



# Initial Assessment

## Standard Operating Procedure

Student Transportation Services of Waterloo Region  
School Travel Planning  
[www.stswr.ca/walkzone](http://www.stswr.ca/walkzone)

VERSION: 0.0.1

DATE: March 30, 2020

PARTY RESPONSIBLE: School Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	March 30, 2020
EFFECTIVE DATE	March 30, 2020	EXPIRATION DATE	No expiry
PREPARED BY	Alex Ricci		
RESPONSIBLE PERSON	School Administrator	SIGNATURE	
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APPROVAL		PHONE NO	519-744-7575 x224

### PROGRAM DESCRIPTION:

The initial assessment gathers information about the school including background, school and community engagement, built environment, and traffic management. The information collected serves as baseline data for the School Travel Plan as well as information to help identify next steps to increase active transportation for the school journey and to manage traffic in the school zone.



PURPOSE:

*This SOP will describe the process the School Administrator would follow to procure an initial assessment, and describe the tools and resources available to activate the School Travel Planning process at an individual school.*

DEFINITIONS:

**Initial assessment meeting:** *A first meeting between the School Travel Planning Facilitator and the School Administrator to discuss the state of traffic and active travel, and to discuss the potential for initiating a School Travel Plan.*

**Initial assessment document:** *A document that captures a snapshot of the school situation including; school and community engagement, built environment, and traffic management operations.*

**School Travel Planning interventions:** *Programs, strategies, tools or resources that can be used by schools to increase active transportation on the school journey and / or to manage traffic at the school site.*

**Desire lines:** *Erosion of natural areas that show the most easily navigated route from one point to another, representing an often-used but not official pathway.*

**Traffic management practices:** *Supervision, signage, and blockades used to direct traffic or to ensure the safety of students near the school.*

PROCESS:

*In order to take part, a school administrator must:*

1. Contact STSWR and ask for a School Travel Planning Facilitator.
2. Participate in the school site assessment and be prepared to discuss:
  - a. School zone crossing points
  - b. Rear entrances to school grounds
  - c. Desire lines
  - d. Bike / scooter racks
  - e. Traffic management practices
  - f. School and community engagement
3. Discuss next steps for School Travel Planning at the school.



## RESOURCES:

- Ontario Active School Travel
  - School Travel Planning Introduction for Parents
  - School Travel Planning Introduction for Teachers
  - School Agreement
- Student Transportation Services of Waterloo Region
  - Sample school travel plan at [stswr.ca/walkzone/schooltravelplanning/schools](http://stswr.ca/walkzone/schooltravelplanning/schools)

## Communications required

- none

## Associated SOPs

- Parking Lot Assessment
- BikeWalkRoll Survey
- Family Survey

## Equipment/tools available from STSWR

- School Travel Planner
- Initial assessment document preparation
- Class 2 safety vest for physical site assessment

## Links

- STSWR School Travel Planning: <https://www.stswr.ca/walkzone/school-travel-planning/>
- Ontario Active School Travel Overview: <https://ontarioactiveschooltravel.ca/wp-content/uploads/2018/05/Overview-of-School-Travel-Planning-2018-En..pdf>
- Ontario Active School Travel introduction for principals: <https://ontarioactiveschooltravel.ca/wp-content/uploads/2018/05/STP-Introduction-for-Principals-2018-En..pdf>

## SAFETY AND SUCCESS PROVISIONS

1. Wear a class 2 safety vest while conducting site assessment.

## EMERGENCY PROCEDURES

- School Injury procedure for any injury

## EXPECTED RESULTS

- Initiate connection between school and STSWR's School Travel Planning department.
- Gather background information on known issues the school is facing regarding active transportation or traffic management.
- Discuss next steps for School Travel Planning initiatives at the school.

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- Promote further engagement in School Travel Planning at the school