

Workplace Travel Plan for Shetland Islands Council



January 2008

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1 Introduction

1.1 Introduction

This Travel Plan for Shetland Islands Council is applicable to all Council buildings on the mainland and the islands, and is targeted at Councillors and staff. It is specifically targeted at the unique travel issues experienced in this area.

The objectives, targets and initiatives outlined in the Travel Plan are geared towards addressing the issues of accessibility within Shetland and promoting sustainable travel that will help to reduce transport related carbon emissions¹ and increase opportunities for physical activity for the population.

1.2 Travel Plan Benefits

This travel plan aims to bring a number of benefits, as follows:

- **Councillors and Staff** – can benefit from improved health; cost and time savings; reduced stress; and a general improvement in quality of life.
- **Shetland Islands Council** – can benefit from increased productivity generated by a healthier, more motivated workforce; potential cost savings; reduced traffic levels in Lerwick; reduced demand for car parking; and improved access for visitors and deliveries.
- **The local community** – can enjoy improved public transport services; an improvement in quality of life; and energy savings.
- **The environment** – can generally benefit from improved air quality due to a cut in emissions; less noise and dirt; and the reduced impact of other national and global environmental problems such as global warming.

1.3 Structure of the Document

The structure of the remainder of this document is as follows:

- Chapter 2 – Travel Plan Objectives and Targets;
- Chapter 3 – Travel Plan Co-ordination and Consultation;
- Chapter 4 – Transport Provision and Initiatives at Shetland Islands Council;
- Chapter 5 – Monitoring; and
- Chapter 6 – Further Information.

¹ Consistent with the Local Authorities Carbon Management Programme (LACM) and Climate Change Declaration

2 Travel Plan Objectives and Targets

2.1 Introduction

This Chapter outlines the objectives and targets of the travel plan, which apply principally to all staff of the Council and also, where possible, to visitors.

2.2 Objectives

The objectives and benefits of the travel plan will be required to be understood and communicated to all staff and visitors from the outset. The agreed travel plan objectives are as follows:

Objective One: Encourage the use of alternative modes of transport to the private car and better manage private car usage in order to reduce environmental impacts.

Objective Two: Minimise the percentage of journeys to and from Shetland Islands Council made by car.

Objective Three: Maximise the proportion of trips to Shetland Islands Council made by public transport, on foot and by cycle.

Objective Four: Continue to review local public transport provision with the view to enhancing public transport to/from Shetland Islands Council and other major employers.

Objective Five: Encourage and foster car sharing by Councillors and employees of Shetland Islands Council.

Objective Six: Encourage and enable, where practicable, people to work at or closer to home.

2.3 Context

2.3.1 *National Transport Strategy*

The Scottish Government's National Transport Strategy (NTS) encourages the development of travel plans. A key issue in the NTS is the aim to improve quality, accessibility and affordability, where everyone across Scotland has high quality public transport choices. The travel plan aims to improve accessibility for employees of Shetland Islands Council and is therefore consistent with the policies laid out in the NTS.

2.3.2 *ZetTrans Regional Transport Strategy*

Shetland's Transport Partnership (ZetTrans) was established following the introduction of the Transport (Scotland) Act 2005 with its first task to draw up a Regional Transport Strategy (RTS) for Shetland. This Strategy, which was submitted to Scottish Ministers in March 2007, sets out the policies and projects to be undertaken over the next few years to improve Shetland's transport system.

The commitment to travel plans in Shetland was made in the consultation report for the RTS and reinforced in the final RTS. In the RTS, it is acknowledged that access to a private car is essential for the majority of Shetland's population. However, ZetTrans promotes the adoption of more sustainable travel opportunities such as walking and cycling as an alternative mode of transport for single car drivers. These initiatives can promote accessibility and improve the quality of life for residents as well as reducing carbon emissions and benefiting the environment.

The Scottish Government's Guidance on Regional Transport Strategies states that all such strategies should include schemes to promote changes in travel behaviour. Therefore through the RTS and the creation of this Travel Plan, ZetTrans and Shetland Islands Council are demonstrating corporate leadership and are leading by example in the promotion of sustainable travel initiatives.

It is anticipated that other organisations will become partners in this Travel Plan.

2.4 Baseline and Targets

A travel survey of all staff employed within Shetland Islands Council was undertaken in September 2007. The results of the staff travel survey can be found in Appendix B. The survey collected data on current travel patterns, future travel aspirations and home postcode. Staff travel surveys were completed electronically and staff were required to complete survey forms online within three weeks of issue.

The travel mode share data emerging from this survey has been taken as the baseline mode share data for Shetland Islands Council. A trend of mode share targets have been adopted and outlined within Table 1 below.

Table 1 - Baseline Mode Shares and Mode Share Targets

Main Mode of Transport	Baseline Mode Share	Mode Share Target (2012)
	% Staff	
Walk (home to work)	8.8	Following the results of the travel survey, the following trends and targets have been identified: <ul style="list-style-type: none"> • A decrease in car use • A decrease in single car occupancy • An increase in the number of employees car sharing • An increase in the number of employees walking and cycling • A decrease in use of car whilst at work
Cycle	1.6	
Bus (Regular public service)	1.6	
Car Driver (single occupancy)	61.1	
Car – share with others	14.1	
Car – Passenger	3.5	
Motorcycle	0	
Moped	0	
Taxi	0.4	
Ferry (plus Walk)	0	
Ferry (plus Car – Driver)	4.1	
Ferry (plus Car – Passenger)	0.8	
Ferry (plus Bus)	0	
Ferry (plus Taxi)	0	
Ferry (plus Cycle)	0	

The travel survey revealed that employees of Shetland Islands Council would be willing to change their travel behaviour in the future. Future travel aspirations revealed a decrease in single car occupancy and an increase in the number of employees aspiring to car share, walk and cycle to work.

An annual review of mode shares will be undertaken in order to establish any change, in comparison to the baseline mode share. Monitoring surveys will be undertaken on an annual basis, for an initial period of five years, to monitor the effectiveness of the travel plan. Over the monitoring period, Shetland Islands Council aims to achieve the following:

- Minimise the overall number of commuting car journeys to work;
- Minimise the number of Councillors and staff travelling to work as single occupancy vehicle drivers;
- Minimise car use whilst at work
- Increase the number of trips made to work by car sharing, bus, walking and cycling.

ZetTrans will monitor progress against these targets through annual Councillor and staff travel surveys. Further monitoring details are provided in Chapter Five.

The following Chapter outlines how the travel plan will be co-ordinated.

3 Travel Plan Co-ordination and Consultation

3.1 Travel Plan Co-ordination

The development and implementation of the travel plan is being co-ordinated by ZetTrans. This will help to draw together the potentially disparate interests of the occupants and provide a focus for consultation, communication and management of the travel plan, as well as monitoring the travel plan's progress in relation to the objectives.

This will require:

- Involvement in consultations with local transport providers and the local community.
- Actively seeking alternative green transport solutions for the various sites and implement these solutions as approved.
- Implementation and maintenance of information for staff and potential visitors on public transport, car sharing, cycling, walking etc., for example on the website.
- Co-ordination of a programme of travel surveys to monitor progress towards Travel Plan targets.

Initial enquiries should be made to Emma Perring, Transport Strategy Officer.

Address: ZetTrans

11 Hill Lane

Lerwick

ZE1 0HB

Tel: 01595 744710

Email: emma.perring@shetland.gov.uk

4 Transport Provision and Initiatives

4.1 Introduction

This Chapter provides an overview of the initiatives and existing transport opportunities for travel to Council premises. It includes consideration of walking, cycling, buses, and the private car. Consideration is also given to travelling by ferry, together with the role of Tingwall and Sumburgh Airports.

4.2 Private Car

4.2.1 *Car-sharing*

Car sharing is an arrangement where two or more people travel to work by car together. Through the Council Travel Plan, the potential to set up a Car Sharing Database designed to match people living in and travelling to similar destinations will be considered. However, it is also recognised that there are a number of locations where informal 'park and share' schemes operate, such as at key points along the main road network. Through the Shetland Transport Strategy, ZetTrans and Shetland Islands Council will support the maintenance and development of park and ride / transport interchange facilities along the main road network, to facilitate car sharing and access to the mainline public transport network.

Should a Car Sharing Database be set up, steps will be taken to ensure that confidentiality is maintained, in line with other successful schemes operating elsewhere in Scotland.

4.3 Remote Working

Remote working refers to any time spent working from a location other than the normal office base, such as the home or from a remote IT Hub or "Hot Stop". The Council is committed to encouraging employees to work from home or remotely on a voluntary basis as it can deliver a number of social, economic and environmental benefits. For example, employees volunteering to work remotely can flexibly organise life commitments around their work while saving on fuel and car maintenance costs, and at the same time reducing their individual environmental impact, or 'carbon footprint'.

To become eligible to work remotely, employees must complete a Remote Working Application Form, which is available at <http://www.sic.gov.uk/services/personnel/policies/>. Employees may be also authorised by their Line Manager to work from home in periods of adverse weather.

4.4 Pedestrian Links

4.4.1 *Existing Pedestrian Links to Council Premises*

Pedestrian links vary given that different work places are in various locations. The quality of these links will be monitored on an ongoing basis. In the RTS, ZetTrans has proposed an audit of footway schemes and walking opportunities.

4.4.2 *Pedestrian Initiatives at Council Premises*

Pedestrian initiatives at Council premises should include the provision of changing and drying areas for staff who walk to work and good quality footways to encourage walking.

4.5 Cycling

4.5.1 *Cycling Initiatives at Shetland Islands Council*

The Bike to Work Scheme is a tax incentive initiative aimed at encouraging employees to cycle to work, thereby improving health and having beneficial environmental impacts. Employees sacrifice a portion of their salary to benefit from a long term loan of bikes and equipment such as lights and locks completely tax free.

