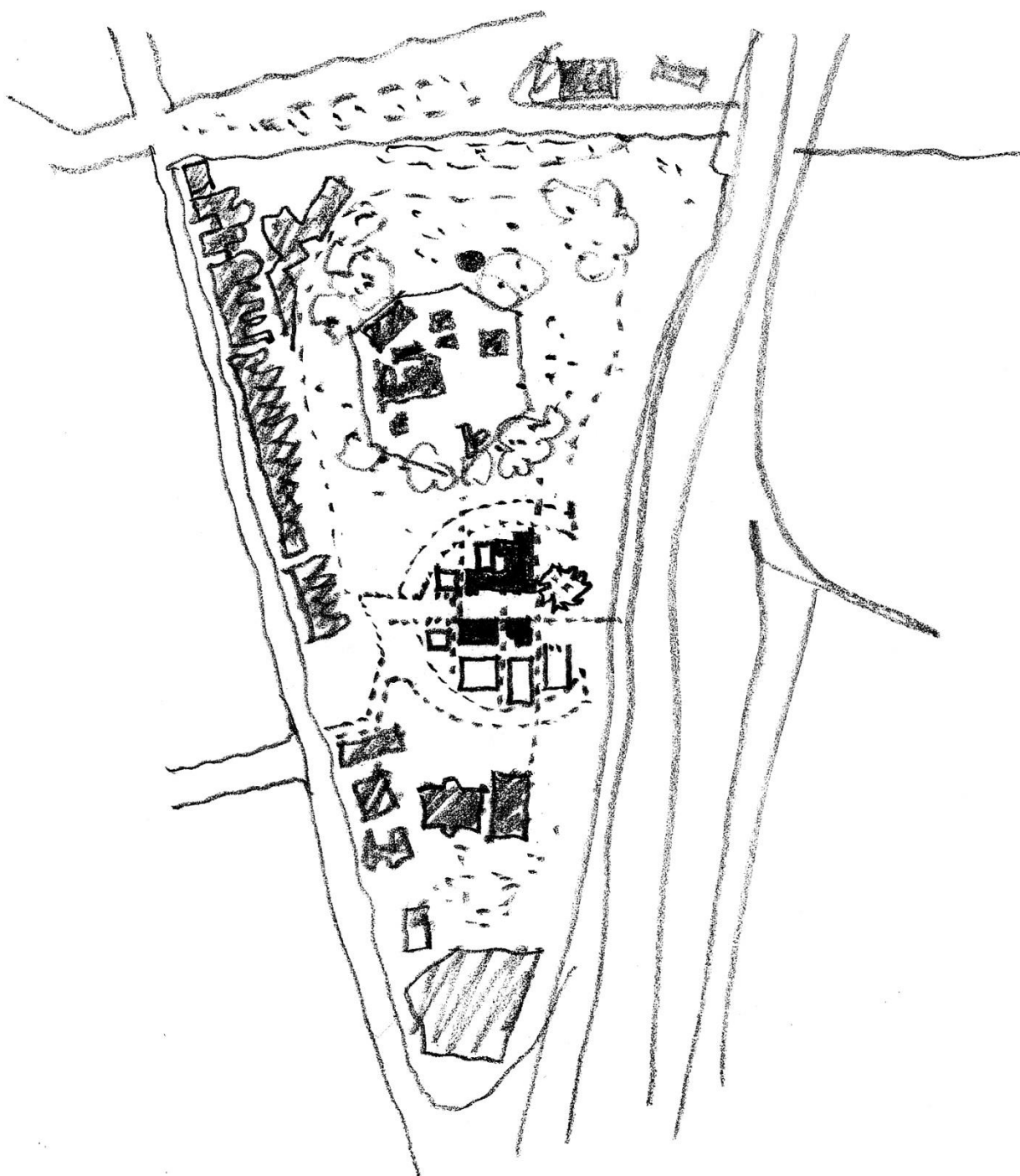
# Fort Street Public School Green Travel Plan

SSD 10340

Prepared by Arup

For School Infrastructure NSW

29 October 2019



# School Infrastructure

## Fort Street Public School

### Green Travel Plan

SSD 10340

Issue | 29 October 2019

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 266969-00

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# 1 Introduction

The NSW Department of Education has commissioned Arup to develop a Green Travel Plan to support the Fort Street Public School Project.

