



Walkabout

Standard Operating Procedure

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

VERSION: 0.0.1

DATE: April 1, 2020

PARTY RESPONSIBLE: School Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	April 1, 2020
EFFECTIVE DATE	April 1, 2020	EXPIRATION DATE	No expiry
RESPONSIBLE PERSON	School Admin	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Leslie Maxwell, Alex Ricci, Dawn Cordeiro	SIGNATURE	
APPROVAL		PHONE NO	519-744-7575 x 224

PROGRAM DESCRIPTION:

A walkabout is held to review specific issues and discuss potential solutions.

STSWR's school travel walkabout gathers the school community (administrators, teachers, parents and students) and municipal, regional, and school board stakeholders to observe areas of concern for traffic and active transportation in the school zone and surrounding neighbourhood. It consists of an outdoor portion (walking a defined route to visit sites of concern and discuss issues) and an indoor portion (convening at the school to debrief, recap observations, and discuss implementation of potential solutions).

The information collected from the walkabout assists the creation of action items for the School Travel Plan.



PURPOSE:

This SOP will describe the process the School Administrator would follow as well as tools and resources available to hold a successful walkabout.

DEFINITIONS:

Walkabout: *A moving meeting to observe areas of concern, identify specific issues, and discusses potential solutions.*

Walkabout Route: *A route that will be walked by the stakeholder group to the sites identified by the School Administrator and STP Facilitator.*

Walkabout Sites: *Areas of concern within the school neighbourhood that will be visited and discussed by the walkabout group.*

Walkabout Debrief: *A stationary meeting where the walkabout group returns to the school to discuss site observations and propose solutions.*

PROCESS:

In order to take part, a school Administrator must:

1. Discuss conducting a walkabout with an assigned School Travel Planning Facilitator to identify key areas in the neighbourhood to visit during walkabout.
2. Set a date and time that is well in advance so that all stakeholders can attend.
3. Invite school community members who may want to participate in the walkabout. (Consider inviting students to provide a student perspective.)
4. Arrange a meeting space for indoor debrief session (e.g. school library or meeting room).
5. Attend walkabout and be prepared to discuss:
 - a. general traffic and active transportation concerns
 - b. site-specific concerns
 - c. previously attempted solutions and their effectiveness

RESOURCES:

Ontario Active School Travel – Walkabout Resources

<https://ontarioactiveschooltravel.ca/wp-content/uploads/2018/05/Walkabout-Instructions-and-Checklist-2018-En.doc>



Communications required

Invitation to school community stakeholders to participate in the walkabout.

Sample:

<https://www.stswr.ca/wp-content/uploads/Walkabout-Community-Invitation.pdf>

Associated SOPs

- Initial Assessment
- Family Survey
- Hands Up Survey
- Parking Lot Assessment

Equipment/tools available from STSWR

- STSWR – Walkabout Notes sheet
 - <https://www.stswr.ca/wp-content/uploads/Walkabout-Notes-Sheet.pdf>
- Class 2 safety vests

Links

- STSWR School Travel Planning: <https://www.stswr.ca/walkzone/school-travel-planning/>

SAFETY AND SUCCESS PROVISIONS

1. Wear a class 2 safety vest while participating in outdoor portion of walkabout.

EMERGENCY PROCEDURES

- School Injury procedure for any injury.

EXPECTED RESULTS

- Gather additional information from school community and external stakeholders regarding safety concerns and potential solutions.
- Promote further engagement from municipal, regional, and school board stakeholders in School Travel Planning at the school.
- Define next steps for solutions to safety concerns from the school community.
- Create a safer school zone and increase safety for students walking, cycling, and rolling to school.
- Decrease parent concern around safety issues.