Case Study – Scottish Natural Heritage

Scottish Natural Heritage (SNH) has introduced cycle measures for its staff and this is a measure that could be undertaken by Shetland Islands Council. At SNH, Staff and Board Members may be reimbursed for the use of a privately owned pedal cycle on official travel at a rate of 20p per mile travelled. There is also a bike users group at SNH which is actively pursuing a scheme to help people purchase bikes.

Additional measures may include the provision of secure and covered cycle parking, lockers and changing facilities. The health benefits of cycling will also be promoted around Council offices to encourage employees to cycle to work.

Cycling initiatives are also reflected in the RTS with ZetTrans and SIC planning to undertake an audit of potential cycle opportunities within Shetland which will consider links within and between settlements and other key facilities. ZetTrans will continue to promote the NCR and provide support for a cycle route guide that could detail cycle hire and repair facilities, appropriate on and off road routes, and ferry connections.

4.6 Bus

4.6.1 Existing Bus Service Provision to / from Lerwick

ZetTrans is the main provider of bus services including the Lerwick Town Service, weekday shopper services and services to and from Sumburgh Airport. Community transport services are also available. A timetable of buses servicing Lerwick is provided in Appendix A.

4.6.2 Bus Initiatives and Measures

In order to encourage the use of bus travel to and/or from work, the following initiatives and measures will be put in place:

- Bus service and timetable information is available and will be made available at staff inductions;
- Employees will receive any new information relating to bus services as soon as it becomes available.
- User feedback forms available to enable staff to identify problems and seek solutions.

4.7 Ferries

4.7.1 Existing Ferry Services to Lerwick

There are two Ferry Terminals in Lerwick. Esplanade Terminal caters for services to Bressay and two weekly services to/from Out Skerries with Holmsgarth Terminal catering for ferries to/from Aberdeen and Orkney. In addition the ferry from Fair Isle arrives in Lerwick once a fortnight during the summer months. Appendix A provides timetable details for the key commuter ferry services.

4.7.2 Ferry Initiatives and Measures

The following measures have been or will be put in place:

- Ferry service and timetable information is available and will be made available at staff inductions;
- Real time information on ferry services through the Voicebank;
- User feedback forms are available to enable staff to identify problems and seek solutions.

4.8 Other Measures / Initiatives

In addition to the above measures and initiatives, the following is also encouraged:

- Use of Powered Two Wheelers (PTWs) such as motorcycles, scooters and mopeds for journeys to work. These are more fuel efficient than cars and are recognised in the RTS as a way of promoting more sustainable travel patterns. Shetland Islands Council may support the provision of a motorcycle parking area in staff car parks and schemes such as 'Wheels-to-work' – a moped loan scheme that has been successful in Wiltshire;
- Sustainable Transport options will be promoted to new employees through staff induction;
- Sustainable transport events and campaigns such as a 'bike week' or a 'walk week';

- Explore opportunities to co-ordinate deliveries;
- New employees of Shetland Islands Council will be given a welcome pack at their induction which will contain a copy of the Travel Plan and details of its various initiatives;
- The Transport Co-ordinator will promote further the opportunities for video conferencing.

4.9

Airports

There are two commercial Airports on Shetland Mainland, Sumburgh, on the southernmost tip of the Island and Tingwall, 6 miles to the North West of Lerwick. Directflight Limited, under contract from Shetland Islands Council, provide a number of local services from Tingwall whilst Loganair Limited and Atlantic Airways provide longer distance services from Sumburgh. A summary of internal flights to/from Tingwall is provided in Appendix A.

Concerns over the timings of bus services to Sumburgh Airport were expressed by employees in the travel survey. A shuttle bus at a cost of £5 is available which waits for flights to arrive at Sumburgh Airport before travelling straight to Lerwick (see Appendix A). Cars can also be hired at Sumburgh Airport.

4.10

Business Travel and Visitors

Holmsgarth Terminal caters for ferry services to/from the Scottish Mainland. A bus stop for the Lerwick Town Service is by the terminal. Tingwall Airport is used primarily for business trips and a Dial-A-Ride service provides access to the airport. This reduces the need for car travel.

ZetTrans website provides information allowing business travellers and visitors to see how their journey can be made.

4.11

Future Initiatives / Measures

ZetTrans would be pleased to receive any feedback or suggestions for improvement via the transport feedback forms.

Action Plan – For all Partners

Access to Lerwick/Main Employment Centres				
Activity	Tasks	Responsibility	Timescale	Progress
Car-sharing/lifts home	Investigate feasibility	ZetTrans	January 2008	
	If appropriate, develop (ensuring confidentiality)	ZetTrans	March 2008	
	Implementation	SIC Transport	April 2008	
	Maintain and develop park and ride schemes	SIC Roads	Ongoing	
Cycling	Investigate feasibility of Bike to Work scheme and other possible incentives, including renovation of old bikes, lockers and changing areas	ZetTrans	February 2008	
	Implementation, if appropriate	SIC Transport	March 2008	
Bus/Ferry/Air Services	Continuous improvement in timetabling and services, within resources available	Ferry Services Air and Bus Services	Ongoing, including alongside area transport forums	
Mopeds	Investigate feasibility of motorcycle parking and 'Wheels-to-work'	ZetTrans	February 2008	
	Implementation, if appropriate	SIC Transport	March 2008	

Access within Lerwick/Main Employment Centres				
Activity	Tasks	Responsibility	Timescale	Progress
Pool Cars	Investigate feasibility and develop	ZetTrans	May 2008	
	Implementation, if appropriate	SIC Transport		
Cycling	Provision of secure and covered parking, lockers and	SIC Transport		

	changing facilities			
Walking	Establish routes between workplaces, for promotion	ZetTrans, NHS Health Promotion, SIC Planning	March 2008	
Use of incentives	Investigate, with other services, such as Essential Car Users Allowance, mileage for walking/cycling, subsidised bus tickets for a period of time	SIC Transport	Ongoing	

Reduce Need to Travel				
Activity	Tasks	Responsibility	Timescale	Progress
Remote Working	Encourage and enable staff to work from home	SIC, Organisational Development	Ongoing	
	Consider establishment of remote office locations	SIC, Organisational Development		
Video Conferencing	Promotion	ZetTrans	Ongoing	
Councillors attendance at meetings	Ensure sustainable travel is taken into account when reviewing committee meetings	SIC, Legal and Admin	2008	

Information and Promotion				
Activity	Tasks	Responsibility	Timescale	Progress
Develop information pack for use on website, staff induction, office notice boards	Include information on all public transport services (bus and ferry), and access to Sumburgh airport and Holmsgarth, promote benefits. Include information on reducing impacts on	ZetTrans	January 2008	

	travelling out with Shetland.			
	Discuss incorporation into staff induction with Human Resources and Waste Awareness Training	SIC Transport	January 2008	

Develop examples of Good Practice				
Activity	Tasks	Responsibility	Timescale	Progress
New Office Building: North Ness	Involve interested staff in development and implementation of initiatives	SIC Transport	Dependent on developments	
New Office Building: Fire Station			Dependent on developments	
Grantfield			From January 2008	
Hayfield				
Sellaness				
Care Centre and/or School				
Consider roll-out			August 2008	

Monitoring				
Activity	Tasks	Responsibility	Timescale	Progress
Monitor implementation against objectives	Annual staff survey to establish change in modal share	SIC Transport	Annual (September)	

5 Monitoring

5.1 Monitoring Regime

Periodic monitoring of the effectiveness of the travel plan is crucial in determining progress towards stated targets and for highlighting changes or deficiencies that require to be rectified.

Monitoring of the travel plan will take the form of mode share surveys, as outlined in the Section below.

5.1.1 *Mode Share Surveys*

A travel survey of all staff employed within Shetland Islands Council was undertaken in September 2007. This survey has established the desired mode share trends. Annual surveys of Councillors and all staff working within Shetland Islands Council will be undertaken with a view to establishing any change in the modal share. The surveys will be undertaken every year for the initial five years of the plan.

The travel plan will be subject to informal review and updating by ZetTrans to meet changing needs on an ongoing basis.

6 Further Information

6.1 Introduction

In order for this Travel Plan to be as effective at satisfying its objectives and targets as possible, it is important that it is effectively managed and communicated to all Councillors, staff and visitors. In addition, it is important that staff and visitors know where to look for further information. Sources of further information are outlined in the Sections below.

6.2 Travel Plan Information

All workplace notice boards will be provided with regularly updated information on public transport, walking, cycling, car-sharing and other initiatives.

6.3 Relevant Organisations

Several organisations can offer general advice on sustainable transport. Those listed below may be able to assist directly or may refer you to other local or more detailed sources.

6.3.1

Shetland Islands Council

Shetland Islands Council provide information on travel throughout the local authority area.

Tel: 01595 693535

Web: <http://www.shetland.gov.uk/transport/>

6.3.2

Sustrans

Sustrans, the sustainable transport charity, works on practical projects to encourage people to walk, cycle and use public transport. Sustrans' flagship project is the National Cycle Network, creating 10,000 miles of routes throughout the UK.

Sustrans Information Line: 0845 113 00 65

Web: www.sustrans.org.uk

E-mail: info@sustrans.org.uk

6.3.3

Traveline

Traveline provides details on public transport services across the U.K.

Web: <http://www.travelinescotland.com>

The website provides a journey planner facility.

6.3.4

The Scottish Government

The Scottish Government has published the following documentation on Travel Plans:

<http://www.scotland.gov.uk/Publications/2002/10/15454/11016>

6.3.5

Department for Transport

The Department for Transport (DfT) can also offer advice on travel plans and specific initiatives such as walking and cycling.

