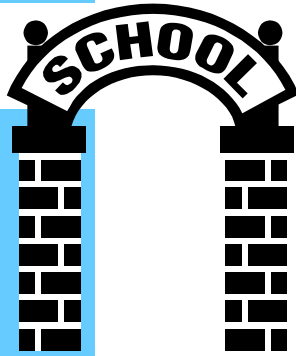


A guide to **SCHOOL** *Travel Plans*



Rhondda Cynon Taf CBC
Transportation Strategy
Highways and Streetcare
Sardis House
Pontypridd
CF37 1DU





Setting up a School Travel Plan? An easy guide to School Travel Plans.

What is a School Travel Plan?



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A school Travel Plan (STP) is a process whereby a school works out how it intends to make travel to and from school by pupils, parents and teachers more sustainable and safe.

STPs are created in consultation with the whole school community and take account of current trends and the local situation so one school's travel plan will be very different from that of another.

STPs are not just about travel but also about improving health, broadening education and combating social exclusion. They contribute towards making the local community greener and improving quality of life. (*Sustrans*).



The benefits of a school Travel Plan

What are the benefits?

Writing an STP isn't something that can be done over night, it will require commitment from a number of people, but it will be time well spent. Start with small steps, you will be surprised how much can be achieved as part of classroom work or other existing initiatives. A STP will:

- Demonstrate the schools commitment to environmental and community concerns. School inspections, although focussed on standards within the school, also take note of projects supporting education for sustainable development and involving the wider community.
- Help to secure funds for safe routes initiatives and projects such as bike parking or road safety improvements.
- Promote school travel issues with parent's pupils and staff.
- Improve chances of planning consent for further school development
- Provide a framework for curriculum links, particularly under citizenship, geography and personal, social and health education.
- Contribute towards initiatives such as Healthy Schools and Eco Schools.



Benefits for the school

- Provides an interesting focus for class work within the national curriculum
- Reduces the frequent complaints from parents and local residents about the aggressive and inconsiderate nature of drivers.
- Improves children's health, which helps their concentration in class.

Benefits on the journey to and from school

- Reduces accidents and dangers on the journey to school
- Cuts congestion at the school gate
- Makes the area around the school safer and more enjoyable for everyone

Benefits for the pupils

- Improves children's health and fitness through walking and cycling
- Equips children with better road awareness and gives them familiarity with public transport
- Children learn road skills that are essential for life
- Gives pupils independence

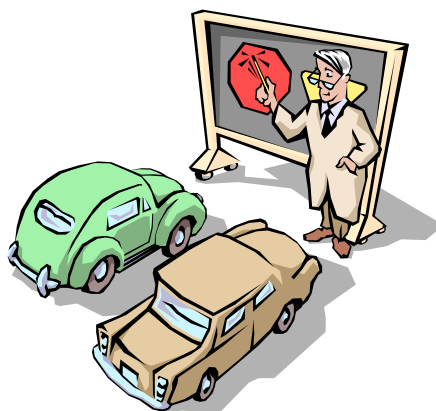


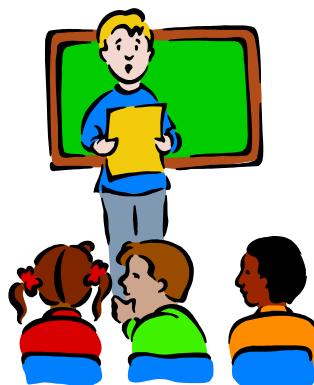
Benefits for the community

- Reduces congestion, pollution and traffic noise
- Reduces the number of car journeys

Benefits for parents

- Enables parents and children to choose walking, cycling, public transport and car sharing with confidence
- Provides healthier and streetwise children
- Reduces worries if route has been risk assessed





How to produce a Travel Plan

What next??

1. Set up a working group

Developing a successful travel plan needs the commitment of the whole school community. An internal coordinator or champion needs to be chosen to drive the plan through; this could be the head or enthusiastic teacher or governor.

