



School Travel Planning Committee Meetings

Standard Operating Procedure

Student Transportation Services of Waterloo Region

School Travel Planning

www.stswr.ca/walkzone

VERSION: 0.0.1

DATE: May 27, 2020

PARTY RESPONSIBLE: School Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	March 24, 2020
EFFECTIVE DATE	May 27, 2020	EXPIRATION DATE	No expiry
PREPARED BY	Leslie Maxwell		
RESPONSIBLE PERSON	School Admin	SIGNATURE	
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PROGRAM DESCRIPTION:

A School Travel Planning (STP) Committee depends on administrators and parents working together to solve barriers to active transportation and problems with traffic. The committee is enhanced with the addition of staff, students, neighbourhood associations, community centre representatives, municipal councilors, and anyone else who has a stake in the school commute. The committee must meet regularly throughout the school year to be most effective.



PURPOSE:

This SOP will describe the process an administrator would follow to strike an effective committee, to list tools available at STSWR to support this process, and to describe the outcomes a school can expect upon participation.

DEFINITIONS:

School Travel Planning: *a community-based model for implementing active school travel that systematically addresses barriers to and incentives for walking to school. School Travel Planning strengthens local commitment to active school travel.*

PROCESS:

In order to take part, a school Administrator must:

1. Call STSWR and speak to a School Travel Planning Facilitator about introducing STP at your school.
2. Call a meeting with the STP Facilitator and a few parents who are interested in changing traffic and/or encouraging active travel, to discuss the potential.
3. Notify School Council or ask School Council for support as necessary.
4. Recruit members from whole school and larger community.
5. Schedule regular meetings to develop an action plan, take actions, and evaluate actions.

RESOURCES:

- School Profile Form
- STP Committee Terms of Reference Template
- Action Plan Template
- STP Slide Deck for Parent Council
- Overview of School Travel Planning

Communications required

- Recruitment materials.
- Optional: presentation to School Council.

Associated SOPs

- Initial assessment
- Walkabout
- BikeWalkRoll collection and distribution
- Parking Lot Assessment

Equipment/tools available from STSWR

- Facilitator for meetings
- Slide deck for School Council presentation
- Recruitment help



Links

Main information: www.stswr.ca/walkzone/school-travel-planning

Midyear refresher quiz: <https://www.stswr.ca/walkzone/programs/trailblazers/trailblazer-assessment-feedback-form/>

SAFETY AND SUCCESS PROVISIONS

N/A

EMERGENCY PROCEDURES

- None necessary

EXPECTED RESULTS

- Coordinated effort and full support of active school travel initiatives to get more students to use active school travel modes like walking, cycling, and scootering.
- Safer routes to school, safer school zones, and safer school parking lots.
- Cleaner air near schools.
- Improved physical and mental health in students.
- Connection to municipal and board stakeholders who can help find solutions to barriers outside the school's control.
- Engagement from parent community.
- Information from parents, who best know the neighbourhood and the school culture from the perspective of people who have to get to school every day.
- Ability to implement actions including for education, encouragement, engineering, enforcement, and evaluation.