Web:

Travel Plans: <http://www.dft.gov.uk/pgr/sustainable/travelplans/>

Walking and cycling:

<http://www.dft.gov.uk/pgr/sustainable/walking/actionplan/walkingandcyclingdocumentinp5802>

E-mail: cycle.walk@dft.gsi.gov.uk

Address:

Department for Transport
Great Minster House
76 Marsham Street
London
SW1P 4DR

Enquiry helpdesk: 020 7944 830

Fax: 020 7944 9643

Appendix A – Existing Public Transport Provision in Shetland

Existing Bus Service Provision to/from Lerwick

Table 2 – Lerwick Bus Services Summary (as at July 2007).

Service No.	Operator	Route Summary	Mon – Fri Daytime	Mon – Fri Evening	Saturday Daytime	Saturday Evening	Sunday Daytime	Sunday Evening
Services with potential for commuter use to Shetland Islands Council:								
1 (South)	John Leask & Son	Esplanade – Sound Service Station – Esplanade (Circular)	1 per hour	No Service	1 per hour	No Service	No Service	No Service
1 (North)	John Leask & Son	Esplanade – Holmsgarth – Esplanade (Circular)	1 per hour	No Service	1 per hour	No Service	No Service	No Service
4	John Leask & Son	Scalloway – Hamnavoe – Lerwick	1 per hour	1 Service	1 per hour	1 Service	No Service	No Service
6 (Outbound)	John Leask & Son	Lerwick – Sandwick – Sumburgh Airport	1 per hour at AM peak, 1 every 2 nd hour throughout the day	2 Services	1 every 2 nd hour	1 Service	1 every 3 rd hour	1 Service
1 (Inbound)	John Leask & Son	Sumburgh Airport – Sandwick – Lerwick	Includes Express Service direct to Lerwick 1140, 1340, 1640	2 Services	1 per hour at AM peak, 1 every 2 nd hour throughout the day	1 Service	1 every 3 rd hour	1 Service
9	John Leask & Son / Robinson Transport	Walls – Lerwick – Walls	4 Services (to Lerwick) 3 Services (to Walls)	1 Service (to Lerwick)	4 Services (to Lerwick) 3 Services (to Walls)	1 Service (to Lerwick)	No Service	No Service
11	Mr P Isbister	Dale of Walls – Walls (Feeder Service for Service 9)	Service connects with 0755 Walls/Lerwick Service and with 1705 Lerwick/Walls Service.					

12 (Outbound)	John Leask & Son	Aith – Lerwick – Aith	1 full service per day during School term, permanent operations as a feeder service connecting with Mainline service to Lerwick					
12 (Inbound)	John Leask & Son	Aith – Lerwick – Aith	Lerwick – Aith: 1 Service Monday – Friday and 1 Service Saturday					
13	Peter Sinclair	Westerskeld – Skeld – Reawick – Bixter (Feeder Service for Service 9)	Service connects with 0815 Bixter – Lerwick and 1705 Lerwick – Bixter service					
19	Andrew's	Lerwick – Laxo – Vidlin – Lerwick	2 Services per day Monday – Saturday					
20	Andrew's	South Nesting Feeder Service	Service connects with Buses To/From Lerwick and Sullom Voe Terminal					
21 (Outbound)	Johnson Transport	Hillswick – Lerwick – Hillswick	2 Services	No Service	2 Services	No Service	No Service	No Service
21 (Inbound)	Johnson Transport	Hillswick – Lerwick – Hillswick	1 Service	No Service	1 Service	No Service	No Service	No Service
23 (Outbound)	John Leask & Son	Toft / Mossbank / Lerwick	1 per hour at AM peak, 1 every 2 nd hour throughout day	1 Service	3 Services	2 Services	No Service	No Service
23 (Inbound)	John Leask & Son	Toft / Mossbank / Lerwick	1 Service at AM peak, 1 every 2 nd hour throughout the day	1 Service Tuesday & Thursday	3 Services	1 Service	No Service	No Service
Services which may be used by visitors to Shetland Islands Council:								
-	John Leask & Son	Bressay Shopper Service (Bressay – Lerwick – Bressay)	1 Service on Monday and Saturday.					
-	John Leask & Son	Burra Shopper (Hogaland –Lerwick – Hogaland)	1 Service every Thursday					
-	Nicolson Bros	Sandwick/Lerwick and Return Shopper Service	1 Service every second Monday					

-	Nicolson Bros	Sandwick – Local Dial-A-Ride Shopper Service	Every Friday
-	Nicolson Bros	Cunningsburgh to Lerwick Shopper Service	1 Service every Thursday
-	John Leask & Son	South Mainland Dial-A-Ride Shopper Service	Every Friday
14	Peter Sinclair	Skeld – Bixter Shopper Service	1 Service on Thursdays and Saturdays. Connects with 1345 Bixter to Lerwick Service
16	Peter Sinclair	Clousta – Aith – Sandsound – Lerwick Shopper Service	1 Service on Thursday
-	Andrew's	Lerwick to West Burrafirth	1 Service on Tuesday
-	Andrew's	Weisdale/Whiteness/Stromfirth Shopper Service to Lerwick	1 Service every second Tuesday
-	Whites Coaches	Sandness & Walls Shopper Service to Lerwick	1 Service every fourth Friday
-	Andrew's	Vidlin/Lunnasting/Nesting Area to Lerwick	1 Service every Thursday
-	Johnson Transport	Hillswick Shopper Service To Lerwick	1 Service every second Tuesday
-	Johnson Transport	Brae/Scatsta/Voe Shopper Service to Lerwick	1 Service every fourth Friday
24 (Outbound)	P & T Coaches (Unst Service) / R G Jamieson & Son (Yell-Lerwick Service)	Integrated Bus/Ferry Service – Yell, Unst and Fetlar To Lerwick	3 Services per day Monday – Saturday

24 (Inbound)	P & T Coaches (Unst Service) / R G Jamieson & Son (Yell- Lerwick Service)	Integrated Bus/Ferry Service – Yell, Unst and Fetlar From Lerwick	5 Services per day Monday – Saturday
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Source: Shetland Islands Council, 2007

Existing Commuter Ferry Services

Table 3 – Ferry services (as per the Winter Timetable 2007/2008)

Operator	Route Service	Services (Monday – Friday)	Services (Saturday)	Services (Sunday)
Shetland Islands Council	Lerwick – Bressay	2 Services per hour at peak times, 1 per hour throughout the day and evening.	2 Services per hour at peak times, 1 per hour throughout the day and evening.	2 Services per hour at peak times, 1 per hour throughout the day and evening.
Shetland Islands Council	Yell: Toft, Mainland Shetland – Ulsta, Yell	Approx. 2 Services per hour during the day, 1 per hour throughout the evening.	Approx. 2 Services per hour during the day, 1 per hour throughout the evening.	1 Service per hour
Shetland Islands Council	Bluemull: Gutcher, Yell – Belmont, Unst – Hamars Ness, Fetlar	Approx. 2 Services per hour during the day, 1 per hour throughout the evening.	Approx. 2 Services per hour during the day, 1 per hour throughout the evening.	Approx. 2 Services per hour during the day, 1 per hour throughout the evening.
Shetland Islands Council	Whalsay: Laxo/Vidlin – Symbister	Approx. 2 Services per hour at peak times, 1 per hour throughout the day and evening.	Approx. 2 Services per hour at peak times, 1 per hour throughout the day and evening.	Approx. 1 Service per hour

Source: Shetland Islands Council, 2007

NorthLink Ferries operate one service per day on the Aberdeen-Kirkwall-Lerwick route.

Air Travel

Table 4 – Air services (as at July 2007)

Operator	Route	Services (Monday – Friday)	Services (Saturday)	Services (Sunday)
To / From Tingwall				
Directflight Limited	Tingwall - Fair Isle	2 Services per day on Mondays, Wednesdays and Fridays	1 Service	No Service
Directflight Limited	Fair Isle - Tingwall	2 Services per day on Mondays, Wednesdays and Fridays	1 Service	No Service
Directflight Limited	Tingwall - Out Skerries	1 service per day Monday and Wednesday, 2 Services per day Thursday.	No Service	No Service
Directflight Limited	Out Skerries - Tingwall	1 service per day Monday and Wednesday, 2 Services per day Thursday.	No Service	No Service
Directflight Limited	Tingwall - Foula	1 Service per day Monday- Tuesday, 2 Services per day Wednesday and Friday.	No Service	No Service
Directflight Limited	Foula - Tingwall	1 Service per day Monday - Tuesday, 2 Services per day Wednesday and Friday.	No Service	No Service
Directflight Limited	Tingwall - Papa Stour	2 Services, Tuesday only	No Service	No Service
Directflight Limited	Papa Stour - Tingwall	2 Services, Tuesday only	No Service	No Service

Source: Shetland Islands Council, 2007

Loganair Limited and Atlantic Airways provide longer distance external services from Sumburgh.

Appendix B – Staff Travel Survey Results

NB: Valid Percentages have been taken in cases where not every one of the 544 respondents answered the question. By excluding non-responses, a truer reflection of travel behaviour emerges.

A3 – Are you a full-time or part-time worker?

