Staff Sustainable Travel Information

This is a working document which will be updated by the Travel and Transport Team whenever a change is identified and agreed.

Introduction

The sheer volume of traffic generated across the OUH Trust sites not only slows people down, it affects air quality both on-site and in surrounding areas, access times for the critically ill, numbers of road traffic incidents, encourages more sedentary lifestyles, and makes up about a fifth of the NHS carbon footprint (NHS Sustainable Development Unit, 2016).

Reducing congestion and encouraging green or sustainable travel is a Trust priority. Our aim is to reduce single-occupancy car journeys, promote modes of sustainable transport and increase fitness. The Trust has an important role to play in leading by example and developing active travel plans for our staff, patients and visitors.

In 2015/16 we had:

- **1.3 million** patient contacts
- **108,000** planned admissions
- **90,000** unplanned and emergency admissions
- **145,000** Emergency Department attendances
- **1.75 million** meals for inpatients
- and we also delivered nearly **8,700** babies!

We employ **12,558** staff (including **4,154** nurses and **2,024** doctors)

Car travel is currently the dominant mode of transport for both the public and staff. In response to current levels of vehicle traffic and plans for development of the OUH estate, this Sustainable Travel Plan is being established to encourage a reduction in the extent to which staff, students, patients and visitors rely on cars to access the sites.

This document provides information on:

- Travel information
- Parking off site
- Cycling and Walking
- EasiNETWORK
- Bus travel, loans and discounted passes
- Rail travel, loans and discounts
- Staff Shuttle Bus

The Travel and Transport Team is responsible for ensuring this document is kept up to date by adding new or amending current information as soon as a change is identified. Ideas to encourage staff to choose environmentally-friendly modes of transport to work, such as car sharing, bus (including park and ride), cycling and walking, will be gratefully received at transport@ouh.nhs.uk. All detail is subject to change without notice as information is upgraded.
**DISCLAIMER**

The Trust does not warrant or represent the accuracy, currency, completeness or future availability of the information published by third parties and accepts no liability for any loss or damage caused by inaccurate third party information. The Trust will not be responsible for any claims for damages arising from the use or non-use of the information.

The Trusts aims to keep this document up to date with all current information and incentives. If you believe anything is inaccurate please let us know.

If you have any ideas or comments on how we can improve travel, transport and staff incentives please email transport@ouh.nhs.uk
TRAVEL INFORMATION

Oxfordshire County Council provides advice on travel and transport here:  

and for live traffic reports you can visit:  
http://www.oxontime.com for busses  
https://mobile.twitter.com/BBCOxTravel  
http://www.oxfordmail.co.uk/ii/traffic_and_travel.in.Oxford/  
http://voyager.oxfordshire.gov.uk/map.aspx

For Park and Ride spaces please visit:  
http://voyager.oxfordshire.gov.uk/carpark.aspx

Information on online tools for planning routes

Streetmap www.streetmap.co.uk  
Google Maps www.google.com/maps  
Walkit www.walkit.com  
CycleStreets www.cyclestreets.net  
National Cycle Network www.sustrans.org.uk/ncn/map

Public bus services

For the most up to date information about public bus services, please visit our pages on the Trust's external website http://www.ouh.nhs.uk/hospitals/jr/find-us/bus.aspx

Rail information

For Rail information, please visit www.thetrainline.com/train-times/
**PARK AND RIDE SERVICES**

*There are Oxon Bike stations at Water Eaton and Thornhill Park and Ride sites where you can park and pedal to all OUH sites*

*Oxon Bikes also now at Oxford Railway Station*
OXONBIKE Pedal and Electric Bike Hire

The scheme aims to reduce the number of short car journeys between hospital sites and university campuses. Pedal and electric bikes are available to hire from locations around Headington, with many journeys being free. Users will be able to register from £1, dependent on type of bike hired.

Staff with an OUH email address receive 20% discount on membership

To access the bikes see [https://www.oxonbikes.co.uk/](https://www.oxonbikes.co.uk/)

The NOC has several pedal bikes but the John Radcliffe, Churchill and Oxford Railway Station Oxon Bike sites have both electric and pedal bikes – so if you can cycle within 30 mins on a pedal bike or 20 minutes on the electric bike you can ride for free! You need to register, (there is a small annual fee, with OUH staff qualifying for a 20% discount) and short journeys of this nature will remain free as long as you have locked the bike back in a docking station within the 30 minute or 20 minute timeframe.