This Green Travel Plan has been prepared in consultation with the school and provides a framework and several Green Travel Plan initiatives that could be implemented to reduce the demand for on-street parking in the streets surrounding the school.

## 1.1 Site Description

Fort Street Public School is located in the City of Sydney. The school is surrounded by the Cahill Expressway and the Western Distributor with the only vehicle access via Upper Fort Street.

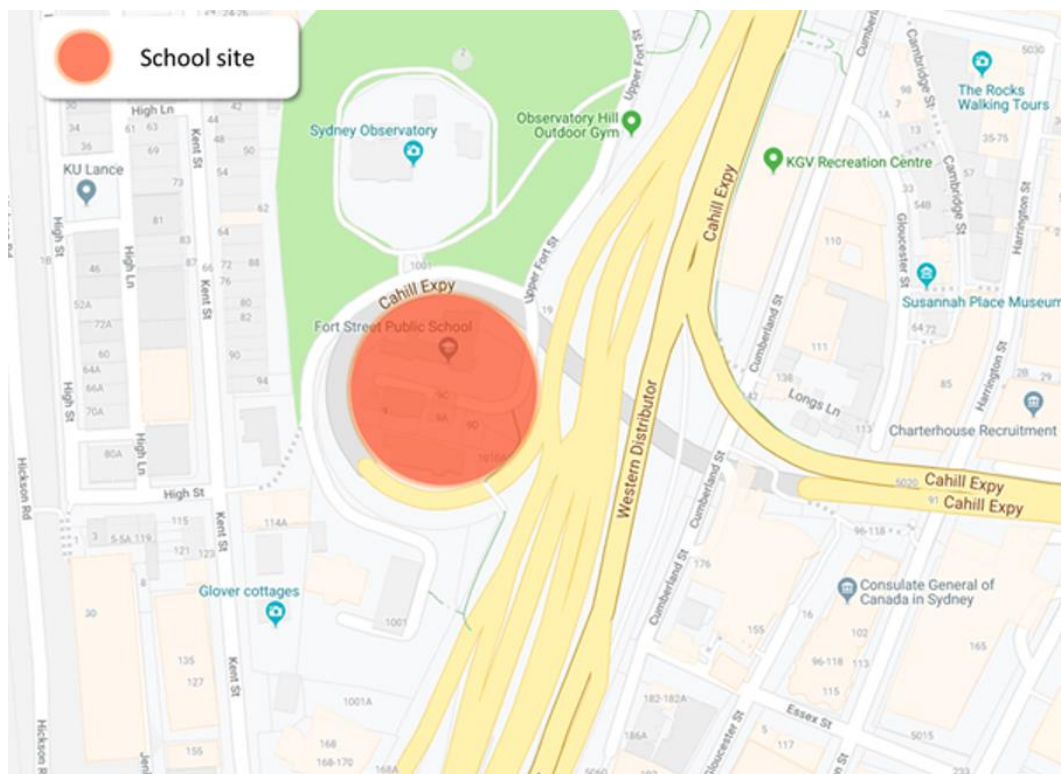


Figure 1: Fort Street Public School site location

## 2 Green Travel Plan Framework

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### 2.1 What is a Green Travel Plan?

A Green Travel Plan is a package of measures put in place to encourage more sustainable travel whilst commuting and during activities, including business and delivery travel or other visitors to the site. In relation to a school it applies to both staff and student travel. It is a means for an organisation to demonstrate a commitment and take a pro-active approach towards improving the environmental sustainability of its activities.

More generally, the principles of a Green Travel Plan are applied to all people travelling to and from a site. Government authorities are placing increasing emphasis on the need to reduce the number and lengths of motorised journeys. Initiative should encourage greater use of alternative means of travel which have less environmental impact than private vehicles.

Green Travel Plans that are specific for the schools need to address the following issues:

- What are the **objectives** for the school in terms of journeys to and from the school, during school hours and other travel to and from the school?
- How are the set objectives going to be met? What **measures** are going to be implemented and encouraged?
- Who is going to be responsible for the management, implementation and administration of the measures?
- How will students and staff be encouraged to use more sustainable travel modes?

These matters are addressed in the following sections.

## 2.2 Green Travel Plan Objectives

The main objective of the Green Travel Plan is to promote sustainable travel patterns for the School Population. More specific objectives are outlined in Table 1.