Category	Number	Percentage (%)
Full-time	449	82.5
Part-time	95	17.5
Total	544	100

A4 – What are your usual start and finish times? *(please state)*

Working hours	Number	Valid Percentage (%)
8:00 AM – 4:00 PM	6	1.2
8:00 AM – 5:00 PM	12	2.4
8:30 AM – 4:30 PM	17	3.4
8:30 AM – 5:00 PM	15	3.0
8:45 AM – 5:00 PM	7	1.4
9:00 AM – 1:00 PM	8	1.6
9:00 AM - 5:00 PM	240	48.4
Other combinations	191	38.5
Total	496	100

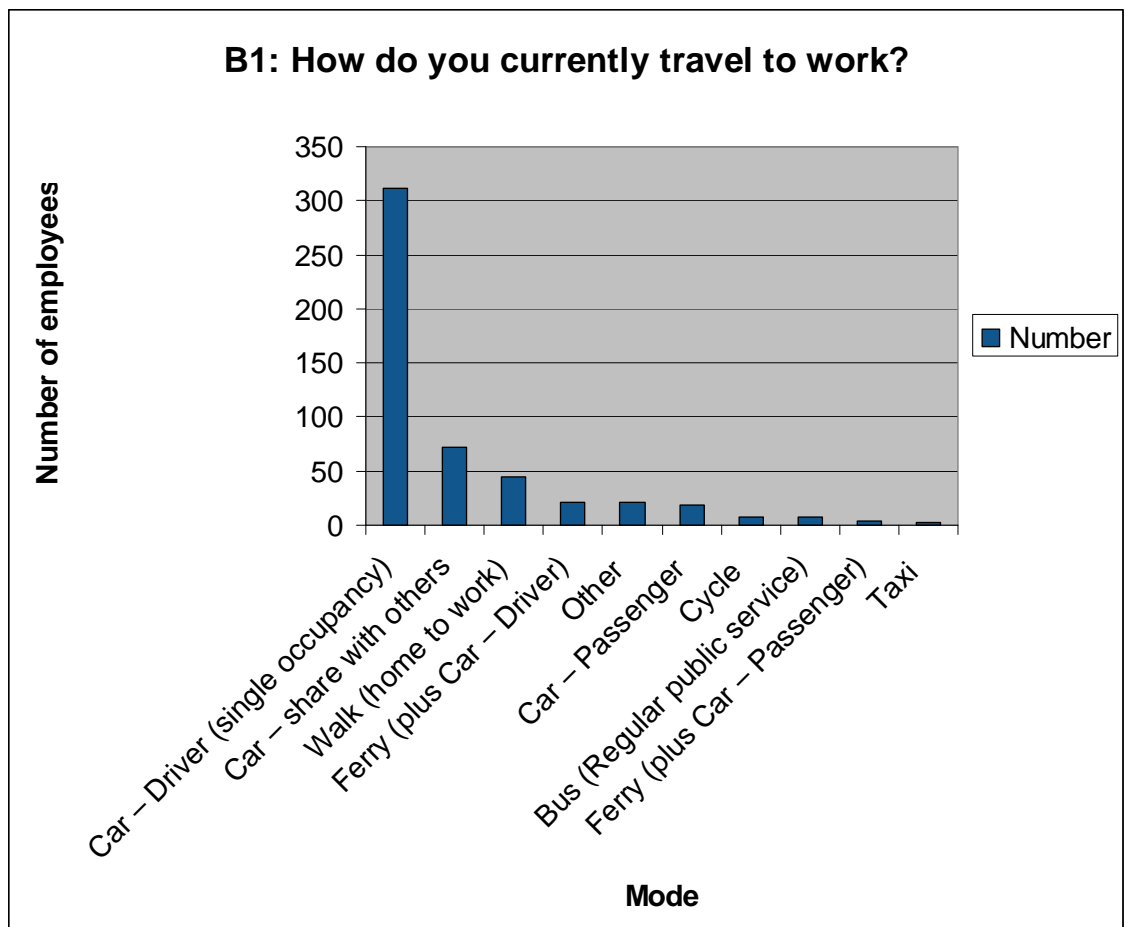
A5 – Do you have a disability that affects your travel arrangements?

Category	Number	Valid Percentage (%)
Yes	19	3.7
No	494	96.3
Total	513	100

B1 – How do you currently travel to work? (tick ONE box that best describes your journey)

Mode		
	Number	Valid %
Car – Driver (single occupancy)	312	61.1
Car – share with others	72	14.1
Walk (home to work)	45	8.8
Other	21	4.1
Car – Passenger	18	3.5
Cycle	8	1.6
Bus (Regular public service)	8	1.6
Taxi	2	0.4
Motorcycle	0	0
Moped	0	0
Ferry (plus Car – Driver)	21	4.1
Ferry (plus Car – Passenger)	4	0.8
Ferry (plus Walk)	0	0
Ferry (plus Bus)	0	0
Ferry (plus Taxi)	0	0
Ferry (plus Cycle)	0	0
Total	511	100

Some respondents choosing “Other” travel to work using a combination of the modes described in question B1 e.g. “Car plus ferry plus walk”. Four respondents travel to work using a Shetland Islands Council van.



B2 – Do you have access to a car to travel to work? (tick ONE only)

Category	Number	Valid Percentage (%)
Yes	447	87.5
No	32	6.3
Sometimes	32	6.3
Total	511	100

B3 – How long does your journey to work normally take? (tick ONE only)

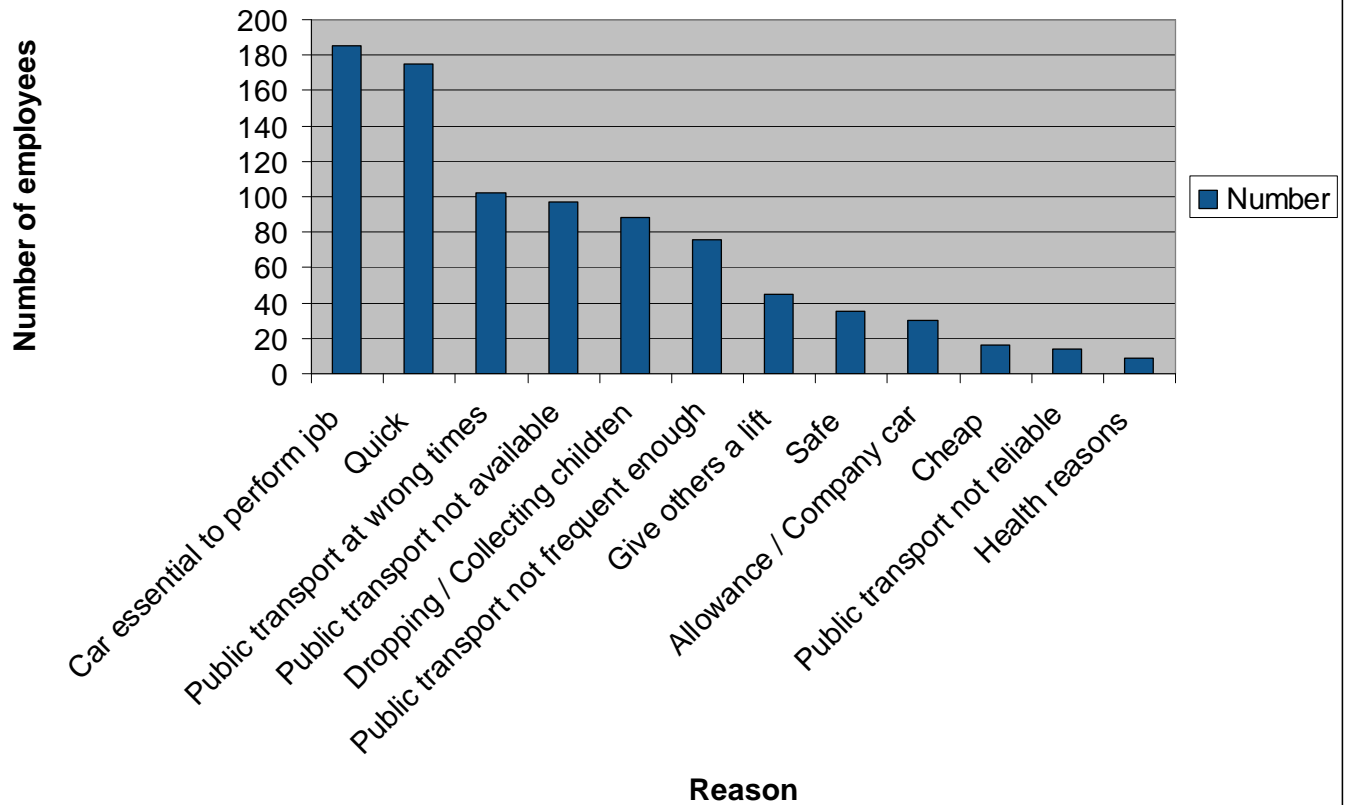
Category	Number	Valid Percentage (%)
Less than 15 minutes	247	48.3
16 – 30 minutes	187	36.6
31 – 60 minutes	68	13.3
61 – 90 minutes	8	1.6
More than 90 minutes	1	0.2
Total	511	100

B4 – If you normally travel to work by car, what are you main reasons for doing so? (please tick ALL that apply) (Selecting only car drivers, car passengers, Car sharers, Ferry + Car users and Ferry + Car Passenger users)

Reason	Number	% Reasons
Car essential to perform job	185	43.3
Quick	175	41.0
Public transport at wrong times	102	23.9
Public transport not available	97	22.7
Dropping / Collecting children	88	20.6
Public transport not frequent enough	76	17.8
Give others a lift	45	10.5
Safe	35	8.2
Allowance / Company car	30	7.0
Cheap	16	3.7
Public transport not reliable	14	3.3
Health reasons	9	2.1

Respondents choosing “Other” cited various reasons as to why they travelled to work by car. Recurring responses focussed on the flexibility and convenience provided by travelling by car. Many also viewed the car as their most viable mode due to poor weather conditions in Shetland and because of inadequate public transport (bus) provision.

B4: If you normally travel to work by car, what are your main reasons for doing so?



