

Table of Contents

FYI:

- **Bolded** items are documents yet to be developed
- **Highlighted** items are documents that need considerable edits and/or content
- *Purple* items are documents added/incorporated into Table of Contents

0. Foreword

- 0.1. Table of Contents
- 0.2. Introduction to STP
- 0.3. Overview of STP Tasks

1. Phase 1: Set-Up

- 1.1. Set-Up Task List
- 1.2. Set-Up Tools & Templates
 - 1.2.1. Contact ELMO ASRTS to start STP Email Template
 - 1.2.2. *Meet the Principal Invitation Email (now all subsequent documents will need to be renamed to have the appropriate #)*
 - 1.2.3. STP Readiness Assessment Tool
 - 1.2.4. School Agreement
 - 1.2.5. STP Introduction PowerPoint Presentation
 - 1... STP Introductory Presentation
 - A new version was created by Megan. Emily asked Megan on Nov 27th to insert revisions to the existing STP Presentation to maintain our branding and asked her to send it to Chantha for review by a CHT PHN before formalizing and saving it in the following two locations:*
 - <S:\HLVASRTS\!!! SCHOOL TRAVEL PLANNING\STP Manual\STP Manual 2019\UPDATED Version post-Emily's edits> **Title it "1.2.4 STP Introductory Presentation"**
 - <S:\HLVASRTS\PRESENTATIONS> **Title it "!!! STP Presentation 2020"**
 - 1.2.6. STP Team Sign-Up Sheet Template
 - 1.2.7. School Profile
 - 1.2.8. STP Team Terms of Reference
 - 1.2.9. Agenda Template: First STP Team Meeting

2. Phase 2: Collect Information

2.1. Family & Youth Surveys

- 2.1.1. Family & Youth Surveys Task List
- 2.2. Family & Youth Surveys Tools & Templates
 - 2.2.1. *Contact HEAL – Survey Inquire Email Template (now all subsequent documents will need to be renamed to have the appropriate #)*

- 2.2.2. Class Breakdown
- 2.2.3. Family Survey Promotion to Parents and Students
- 2.2.4. Invitation for Family Survey
- 2.2.5. LOI & Consent for Family Survey
- 2.2.6. Script to Conduct Classroom Presentations
- 2.2.7. Assent for Youth Survey
- 2.2.8. Family Survey
- 2.2.9. Youth Survey

2.3. Traffic Counts, Observations & Hands Up Survey

- 2.3.1. Traffic Counts & Observations Task List
- 2.3.2. Hands Up Survey Information (not sure if this should go here) (now all subsequent documents will need to be renamed to have the appropriate #)
- 2.3.3. Hands Up Survey Task List
- 2.3.4. Bus Tally Task List
- 2.3.5. Traffic Counts, Observations & Hands Up Survey Tools & Templates
 - 2.3.5.1. Traffic Count Volunteer Invitation Letter Template
 - 2.3.5.2. Traffic Count Sign-Up Sheet**
 - 2.3.5.3. Traffic Counts & Observations Tally Sheet
 - 2.3.5.4. Traffic Counts & Observations Tally Sheet Example**
 - 2.3.5.5. Bus Driver Tally Invitation Script
 - 2.3.5.6. Bus Tally Sheet

UNASSIGNED, NOT YET LABELLED, NOT REFERRED TO IN THE TASK LIST:

- 2.3... Traffic Count Volunteer Invitation Letter Templates

2.4. Walkabout

- 2.4.1. Walkabout Task List
- 2.4.2. Walkabout Tools & Templates
 - 2.4.2.1. Walkabout Invitation Checklist
 - 2.4.2.2. Walkabout Worksheet Template
 - 2.4.2.3. Walkabout Worksheet Example
 - 2.4.2.4. Agenda Template: Walkabout Debrief Meeting**
 - **Items to consider including:**
 - **date, time, location, name of group**
 - **Review top areas of concern**
 - **Brainstorm solutions**
 - **Review “Create Action Plan” Task list and delegate responsibilities**
 - **Next Steps**
 - 2.4.2.5. Walkabout Email Templates

3. Phase 3: Create Action Plan

3.1. Create Action Plan Task List

- 3.2. Create Action Plan Tools & Templates

3.2.1. Action Plan Template

3.2.2. Agenda Template: STP Team Meeting for Action Plan Creation

- Items to consider including:
 - date, time, location, name of group
 - Review Terms of Reference
 - Review Action Plan Template / Instructions / Task list (whichever route is taken) - highlight the objectives of the program
 - Review top barriers identified by parents and youth in surveys
 - Brainstorm solutions to each of the barriers across the 5 E's
 - Review solutions from Walkabout debrief – determine those to move forward on and look at ways to incorporate additional E's to support (e.g. if advocating for new sidewalks, provide safety Education followed by an Encouragement campaign once installed)
 - Assign responsibilities and timelines
 - Next Steps / next meeting

4. Phase 4: Carry Out Action Plan

4.1. Carry Out Action Plan Task List

4.2. Carry Out Action Plan Tools & Templates

4.2.1. Agenda Template: STP Meetings

- Items to consider including:
 - date, time, location, name of group
 - Review objectives of the program
 - Status Updates (where are each of the action items at? Who needs to do what?)
 - Next steps / next meeting

5. Phase 5: Recollect Information

5.1. Recollect Information Task-List

5.2. Recollect Information Tools & Templates

5.2.1. ?

UNASSIGNED, NOT YET LABELLED, NOT REFERRED TO IN THE TASK LIST:

5.2... Contact HEAL to Set Up Family & Youth Surveys Email Template

6. Phase 6: Keep it Going

6.1. Keep it Going Task List

6.2. Keep it Going Tools & Templates

7. Glossary

Other:

Signing out Resources from MLHU Resource Lending System (RLS) – put on activesaferoutes.ca instead of in the Manual. Include direction for Oxford and Elgin as well.