

Key Elements of A School Travel Plan

The following represents a useful checklist of items that your School Travel Plan should consider.

1. Introduction

- Where is the school? (should include a map showing the position of the school)
- What is the school's catchment area? (Could be included on map)
- What are the existing travel patterns of staff and pupils? (see point 3, below)
- What are the current issues, problems and perceptions regarding the journey to school?
- Does the school have plans which may generate traffic increases in the future?
- What is the overall vision / ethos of the school?

2. Policy and objectives

- Provide a policy background (including national, local and health policies)
- What are the objectives of the school travel plan?
- The benefits and beneficiaries of the plan?
- Who are the partners in the project?
- What can the project bring to the school?
- Is doing nothing a viable alternative?

3. Survey results

- How do pupils/staff currently travel to and from school? How would they like to travel? (should include results of a travel survey - be careful to isolate morning from afternoon journeys, as the picture is often different)
- How are school journeys perceived in terms of safety?
- How do these figures relate to national and local trends? (We can help you with these regional and national comparisons)
- What are the key issues and obstacles which need to be overcome?
- Do the results point to any particular problems that need to be addressed?

4. Initiatives

- What is the school already doing? (e.g. cycle or pedestrian training for children, road safety activities linked to the curriculum, school safety policies)
- What else can the school do?
- What steps might need to be taken by others, e.g. parents, pupils, the local authority?
- What targets or objectives is the plan setting that the school would like to achieve?
- A list of measures should be identified and prioritised. This could include:
 - ♦ Increasing walking
 - ♦ Increasing cycling
 - ♦ Improved road safety
 - ♦ Increased public transport usage
 - ♦ Classroom work
 - ♦ Parental involvement
 - ♦ Promotion and publicity

5. Implementation and plan management

- When will these steps be taken? (An action plan could be developed of short, medium and long term measures, with some indication of how the school community would expect to recognise success.)
- What are the estimated costs of any measures (in time, money, support and resources)? (Again, we may be able to help you with this)
- What are the possible sources of funding? (e.g. local authority, local businesses)
- Who is responsible for the required actions and by when?
- What rules need to be established regarding travel to school?
- How will these rules be applied?