

ACTION PLAN

The **Action Plan** is one of the most important steps of School Travel Planning (STP). After completing the **baseline data collection**, you can start to look at potential solutions and next steps to address your school community's concerns related to safe and active transportation.

Feel free to use the **Action Plan Template** or create your own. The Example below organizes the Action Plan by broad objectives. Within each objective are the specific action items and tasks, which are assigned to specific individuals or groups with a target timeframe.

The final two columns allow for adjustments (revisions, additions, and removal of action items) to be made to the Action Plan during the **Carry Out** step of the STP. The Action Plan is a living document and action items should be monitored and updated regularly to keep it current.

As you complete action items, add them to your **Celebrate Your Success** page and celebrate your achievements!

EXAMPLE

ACTION	TASK	RESPONSIBILITY	TIMEFRAME	CURRENT STATUS / UPDATE	NEXT STEPS
Objective 1: Improve the safety of children on the active school journey					
EXAMPLE: Have sidewalks constructed on streets leading to school	<ul style="list-style-type: none"> - Discuss with City Transportation department - Seek approval for funding or do necessary fundraising - Construction of sidewalk 	Sue (parent) John (parent) Municipality	<M/Y> to <M/Y>	Proposal sent to Municipality - waiting for response	
EXAMPLE: Start a Walking School Bus program	<ul style="list-style-type: none"> - Recruit adult volunteers - Volunteers to have Police Checks - Educate Volunteers - Identify routes and create maps - Promote to school community 	Block Parent Block Parent Block Parent STP committee Healthy Schools Committee	<M/Y> to <M/Y>	Block Parent contacted and recruitment to begin in 2 weeks	

Objective 2: Raise awareness of environmental and health benefits of active travel					
EXAMPLE: Anti-idling campaign	<ul style="list-style-type: none"> - Collect previously used resources (newsletter inserts, announcements, etc.) - Choose a date to promote - Have anti-idling by-law signs put up outside of school 	Jordan Mr. Brown Municipality	May	Date has been chosen Newsletter insert to be inserted in April Signs have been ordered	Municipality to put up the signs Organize students to say announcements
Have students create artwork for temporary outdoor signage and throughout the school	<ul style="list-style-type: none"> - Identify a class that can make this an art project or run a contest with the school 	Mr. Smith	<M/Y> to <M/Y>	Winning class identified	Determine which ASRTS merchandise to use as prizes
Objective 3: Encourage more students to walk to school					
EXAMPLE: IWALK (International Walk to School Month – October)	<ul style="list-style-type: none"> - Organize a Walk to School Month in October - Collect promotional resources and prizes 	Mrs. Anderson with Healthy Schools Committee	Organize in September for October		
Objective 5: To facilitate safe bicycling to and from school					
EXAMPLE: Bike Safety Training	<ul style="list-style-type: none"> - Organize a bike-rodeo for students - Select training dates and location - Find/create resources for students to take home 	TBD	<M/Y> to <M/Y>		