

## Carry Out 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 purpose of this phase is for you and your STP team to work together with school and community partners to carry out the action items listed in your action plan.

| <i>Tasks</i>   | <i>Person(s) Responsible</i> |
|--|------------------------------|
| ■ Start carrying out short-term action items – such as promoting the benefits of active school travel via your school’s Newsletter and participating in walk to school days  |                              |
| ■ Make members of the STP Team aware of relevant resources for their assigned actions <ul style="list-style-type: none"> <li>• <a href="http://www.activesaferoutes.ca">www.activesaferoutes.ca</a></li> <li>• <a href="http://www.ontarioactiveschooltravel.ca/steps-to-success-the-5-es">www.ontarioactiveschooltravel.ca/steps-to-success-the-5-es</a> and the Action Plan Inspiration Guide</li> </ul> |                              |
| □ Make hard copies of relevant resources available to STP Team members   |                              |
| ■ Arrange regular meetings to monitor progress and discuss solutions for any difficulties carrying out Action Items  |                              |
| □ If required and available, provide childcare at STP Team meetings (grade 8 students at the school are great!)  |                              |
| ■ Regularly edit the Action Plan to include updated tasks and timelines for each action item <ul style="list-style-type: none"> <li>• Continue to redistribute the updated Action Plan document to STP Team members via email</li> </ul>   |                              |

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|  | <ul style="list-style-type: none"> <li>• <b>NOTE:</b> In some cases, barriers may be too great to address/solve and you will need to modify parts of the Action Plan to reflect the reality of the situation</li> </ul> |  |
|  | <p>You will need to edit the action plan by creating new action items as the STP progresses</p>   |  |
|  | <p>Consider having informal walkabouts through walking STP Meetings to revisit some of the areas of concern as changes occur throughout the school neighbourhood.</p>   |  |
|  | <p>Ensure that students are being engaged in STP in class with curriculum connections as well as with leadership events.</p>  |  |