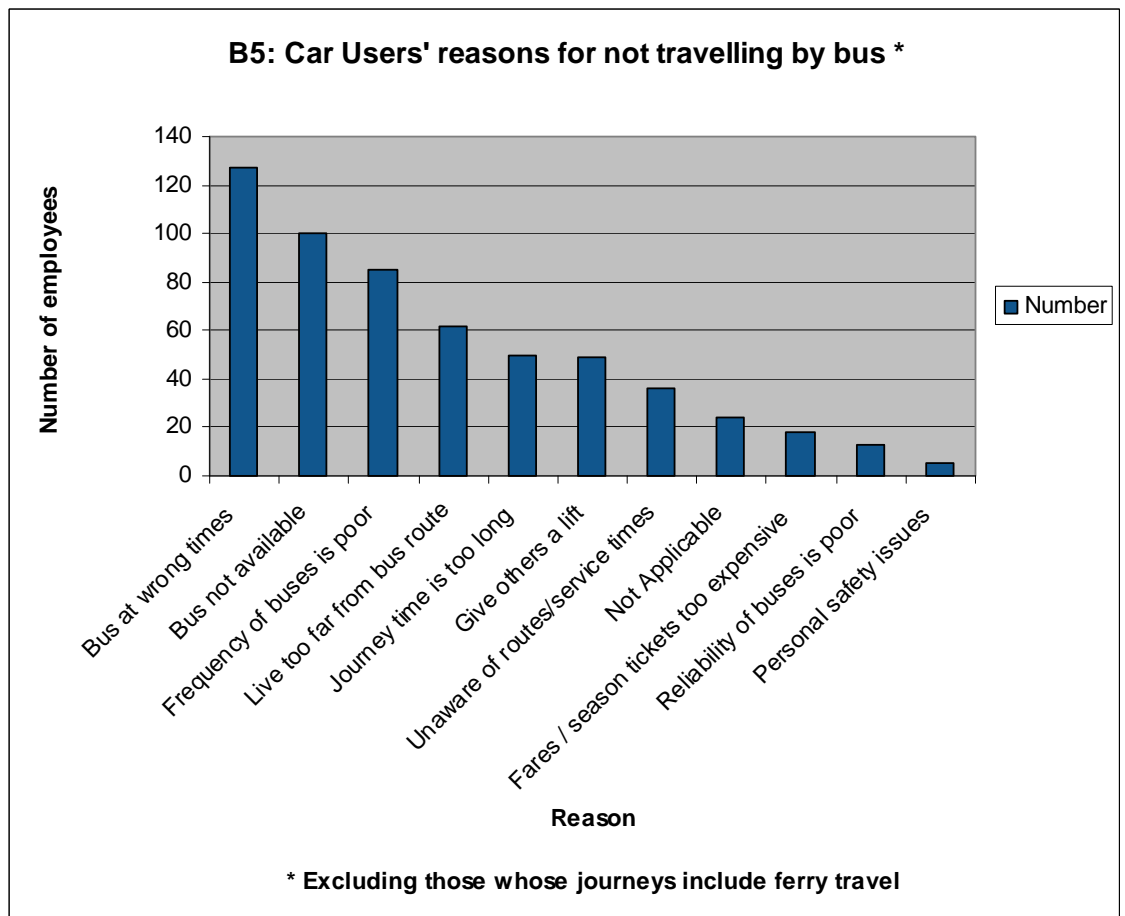
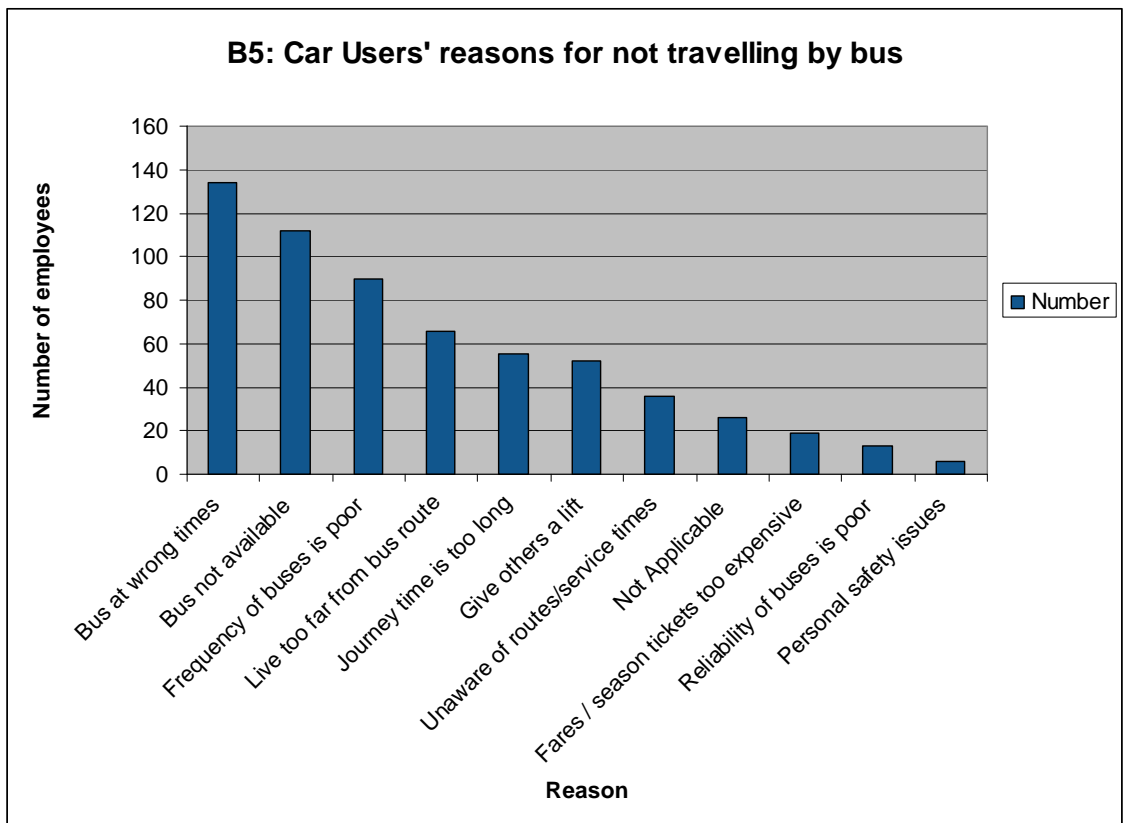
B5 – If you normally travel to work by car, which of the following reasons best describe your choice NOT to use BUS as your main mode of transport? (tick ALL that apply) (Selecting only car drivers, car passengers, car sharers, Ferry + Car users and Ferry + Car Passenger users)

Reason	Number	% Reasons
Bus at wrong times	134	31.4
Bus not available	112	26.2
Frequency of buses is poor	90	21.1
Live too far from bus route	66	15.5
Journey time is too long	55	12.9
Give others a lift	52	12.2
Unaware of routes/service times	36	8.4
Not Applicable	26	6.1
Fares / season tickets too expensive	19	4.4
Reliability of buses is poor	13	3.0
Personal safety issues	6	1.4

B5 – If you normally travel to work by car, which of the following reasons best describe your choice NOT to use BUS as your main mode of transport? (tick ALL that apply) (Selecting only car drivers, car passengers or car sharers) I.e. did not use the ferry

Reason	Number	% Reasons
Bus at wrong times	127	31.6
Bus not available	100	24.9
Frequency of buses is poor	85	21.1
Live too far from bus route	62	15.4
Journey time is too long	50	12.4
Give others a lift	49	12.2
Unaware of routes/service times	36	9.0
Not Applicable	24	6.0
Fares / season tickets too expensive	18	4.5
Reliability of buses is poor	13	3.2
Personal safety issues	5	1.2

Respondents choosing “Other” frequently cited their reliance on the car and the flexibility having a car offers as key reasons for them not travelling by bus to work. Inadequate bus service times and routes are also one of the main reasons why SIC employees stated that they travel by car instead of on the bus. The problem of accessibility with regards to bus services and mobility is therefore an important issue emerging from this question.



