

# Walking School Bus

## 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: May 28, 2020

PARTY RESPONSIBLE: School Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	May 28, 2020
EFFECTIVE DATE	May 28, 2020	EXPIRATION DATE	Annual
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 Walking School Bus allows elementary school children to walk to school together, accompanied by trained and screened adult volunteers.



PURPOSE:

*This SOP will describe the process the School Administrator would follow as well as tools and resources available to schedule and organize a Walking School Bus at an individual school.*

DEFINITIONS:

**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 to ask a School Travel Planner about the Walking School Bus.
2. Connect with Canadian Cancer Society's Walking School Bus Coordinator.
3. Recruit a school coordinator or co-coordinators.
4. Work with coordinator(s) to develop routes.
5. Help recruit volunteer leaders.
6. Promote the Walking School Bus through communications home and school announcements regularly throughout the life of the Walking School Bus.
7. Send permission forms to parents.



## RESOURCES:

- Walking School Bus website
- Recruitment postcards and posters
- Training session
- Website registration and coordination
- Safety vests
- Promotion toolkit

### Communications required

- Recruitment emails, newsletter articles and announcements
- Parent permission form

### Associated SOPs

- Sidewalk Smarts
- Active Transportation Event
- Walking Clinic

### Equipment/tools available from STSWR

- Canadian Cancer Society contacts (they provide website registration, vests, and recruitment and advertising materials) with ongoing support and guidance from Canadian Cancer Society Walking School Bus Coordinator.
- Route selection support
- Maps

### Links

- Canadian Cancer Society's Walking School Bus:  
<https://walkingschoolbus.cancer.ca/>

## SAFETY AND SUCCESS PROVISIONS

1. Volunteer supervisors are trained and police-checked.
2. Volunteer supervisors wear class 2 safety vests.
3. Additional volunteers are added when needed.

## EMERGENCY PROCEDURES

- School Injury procedure for any injury.



## EXPECTED RESULTS

- Students enjoy adult supervision on the active trip to school when their own parents are busy.
- Positive and rule-bound pedestrian examples for students to model.
- Demonstration of proper pedestrian infrastructure use.
- Parent engagement in producing a safer walk to school.
- Fewer cars at school.
- Increased student ability to properly use pedestrian infrastructure and behave safely when cycling in the neighbourhood or to school.