



Bike/Walk/Roll Collection and Distribution

Standard Operating Procedure

Student Transportation Services of Waterloo Region
School Travel Planning
www.stswr.ca/walkzone

VERSION: 0.0.1

DATE: May 12th 2020

PARTY RESPONSIBLE: School Coordinator

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APPROVAL		PHONE NO	

PROGRAM DESCRIPTION:

BikeWalkRoll is an online survey tool used to capture information on how students travel to school. This information is used to inform the action plan, to highlight traffic issues to the school community, and to communicate with municipal staff regarding traffic needs. You can compare the data to other grades in your school and to schools across the province.



PURPOSE:

This SOP will describe the process an administrator would follow to successfully distribute collect transportation mode data and to distribute it to the school. It will also list the tools available at STSWR to support this process, and to describe the outcomes a school can expect upon collection and distribution of the survey.

DEFINITIONS:

BikeWalkRoll: *An online tool designed to quickly capture data on how students are traveling to and from school. The tabulator asks a class who came by bike, scooter, walking, driving, or the bus and records the number of hands up for each in the tool. This data is anonymous as no identifying information is recorded.*

BikeWalkRoll Score: *BikeWalkRoll will immediately tabulate a score indicating a school's level of active transportation. This is the percentage of students walking + biking + rolling to get to and from school.*

Hands' Up: *This refers to the method of collection. Teachers administer the survey over one week in their classrooms through a hands-up exercise, wherein they ask students to raise their hand if they walk, then if they cycle etc. through the list of possible modes of transportation. The number of hands raised for each mode is recorded as an aggregate.*

Data Use: *The data from this survey is used to help determine where gaps exist, for example if a school has 30% of students residing in the bus zone but only 20% are riding the bus, it will become clear more interventions need to take place to encourage students to ride the bus. The data from this survey is used in conjunction with traffic studies and other forms of data collection as part of school travel program planning at each individual school.*

PROCESS:

In order to take part, a school Administrator must:

1. Reach out to STSWR for information and support.
2. Determine who will collect data; a single person could travel class-to-class, or one person per class could collect it.
3. Use quick-learn setup instructions with collectors so they can administer the survey. If needed, an STP Facilitator can assist in this instruction.
4. (Ideally) collect data for one week in early October, one week in February, and one week in May to indicate changes in travel patterns and general



effectiveness of a focus on active travel at the school over the course of the year.

5. Use results in STP action planning sessions and when communicating with municipal and board staff.
6. Share the data with school families, being sure to share their successes and travel patterns over the course of the year.

RESOURCES:

- BikeWalkRoll tool
- Ethics approval (already completed by STSWR with your board)
- Letter to families outlining survey purpose and data handling (prepared by STSWR and your board)
- BikeWalkRoll infographic summary
- How-to set up account and collect data guide

Communications required:

- Letter to families outlining survey
- Announcement to teachers concerning the importance of this data collection to traffic and active transportation.
- Regular reminders to collectors to ensure data is collected each day.
- Share results with school community.

Associated SOPs

- Family Survey
- Walkabout
- Parking lot assessment
- Traffic Observation

Equipment/tools available from STSWR

- STP facilitation/training on how to do the survey
- How-to guide
- Infographic template to share the data with families

Links

BikeWalkRoll: <https://bikewalkroll.org/>



SAFETY AND SUCCESS PROVISIONS

1. An administrator, students, or parents could collect data each morning as needed and where possible to ease teacher time. Remind teachers this data could be used for classroom learning (the data is downloadable into an excel worksheet).
2. Data is collected, kept, and shared according to board requirements. All BikeWalkRoll data is accessible online so all parents can see the data at any time.
3. Regular reminders to collectors throughout collection weeks is imperative; an administrator can request the data be collected with the morning attendance during collection weeks.

EMERGENCY PROCEDURES

None needed.

EXPECTED RESULTS

- A better understanding of how students travel to and from school.
- Opportunities to use the data in improving aspects of the school commute, to encourage active transportation.
- Information to share with municipal and community partners, to convince them to help solve the barriers to active transportation.
- A baseline to measure STP interventions - data collection over time will allow school's to see how travel modes change over time.