A working group could comprise of pupils, teachers, governors, parents and perhaps a local Councillor. Once formed the working group can decide on timescales for producing the plan and identify what needs to be done and by whom.

2. Consult all parties and collect data

Find out what the issues affecting the school are. Conduct a school travel survey. (An example of surveys are provided in the useful resource section).

3. Agree on travel plan initiatives, objectives and targets

The working group needs to identify initiatives and improvements and potential targets to help overcome issues that arise from the school travel survey.



How to produce a Travel Plan

4. Write up travel plan

Write the plan. Examples of existing travel plans have been provided by the Local Authority to assist with this task.

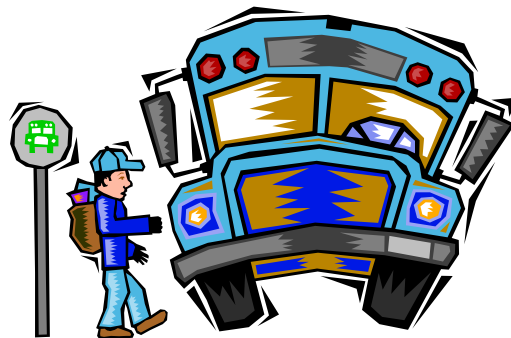
5. Adoption and implementation of the plan, communicate and publicise

Get it adopted – Your plan needs to be signed off by the Chair of Governors and then forwarded to the Transportation Strategy Section of the Council who will also sign it off.

Now the important work starts, through your plan you will have produced a programme of proposals, activities and initiatives, which will now need implementing.

6. Monitor, review and reassess

The working group should continue to meet regular to maintain momentum, review progress of the plan and deal with any new issues arising. Feedback should be obtained from pupils and parents on the success of any actions, improvements or initiative implemented by the school.



What needs to be in a Travel Plan?

Things to consider and include?

1. Brief description of your school

This should include a description of the school, size, layout, number of pupils attending, catchment, any plans for future expansion, factors effecting travel to school.

2. Evidence of consultation

Consultation using a survey/questionnaire process should establish how staff and pupils currently travel to school as well as how they would potentially like to travel in the future. The survey could also include for current problems effecting how pupils and teachers currently travel to school. The results of these surveys will give the base data to allow you to identify current problems and monitor changes as a result of any initiatives/improvements.

3. Summary of school transport and road safety problems

This will identify the key issues for pupils, teachers, parents, governors and the wider community.

This section will include the reasons that may influence how a person travels to school, such as road safety issues, poor transport links etc. Issues both within the school grounds as well as beyond the school, should be equally noted.



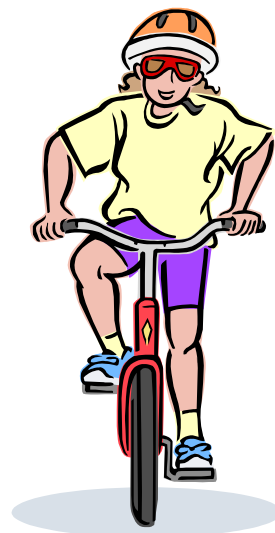
4. Action Plan – Proposed initiatives with objections and targets

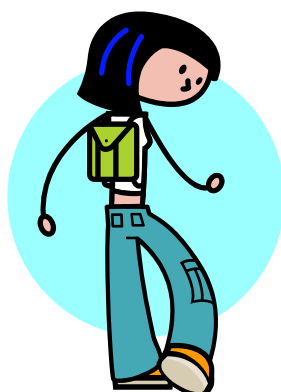
This section will provide a list of identified actions and initiatives that you intend to undertake/implement.

5. Plan for implementation

It is important that having set out what you wish to achieve, that an action plan for achieving it is also in place. For each of the improvements and or initiatives identified you must consider:

- Start and end dates for tasks
- Lead person at the school
- Action needed by other organisations including the local authority etc
- Cost in time and money
- Source of funding





6. Plan for monitoring and review

Having devoted valuable time to developing your STP you will want to ensure work towards your objectives is on track. It maybe that some of the things you planned are no longer relevant or things have happened sooner than you planned. You should consider how and when changes are to be monitored, how these changes are to be reported and who and or when will the plan be reviewed to ensure targets are met and continue to be achieved.

