

## Create Action Plan 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 action plan is designed to help your STP team develop a plan to increase active school travel, increase bus ridership, and decrease car use in your school community. You will create a school-specific action plan to address beliefs and concerns parents and children identify during the collect information phase.

Creating & implementing the action plan will be a repetitive process, where you will create and carry out action one group of action items and then start again with new ideas. This task list will help you get started!

<i>Tasks</i>	<i>Person(s) Responsible</i>
<b><i>Write the Action Plan</i></b>	
■ Review STP objectives and notes from the Walkabout debrief	
■ Brainstorm ways to address barriers to AST at your school. Barriers can be identified from all aspects of the collect information phase.	
□ Review the following documents with the STP Team to find ideas for your action plan: <ul style="list-style-type: none"> <li>• ELMO ASRTS Resources &amp; Programs: <a href="http://www.activesaferoutes.ca/Resources">www.activesaferoutes.ca/Resources</a></li> <li>• OAST Action Plan Inspiration Guide: <a href="http://www.ontarioactiveschooltravel.ca/steps-to-success-the-5-es">www.ontarioactiveschooltravel.ca/steps-to-success-the-5-es</a></li> <li>• Guide to Safer Streets Near Schools, a Toronto-based report that is useful for other communities as well: <a href="http://ontarioactiveschooltravel.ca/wpcontent/uploads/2018/05/Guide-de-to-Safer-Streets-Near-Schools.pdf">http://ontarioactiveschooltravel.ca/wpcontent/uploads/2018/05/Guide-de-to-Safer-Streets-Near-Schools.pdf</a></li> </ul>	

<p>Write a draft Action Plan using the <b>Action Plan Example and Template</b> with the STP Team</p> <ul style="list-style-type: none"> <li>• Finalize 3 to 5 objectives and write them at the top of the page</li> <li>• Below are some examples that you can adapt to your school's goals. You can also develop you own.             <ul style="list-style-type: none"> <li>○ Increase the safety &amp; number of students using active modes of travel to &amp; from school</li> <li>○ Decrease the number of vehicles dropping off &amp; picking up students at school</li> <li>○ Increase the number of bus eligible students walking to/from the bus stop &amp; taking the bus</li> </ul> </li> <li>• Begin to complete the 'Action', 'Tasks', 'Who?', and 'Timeline' columns of the <b>Action Plan Template</b>, including as much details as you know (these details can be changed at any time)</li> <li>• Considering the guiding principles, develop action items to target barriers to AST at your school</li> <li>• Link each action to an objective(s) by using the 'OBJ' column</li> </ul>	
<p><b>E's of STP.</b> Develop activities for each section of the Action Plan based on the E's of Safe Routes to School:</p> <ul style="list-style-type: none"> <li>• <i>Education</i> - building the awareness, knowledge, skills, and confidence to allow students to walk and wheel to school safely</li> <li>• <i>Encouragement</i> - inspiring students, parents, and school staff to try active travel for all or part of their journey</li> <li>• <i>Engineering</i> - creating safe and accessible school sites, neighborhoods, and routes to school and bus stops</li> <li>• <i>Enforcement</i> – making sure traffic and parking rules are obeyed to improve safety at and around schools</li> <li>• <i>Evaluation</i> - using data to plan effective solutions, measure outcomes, and show the impact</li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>Equity</i> – considering inclusion in all phases of the STP program, remove barriers to make sure there are healthy, safe, and fair outcomes for those with disabilities, students from low-income families, all ethnicities, various languages other than English, and LGBT2Q+ students</li> </ul>	
	<p><b>Involving stakeholders:</b> Continue to engage staff, students, parents, community partners, and the residents of the surrounding neighbourhood to accomplish the activities identified in the action plan.</p>	
	<p><b>Communicate:</b> Share information about education, events, and initiatives with staff, students, parents, community partners, and the residents of the surrounding neighbourhood through social media, newsletters, and other school / neighbourhood channels.</p>	
	<p>Organize key highlights from the Walkabout Summary Report and include them in the “Travel Challenges Summary” section or as an appendix of the Action Plan</p>	
	<p>You will need to edit the action plan by creating new action items as the STP progresses</p>	
	<p>Update the STP Terms of Reference with your school’s STP objectives</p>	
<b><i>Share the Action Plan</i></b>		
	<p>Distribute your Action Plan to all Walkabout attendees via email</p>	
	<p>Distribute the Action Plan Document via email to those who responded to your Walkabout invitation.</p>	
	<p>Make a copy of Your Action Plan available online</p> <ul style="list-style-type: none"> <li>• Send Your Action Plan to the Active and Safe Routes to School Committee at <a href="mailto:info@activesaferoutes.ca">info@activesaferoutes.ca</a> to be posted on the ASRTS website</li> </ul>	

	Ask the School Principal to post Your Action Plan on the school's website	
	Set meeting date, time, and location to discuss next steps for and progress of implementing the Action Plan	
	<p>Develop student-led STP committee to involve students in STP; boost student leadership by creating student-led STP related events (can be within the bounds of an existing student leadership club). Examples of how to engage students include:</p> <ul style="list-style-type: none"> <li>- Festival days</li> <li>- Bike to school week</li> <li>- Contests</li> <li>- Students leading safety presentations</li> </ul>	