



Winter Clearance Thank You

Standard Operating Procedure

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

VERSION: 0.0.1

DATE: April 2nd 2020

PARTY RESPONSIBLE: School Coordinator

DOCUMENT INFORMATION			
VERSION NO		CURRENT VERSION DATE	April 2nd 2020
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RESPONSIBLE PERSON	School Admin	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Dawn Cordeiro	SIGNATURE	
APPROVAL		PHONE NO	

PROGRAM DESCRIPTION:

Send thank you notes from students to residents who are keeping sidewalks clear on school routes to positively enforce good winter clearance and safer passage for students.



PURPOSE:

This SOP will describe the process an administrator would follow to develop a successful Winter Clearance Thank-You blitz 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 letter.

DEFINITIONS:

Winter clearance: *Shovelling and melting of snow from surfaces.*

PROCESS:

In order to take part, a school Administrator must:

1. Engage teachers or parents who might support this project.
2. Have students create various thank you notes or design and print them as part of a classroom exercise. Learning points can include social responsibility, environmental sustainability, social connectedness, and active transportation.
3. Have students deliver notes to residences that are keeping sidewalks clear. This may be done as a classroom exercise during school hours, or Trailblazers or other students may deliver them under supervision after hours.

RESOURCES:

- Art supplies or graphic art program and printer/printer supplies
- Samples

Communications required:

- Thank you notes

Associated SOPs

- Engineering interventions
- Monthly communication to parents

Equipment/tools available from STSWR

- Thank you note ideas



Links

Winter resources for parents: <https://www.stswr.ca/walkzone/home-support/walking-in-cold-and-snowy-weather/>

SAFETY AND SUCCESS PROVISIONS

1. Supervision for delivery of notes is suggested.

EMERGENCY PROCEDURES

EXPECTED RESULTS

- Community connectedness.
- Helping the municipality to encourage good snow clearance practices.
- Students understand how municipalities and residents work together.