



1.1 - School Travel Planning Phases

The STP Process

The School Travel Planning Process is guided by the School Travel Planning Facilitator, who is responsible for helping each school develop a School Travel Plan specific to their problem areas. The facilitator will first meet with the Principal of interested schools, explaining the process and filling out the School Profile (location of school, number of students, bell times, etc.). The facilitator will then set up the process by developing a committee at each school. Members will help the facilitator in assessing the conditions via data collection, developing an action plan for the school, and then later implementing and evaluating the action plan.

Phase 1: Set up at School-Level: Developing the School Committee

At this point, set up at the regional level has already happened; the Executive (Municipal) Committee has been formed and the School Travel Planning Facilitator has been hired. This committee is made up of City Council members, a Public Health representative, a Police representative, School Board representatives, City of Stratford representatives, and members of any other local organizations. Set up at the school level is up to the facilitator, who will meet with multiple schools and form a committee at each individual school. The school committees are made up of students, parents, teachers, and principals.

The facilitator, with the help of the Principal, will recruit staff and other members of the school community (parents, students) to join their school's committee. This may involve the facilitator joining in on staff meetings to talk about School Travel Planning, leading information sessions or presentations at the school, or recruiting people online through social media.

Phase 2: Assessing the Conditions - Data Collection

Data collection involves: Classroom Surveys, Family Surveys, Traffic Observations, and School Walkabouts. There are two periods of data collection: baseline and follow up. Baseline data collection will happen at the start of the school year in October; follow up data collection, which only involves the classroom surveys, will happen later in the school year in May.

Phase 3: Developing the Action Plan

This part of the process involves the school committees writing up an action plan for their individual school. The action plan consists of items that the committee will be assigned to and perform, and is informed by potential solutions to problem areas identified at each school.

Phase 4: Implementing the Action Plan

The action plan is carried out at each school; any infrastructure issues that were identified as easy to fix are being installed (eg. bike racks, signage), and events at schools are in full swing such as "Walk 'n' Wheel Wednesdays," Bike Rodeos, and "Winter Walk Day."

Phase 5: Reassessing the Conditions - Evaluating the Action Plan

At this point in the process, the action plan has been going on for a significant amount of time and it is time to reassess the conditions and whether the School Travel Plan had a positive impact on the school. This involves re-administering the classroom surveys, and seeing if students and parents have changed their school travel behaviour. Changing the culture of school travel behaviours, like any behavior change, can take years. It is encouraged that each school continues with this program into the future.

Phase 6: Keep it Going

This part of the process involves tracking progress and celebrating successes. Schools should receive continual support to ensure the School Travel Plan's sustainability.