

# WALKABOUT INVITATION CHECKLIST

An important step in developing your school's **Action Plan** is to go out and walk around the school areas that have been identified as a traffic and safety concern. The **Walkabout** should include a variety of stakeholders, who can help inform what is being observed and determine the best steps to move forward. Below is a list of the recommended stakeholders to invite.

INVITEE	ROLE	CONTACT INFORMATION
School Principal/Vice-Principal	<ul style="list-style-type: none"> <li>• Link between school community and school board</li> <li>• Support for programs and infrastructure changes</li> </ul>	
Teacher Representative(s)	<ul style="list-style-type: none"> <li>• Present the staff's commuting perspective</li> <li>• Knowledge of students' concerns</li> <li>• Help with promotion to staff</li> </ul>	
Parent Representative(s)	<ul style="list-style-type: none"> <li>• Present the experience of walking to and from school</li> <li>• Help with promotion to other parents and engaging other parents in volunteering</li> </ul>	
Student Representatives	<ul style="list-style-type: none"> <li>• Present the experience of walking to and from school and locations of safety concerns</li> </ul>	
School's Public Health Nurse	<ul style="list-style-type: none"> <li>• Present the health reasons for more walking</li> <li>• Assist with promotion of programs and infrastructure changes</li> </ul>	
School's Police Officer	<ul style="list-style-type: none"> <li>• Address the safety concerns for more walking</li> <li>• Link to crossing guard program</li> </ul>	
School Board Trustee	<ul style="list-style-type: none"> <li>• Support infrastructure changes to the school site</li> <li>• Apply learning to school board-wide decision-making</li> </ul>	

INVITEE	ROLE	CONTACT INFORMATION
School Board Facilities Staff	<ul style="list-style-type: none"> <li>• Help with infrastructure changes</li> </ul>	
Block Parent Program	<ul style="list-style-type: none"> <li>• Present the neighbourhood safety context</li> <li>• Link to Block Walker Program</li> </ul>	
City Transportation Staff	<ul style="list-style-type: none"> <li>• Present standard “traffic calming” changes</li> <li>• Link to traffic data, lighting, parking and PEEP real-time speed boards</li> </ul>	
City Environmental Programs Staff	<ul style="list-style-type: none"> <li>• Present the environmental reasons for more walking</li> <li>• Support with promotion to school community</li> </ul>	
Ward Councillor	<ul style="list-style-type: none"> <li>• Support the infrastructure changes on public property</li> <li>• Assist with involving appropriate City depts.</li> </ul>	
Media	<ul style="list-style-type: none"> <li>• Highlight walkabout findings to the community</li> <li>• Promote awareness of STP and ASRTS</li> </ul>	
Community Groups (directly involved with Active Transportation, environment and safety)	<ul style="list-style-type: none"> <li>• To offer insight into their related services</li> </ul>	