

## **Bournemouth University Staff permit hand back incentive scheme – Frequently Asked Questions (FAQs)**

### 1. How does the scheme work?

Staff car parking permit holders who commit to cancelling and handing back their parking permit for a minimum of one month will be offered one of the following incentives:

- A free 30 day bus pass for [Yellow Buses](#)
- A free 30 day bus pass for [more bus](#) zone A network
- A [free BU loan bike](#) for an agreed time period (minimum of one month)

### Step 1

Any staff member interested in taking part should contact the [Travel Plan Group](#) to express their interest.

### Step 2

The Travel Plan Co-ordinator will contact you to discuss and agree the incentive best suited to your travel needs. The Travel Plan co-ordinator will then arrange the bus pass or bike loan on your behalf. The following information is likely to be required:

- Full name
- Full home address
- Date of birth
- Main campus of work
- Preferred reception point to collect the incentive from

### Step 3

Go [on line](#) and cancel your parking permit before the 14<sup>th</sup> of the month, this deadline gives the HR and Finance team's sufficient time to ensure your parking payment is cancelled and will not pay for parking during the trial. Your permit will still be valid for use until the end the month (e.g. if you apply for the June trial, your permit is valid until the end of May).

### Step 4

Once your parking permit cancellation notification has been received, you will be sent an e-mail informing you when and where to collect your chosen incentive (bus pass/loan bike) from, in exchange for your parking permit. If required, you will be provided with a temporary parking permit for use until the end of the month (if you are taking part in the June trial and hand back before the end of May, you will be given a temporary permit until the end of May).

### Step 5

You will be contacted in the final week of your trial period to discuss the next steps by the Travel Plan Co-ordinator.

2. When can I apply for the scheme and when will the scheme run?

The following application and trial dates will be operated for the scheme

Trial month	Permit hand back scheme trial dates	Application deadline
June trial	June 1 <sup>st</sup> to 30 <sup>th</sup> 2017	May 14 <sup>th</sup> 2017
July trial	July 1 <sup>st</sup> to 31 <sup>st</sup> 2017	June 14 <sup>th</sup> 2017
August trial	August 1 <sup>st</sup> to 31 <sup>st</sup> 2017	July 14 <sup>th</sup> 2017

3. What happens after the trial has finished? What happens next?

You will be contacted in the final week or the trial by the Travel Plan co-ordinator to discuss how the trial has gone and what the next steps are. If you have enjoyed cycling or using the bus, you will be informed of some fantastic incentives to encourage you to continue to use this travel mode. Alternatively incentives to try other travel modes can be discussed. Or you can re-apply for a parking permit [online](#) and you will be re-issued with a permit.

4. Can I get my parking permit back after the trial?

Yes, anyone who takes part in the trial will be able to re-apply for a 2017/18 annual parking permit and providing your circumstances have not changed (you still meet the eligibility criteria), you will be issued with a 2017/18 annual parking permit. If you decide to re-apply for a parking permit, you can do this [online](#). You will not be able to re-apply for a permit until the final week of the trial period.

5. Why should I consider taking part in the trial?

In light of alterations to car parking at both campuses it is an opportune time for staff to re-consider their travel options. Car parking capacity will be reduced during the summer of 2017. Trying an alternative travel mode such as cycling or public transport can help to:

- reduce local road congestion
- reduce carbon emissions and air pollutants
- improve your health and wellbeing
- save you money

6. If I cancel my permit will I still be able to park on campus?

If you choose to take part in the trial and you cancel your parking permit, you can still park on campus by purchasing scratch card permits in line with the current [scratch card guidance](#). Scratch card permits cost £2 per day and can be purchased from the Talbot and Lansdowne cash offices.

7. If I re-apply for my permit, can I still choose how I pay for my permit?

If you choose to take part in the trial, you should be aware that if you decide to re-apply for your car parking permit, you **will not** be able to pay by salary sacrifice. You will need to pay by salary deduction. This is mandated by HMRC regulations. This is likely to result in a small increase in the amount that you pay each month for your parking permit.

8. What sort of bike will I get if I opt for a BU loan bike?

All the BU loan bikes are fully refurbished used bikes. The bike will come with a D lock. If you require a helmet and a high vis tabard, these can be provided upon request.

9. If I choose a bus pass incentive, when can I start using it?

If you apply for a bus pass incentive, the 30 day period will commence from the first time that you use the pass.

10. If I have questions about this scheme, who should I contact to find out more?

Please contact [TPlanGroup@bournemouth.ac.uk](mailto:TPlanGroup@bournemouth.ac.uk) for more information about the parking permit hand back incentive.