Table 1: Green Travel Plan Objectives

	Objective	Action
Objective 1	Increase modal share for public transport, cycling and walking to school journeys.	Monitoring of travel choice by staff and students through annual travel surveys will enable target mode shares to be set and measures implemented to achieve these targets.
Objective 2	To ensure adequate facilities are provided at the site to enable staff, visitors and students to commute by sustainable transport modes such as cycling and walking	Monitor bicycle rail usage to ensure adequate availability for staff, visitors and students. Walking routes to be monitored to assess their safety and connectivity
Objective 3	To reduce the number of private vehicle journeys associated with business travel by staff and visitors.	Encourage digital communication where appropriate. Assess the current usage of staff and visitor parking
Objective 4	To raise awareness of sustainable transport amongst staff, students and visitors.	Build this into the school curriculum.

## 2.3 Green Travel Plan Measures

A range of travel method alternatives and incentives have been recommended to change travel behaviour over the short and longer-term period. The purpose is to encourage mode shifts away from private vehicle usage and enable walking and cycling.

These initiatives aim to improve the existing and future travel patterns of the school population by:

- Reducing private vehicle usage from staff and therefore parking demand;
- Reducing private vehicle usage (pick-ups and drop-offs) relating to students; and
- Encouraging the use of public transport, cycling, scooters and walking by staff and students.

The various measures proposed for Fort Street Public School are presented in the following sections.

### 2.3.1 School travel passes

65% of school staff currently drive and park in spaces provided on the school grounds. Several staff car pool when they cannot drive with the remainder using public transport, cycling or walking. Approximately 35% of students are dropped at school using private vehicles.

To align with NSW Government policy the following students are eligible for free school travel passes:

- All students in Years K to 2; and
- Students in Years 3-6 who live more than 1.6km (radial distance) from school, or 2.3km or more by the most direct practical walking route.

These are issued by Transport for NSW and can be used on all local buses.

<b>Action</b>	<b>The School will coordinate the process of having bus passes arranged for students. The School will raise awareness of this as an offering to encourage greater use of public transport. Staff should be made aware of the n</b>
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### 2.3.2 Administration

An essential part of an effective Green Travel Plan is to nominate a Travel Plan Co-ordinator for the school. The role should be undertaken by enthusiastic individuals with strong communication skills in order to promote measures that will encourage people to adjust their travel behaviour. He/she will need to be a respected member of staff who is keen to champion the cause of the Green Travel Plan and understands its purpose. Other qualities that may be appropriate include having the capability of dealing with different types of people within the school and external organisations. The ability to lead by example and approach issues with a practical and balanced perspective. An innovative mindset to raise awareness of the Green Travel Plan at a local level.

Senior management support is critical to ensuring the success of any Green Travel Plan for a number of reasons such as to:

- Set an example for the organisation;
- Ensure the Travel Plan Co-ordinator is allocated time to undertake their role;
- Assign budget allocations for the implementation of measures; and
- Provide support to induce changes or development of policy documentation.

Administration of the Green Travel Plan involves the maintenance of necessary systems, data and paperwork, consultation and promotion.

<b>Action</b>	<b>Nominate a Green Travel Plan Coordinator and support staff who will form the Green Travel Plan Management Team</b>
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### 2.3.3 General Marketing and Promotion

The objectives of the Green Travel Plan will only be achieved with the support of staff and student's parents. Marketing the benefits and promoting the sustainable alternatives available are therefore crucial in encouraging staff and students to

adopt the Green Travel Plan measures. It is important that at an early stage, everyone is made aware of the purpose of the Green Travel Plan, the proposed measures are explained clearly and the benefits of the school population travelling in a more sustainable manner are emphasised.

In addition to raising general awareness, when measures are successful in achieving their aims the outcomes will be publicised to staff and students in order to motivate them to use sustainable modes of transport.

<b>Action</b>	<b>Create visually attractive maps for staff and students a section containing information on cycle parking and safer walking routes. These are to be distributed in school bags and online with useful links to public transport websites specific to the school location.</b>
<b>Action</b>	<b>Support and promote events such as National Bike Week, Bike2Work Days, Care Free Day, walk to work day to staff through lunch time presentations and assemblies, notice board posters, newsletters, the school intranet and email.</b>

### 2.3.4 Cycling

In order to activate and promote cycling the following measures should be considered:

- Supply a Green toolkit for staff and students that consists of puncture repair equipment, a bike pump, a spare lock and lights;
- Develop an arrangement with a local bicycle retailer where staff and students are eligible for reduced servicing costs. The school could agree a threshold on bikes purchased by the school population and if this is eclipsed the retailer may offer services for a fee;
- Providing interest-free loans for staff to purchase a bicycle and accessories, which they can pay back from their monthly salary;
- Issue cycle maps to staff and students;
- Participate in annual events such as 'Ride to Work Day';
- Notice boards should have news of events / generic posters promoting cycling;
- The school should have a 'Cycling to school' webpages detailing information on storage areas, shower facilities and links to journey planning websites in Sydney;
- Educating staff and students on public transport cycling carriage policies and cycle storage facilities at rail stations;
- Encouraging staff and students to form a Bicycle User Group in order to provide a forum for regular cyclists to discuss issues relating to cycling facilities and communicate with these to the relevant School executives; and
- Setting up a 'Bike Buddies' scheme for less confident people interested in cycling.

<b>Action</b>	<b>Nominate a cycling champion from the staff and involve keen student cyclists to action these measures.</b>
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### 2.3.5 Scooters

In order to activate and promote scooting the following measures should be considered:

- Issue key route maps to staff and students identifying good footpaths for shared use;
- The school should have a 'Scooter to School' webpages detailing information on storage areas, shower facilities and links to journey planning websites in Sydney; and
- Setting up a 'Scooter Buddies' scheme for less confident people interested in scooting.

<b>Action</b>	<b>Nominate a scooting champion from the staff and involve keen student scooterers to action these measures.</b>
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### 2.3.6 Public Transport

To promote the use of public transport for travel to school and school-related journeys during the day. The following measures should be considered:

- Providing a public transport webpage containing useful links to journey planning websites in Sydney;
- Issuing useful public transport maps and promotional items to potential and current public transport users in the existing induction pack for new staff; and
- Updating notice boards with news of events / generic posters promoting public transport.

<b>Action</b>	<b>The Green Travel Plan coordinator will compile appropriate public transport information. These should be highly graphical to make them more digestible and to negate any language barrier issues.</b>
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### 2.3.7 Car pooling, taxi share and shuttle bus service

In order to reduce the number of private vehicle trips and especially trips made to common destinations the following measures should be considered:

- Set up a journey to/from school car share system for all staff who are willing to participate in the scheme. The system would inform participants of other staff who live in the same area or who pass through the area on their way to the school. The participants either share the costs or alternate in driving the journey. A range of free apps are available which could assist with this measure;
- Organise a journey to/from school car share system for parents and students. The system would inform participants of other staff who live in the same area or who pass through the area on their way to the school. The school will need to investigate the most appropriate app that aligns with its Child Protection Policies before promoting this initiative; and
- Introduce a taxi or pool car system for trips during the day for staff.

<b>Action</b>	<b>The Green Travel Plan coordinator will promote carpooling especially for new staff to the school.</b>
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### 2.3.8 Staff Induction

As part of their induction process all new members of staff should be made aware of car parking arrangements and the Green Travel Plan. The Green Travel Plan section of the induction should provide new starters with the following:

- A brief introduction to the Green Travel Plan and its purpose;
- A tour of the school which includes a visit to the cycle parking, shower and changing facilities; and
- A Green Travel Plan information package which would include information on incentives to use sustainable modes of transport

<b>Action</b>	<b>The Green Travel Plan coordinator will develop an information package for all new staff welcome pack.</b>
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### 2.3.9 Consultation

The success of the Green Travel Plan will rely on the support of the staff, students and other stakeholders. The Green Travel Plan co-ordinator will be responsible for all liaisons with outside bodies, including local transport operators, planning and highway authorities.

Liaison with officers of the Council (e.g. those responsible for cycling and public transport) is particularly important. The co-ordinator will also seek to join and attend meetings with any local travel forums as appropriate in order to exchange ideas with other like-minded organisations.

<b>Action</b>	<b>The Green Travel Plan Coordinator is to set up appropriate consultation with Council, bus operators and other relevant parties.</b>
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### 2.3.10 Promotion

All students and staff will be made aware of the details of the Green Travel Plan, its objectives and the role of individuals in achieving these when it is launched.

Other promotional material will take a variety of forms and will be issued as hard copies, displayed in prominent locations throughout the school or provided in the form of 'one off' marketing initiatives. This would include outlining the benefits for the school in participating in government travel surveys to both improve public transport services and promote their use.

