

5 STEPS

Following the **5 steps of School Travel Planning (STP)** will help you and your school achieve success. The steps are meant to be sequential, but the process is not completely linear. For example, as **Action Plan** items are implemented (step 4) new ideas may be generated and added to the **Action Plan** (step 3)

1. SET UP

Tabs 1 & 2

- Contact school Principal and arrange meeting to introduce STP
- Review STP Manual and answer any questions about the program
- Complete **School Readiness Checklist**
- Complete **School Agreement** Form
- Engage school community (teacher, students, parents, community volunteers) and create a STP committee by:
 - Sending out **Newsletters** to parents and teachers
 - Conducting **presentation(s)** to introduce STP to parents, students, and school community (i.e., present to existing committees such as School Council, Safe School Committee, Healthy School Committee, etc.). Note that an existing school committee could have the STP as a subcommittee rather than creating a new committee
 - Provide a **Sign-Up Sheet** at the presentation and in the school's main office
- STP committee to establish a timeline and details for planning and implementing the STP
- Keep everyone well informed: continue to use the school's newsletter to communicate plans, progress and upcoming events with the school community

2. COLLECT BASELINE DATA

Tabs 3, 4, 5

- To understand the challenges affecting active transportation to and from school, 4 types of data are collected:
 - 1) **School Profile** (tab 1)
 - Fill in details specific to the school to assist in moving forward, such as: number of students in each grade and number of families (assists with knowing number of **Consents** and **Family Surveys** to print and distribute), percentage of bussed students, etc.

2) **Youth and Family Surveys** (tab 3)

- **Family Surveys** to be sent home with students in Grades FDK to 3. **Family Surveys** AND **Consent Forms** for **Youth Surveys** to go home with students in Grades 4 to 8. Students with returned **Consent Forms** will complete a **Youth Survey** during school time
- Surveys and consents need to be coded using the **Copying & Coding Process** to maintain confidentiality. Assistance for coding can come from the HEAL at Western University (see **Contacts**)
- Data entry and analysis will be provided by the HEAL at Western University. Results are then summarized and presented to the STP committee

3) **Traffic Counts & Observation** (tab 4)

- Recruit volunteers to count active and motorized transportation use, number of students, and traffic pattern observations and concerns at identified locations around the school
- Take place at the beginning and end of 3 consecutive school days

4) **Walkabout** (tab 5)

- Areas of concern along student's routes to and from school are identified through a map on the **Family Survey** and assist in planning the **Walkabout** – a community supported walk along a designated route based on identified checkpoints of concern
- Who to invite on the **Walkabout** - municipal transportation staff, facilities staff from Boards of Education, police officer for the school, city councillors, parents, etc. Take notes and share observations and ideas for improving active transportation following the event
- Have a 'debriefing' session directly after the **Walkabout** to share observations and ideas for improving active transportation. This will become the basis for the **Action Plan**

3. DEVELOP ACTION PLAN

Tab 6

- Work with the STP committee to consider all collected data and the results of the **Walkabout** to complete the **Action Plan** with:
 - Measureable, clear and realistic recommendations
 - 'Who' is responsible; and
 - Timeframe

4. CARRY OUT ACTION PLAN

Tab 6

- The **Action Plan** resides with the school and is a living document that continually changes based on the achievement and development of action items
- Communicate the **Action Plan** to key community partners and to the school community through newsletters and the school web site
- Monitor progress through STP committee and regularly update School Council and/or other parent meetings
- Be patient- some **Action Plan** items are easily worked on but some require time, money and coordination with community partners

5. EVALUATION

Tab 10

- Approximately 2 years after the start of the STP (after several action items have been implemented), conduct follow-up data collection through evaluation youth and family surveys and **Traffic Counts & Observations**
- Should be conducted during a similar season to initial data collection to reduce effects based on weather (i.e., increased number of walkers when initial data collected in January and follow-up in June)
- Analyze the data with help from the HEAL at Western University
- Communicate the results: successes, results and next steps
- **Celebrate Success** no matter how small!
- Make necessary adjustments (revisions, additions, and removal of action items) to the **Action Plan** based upon the follow-up data