

Phase 1: Set-Up Task List

The following tasks are recommended for a full-fledged School Travel Planning (STP) program; however, it is understood that not all schools will have the ability to complete all tasks. Mandatory tasks are coloured dark blue ■ while optional tasks are coloured light blue □. Each task is listed in chronological order.

The Set Up Phase is intended to engage the school community, inform key stakeholders on the program and the process, determine if the school is ready and committed to carrying out the program, recruit volunteers for the STP Team, and begin collecting information to help with the overall implementation.

| <i>Tasks</i> | <i>Person(s) Responsible</i> |
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| Contact ELMO ASRTS Co-Chairs (info@activesaferoutes.ca) using the STP Inquiry Email Template to inquire about your school's participation in STP | |
| Familiarize yourself with School Travel Planning: review Introduction to STP , STP Team Terms of Reference , review this Manual, http://www.activesaferoutes.ca/about-us/ and http://www.activesaferoutes.ca/school-travel-plans/ | |
| Send the Principal the Meet the Principal Invitation Letter via email to set up a meeting and introduce the concept of STP. | |
| Meet with Principal, school champions, and ELMO ASRTS representative (e.g., STS, MLHU, SWPH) to introduce STP and complete the STP Readiness Assessment Tool to confirm school participation. Take with you to the meeting: <ul style="list-style-type: none"> • Copies of the Introduction to STP • One copy of the STP Readiness Assessment Tool • School Agreement, which is to be signed by the Principal or Vice Principal if participation in STP is confirmed | |

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| | <p>Risk Management – if the Principal expresses concern about liability risk of participating, contact your ELMO ASRTS representative for further direction and support</p> | |
| | <p>Follow up with the Principal to answer any questions and determine next steps in gaining commitment for the STP program.</p> | |
| | <p>Confirm two STP Co-Facilitators.</p> <ul style="list-style-type: none"> • Co-Facilitator 1: A school community member (e.g. parent, teacher, Vice Principal, etc.) • Co-Facilitator 2: Either a second individual from the school community or a community partner (e.g. school Public Health Nurse, School Transportation Services, or other ELMO ASRTS member) | |
| | <p>Present STP to parents, students, and relevant school committees (at least one group) using the STP Introductory Presentation. Bring with you:</p> <ul style="list-style-type: none"> • A copy of the STP Introductory Presentation • Rack Cards (if accessible) to all attendees • STP Team Sign Up Sheet for STP Team recruitment • Printed information of Introduction to STP as handouts | |
| | <p>Put up STP Posters in the school (e.g. foyer, office, bulletin boards) to inform school of STP participation</p> | |
| | <p>Place Rack Cards and a STP Team Sign Up Sheet in the office for STP Team recruitment</p> | |
| | <p>Promote STP participation using the Set Up Example Promotion Messaging through:</p> <ul style="list-style-type: none"> • School Website • School Newsletter • Social Media | |

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| | <p>Consider translating parent communication material into additional languages: Language sheet</p> | |
| | <p>Complete the Draft of School Profile</p> <ul style="list-style-type: none"> • Share the School Profile with the Principal to help complete and approve | |
| | <p>Determine a flexible timeline for the main tasks of the STP process</p> <ul style="list-style-type: none"> • This will help provide the Principal with a brief overview of the process | |
| | <p>Attend events (e.g. parent/teacher night) to increase parental engagement. Resources available to help with education and engagement (to request or sign out any of the following resources, see Sign Out Inquiry Instructions):</p> <ul style="list-style-type: none"> • Retractable banner • Plinko game with questions related to pedestrian and cycling safety • Rack Cards • STP Team Sign Up Sheet • “SWAG” to give away as prizes • Parent Safety Tips handout | |
| | <p>Recruit & gather volunteers for the school’s STP Team to confirm participation and agree on STP Team Terms of Reference</p> <p>Gather the STP Team volunteers for a meeting. The STP Team Agenda Template can be used as a starting point for creating a meeting Agenda. This meeting should include:</p> <ul style="list-style-type: none"> • Review of the STP Team Terms of Reference • Review the Collect Information Task List to get familiar with the process and options you have | |