

**School Travel Plan Guidance**  
**Document 2005**

A School Travel Plan sets out a package of measures, which aim to improve children's health, safety and the local environment around the school. It is possible that you already carry out activities that contribute to improving school travel patterns such as walking buses, parking permits for sixth formers, or road safety within the curriculum.

A School Travel Plan simply shows how this is knitted together effectively and may highlight opportunities where others could work with you for the benefit of both the school and the wider local community.

The Plan can be as simple or as comprehensive as you wish – Schools have differing needs and will develop activities that address their own travel issues. Some may need to produce a detailed and comprehensive range of actions, others could develop their package of initiatives over time. However, your plan will include clearly stated objectives with measurable targets that reduce school journeys by car in favour of walking, cycling and the use of passenger transport without compromising safety.

This guide has been designed to guide you through the process of writing a school travel plan. By following this guide in conjunction with the School Travel Plan template, your school travel plan will meet the current Government criteria and will allow you to apply for the DfES funding.

## **1 Introduction**

This is your opportunity to provide a background to the School travel plan, in terms of why you have produced the plan, how the plan fits in with your school ethos, who you are aiming this plan at.

Some background text you may wish to use includes:

Around 20% of the morning peak traffic is concerned with journeys to school. Every year less children walk and cycle to school and more travel by car. This means children have fewer opportunities to establish travel habits benefiting their health and independence. Meanwhile road dangers, congestion and pollution flourish through the sheer number of vehicles concentrated around schools.

## **2 Description of the school**

Provide a clear description of your school with maps to illustrate if possible, include any plans for expansion or refurbishment, the availability of other forms of transport

### **3 Current Situation**

- What prompted the school to write the travel plan?
- What is the situation outside the school? (Congestion, inappropriate parking etc)
- What do the parents feel about the situation (use the comments from the survey)

### **4 Current School Travel Patterns**

- Who have you surveyed or asked about travel issues? (For example: Governors, Head teacher/senior teaching staff, pupils, parents/PTA, teaching staff, non-teaching staff, local community).
- How have you surveyed or asked them? (For example: questionnaire, hands-up class count, anecdotal evidence, travel surgery, other-specify).
- Based on your survey(s), how do people currently travel to school?
- Are there any key issues emerging from your surveys and what are they? (For example: road safety concerns, parking problems, poor driving behaviour, congestion, particular hazard areas).
- If you have not completed a survey of any kind, do you intend to do so and if not why not?

### **5 Responsibilities, involvement in and benefits of the plan**

- Who will be involved in the steering group for your Travel Plan? (Some or all of the following groups should be involved: staff, governors, parents, pupils, the local authority, the local community).
- Who will take on responsibility for the school travel plan?
- Who will benefit from your Travel Plan? (For example: staff, governors, parents, pupils, the local community).
- How will they benefit? (For example: improved road safety, less congestion/pollution, better pedestrian/cyclist environment, personal security, health improvement, cost/time savings, social/environmental benefits, independence).

#### **5.1 Consultation**

List whom you have consulted during the development of the plan and who the members of the working group are.

### **6 Aims**

Your aims should demonstrate the overall direction of your plan and what you hope to achieve through its implementation.

### **7 Actions Taken so far**

List all the activities the school has done or does do on a regular basis in relation to school travel.

- Are you involved in the Health Promoting School Scheme?
- Are you involved in the ECO schools project?
- Do you already do any road safety initiatives?
- Do you participate in "Walk to School Week"?
- Is there anything in the curriculum connected to sustainable transport or road safety?
- Do you provide cycle training for your pupils?

### **8 Targets**

Your targets should be linked to your aims and objectives and be the means by which you measure the progress of your plan. They do not all have to be quantitative targets, although there should be reference to encouraging a shift away from car use to more sustainable modes.

Examples include:

- A working group will be established by (*date*).
- The working group will steer the development of the Travel Plan through regular meetings (*once a term?*).
- To raise the proportion of non-car trips to the school from (XX% to XX%)
- To have XX% of pupils participating in road safety education over a XX year time period.

## 9 Plans for evaluation, monitoring and review

- How will you monitor the way in which staff and pupils travel to school (modal split)? (For example: annual school travel survey).
- How will the initiatives within the School Travel Plan be monitored?
- How frequently do you intend to monitor modal split and the School Travel Plan?
- How will you use the results of your monitoring? (For example: to review progress, to identify any barriers to implementation, to revise/update the Travel Plan, to set new targets).
- How will you report changes and any changes to be made?
- Date of the review

## 10 Objectives/initiatives

Your objectives/initiatives should be linked to your aims and should demonstrate how you intend to go about achieving them.

You now need to identify a range of initiatives under some of the following headings through which your aims will be achieved:

- **Walking** (Examples include: Walk to School Week, Walk on Wednesdays, pedestrian training, walking buses, personal safety training).
- **Cycling** (Examples include: cycle training, National Bike Week, cycle permits and policies, cycle maintenance, cycle awareness-helmets, bright clothing).
- **Public transport** (Examples include: public transport information, renegotiated timetables/routes, school specific buses, behaviour contracts, private minibuses).
- **Car sharing** (Examples include: car share register for parents/pupils/staff, social opportunities to create matches - the Council can provide maps and postcode data plots).
- **Traffic Engineering** (Examples include: 20mph zones, junction narrowing, traffic calming, crossing points, improved footways, lockers in school, pedestrian/cycle access to the site, cycle lanes, cycle storage, location of bus stops/bus lay-by/drop-off points, pedestrian links, shelters).
- **Enforcement of parking restrictions** (Examples include: letters to parents, newsletter articles, petitions to parents, peer pressure).
- **Road safety** (Examples include: pedestrian or cyclist training, local environmental studies, crash vehicle project, pre-driver training, pre-school training, in-car safety, Key Stage specific material).
- **Curriculum work** Examples include: <http://www.databases.dft.gov.uk/lessonplans/>  
<http://www.teachernet.gov.uk/Resources>
- **School management** (Examples include: the School Travel Plan included in the School Development Plan, the school prospectus, induction days for new parents, staff induction, timetable and length of school day, staff supervision of entrances).
- **Parental involvement** (Examples include: involvement in the School Travel Plan steering group, home-school working groups/agreements, walking bus escorts, volunteer trainers).

- **Pupil involvement** (Examples include: involvement in the School Travel Plan steering group, the School Council, school newspaper/newsletter, the curriculum, competitions, travel surgeries).
- **Promotion and publicity** (Examples include: school newspaper/newsletter, school notice board, posters, competitions, local media, web page, brochure format of the Travel Plan, parent evenings, assemblies, visiting speakers).

Your objectives should be set within a realistic timescale of implementation of short, medium and long-term measures and should identify what resources are needed or are available for implementing measures, who will be responsible for each initiative and any action needed.

## **11 Commitment**

Sentence on the commitment to the travel plan, e.g. 'This agreement is an expression of commitment and goodwill on the part of the school, its community and Wolverhampton City Council to achieve a positive outcome for the pupils of the school and local community'.

Signatures of the Chair of Governors, Head Teacher, Representatives of Wolverhampton City Council (LEA and Transport Department), Chair of the School Travel Group