The promotional material will advise staff wishing to raise specific transport-related matters to discuss them with the appropriate nominated Travel Plan co-ordinator who in turn would liaise with the Green Travel Plan Management Team, transport operators and the local authority as required.

### 2.3.11 Updating, reviewing and monitoring

The Green Travel Plan is a strategy that will evolve over time. Although its objectives to 'educate' students and staff, and to facilitate travel by sustainable modes will not change, in the future there could be a need to re-define specific targets. Target setting should reflect an ambition for continued progress year on

year and there should be a mechanism to review targets, such as monitoring surveys. The monitoring measures could include collecting data on travel patterns for journeys to peak school times and throughout the working day. The recorded data would capture modes of transport and distance travelled by each mode, from which energy consumption and emissions could be estimated. It is recommended that the school undertake travel surveys every year.

Following the implementation of the Green Travel Plan, the Green Travel Plan Management Team should meet annually to undertake a review of the measures within it. This review will assess the success of each measure and identify opportunities for refinement. The Green Travel Plan Management Team will then compile a report outlining the results of the review and update the Green Travel Plan as identified in the review. The report will incorporate the results of school travel surveys for previous years.

<b>Action</b>	<b>The Green Travel Plan coordinator will organise a travel survey of the school population every year and supported by the Green Travel Plan Management Team will assess and review measures annually.</b>
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## 3 Promoting transport strategies

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To support the implementation of the Green Travel Plan measures, the school should develop ways to promote and support sustainable travel continuously. This section details several initiatives which could be used.

### 3.1 Promoting green travel

Marketing and encouraging the different travel strategies will be an important aspect in promoting and implementing the plan. Getting students and staff involved will create a more relaxed and fun environment to encourage students and staff to walk or cycle to school.

### 3.2 Technology

In previous studies carried out by Arup, the issue of students carrying heavy bags was identified as a reason why students are less likely to walk to school.

A culture shift to electronic based teaching and learning is required to aid the initiatives identified. Text books could be provided electronically to limit the need to carry heavy books to and from school. Therefore, students will then have to carry less material enabling them to walk and cycle to school.

### 3.3 Student involvement

Student involvement is a fun way of educating them about active travel. For example, Cottesloe Primary holds a drawing contest for the healthy travel to School plan logo. Student leaders are also appointed to educate their peers on the benefits of walking and cycling. These leaders should be properly trained in road safety rules which will help educate peers. This can foster leadership skills of students in the school. Some possible incentives include:

- Food or snack vouchers can be given to students who walk or cycle to school. This can be handed out by teachers at school entrances;
- Pedometers to assist with walking competitions between students; and
- Awards such as pins or badges for students who walk or cycle to school.

### 3.4 Active travel

Students walking and cycling to school rather than being dropped off via private vehicles benefits their health by<sup>1</sup>:

- Increasing levels of physical activity (and associated physical, psychological and social health benefits);
- Helping children maintain healthy weight;
- Reducing the environmental health damage caused by excessive car use (eg air and noise pollution, global warming); and
- Reducing inequalities in children's health associated with physical activity, obesity, and motor vehicle crash injuries.

The school would support students walking to the school either for their entire journey or for the last part of a journey from a drop-off point bordering the school precinct.

There are a number of mechanisms the school can use to improve pedestrian facilities around the school.

- Lobby Local Councils to maintain footpaths and improve crossing points in the vicinity of the school and show an interest in PAMP studies. These studies enable funding to be allocated to local and state government.
- Contact Safe Routes to School which is a road safety program that aims to reduce children's involvement in road accidents. These require the agencies to work together where there is an identified need.

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<sup>1</sup> Active transport: Children and young people, Dr Jan Garrard, 2009

## 4 Future transport targets

As part of the Green Travel Plan targets will be set for future mode share. The existing travel of both school cohorts is outlined in Table 2.

Table 2: Existing mode share

Pick-up mode in peak hour	Years K-2 + siblings	Years 3-6
Car/taxi	40%	38%
Walk/scooter/bicycle	30%	37%
Public Transport	30%	25%

Using measures implemented as part of the Green Travel Plan the aim is to increase public transport mode share. The target mode share use is presented in Table 3.

Table 3: Target mode share

Pick-up mode in peak hour	Years K-2 + siblings	Years 3-6
Car/taxi	30%	28%
Walk/scooter/bicycle	30%	37%
Public Transport	40%	35%