

SUSTAINABLE TRAVEL GUIDANCE

Purpose

1. Richmond American University London (the “University”) encourages sustainable and low-carbon travel choices where reasonably practicable.
2. This guidance supports the University’s Environmental and Sustainability Policy by promoting responsible travel practices which help reduce environmental impact, support staff and student wellbeing, and encourage use of sustainable transport options.
3. The guidance is intended to provide practical information and operational expectations relating to commuting, business travel, and travel-related sustainability initiatives across the University’s London and Leeds campuses.

Scope

4. This guidance applies to staff, students, contractors, visitors, and other individuals travelling to, from, or on behalf of the University.
5. The guidance should be read alongside the University’s Environmental and Sustainability Policy and any associated operational or travel-related procedures.

Sustainable Travel Principles

6. The University encourages consideration of sustainable travel options wherever reasonably practicable and proportionate.
7. This includes encouraging:
 - 7.1 use of public transport;
 - 7.2 walking and cycling where feasible;
 - 7.3 shared travel arrangements where appropriate;
 - 7.4 remote or hybrid meetings where operationally suitable; and
 - 7.5 reduction of unnecessary travel.
8. The University recognises that operational, accessibility, safeguarding, wellbeing, health, business continuity, and individual circumstances may mean that sustainable travel options are not always appropriate or reasonably practicable.

Campus Travel Information

London Campus – Chiswick Park

9. The Chiswick Park campus benefits from strong public transport connectivity.

10. Gunnersbury Station is located opposite the campus and provides access to London Underground District Line and London Overground services. Additional underground stations are also accessible within walking distance.
11. The Chiswick Footbridge provides a direct walking route to Chiswick Park Station and onward connections to the Elizabeth Line.
12. The wider Chiswick Park estate also provides cycle-related facilities and transport initiatives managed by the landlord, Enjoy Work.
13. Limited parking is available and priority may be given to operational, accessibility, or business-critical requirements.

Leeds Campus – Weetwood Hall

14. The Leeds campus is located within the Weetwood Hall estate and is served by local bus routes connecting the campus with Leeds city centre.
15. Headingley railway station is accessible from campus via walking routes and public transport connections.
16. Limited cycle parking is available within the estate and Leeds benefits from wider city cycling infrastructure.
17. Parking availability may be restricted and subject to estate arrangements.

Cycling and Active Travel

18. The University supports active travel where reasonably practicable.
19. At the London campus, staff and students have access to cycle storage facilities and wider landlord-led cycling initiatives where available.
20. Staff and students are encouraged to consider walking or cycling where feasible and safe to do so.
21. The University also supports the HR Cycle to Work Scheme. Further information can be obtained from HR.

Business Travel

22. Staff travelling on University business are encouraged to consider sustainable travel options where operationally appropriate. Where reasonably practicable:
 - 22.1 virtual or hybrid meetings should be considered before travel is arranged;
 - 22.2 public transport should normally be considered for travel within London;
 - 22.3 journeys should be planned proportionately and efficiently; and

22.4 unnecessary travel should be avoided.

23. Taxi or ride-hailing services may still be appropriate where required for operational, accessibility, safeguarding, wellbeing, safety, timing, equipment transport, or business continuity reasons.
24. This guidance does not prevent managers or staff making proportionate travel decisions based on operational requirements.

Responsibilities

25. Estates & Facilities will support sustainable travel initiatives where reasonably practicable and will liaise with landlords and operational partners regarding campus transport-related arrangements.
26. Managers should support proportionate and practical implementation of this guidance within their teams.
27. Staff and students are encouraged to make responsible and sustainable travel choices where feasible and appropriate.

Review

28. This guidance may be reviewed periodically to ensure continued alignment with the University's Environmental and Sustainability Policy, operational requirements, and campus arrangements.

VERSION MANAGEMENT

Responsible Department: Estates and Facilities			
Approving Body: University Board (on recommendation of Operations Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1.0	Initial Version	2 June 2026	September 2026
		Restricted Access? <i>Tick as appropriate:</i> Yes ☐ No ☒	