

School Travel Planning: the Christchurch Way

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Steps toward a School Travel Plan

Step One: Recruit a School

For school travel planning to be an effective tool for addressing school travel issues, the schools involved must have a real commitment and enthusiasm for developing and implementing their own travel plans.

Step Two: Establish a Budget

Adequate funding needs to be secured.

Step Three: Appoint a Coordinator

The School Travel Plan Coordinator has the responsibility of guiding the process during the development stage and facilitating relationships.

Step Four: Create a Working Group

The working group guides the development and implementation of the school travel plan. Its members must include the school principal, and representatives from the Board of Trustees, staff and parents, and members of the travel planning and engineering staff from the local council. It can involve other stake holders like the Police Education Officer and School Health Promoter.

Step Five: Establish Goals and a Timeline for Achievements

Clarity of purpose is important.

Measurable goals need to be set and a realistic timeline for achieving them needs to be agreed upon.

Step Six: Undertake Research

Gather data about where school families live, how their children travel to school, how the children would like to travel to school, the routes they would take if they walked or cycled to school, the difficulties they would encounter on the way, and other barriers (perceived as well as real) to active and sustainable travel.

Step Seven: Report on Findings and Seek Solutions to Barriers

Analyse and report on the results of the research. Present information first to the working party and then to the school community. Ask for input on possible measures to overcome identified barriers.

Step Eight: Develop a Draft Action Plan

From the feedback obtained, the working party should refine solutions to barriers into a draft action plan, which as well as new ideas should include what the school is already doing and how this can be built on (e.g. how to grow an existing walking school bus programme). Invite comment on the draft action plan.

Step Nine: Write Up a School Travel Plan

From the feedback received, develop your School Travel Plan, which should include what is to be done, by whom and when. Get sign off from all parties concerned.

Step Ten: Launch the Plan and Start Implementing It

Hold a celebration to launch the plan,
and then start implementing it.

Introducing Rosemary Walton

**School Travel Plan Facilitator
at Westburn School**

School Travel Planning from our school's perspective

- **Developing and implementing our Travel Plan at Westburn School**
- **The role of the School Travel Plan Facilitator and its importance**

Any questions?