

Recollect 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 recollect information to gain an understanding of the traffic concerns and barriers to walking/wheeling/busing to/from school and how they may have changed since the collect information phase. This phase also provides the next steps to help you Keep it Going.

<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 recollect information process, among the STP team.</p>	
<p>Contact HEAL (playeveryday@uwo.ca) to setup your school's recollect information phase using the Recollect Information email template provided. Include in your email: The School Profile, Class Breakdown, School logo</p> <p>Complete the STP Celebrate Your Success form <Qualtrics link??></p>	

Use **Family & Youth Surveys Task List** to recollect Information about barriers to Active School Travel

Your Choice: You may choose one of the following options to count school-level travel patterns and observe the traffic around the school neighbourhood. It is recommended you use the same method as used in the collect information phase to allow you to compare the results.

- Use the **Traffic Observations Task List** to **observe** traffic around the school neighborhood. (**Minimum Requirement**)
 - 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
 - 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. <p>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>	
	<p>If you used the hands up survey during the collect information phase, it is recommended that it is done again during this phase to allow you to compare the results.</p> <ul style="list-style-type: none"> ● Use the <i>Hands-Up Survey Task List</i> to understand school wide travel patterns and observe traffic around the school neighborhood <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. 	
	<p>Use the <i>Bus Tally Task List</i> to count the number of students on each bus at the school.</p>	
	<p>Receive the Recollect Information Summary PowerPoint from HEAL to inform future STP activities</p>	
	<p>Use the <i>Walkabout Task List</i> to organize and run the school walkabout to help you start creating your action plan.</p>	