

School Travel Planning Readiness Assessment Tool

Purpose: When concerns around active school travel or traffic safety arise at a school, this readiness assessment tool can be used between STP co-facilitators (if already identified), the school Public Health Nurse (PHN), and/or a member of the ELMO ASRTS committee with the Principal/Vice-Principal to determine if the STP program will work in their school. This document does not need to be completed at one point in time, as some parts may require the principal or school champion(s) to find out more information. The readiness assessment tool will not be the sole decision-making tool but used as a guide to find out the capacity, interest, and need(s) of the school.

Step 1: Questions to establish need

1. What are your school's concerns about active transportation, traffic and/or school travel safety?

2. What has already been done to address these concerns?

Step 2: Review and Explain the STP Process (Refer to Introduction to STP for further details)

Phase 1: Set Up

- Engage school community and build awareness of STP: Present STP to key groups, recruit champions for the STP Team, and meet with STP Team to establish timelines and assign tasks

Phase 2: Collect Information (7-10 weeks)

- Complete School Profile, Family and Student Surveys
- Complete Traffic Counts/Observations (and/or hands-up survey)

- Walkabout & Debrief Meeting

Phases 3 & 4: Create & Carry out Action Plan

- Address 5 of the E's (Education, Encouragement, Engineering, Enforcement, Equity)
- Facilitate completion of action plan, updating & communicating to school community regularly

Phase 5: Recollect Information: Repeat phase 2

Phase 6: Keep it Going: Plan next steps

Step 3: Is a STP appropriate to address the needs of your school? YES NO

Please describe why:

If you answer **YES** go to **STEP 4**. If you answer **NO** go to **STEP 5**.

Step 4: Will the school provide support for STP Team?

Can the school identify 2 facilitators? (e.g. parents, teachers, Vice Principal, etc. For more information on the roles and responsibilities of Co-facilitators, see the **STP Team Terms of Reference**)

Facilitator 1 Name: _____ Email: _____

Facilitator 2 Name: _____ Email: _____

If only one Facilitator can be identified, connect with your school's Public Health Nurse to inquire about their capacity to co-facilitate or another member of ASRTS.

If STP Facilitation Team **cannot** be confirmed, go to **STEP 5**

Step 5: Barriers to STP have been identified

STP is not recommended at this time. To overcome the barriers identified, ASRTS recommends:

1. Increasing school community [awareness & capacity for STP](#) to identify champions and facilitators
 - This can be done by presenting STP to key groups, handing out resources to educate key groups, recruiting champions for the STP Team
2. Run a variety of ASRTS activities and programs to increase awareness of the benefits of active school travel, encourage its use, and educate children and families its safe use
 - This can be done by using the resources, videos and a presentation.
3. Reassess after barriers are addressed
 - Review this STP Assessment Readiness Tool again to determine capacity, interest and the need(s) of the school.