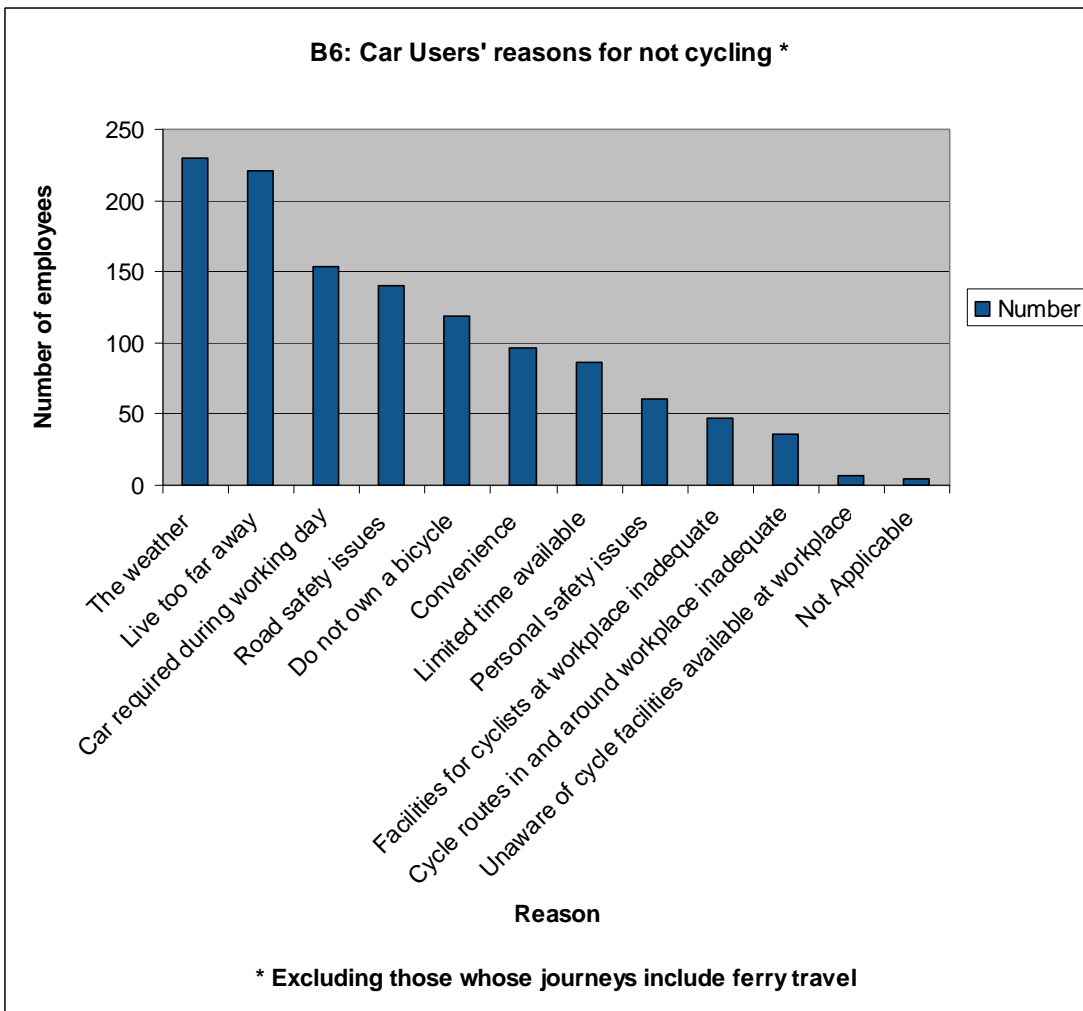
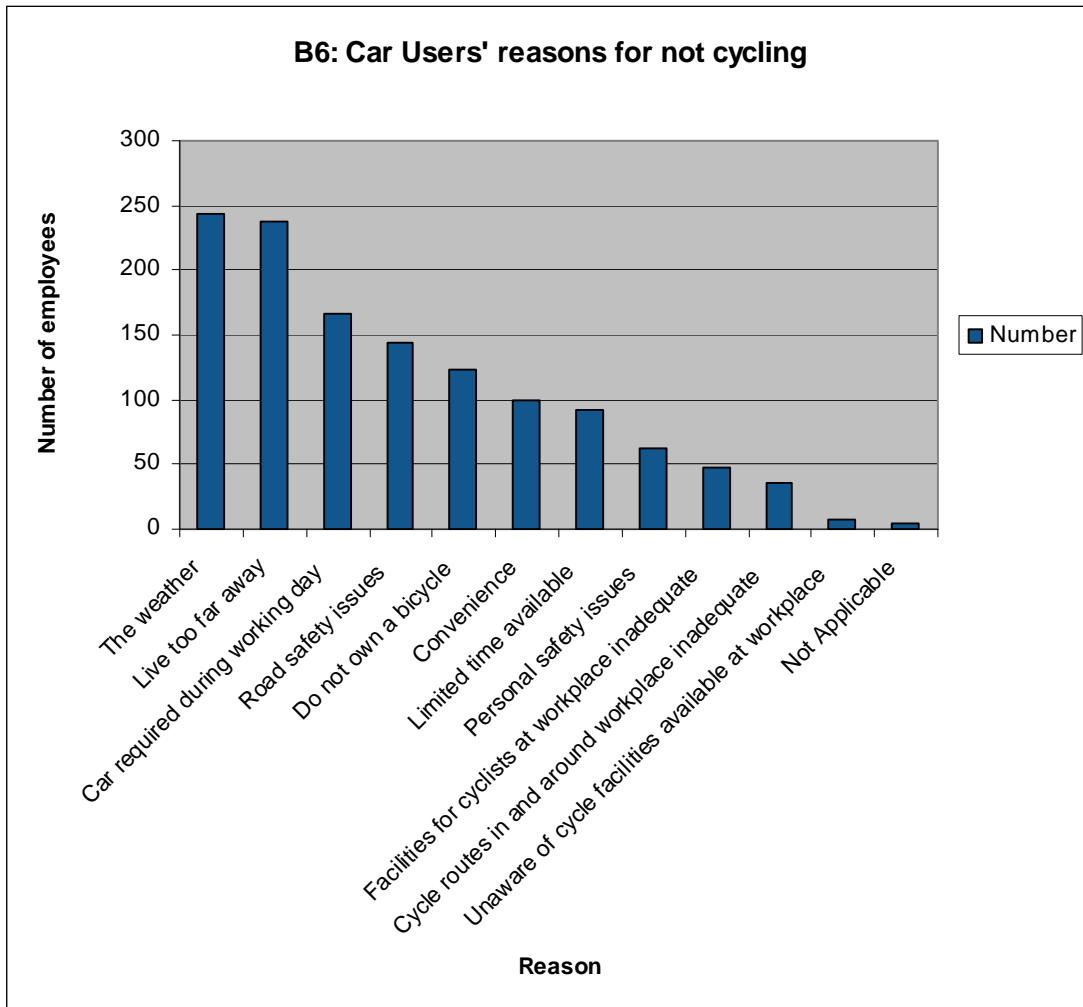
B6 – If you normally travel to work by car, which of the following reasons best describe your choice NOT to CYCLE as your main mode of transport? (tick ALL that apply)
(Selecting only car drivers, car passengers, car sharers, Ferry + Car users and Ferry + Car Passenger users)

Reason	Number	% Reasons
The weather	243	56.9
Live too far away	238	55.7
Car required during working day	166	38.9
Road safety issues	144	33.7
Do not own a bicycle	123	28.8
Convenience	100	23.4
Limited time available	92	21.5
Personal safety issues	63	14.8
Facilities for cyclists at workplace inadequate	47	11.0
Cycle routes in and around workplace inadequate	36	8.4
Unaware of cycle facilities available at workplace	7	1.6
Not Applicable	4	0.9

B6 – If you normally travel to work by car, which of the following reasons best describe your choice NOT to CYCLE as your main mode of transport? (tick ALL that apply)
(Selecting only car drivers, car passengers or car sharers) i.e. did not use the ferry

Reason	Number	% Reasons
The weather	230	57.2
Live too far away	221	55.0
Car required during working day	154	38.3
Road safety issues	140	34.8
Do not own a bicycle	119	29.6
Convenience	96	23.9
Limited time available	86	21.4
Personal safety issues	61	15.2
Facilities for cyclists at workplace inadequate	47	11.7
Cycle routes in and around workplace inadequate	36	9.0
Unaware of cycle facilities available at workplace	7	1.7
Not Applicable	4	1.0

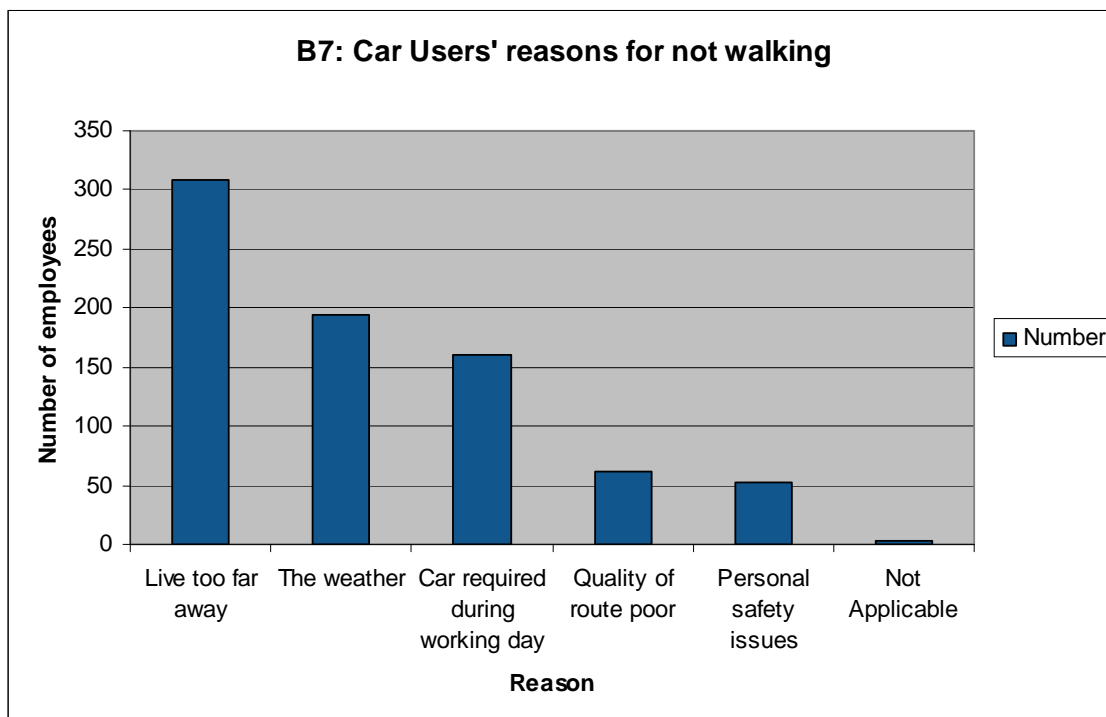
Respondents generally cited "Other" in B6 because they cannot cycle / do not own a bicycle, they have children to look after, they have items to transport home, and because the terrain and weather in Shetland is unsuitable for cycling.



