



## Road Safety Assembly

### 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

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PARTY RESPONSIBLE: School Coordinator

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RESPONSIBLE PERSON	School Admin	SIGNATURE	
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APPROVAL		PHONE NO	

#### PROGRAM DESCRIPTION:

A road safety assembly brings students from different grade levels to a common area to share messages of road safety. A road safety assembly is an effective way to engage students in a school-wide program or initiative. An assembly might focus on bike safety, pedestrian skills, safety programs like Trailblazers, or upcoming active transportation initiatives like Winter Walk Day.



## PURPOSE:

*This SOP will describe the process an administrator would follow to host a safety assembly at an individual school, to list tools available at STSWR to support this process, and to describe the outcomes a school can expect upon completion of this initiative.*

## DEFINITIONS:

**Road safety:** Any safety messaging that will help our students stay safer on the streets. This could include; bike safety, pedestrian skills, and road/traffic safety overall.

**Road safety specialists:** People with some expertise who can speak to students about the importance of safety on the journey to school and when navigating their communities including; Crossing Guard Supervisors, Student Resource Officers, Bylaw Officers, STP Facilitators, traffic specialists, cycling safety instructors, pedestrian skill instructors, and municipal transportation staff.

**Road safety activities:** Songs, dances, pledges, or puzzles for students to participate in during active parts of the assembly.

**Assembly themes:** Cycling safety (bike helmet fittings, cycling hand signs); pedestrian safety (roundabouts, wayfinding, pedestrian crossovers, biohazard, stranger assessments, how to pack a backpack); winter walking (winter wear fashion show, how to walk on slippery surfaces, visibility); events (iWalk Day, Winter Walk Day, a Walk in their Sneakers); safety patrol recruitment (Trailblazers, Standing Foot Patrol, Bus Patrol); changes to arrival and dismissal (school-made video, anti-idling, drive-to-5, bike and scooter rack usage or rules).

## PROCESS:

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

1. Work with an STP Facilitator to identify an assembly theme defining the area of improvement that needs student attention.
2. Determine assembly schedule, date, and time.
3. Determine short list of road safety specialists who could speak and safety activities to repeat with students. **Note to scheduler: keep presentations to 20 minutes in total, with movement activities in between 5-minute presentations to optimize student attention.**
4. Determine if student presenters would enhance the assembly, and recruit those students through teachers.
5. Recruit staff or parent help as needed.
6. Confirm speaker list.
7. Ask teachers to promote assembly with classrooms.
8. Promote with parents.



## RESOURCES:

- All about the STOP (song lyrics)
- Cycling videos – helmet fitting, multi use trails, road navigation
- How to use the Kiss n Ride video
- It's Really Cool to Walk to School – a play for students to act out
- Back Pack Awareness Sheet
- I Spy Sheets
- Bingo cards

## Communications required:

- Requests to possible expert and student speakers.
- Promotions to classrooms.
- Parent memo to inform school community about the assembly date, time and theme.

## Associated SOPs

- Walk Event
- Bike Rodeo
- Traffic Video

## Equipment/tools available from STSWR

- STP Coordination
- Police, Bylaw, Municipal and Community organization contacts
- Printing of posters and take-home sheets

## Links

STSWR Youtube: <https://www.youtube.com/channel/UCUBOlzMILR2eP7-hMOptNHg>

STSWR Walk Zone: <https://www.stswr.ca/walkzone/>

## SAFETY AND SUCCESS PROVISIONS

1. Working with students and clubs to determine their greatest area of interest within active transportation will help create a theme that speaks to the student body. Perhaps a club is working on a specific initiative that can be the focus of the assembly.
2. STSWR can help connect the school to potential speakers in the community. School council is a great resource for finding people who are willing to deliver a talk or demonstration at the assembly.



## EMERGENCY PROCEDURES

- School injury procedure for any injuries.

## EXPECTED RESULTS

- Increased level of student safety knowledge regarding specific road safety issues troubling the school.
- Demonstration of the school's commitment to safety and to active transportation.
- An opportunity to involve students in planning and presenting on topics that they are working on in clubs or in their classroom.
- Increased discussions at home regarding road safety at the school.
- Increased parent confidence in their child's level of knowledge around active transportation and safety.