

School Travel Planning Toolkit



Acknowledgements

Active & Sustainable School Travel Certification: Development Team

City of Hamilton:

Peter Topalovic
Mobility Programs & Special Projects
Public Works Department

Kelly Scott
Healthy Living Division
Public Health Services Department

Green Venture:

Paul Barrett
Air Quality Programs Coordinator

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Contact for more information

Callaway Johnson

School Travel Planning Coordinator
New Hope Community Bikes Consultant
905 546 2424 x 6600
schooltravelplanning@hamilton.ca

Active & Sustainable School Travel Certification

1. Introduction

Transportation is an important part of all discussions regarding the environment and green living. Promoting and using active and sustainable travel to, from, and during school addresses environmental, health, and safety issues concerning the school trip. The Active and Sustainable School Travel (ASST) certification process uses the Canadian School Travel Planning model to help schools earn recognition for ASST efforts including

- The Ontario EcoSchools certification program — Curriculum or Environmental Stewardship sections
- City of Hamilton ASST designation — Basic or Advanced Certification
- The City of Hamilton Community In Motion Award — School of the Year

Support for the ASST Program is provided by The City of Hamilton Public Health Services - Healthy Living Division. All questions about the program may be directed to

Kelly Scott – Physical Activity Specialist

Hamilton Public Health Services | Healthy Living Division

Chronic Disease Prevention Team

905-546-2424 ext. 1309

kelly.scott@hamilton.ca

Goals of ASST Certification

1. Raise awareness of transportation modes and options
2. Collect data to understand and track current and future trends in travel behaviours of students and school staff
3. Develop an action plan to build an ASST culture
4. Connect the school to ASST resources

ASST certification is designed for both elementary and secondary schools. Secondary school students are encouraged to take an active role in the planning, adaptation, execution, and assessment of activities, action items, and audit processes.

2. ASST Certification Process: Using the School Travel Planning Model

1. The School Travel Planning Model

- Is a community-based approach
- Aims to increase the number of children and adults choosing active and sustainable travel modes to, from, and during school
- Addresses sustainability, safety, and health associated with 'the school run'



2. ASST Certification Requirements

Step 1: Identify Champion & Leadership Team

- Use an established committee such as the EcoTeam or Health Action Team to coordinate the ASST

OR

- Create a new coordinating team that includes parents, students, staff, and community partners
- Document committee meetings — minimum 4 meetings per school year

Step 2: Assess Conditions Using the Audit Tools

- Conduct an initial assessment of your school's travel behaviour and environment

- Student Hands-up Survey — encourage student leadership
- School Profile & Site Walkabout with your leadership team and community partners (e.g., police, public health, public works, councillors, and others)

Step 3: Action Planning

- Create an action plan** based on information gathered in the audit tools to create a favourable shift in school travel mode choice and school transportation environment
- Set your targets (e.g., increasing ASST by 2% by the end of the school year)
- Must include 1 curriculum linked activity to 1 full grade
- Must raise awareness of ASST internally and externally
- See suggested activities, or create your own

Step 4: Implementation

- Implement your ASST plan and track activities
- Get support from community partners to help you along the way
- Be sure to take pictures of your initiatives to include in your final package
- Record results from each initiative to track your progress towards your targets

Step 5: Ongoing Monitoring & Improvement

- Complete a follow-up Student Hands-up Survey
- Develop a School Travel Plan (STP) report that captures your actions



Step 6: Apply for Certification

- Complete the on-line certification application **by the first Friday in May**
- Upload support material such as photographs of your events/initiatives
- See judging criteria to find out what you need to achieve “Basic Certification” or “Advanced Certification” – Bronze, Silver, or Gold



Congratulations! You have completed the Active & Sustainable School Transportation Program certification.

Appendix A: ASST Toolkit Forms & Surveys

<p>Step 1: Identify Champion & Leadership Team</p> <p>Purpose: Plan, implement, and evaluate ASST initiatives.</p>	<p>Sample Agenda</p>
<p>Step 2: Student Hands-up Surveys & Family Travel Surveys</p> <p>Purpose: Gather baseline data on school travel behaviour and perceptions. Data gathered will inform School Action Plan & School Travel Plan Report.</p> <p>Conducting Hands up survey: School ASST lead distributes the surveys to each classroom via online link. Note that students from the ASST committee may assist with this task. Classroom teachers conduct the survey for a 5-day period.</p> <p>Conducting Family Travel Survey (optional): School ASST lead distributes the online survey to families via newsletter, email blast or other distribution methods. Survey can be accessed by the link below or at http://bit.do/hamiltonFTS</p> <p>Compiling and analyzing: The online form automatically generates a spreadsheet data.</p>	<p>Online Hands Up Survey</p> <p>Download Hands Up Survey</p> <p>Download Family Travel Surveys (translated versions included)</p> <p>Online Family Travel Survey http://bit.do/hamiltonFTS</p>
<p>Step 2: School Transportation Profile & Walkabout</p> <p>Purpose: The ASST committee gathers baseline data and observations about on-site facilities and infrastructure, practices, programs, and policies that influence active and sustainable school travel. Information gathered and observations made will inform the Action Plan and the School Travel Plan Report.</p> <p>Who conducts and collects: ASST committee completes the school profile and walkabout form:</p> <ul style="list-style-type: none"> (a) Conduct research via internet (b) Speaking to the principal and other school community members (c) Conduct a walkabout of the school grounds and immediate surrounding neighbourhood. <p>Walkabout Specifics:</p> <ul style="list-style-type: none"> (a) Set a walkabout date (b) Invite ASST committee members and other community partners (e.g., police, public health, public works, school crossing guard, etc.) (c) For the walkabout, allow about 10 minutes to organize the group, 20-30 minutes for the walkabout, and about 20-30 minutes to discuss 	<p>Walkabout Checklist</p> <p>Walkabout Attendance List</p> <p>Walkabout Discussion Guide</p>

<p>observations on the walkabout (d) Fill in the school transportation profile and walkabout form</p>	
<p>Step 3: ASST Action Plan & School Travel Plan Report</p> <p>Purpose: ASST action plan synthesizes baseline data gathered through the student hands-up survey, and the school profile and walkabout into a course of action. The school travel plan report is a living document that is meant to be revised annually as schools and the school community addresses their transportation needs.</p> <p>Instructions: Complete the action plan template. Schools determine what they foresee as achievable targets that will stand as an indication of their success. Note that Metrolinx’s “Big Move” has set out a target of 60% of children and youth in the Greater Toronto and Hamilton Area will use active transportation by 2030.</p> <p>Completing a minimum of two initiatives during the school year qualifies schools for advanced certification. Robust and effective ASST planning actions strive to raise awareness, communicate messages (e.g., internal and external), and include a curriculum component.</p> <p>Develop and/or revise your school travel plan report.</p> <p>Included is a link to a variety of actions/activities to support your ASST action plan.</p>	<p>Action Plan Template</p> <p>Action Plan Guide</p>
<p>Step 5: Ongoing Monitoring & Improvement</p> <p>Purpose: To track progress towards set goals/targets.</p> <p>Instructions: Repeat hands-up student survey and tally results in data analysis entry form.</p>	<p>LINK FOR HANDS UP SURVEY: Hands Up Survey</p>
<p>Step 6: Apply for ASST Certification</p> <p>Purpose: Achieve recognition from the City of Hamilton for your efforts to shift towards more active and sustainable school travel.</p> <p>Instructions: Complete the ASST certification application online</p> <p>Note: Judging criteria form for your reference.</p>	<p>Sample (complete and submit via email)</p> <p>ASST Certification</p> <p>Judge’s Criteria Form</p>