B7 – If you normally travel to work by car, which of the following reasons best describe your choice NOT to walk as your main mode of transport? (tick ALL that apply) (Selecting only car drivers, car passengers, car sharers, Ferry + Car users and Ferry + Car Passenger users)

Reason	Number	% Reasons
Live too far away	308	72.1
The weather	195	45.7
Car required during working day	160	37.5
Quality of route poor	61	14.3
Personal safety issues	53	12.4
Not Applicable	3	0.7

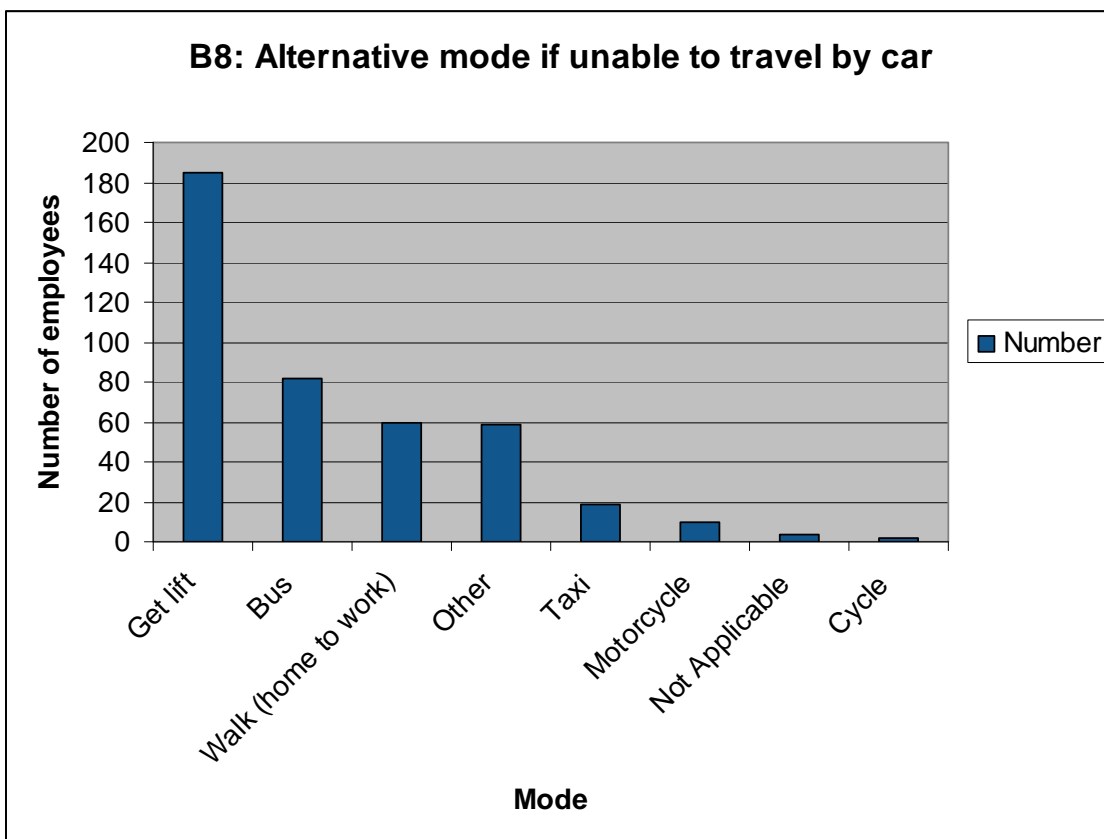
Respondents cited “Other” in B7 for similar reasons as in question B6. Physical reasons again focussed on the terrain in Shetland and the often poor weather conditions for walking. Others simply live too far away from their place of employment to walk to work or needed a car for activities taking place outside the workplace including shopping and picking up children.



B8 – If you were unable to travel by car (e.g. car breakdown), what alternative mode would you use? (tick ONE only) (Selecting only car drivers, car passengers, car sharers, Ferry + Car users and Ferry + Car Passenger users)

Mode	Number	Cumulative Percentage (%)
Walk (home to work)	60	16.2
Motorcycle	10	18.4
Cycle	2	20
Bus	82	37.6
Taxi	19	41.6
Get lift	185	79.8
Not Applicable	4	87.3
Other	59	100

Respondents choosing “Other” often stated they if they were unable to travel by car, they would borrow / hire another car or get a lift, rather than adopt one of the alternative modes offered in B8.



B9 – Are you aware that Shetland Islands Council has a policy on remote working?

Category	Number	Valid Percentage (%)
Yes	352	69.7
No	153	30.3
Total	505	100

B10 – Are you able to work remotely? (i.e. does your job permit you to work remotely?)

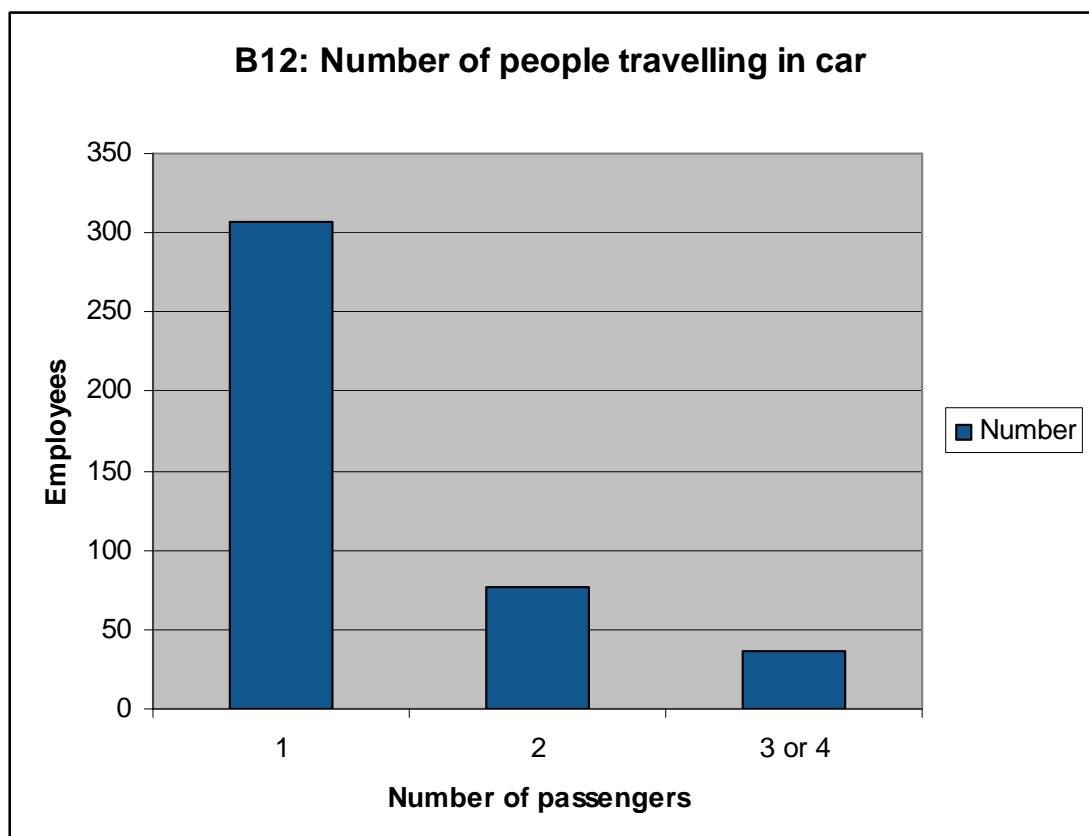
Category	Number	Valid Percentage (%)
Yes	115	22.9
No	259	51.5
Don't Know	129	25.6
Total	503	100

B11 – If you are NOT able to work remotely, please explain why.

Those respondents unable to work remotely were mainly employed as teachers or in education.

B12 – If you travel to work by car, how many people normally travel in your car to work (INCLUDING YOURSELF)? (tick ONE only)

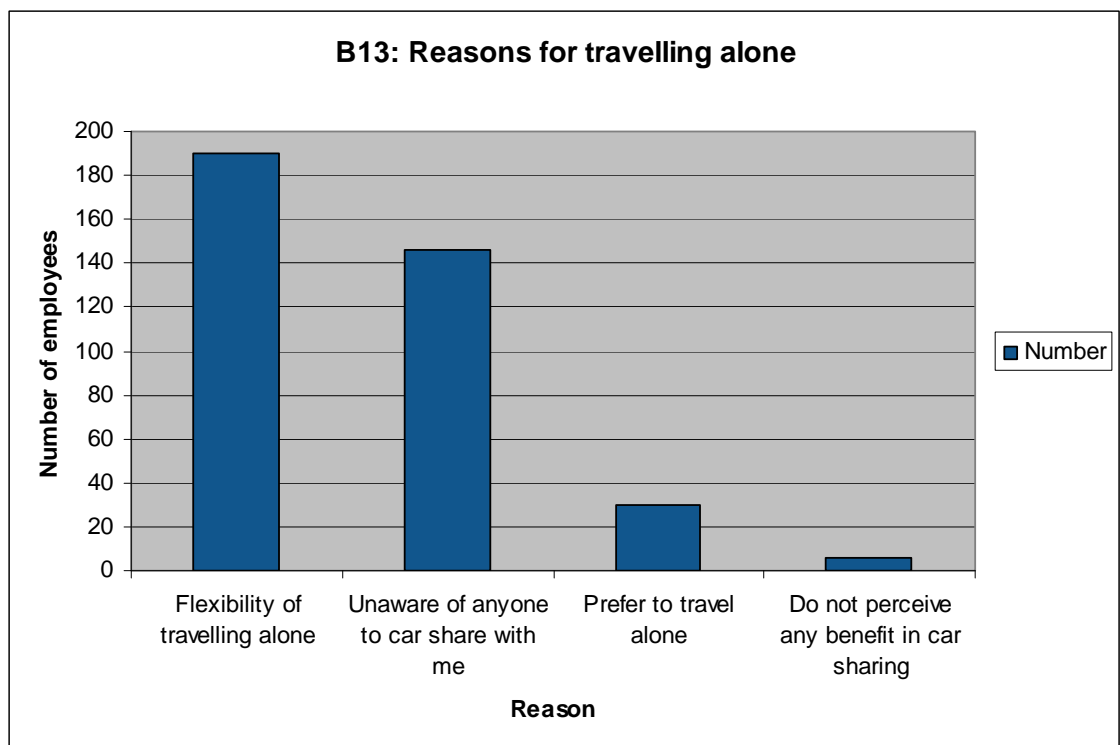
Category	Number	Valid Percentage (%)
1	307	73.1
2	77	18.3
3 or 4	36	8.4
5 or more	0	0
Not Applicable	0	0
Total	420	100



B13 – Which of the following reasons best describe your choice to travel alone? (tick ALL that apply) (Selecting those who answered “1” to Question B12)

Reason	Number	% Reasons
Flexibility of travelling alone	190	57.6
Unaware of anyone to car share with me	146	44.2
Prefer to travel alone	30	9.1
Do not perceive any benefit in car sharing	6	1.8