7. School Travel Plan Agreement:

Get it adopted – Your plan needs to be signed off by the Chair of Governors and then forwarded to the Transportation Strategy Section of the Council who will also sign it off.





Improvements/initiatives you may wish to consider in your STP

Inspiration and ideas?

Education and publicity

- Walking Bus

A walking bus is an initiative to encourage more children, accompanied by adults, to walk to school and by doing so reduce traffic and congestion outside schools

- Cycle proficiency training

A training programme run in the school grounds which promotes safe cycling and aims to encourage young cyclists to develop their own awareness and judgement so that they will be better prepared to cope with the dangers they will face on the road

- Walk to school day/week events

A promoted day/week to encourage pupils and parents to walk to school to help reduce car usage and vehicle congestion around schools.



- Curriculum based projects on sustainable transport

Pupils can participate in class based lessons to the importance and benefits of adopting more sustainable forms of transport. Schools can participate in scheme such as Eco-Schools and Healthy Schools. (A list of websites is provided in the useful resource section).

- Kerb Craft

Designed to teach pedestrian training skills to 5-7 year olds by means of practical road side training rather than in the classroom with qualified tutors.

- Bus behaviour schemes

Bus behaviour schemes can be introduced by a school to highlight and address problems associated with school bus fraud such as safety and behavioural issues.

There are numerous good examples of successful schemes set up by schools across the UK. Each scheme can be unique and is usually tailored to address the specific concerns of each school.





- School Mission Statement

A statement of intent, setting down the schools intention to highlight current problems and its ambition to pursue change to generate improvements by implementing a series of initiatives as set out in the action plan.

- Park and Stride

It may be necessary for children to be driven some of the way to school. But there is an alternative to being driven from the front door to the school gate. Find suitable place to park 5-10 minutes walk from the school, this could be a public car park, shop etc (ensure permission to park is obtained if required).

A child can then walk with a parent or friends the rest of the way to school. Walking some of the way gives the child a chance at a little activity, teaches the child vital pedestrian skills and takes away traffic congestion from in front of the school, making it safer for everyone else travelling on foot.





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- **Car Sharing Clubs for Teachers and Parents**

A car share club will allow parents and/or teachers to share a car and travel together when undertaking the same journey. It will allow parents/pupils and teachers to benefit from the convenience of the car when its use is unavoidable, whilst alleviating the associated problems of congestion and pollution.



- **Newsletter and Web page**

A means of promotion to highlight the school travel plan and raise awareness of the problems being experienced by pupils travelling to school and the initiatives being employed to reduce and resolve these concerns.





Improvements to School environment

- Secure and covered cycle parking facilities for staff and pupils
- Segregated pedestrian and cycle routes in school grounds
- Changing and drying facilities for cyclists
- Lockers for equipment
- School bus parking facilities
- Segregated teacher parking facilities
- Parental drop off point
- New footpaths through school and resurfacing of existing paths

Highway measures

- Cycle and pedestrian priorities
- Pedestrian and cycle crossing facilities
- Street Lighting



School Management Issues

- Managing access and times of access to the school site, e.g. consider staggering start/finish times and or restricting access to school grounds etc.
- Managing parental parking
- Managing bus operation on the school grounds
- Manage the use of cars by pupils (Yr 12 & 13 Pupils)



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Useful resource documents attached:

Useful Websites

<http://gov.wales/docs/dcells/publications/170623-all-wales-travel-behaviour-code-statutory-guidance-en.pdf>

www.saferoutestoschools.org.uk/

<https://www.livingstreets.org.uk/who-we-are/wales>

www.modeshift.org.uk/

www.esd-wales.org.uk/

www.dft.gov.uk/pgr/sustainable/schooltravel/

www.safekidswalking.org.uk/ - leaflet about walking buses: How to get more kids walking to school

www.keepwalestidy.org/eco-schools

<http://www.roadsafetywales.org.uk/>

