



Sidewalk Smarts

Standard Operating Procedure

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

VERSION: 0.0.1

DATE: April 2, 2020

PARTY RESPONSIBLE: School Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	April 2, 2020
EFFECTIVE DATE	April 2, 2020	EXPIRATION DATE	No expiry
RESPONSIBLE PERSON	School Administrator	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Leslie Maxwell, Alex Ricci, Dawn Cordiero	SIGNATURE	
APPROVAL		PHONE NO	519-744-7575 x224

PROGRAM DESCRIPTION:

The Sidewalk Smarts program provides pedestrian skills training aimed at grades 3 and 4. The program reviews the skills required for standard and Waterloo-specific street infrastructure including roundabouts. The qualified instructors deliver the education in two parts; a 60-minute in-class section outlining rules of the road and walking safety, and a 60-minute on-road section where students have the opportunity to practice and apply those skills while walking in their school neighbourhood.



PURPOSE:

This SOP will describe the process the School Administrator would follow as well as tools and resources available to schedule and organize the Sidewalk Smarts program at the individual school.

DEFINITIONS:

Sidewalk Smarts training session: *A full training session includes both the 60-minute in-class and the 60-minute on-road sections of the Sidewalk Smarts training program. These sessions can be scheduled to fit the school's daily schedule.*

Training group: *A group of 30 or fewer students that will participate in a Sidewalk Smarts training session together. Training groups are capped at a maximum of 30 students but can include multiple classes. On-road sessions are performed in groups of 6-10.*

In-Class section: *The in-class section of the Sidewalk Smarts training session is held in a classroom, gym, or library of a school. This section provides an overview on walking safety and rules of the road and incorporates three interactive learning stations.*

On-Road section: *The on-road section of the Sidewalk Smarts training session is a walk around the school neighbourhood. Each walk will follow a route that visits important pedestrian infrastructure where groups will discuss and demonstrate how to properly use it.*

School Volunteers: *Designated adults (classroom teachers, plus parents or administrators) who provide behavioural assistance with training groups. It is necessary to have 4 school volunteers including the classroom teachers present for each group.*

Class 2 safety vest: *A CSA Class 2 safety vest has full coverage of the upper torso (front, back, sides and over the shoulders) with stripes/bands composed of retro-reflective or combined performance materials. Class 2 safety vests are commonly worn by school crossing guards.*

PROCESS:

In order to take part, a School Administrator must:

1. Contact STSWR and requesting Sidewalk Smarts information.
2. Fill out a Sidewalk Smarts registration form.
3. Coordinate with teachers to split participating students into groups of 30 or less.
4. Confirm Sidewalk Smarts training session dates.
5. Send permission forms to parents.
6. Coordinate space for in-class training sections.
7. Secure and coordinate school volunteers for each session.
8. Be ready on session days to assist with organization when necessary.
9. Ensure students receive walking readiness take-home checklist.
10. Issue post-program survey to appropriate school staff.



RESOURCES:

- Sidewalk Smarts information package
 - https://www.stswr.ca/wp-content/uploads/SidewalkSmarts_ProgramOverview.pdf
- Sidewalk Smarts curriculum connection information package
 - https://www.stswr.ca/wp-content/uploads/SIDEWALK_SMARTS_-_CURRICULUM_CONNECTIONS.pdf
- Sidewalk Smarts walking readiness take-home checklist
 - <https://www.stswr.ca/wp-content/uploads/Sidewalk-Smarts-Passport-Printable.pdf>
- Post Program survey
 - Will be sent by School Travel Planning Facilitator after session.

Communications required

- Parent permission form
 - https://www.stswr.ca/wp-content/uploads/SidewalkSmarts_ParentPermissionForm.pdf

Associated SOPs

- Trailblazers

Equipment/tools available from STSWR

- Class 2 safety vests
- Organizational support

Links

- STSWR Sidewalk Smarts: <https://www.stswr.ca/walkzone/programs/sidewalk-smarts/>

SAFETY AND SUCCESS PROVISIONS

1. Qualified instructors and school volunteers will have appropriate supervision numbers (defined by OPHEA) for each training group and will wear class 2 safety vests to highlight the groups' presence to nearby traffic.

EMERGENCY PROCEDURES

- School Injury procedure for any injury.



EXPECTED RESULTS

- Students understand:
 - Who are pedestrians?
 - Why use active transportation?
 - How to be safe when using active transportation in their neighbourhood.
- Highlight of positive and rule-bound walking examples for students to model.
- Demonstration of proper pedestrian infrastructure use.
- Increased parent confidence in child's ability to walk safely within neighbourhood and to school.
- Increased student ability to properly use pedestrian infrastructure and behave safely when walking in the neighbourhood or to school.