

Phase 2: Collect Information

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 purpose of this phase is to collect information to gain an understanding of the traffic concerns and barriers to walking/wheeling/busing to/from school. This phase contains family & youth surveys, traffic counts/observations, and a walkabout to understand the travel behaviour and safety concerns in your school community. The information collected will help create the Action Plan.

<i>Tasks</i>	<i>Person(s) Responsible</i>
<p>With the STP Team and a member of the ASRTS Steering Committee review the Collect Information process. Further details can be found on the in-depth collect information task lists:</p> <ul style="list-style-type: none"> • Collect Information Task List; • Family & Youth Surveys Task List; • Traffic Observations Task List; • 1-2 Day Traffic Count & Observations Task List; • 3-day Traffic Count & Observations Task List; • Hands-Up Survey Task List; • Bus Tally Task List; and • Walkabout Task List. 	
<p>Determine responsibilities for the different steps in the collect information process, among the STP team.</p>	
<p>Contact HEAL (playeveryday@uwo.ca) to determine your timeline for collecting information to move forward using the Collect Information Inquiry Email Template</p> <ul style="list-style-type: none"> • Include school profile, logo, and class breakdown 	

<p>Use Family & Youth Surveys Task List to collect information about barriers & facilitators to Active School Travel</p>	
<p><i>Your Choice:</i> Choose one of the following options to count school-level travel patterns and observe the traffic around the school neighbourhood.</p> <ul style="list-style-type: none"> • Use the Traffic Observations Task List to observe traffic around the school neighborhood. (Minimum Requirement) <ul style="list-style-type: none"> ○ You will only observe potential barriers for walking or wheeling around 6 check points of a school for at least 1 day at each location depending on availability of volunteers. ○ Can be conducted by 2 or 3 volunteers (e.g. STP team, parents, school staff, neighbors, secondary students or post-secondary students) before and after school each day until all locations have been observed. • Use the 1-2 Day Traffic Count & Observations Task List to understand school wide travel patterns and observe traffic around the school neighborhood <ul style="list-style-type: none"> ○ You will count vehicles & observe potential barriers for walking or wheeling for 1-2 days / week every morning and evening for 30 mins. ○ Must be conducted by 5 or more volunteers (e.g. STP team, parents, school staff, neighbors, secondary students or post-secondary students) before and after school for 1 or 2 days. • Use the 3-Day Traffic Count & Observations Task List to understand school wide travel patterns and observe traffic around the school neighborhood (Recommended) <ul style="list-style-type: none"> ○ You will count vehicles & observe potential barriers for walking & wheeling for 3 days/week every morning and evening for 30 minutes. ○ Must be conducted by 5 or more volunteers (e.g. STP team, parents, school staff, neighbors, 	

	secondary students or post-secondary students) before and after school for 3 days.	
	<p>Use the Hands-Up Survey Task List to understand school wide travel patterns and observe traffic around the school neighborhood</p> <ul style="list-style-type: none"> • This is a Survey conducted online in classroom for 3 consecutive days it will take maximum 10 minutes/classroom • Conducted by staff/volunteers or intermediate students. • Consider completing this multiple times throughout the year to track how your school's STP is changing behavior over time. 	
	Use the Bus Tally Task List to count the number of students on each bus at the school.	
	Receive the Collect Information Summary PowerPoint from HEAL to inform your Walkabout & Action Plan	
	Use the Walkabout Task List to organize and run the school walkabout to help you start creating your action plan.	