

Phase 2.4: Bus Tally Task List

Bus Tallies are used to determine the number of students using the bus to get to and from school.

Note: A goal of the School Travel Planning Program is to have students who are eligible to ride the bus to use it. This helps eliminate traffic of those students being dropped off or picked up in motor vehicles; improving traffic and increasing safety for students using active school travel.

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.

	<i>Person(s) Responsible</i>
■ Talk to the Bus Driver at the end of the day prior to starting the Traffic Counts and Observations to ask if they are willing to complete a STP Bus Tally Sheet for 1 to 3 days before and after school <ul style="list-style-type: none"> • The days and number should correspond with your planned Traffic Count and Observation days • See the Bus Driver Tally Invitation Script 	
■ Provide the bus driver with the STP Bus Tally Sheet to record	
□ Use volunteers to complete the STP Bus Tally Sheet	
■ Collect the STP Bus Tally Sheet from bus drivers once complete	