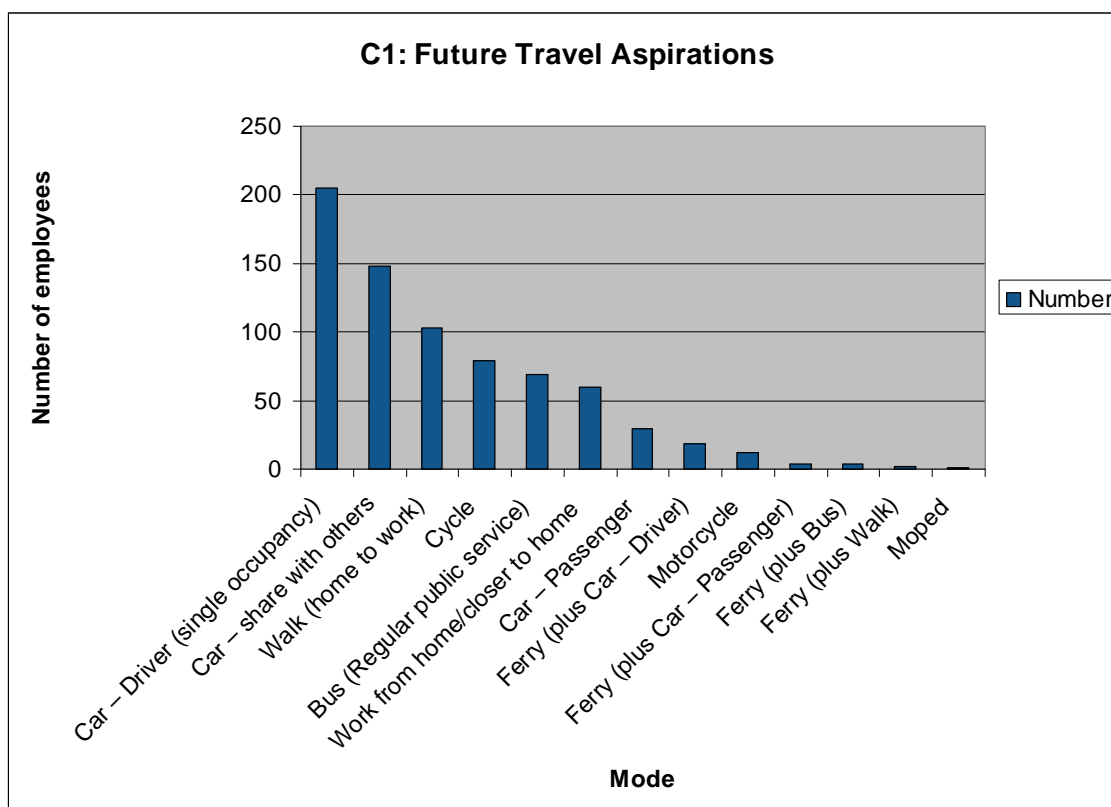
SIC employees citing “Other” generally travel alone because of out of work commitments (such as picking up children). Varying travel patterns are also frequently cited as one of the main reasons why single car occupancy is the favoured mode.



C1 – How would you like to travel to your workplace in the future? (tick NO MORE THAN TWO boxes that best describes your ideal journey)

Reason	Number	% Reasons
Car – Driver (single occupancy)	205	37.7
Car – share with others	148	27.2
Walk (home to work)	103	18.9
Cycle	79	14.5
Bus (Regular public service)	69	12.7
Work from home/closer to home	60	11.0
Car – Passenger	29	5.3
Motorcycle	12	2.2
Moped	1	0.2
Taxi	0	0
Ferry (plus Car – Driver)	18	3.3
Ferry (plus Car – Passenger)	4	0.7
Ferry (plus Bus)	4	0.7
Ferry (plus Walk)	2	0.4
Ferry (plus Taxi)	0	0
Ferry (plus Cycle)	0	0

Respondents choosing “Other” again suggested they would use a combination of the above modes such as a mix of car/bus to main place of work and then cycle or walk around Lerwick or car share. Some respondents stated that if fixed links were in place in Shetland in the future, they would drive to work. When comparing C1 to B1, it can be noted that less employees wish to travel to work as single car drivers and more wish to car share. In the future, more employees would like to walk and cycle to work. This suggests willingness among SIC employees to make their journey to work in an alternative way.



C2 – How often are you required to travel for work during office hours? (tick ONE box only)

Category	Number	Valid Percentage (%)
Everyday	139	27.9
2-4 times per week	117	23.5
Once a week	37	7.4
Once a fortnight	9	1.8
Occasionally	147	29.5
Never	49	9.8
Total	498	100

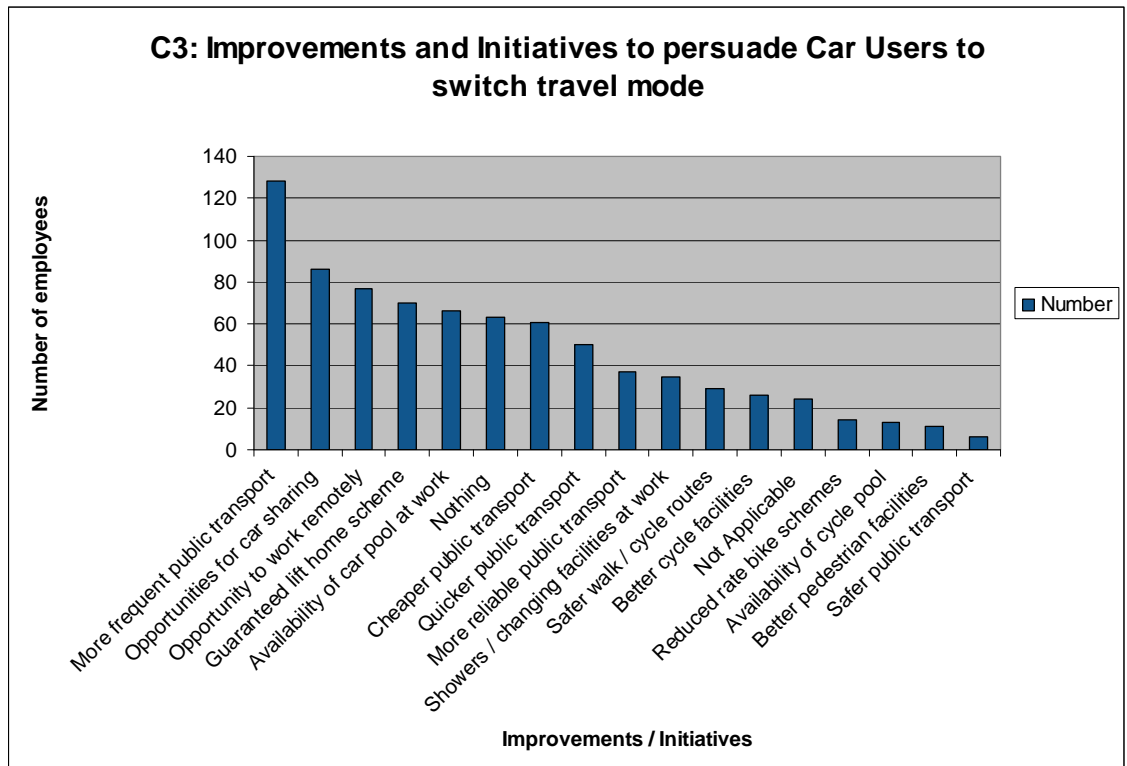
How are these trips made?

Of these trips, almost all were made by car with the remaining trips predominately being made on foot.

C3 – If you anticipate travelling to your workplace by CAR, which of the following improvements and initiatives could persuade you to use an alternative mode of transport? (please tick ALL that apply) (Using only records from respondents who indicated in C1; Car Driver, Car passenger and Car-sharer)

Reason	Number	% Reasons
More frequent public transport	128	38.9
Opportunities for car sharing	86	26.1
Opportunity to work remotely	77	23.4
Guaranteed lift home scheme	70	21.3
Availability of car pool at work	66	20.1
Nothing	63	19.1
Cheaper public transport	61	18.5
Quicker public transport	50	15.2
More reliable public transport	37	11.2
Showers / changing facilities at work	35	10.6
Safer walk / cycle routes	29	8.8
Better cycle facilities	26	7.9
Not Applicable	24	7.3
Reduced rate bike schemes	14	4.3
Availability of cycle pool	13	4.0
Better pedestrian facilities	11	3.3
Safer public transport	6	1.8

One respondent wrote that if there were dryers at work to dry off wet clothes, they may be persuaded to switch to using an alternative mode of transport. Another called for the introduction of a pool mini bus. A further key trend emerging from this question was the condition of the existing buses – two individuals claimed that they were geared towards a city or town environment and were not suitable for travelling substantial distances on remote roads in Shetland.



D2 – If you are interested in getting involved in the Travel Plan as it develops, and potentially trialling new initiatives, please tick the box opposite.

No of Responses	Percentage (%)
117	21.5

1 in 5 Shetland Islands Council employees who took part in the Travel Survey expressed an interest in getting involved in the Green Travel Plan as it develops.

Additional Comments (D1)

- Improved frequency and number of bus services. Existing services pose problems for those working in shifts – unable to catch the bus
- Integration of bus times with ferries
- Central number to provide information about the bus service during times of bad weather
- Central information exchange for people willing to car share
- Wide cycle pavements / cycle routes all over Shetland
- Allow bikes on buses. This would encourage more employees to cycle
- Improved facilities for getting changed or showered at work: “park & shower”
- SIC employees like the idea of a loan scheme for bikes. Suggestion of providing bike racks and repair kits / pumps
- Wider pavements for pedestrians to use to encourage walking to work
- Renewable energy – alternative fuels / electronic motorbikes powered by batteries charged through the use of renewable energy sources such as wind, wave and solar power
- Weather, geography and inconvenience are a major deterrent to employees of Shetland Islands Council with regards to them switching to an alternative mode of transport.