OTHER INITIATIVES FOR PARKING OFF SITE

You may want to consider renting a private parking space – you can search for drives for rent near to your working place [https://www.justpark.com/uk/parking/oxford/](https://www.justpark.com/uk/parking/oxford/)

You could also place an advert or search the OUH Staff Room Bulletin Board: [http://orhweb.orh.nhs.uk/bulletinboard/ubbcgi/Ultimate.cgi](http://orhweb.orh.nhs.uk/bulletinboard/ubbcgi/Ultimate.cgi)

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LIFTSHARE

Find your car-sharing match with Oxford University Hospitals

Did you know a typical commuter can save around £900 a year car-sharing?

Would you like to find those travelling in your direction and watch your commuting costs plummet?

Visit [https://ouh.liftshare.com/default.asp](https://ouh.liftshare.com/default.asp) to find out just how much you could save by car-sharing, with a nifty savings calculator.

You may be thinking …..

- "No one else lives near me" Around 75% of commutes have at least 1 match (the average is 22!)
- "I can't share every day" You don't have to! It's flexible: just do it as often as you can.
- "I don't have a car" No problem, you can register as "seeking a lift"
- Why not register today and start saving?

(Cross reference – see also Appendix 7 of the Staff Parking Procedures document )
CYCLING AND WALKING/RUNNING

Cycling and walking/running are the best examples of environmentally-friendly transport. The Trust is committed to improving facilities where possible to accommodate those who cycle, run or walk to work. The Trust aims to support those already commuting on foot or by bike, and those who are thinking of leaving the car behind.

Local cycling clubs include www.cowleyroadcondors.co.uk And http://www.cyclox.org/

The OUH trust is a member of the Oxford City Cycle Forum and representatives of the travel and transport teams attend regular meetings of this forum.

https://www.facebook.com/groups/1806566232923152/

Cycling Proficiency

If you are apprehensive about cycling, OUH runs cycle training days through ‘Broken Spoke’ of Oxford. For more information contact transport@ouh.nhs.uk or keep an eye on the intranet for the next session.

Walking/Running

A great way to become fitter, improve overall strength, reduce stress and improve your mood is to walk, jog or run, all - or part - of the way, to and from work.

Four walk-to-work routes providing directions into the John Radcliffe Hospital from Thornhill Park and Ride, Oxford Railway Station, Cowley and Redbridge Park and Ride have been designed and produced in collaboration with Oxford Brookes University exercise physiology staff and are available through the Health and Wellbeing intranet site: http://orh.oxnet.nhs.uk/HealthAndWellbeing/Pages/Default.aspx
There are a number of cycle routes to the Oxford hospitals. An ‘Oxford cycle routes’ map is available from Oxfordshire County Council: https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/roadsandtransport/oxfordcyclemap.pdf

**Walk route from Oxford Station to JRH**

A walk route leaflet from Oxford Railway Station to John Radcliffe Hospital is available here: http://orh.oxnet.nhs.uk/HealthAndWellbeing/DocumentLibrary/Walking%20maps/Walk%20to%20Work%20to%20Train%20to%20JR.pdf
EasitNETWORK - bike discounts

The Trust has signed up to easitNETWORK - a working partnership designed to support and encourage influential businesses in local areas to adopt alternative and sustainable transport behaviours. The national website at http://www.easit.org.uk/ provides full details.

Please note that you will need to upload a recent headshot photograph of yourself and pay £4.80 (inc VAT) when registering for the card.

Details of bike discounts available: EASIT%20Bike.pdf

Should you have any further queries about this offer, please contact easit OXFORD directly by email: info@easit.org.uk - the Customer Services team will be able to respond within 48 hours.

NOTE: Easit NETWORK members can take advantage of discounts AND can be used in conjunction with the Cycle to Work Salary Sacrifice Scheme!

Email transport@ouh.nhs.uk for more details.
Cycle to Work Salary Sacrifice Scheme

This scheme allows the purchase of cycles and safety equipment including cycle helmets, cycle locks (including D locks), lights, reflective clothing, wet weather equipment, tool kits and puncture repair kits up to the value of £1,000 for the purposes of cycling to work. It does not include items which are not safety critical, such as cycle racks or insurance.

The scheme is in collaboration with Halfords and is administered through their website. To apply, refer to www.cycle2work.info and register quoting employer reference OUHC2W15.

