

How to develop a School Travel Plan

The most effective way to increase active travel around schools is for the school to take a holistic, whole-school approach. This includes making active travel an integrated and integral part of your school and considering barriers and enablers to active travel. City of Whittlesea encourages schools to take this approach by developing a School Travel Plan.

What is a School Travel Plan?

A School Travel Plan is a document that outlines how a school intends to make travel to and from their campuses safer and more sustainable for students, families and teachers.

The School Travel Plan can address local traffic issues around schools and encourage active, safe and sustainable travel methods, such as walking, cycling, scooting or public transport. The School Travel Plan should correlate with the school's overall aspirations and is a document that should be monitored and regularly reviewed.

How to develop a School Travel Plan

Why develop a School Travel Plan? Development of a School Travel Plan is widely accepted as one of the best ways to increase active travel around schools. A successful School Travel Plan can have many benefits for the school community, including:

- building children's confidence and improving social interaction by walking and/or cycling with other students
- assisting schools to implement the Healthy Together Achievement Program
- improving health and fitness through active travel
- encouraging families to be more interested and involved in the school, as they walk or cycle with their children
- reducing traffic and local road congestion
- improving safety around schools
- reducing air pollution from cars
- increasing community connectedness
- providing student leadership opportunities

School Travel Plan Checklist

There are five key steps in developing a School Travel Plan.

Completing these steps will assist schools to fulfill the requirements of the 'Coordinate', 'Create', and 'Celebrate' stages of the Healthy Together Achievement Program.

Step 1 - Involve the school community

Link to Achievement Program - 'Coordinate'

- Appoint an interested member of staff to coordinate specific
- actions and to track the progress of this work.

- Develop a School Working Group that involves representatives
- from the whole school community (i.e. Principal/Assistant
- Principal, staff, parents, students, school council).
- Create a meeting schedule for the group.
- Discuss current and potential school travel trends and find out
- what the group believes are the main issue/s to be addressed.
- Identify how the group will keep the whole school community
- involved and informed of the work (e.g. regular articles in school
- newsletter).

Step 2 - Gather information on the current situation

Link to Achievement Program - 'Coordinate'

- Use an aerial map (can be found online/provided by Council) to
- conduct a school audit (include current crossings, school
- facilities such as bicycle/scooter parking, car parking, drop off
- areas and key areas of concern).
- Consult with students, teachers and parents to collect baseline
- travel data, their current and preferred travel habits, as well as
- possible barriers and incentives relating to the school travel
- journey (e.g. through a survey included in the School Active
- Travel Kit).
- Collate and analyse the data collected and use this to help
- decide what will be included in your School Travel Plan.
- Learn about the best ways to increase safe and sustainable
- travel to and from school from organisations such as Bicycle
- Network, Victoria Walks, City of Whittlesea or from other
- schools.
- Gather information on the
- current situation

Step 3 - Write your School Travel Plan (refer to the template provided by Council)

- Link to Achievement Program - 'Create'
- Outline an overall vision for your School Travel Plan (e.g. a
- school culture that supports active travel to and from school).
- You may have a number of dot points within your overall vision.
- Establish clear objectives. You may have more than one
- objective (e.g. build a school culture that supports active travel
- by motivating, encouraging and educating students and their
- families).
- Set targets – these should be 'SMART' – Specific, Measurable,
- Achievable, Relevant, Timed (e.g. By the end of 2017 have 55%
- of the school community regularly travelling to and from school
- other than by car). You may have more than one target.
- Develop an action plan that lists activities and strategies that

- address your school community's barriers to active travel and
- will help you meet your objectives and targets (e.g. establish a
- calendar of regular active travel events at the school; deliver
- bicycle education to teachers and students; run a walk to school
- competition). You are likely to have multiple activities and
- strategies in your action plan.
- Prepare a budget, outlining how you will spend any funds you
- have dedicated to this work (or identify how you might obtain
- necessary funding).
- Review the School Travel Plan with your school working group
- and school community.
- Share your School Travel Plan with the City of Whittlesea and
- seek advice on how Council can offer guidance to implement
- your School Travel Plan.
- Write your School Travel Plan (refer to
- the template provided by Council)

Step 4 - Deliver and implement

Link to Achievement Program - 'Create'

- Launch your School Travel Plan
- Implement Action Plan
- Monitor progress
- Collect comparative staff and student travel data each term

Step 5 - Recognise progress

Link to Achievement Program - 'Celebrate'

- Celebrate and communicate successes with the school community
- Regularly review and update your School Travel Plan with new
- targets and communicate these to the school community

How can Council support you?

There are a number of ways that Council can support schools and their active travel objectives including:

- Review requests for infrastructure changes around schools each year
- (including footpaths, bicycle paths)
- Provide information/data on traffic congestion issues around school hotspots
- Maintain street signage around schools
- Review requests for new supervised crossings each year
- Assist with resources to enhance active travel
- Provide guidance on future use of open space around schools
- Provide ongoing traffic enforcement to increase safety around schools
- Assist schools in advocating to other levels of government for funding
- Identify the appropriate level of government responsible for specific funding or
- solving specific problems
- Support schools in linking active travel work to other health actions across the

- school, including the Healthy Together Achievement Program
- Assist schools to gain recognition for their active travel work through the Healthy Together Achievement Program
- Assist with promoting school's efforts to improve active travel
- Link schools with other schools working in the active travel space

Information and support:

City of Whittlesea

City Design & Transport

P: 9217 2170

E: EngineeringServicesDesign@whittlesea.vic.gov.au

Community Wellbeing

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E: healthytogether@whittlesea.vic.gov.au

Bicycle Network

Ride2School Program Coordinator

P: 1800 639 634

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Victoria Walks

Healthy Together Coordinator

P: 9662 3975

E: htc@victoriawalks.org.au

Council Contacts:

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[City of Whittlesea website link](#)