

SCHOOL TRAVEL PLANNING (STP) COMMITTEE TERMS OF REFERENCE

Purpose

The School STP Team (“the Team”) will work on the STP at <school name> to increase the safety and number of children using active modes of transportation (and school bus when eligible) and decrease the number of students driven to and from school.

Objectives

<Alter objectives based on those developed in the action plan during Phase 3>

1. Increase the safety and number of students using active modes of travel to and from school
2. Decrease the number of personal vehicles dropping off and picking up students at school
3. Increase the number of bus eligible students walking to/from the bus stop and taking the bus

STP Team Membership

The Team should include one or more member from each of the following groups:

- School Administration (Principal or VP) / Teachers / Staff
- Parents
- Students

Other people to invite may include (*Note*: these members do not need to attend every meeting but can be sent updates):

- Safety Officers or Community Police volunteers
- Local Municipal Councillor / Staff
- School Board Facilities Staff and / or Trustee
- Public Health
- Local Residents
- Local organizations with an interest in active transportation, air quality, safety and/or physical activity

Be sure to provide a chance for all population groups within the school community to participate. New members can be added to the Team at any time. The level of participation can vary from volunteering for a single event to being a regular active member of the Team.

Role of the STP Team

1. Regularly attend STP Team meetings; send a delegate (if available) when unable to attend
2. Participate in the STP through: Collect Information Phase, Creating the Action Plan, Carrying Out the Action Plan, and Reflection of Information (see task lists for potential roles and responsibilities)
3. Take notes at STP Team meetings

Role of Resource Members

1. Support events (e.g., Walkabout) and attend STP Team meetings when task outcomes and/or Action Plan discussions are relevant to their role (e.g., City Transportation)

Co-Facilitators

Co-Facilitator 1: A STP champion from the school community (i.e., parent, teacher, VP)

Co-Facilitator 2: Either a second STP champion from the school community or a community partner (i.e., School Public Health Nurse, Student Transportation Services, or another ELMO ASRTS member)

Role of Co-Facilitators

1. Schedule (time/location), invite members, and facilitate STP Team meetings
2. Create meeting Agendas and send to the Team with the Action Plan before each meeting
3. Facilitate the delegation of responsibilities from task lists for each new Phase of the STP
4. Update the Action Plan after each STP Team meeting
5. Communicate updates to relevant stakeholders and/or school committees

Meeting Structure

1. The Team will meet on a regular basis (Recommended 5 times per school year, which is every other month of the school year).
2. Working Groups can be used to accomplish Action Items, which could result in fewer STP Team meetings.
3. Meetings will ideally take place based on the availability of team members (e.g., during school day, evenings, before / after existing meetings).
4. The Team will make decisions based on agreement. If agreement cannot be reached, decisions will be made based on a majority vote of team members present.

Terms of Reference Review Period

The Terms of Reference should be reviewed yearly and with any new members.