Please visit http://www.cycle2work.info/siteemployeefaqs for further information.

Please note there is no ‘buying window’. Applications can be made at any time.

How it works: The Trust pays for the bicycle and then the money is paid back by the employee over the course of 12 months through their payroll deductions; for example, if a £600 value is selected, the Trust will deduct £50 per month for 12 months. As a rule of thumb, a basic rate tax payer will pay approximately £70 for each £100 of value (though this will depend upon personal circumstances).

The employee saves money as the deductions are taken prior to Tax and National Insurance.

The Trust retains ownership of the bicycle during the 12 month period after purchase. At the end of the 12 month period the Trust will gift the bicycle to the employee, who will pay tax on the benefit, which is 18% for bicycles less than £500 and 25% for bicycles in excess of £500. Therefore for a £300 bicycle, the employee will pay approximately £210 and the tax adjustment will be £54.

Please note salary sacrifice is not beneficial for everyone. You should take into account your own personal circumstances when entering into any salary sacrifice agreement and note your savings will depend on your own personal circumstances.

For example, there are potential impacts on pensions, Tax Credits and maternity/adoption pay, P11D and your future tax code. Please visit the HMRC website for further information.

Oxford Cycle Support Ltd (OCS)

OCS specialises in mobile bicycle repairs in the Oxford area. From a simple puncture repair to a complete rebuild of your trusty steed, no job is too big or small. James has been visiting the John Radcliffe Hospital site on a Tuesday, sometimes Thursday, depending on demand, for over 10 years. If you wish to book a full service you can contact him in advance. He is usually situated opposite/around D-Car Park, near Ivy Lane Flats, in his blue van. You can call or text James on 07919 44 54 64, or just go and see him. Visit: www.cyclesupport.co.uk or Email: ocs ltd@hotmail.co.uk
Bicycle Parking and Security

Bicycle parking areas are shown on the Trust site maps (included at the end of this document). The Nuffield Orthopaedic Centre has a secure Bike Shed which requires fob access. We are continually reviewing the cycle storage facilities we have to offer and these will be upgraded or added to in the future.

Make sure you lock your bicycle. We recommend that you secure your bicycle to a solid bike rack using two different types of lock - a D-lock and a good quality chain/wire lock. It is then far less likely that your bike will be targeted by opportunist thieves.

We also recommend you register your bike with www.immobolise.com supported by Thames Valley Police. All you need is your bike make, model, frame or other identifying numbers. The serial number is normally found on the underside of the bottom bracket between the pedals.

If you see anyone acting suspiciously around the bike racks, please call Security immediately:

John Radcliffe: 4444 in an emergency (you see a crime being committed)
Mobile: 07500 129310
Bleep: 1371
CCTV Office (2) 21106

Churchill: 4444 in an emergency (you see a crime being committed)
Mobile: 07500 129311
Bleep: 5080

NOC: 4444 in an emergency (you see a crime being committed)
Bleep: 207
Extension: 38012

Horton: 4444 in an emergency (you see a crime being committed)
Car Parking Office: 01295 229250
Bleep: 500

Stolen Bicycles

The Trust accepts no responsibility or liability for any loss or damage to any means of transport left on the Trust’s premises. However in the event you suffer loss or damage to your bicycle, please report it to the Police and to the Trust, as we may have CCTV evidence of the incident. For OUH staff it is recommended a DATIX report is completed. For non-Trust staff, please follow your organisation’s own incident reporting procedures.
Cycling Mileage Allowance

When using your own bicycle for NHS business, you may claim reimbursement for your mileage (currently 20p per mile, updated July 2015). Please note you can only claim bicycle mileage if you own the bicycle and it is not currently on loan through any cycle hire scheme.

Volunteers may also claim bicycle mileage for home to work miles.

You need to be registered on the e-Expenses system to claim mileage. Visit http://orh.oxnet.nhs.uk/HumanResources/Pages/e-Expensesssystem.aspx for more information.

Showers and Lockers

Staff showers are located on all sites; there are also hairdryers in some of the ladies changing rooms. An audit of facilities is currently being undertaken and will be added to this document when completed.
BUS TRAVEL, LOANS AND DISCOUNTS

Promotional Offers

As a promotional exercise, in conjunction with the bus companies, from time to time we are able to offer incentives for modal changes, such as a one week “taster ticket” for staff wishing to trial bus travel on certain routes.

If you are interested please email transport@ouh.nhs.uk ensuring you put “TASTER TICKET” in the email header, to enquire whether the promotional offer runs at the time for your particular area, or when the next planned session may commence.

NOTE: This offer will be limited to one taster ticket per person per annum, for staff employed directly by OUH or PFI ROE staff only

Bus Routes and service information

This is available here:
www.oxfordbus.co.uk/
https://www.stagecoachbus.com/

Discounted bus passes

Application forms for discounted bus passes are available via the intranet, or collect from the car parking office at the John Radcliffe site, Tel. 01296 (2)23044. The JR car park office processes bus pass application forms for all hospital sites.

Discounted bus pass tickets are available with Stagecoach and Oxford Bus Company. You can also apply for a loan for a Public Transport Ticket.

Payment can be made by cash or cheque or via monthly salary deduction. The member of staff will be required to produce their Trust ID badge at the time of ordering.

Discounted bus passes are strictly for Trust staff use only and cannot be purchased for use by friends and relatives.

An attempt to obtain a bus pass for use by others will be reported, and may result in an individual or manager being subject to disciplinary measures or potential fraud investigation. All bus passes are ordered by the Trust on behalf of the staff member. The Trust is not responsible for refunds, errors or changes under any circumstances.

Where a bus operator ceases its operation, any financial claims will be the responsibility of the bus pass holder and not the Trust and must be made to the operator or its financial administrator.

The timetables for all bus services to OUH hospital sites are available on the bus company’s websites, the Trust website and by hyperlink on the intranet. Details are reviewed at regular intervals in liaison with the providers.

Discounted bus passes can be purchased by OUH staff and PFI ROE staff only.
### Summary of Bus Passes currently available

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Public Bus Services to the John Radcliffe Hospital site via Park & Ride (P&R)

- A P&R 700 service from Water Eaton Park & Ride site to the John Radcliffe, NOC and Churchill sites operates daily Monday to Friday, 6.30 am to 7.00 pm
- The 800 from Thornhill to JR operates from Monday to Friday
- An S5 service operates daily Monday to Friday between Bicester Town and Oxford City centre via Kidlington / Water Eaton P&R and the John Radcliffe hospital site. This service is restricted to peak time morning and afternoon - details are available via the Trust intranet site.
- A 400 P&R service operates from Seacourt P&R (Botley) to Thornhill P&R via Headington
- An X13 service operates from Abingdon to the John Radcliffe site via the Redbridge P&R
- An X25 service from Redbridge P&R to the John Radcliffe

Public Bus Services which service the John Radcliffe site

- Number 10 service from Cowley Road
- Number 13 service from Oxford Rail Station
- Number X13 service from Abingdon
- Number 23 service Redbridge Park & Ride
- Number 14 & 14A service from Oxford Rail Station (14A operates via Summertown and Old Marston)
- Number 17A service (eves) / 17C (Sun) from Oxford Rail Station

Public Bus Services that stop in Headington

- There are many, frequent bus services from Oxford City centre to Headington. From bus stops in Headington centre (either side of Windmill Road) it is approximately 0.6 miles walk to the John Radcliffe Level 2 main entrance via Osler Road, and approximately 0.8 miles walk to the West Wing
- Number 8 service from Oxford city centre to Barton
- Number 9 service from Oxford City Centre to Risinghurst
- Number 400 service from Thornhill Park & Ride to Seacourt Park & Ride
- Number 280 service from Aylesbury to Oxford rail station
- Number U1 service from Oxford Brookes University Wheatley Campus, Headington shops to Harcourt Hill Campus
- Number U1X (term time only) from Cowley Road to Harcourt Hill Campus via Old Road
- U4 from Blackbird Leys to JR, commences at 06.05
- U5 from Jack Straws Lane to Speedwell Street via Old Road to Headley Way
- Bus services that stop in Headington and Old Road would be suitable for the Churchill

Public Bus Services to the Churchill Hospital site via Park & Ride

- Number 900 service from Thornhill Park & Ride. Monday to Friday peak times only
• Number 700 service from Water Eaton Park & Ride. Monday to Friday

Public Bus Services to the Horton hospital site
• Number S4 service from Banbury town centre to Oxford via Horton General Hospital
• Number B1/2 service from Easington to Banbury Town Centre via Horton General Hospital
• Number 499 service from Banbury town centre / Horton General Hospital two hourly - Tex Coaches
• Number 81 service from Bicester to Banbury Town Centre to Brackley via Horton General Hospital

Public Bus Services to the Nuffield Orthopaedic Hospital site
• Park & Ride 700 service from Water Eaton Park & Ride site
• Park & Ride 900 from Thornhill Park & Ride
RAIL TRAVEL, LOANS AND DISCOUNTS

Interest Free Loan Scheme for the cost of purchasing a TRAIN or COMBINED BUS AND TRAIN SEASON TICKET FOR TRAVEL TO WORK

Loans are available through Finance for the purpose of funding and subsidising the cost of travel to work by train, for OUH employed staff and ROE employees only.

Please see the guidance and application form on the intranet, under the sub folder Staff Benefits of the HR Document Library

Easit NETWORK

The Trust has signed up to easit NETWORK - a working partnership designed to support and encourage influential businesses in local areas to adopt alternative and sustainable transport behaviours. The national website at [http://www.easit.org.uk/](http://www.easit.org.uk/) provides full details.

Please note that you will need to upload a recent headshot photograph of yourself and pay £4.80 (inc VAT) when registering for the card.

Easit members can benefit from a 15% discount with First Great Western Rail for TRAIN JOURNEYS INTO AND RETURNING FROM OXFORD, AT ANY TIME OF DAY.

Please note: First Great Western 15% discount to and returning from: Reading, Oxford, Maidenhead, Wokingham & Farnborough North is valid on: Peak & Off Peak, Singles, Returns, Weekly, Monthly, Quarterly, Six Monthly, Annual* and First Class tickets.

Should you have any further queries about this offer, please contact easitOXFORD directly by email: [info@easit.org.uk](mailto:info@easit.org.uk) - the Customer Services team will be able to respond within 48 hours.
PERSONAL TRIP PLANNING SERVICE

This is available through the Travel and Transport Team by making an appointment through transport@ouh.nhs.uk (ensure you put “Personal Trip Planning” in the email header) or call the Travel & Transport Manager on 01865 227215.

The service is available for staff who are

(a) not eligible for a permit, or
(b) eligible for a permit, but would rather use public transport.

The Travel and Transport Manager (or nominated member of the team) will discuss with you all available options to find the most suitable way of getting you to and from work. This will be by appointment only at Osler Lodge on the John Radcliffe hospital site.

Should the demand arise, there may be set days/times in the future for drop-in clinics; this will be communicated electronically and this document kept updated with details.

NOTE
If you are returning to work after a long absence (e.g. maternity leave) and due to changes in eligibility you believe you are no longer entitled to a permit, you may have a Personal Travel Planning interview over the telephone in advance; you do not have to wait until you return to the workplace to have an appointment.
STAFF SHUTTLE BUS

The Trust runs an Oxford hospitals inter-site, free bus service for staff of OUH and Oxford University only.

The inter-site service is run by South Central Ambulance Service and runs between the John Radcliffe Hospital, Nuffield Orthopaedic Centre and Churchill Hospital on a ‘first come, first served basis’ although the Trust reserves the right to introduce a booking system.

Staff will need to display their badges to the driver (no badge, no ride).

This service is for the use of staff required to travel between sites in the course of their duties.


Collection and Drop off Points

- John Radcliffe - to the right as you exit the Welcome Centre (all other bus stops are to your left)
- Nuffield Orthopaedic Centre - Main Entrance
- Churchill - Cancer Centre, Main Entrance

Note the shuttle bus will not collect or drop off passengers anywhere else. Drivers are strictly instructed not to wait for passengers as this would compromise the timetable.

Vehicles

Each vehicle carries 15 passengers maximum.

Passengers

- The service is provided for staff who require transport between sites in the course of their duties.
- Patients will not be carried.
- Passengers must make themselves known to the driver and display their ID badge.
- Smoking is not permitted on the vehicles or Trust sites.
- Consumption of food and drink is prohibited in the vehicles.
- Passengers are asked to restrict the use of mobile phones so that the driver is not distracted and fellow passengers are not disturbed.
- No unscheduled stops will be made – please do not request these.

Packages

The service does not carry mail, packages, samples or any other items. All such items must be taken to the post room of each site for collection by the courier service. Samples will be collected from the respective laboratories on the John Radcliffe and Churchill Hospital sites and from reception at the Nuffield Orthopaedic Centre.

Frequency

The Travel & Transport Team will monitor the use of the shuttlebus and will consider increasing frequencies should needs predict.