Travel Plan

Travel Plan for _____

Completed On: ___ / ___ / ____

AN OVERVIEW OF THE SCHOOL

This section provides background information on the current school and planned future changes. Information is likely to be available from school's annual report and other existing documents. The section should include:

- type of school, location, catchment/zoned area
- map of the school in the suburb, town or district (use online map facility)
- year levels, age range, number of students
- existing policies regarding school travel
- existing facilities such as bike storage, entrances for pedestrians and vehicles, car parks, school crossings etc.
- related initiatives at the school e.g. Eco-Schools etc.
- future plans for expansion and other factors affecting travel to or from school

This section will only need to be updated when background information changes.

OBJECTIVES OF THE TRAVEL PLAN

This section identifies the reasons for preparing the travel plan and the long term outcomes that are to be achieved from the travel plan. Reasons for preparing the travel plan may include:

- Improve the health and well-being of the school community
- Improve road safety around the school with less cars
- Reduce parking demand
- Improve air quality around the school from pollution
- The School Travel Plan complements the ethos of your school.

The outcomes to be achieved should be clearly identified in relation to the objectives of the travel plan. This section will only need to be updated if the long term objectives and outcomes of the travel plan change.

MANAGEMENT OF THE TRAVEL PLAN

This section defines the roles and responsibilities of the team who will be managing the travel plan. It should set out clear roles and tasks for the following:

- The overall leader of the travel plan (Project Champion)
- How and when the champion will report progress to the school
- How and by whom decisions on the travel plan and activities are to be made
- The role of the school management team, parents and students in the travel plan management
- Programs for updating travel surveys, the annual action plan and the travel plan

This section will only need to be updated when there are changes to the management structure of the travel plan. A separate page is recommended allocating specific names to roles, which can be updated as and when people change.

CURRENT TRAVEL PATTERNS AT THE SCHOOL

The section summarises the existing travel patterns for the school and should be prepared as a baseline before considering any activities or programs.

- Travel surveys completed by students and parents/carers and summarised in the travel plan Number and percentage of responses received from all groups
- Existing travel patterns and mode used to travel to school
- Distances that students live from/travel to the school
- Identifying the home locations in relation to the mode of travel to school to identify routes/corridors with high/low levels of walking/cycling/car travel.
- Where possible plot home locations/travel modes on maps to visually display the travel patterns and catchment

The existing travel patterns are essential to understand so that identified initial activities are suitable for the existing travel patterns. This section may not need to be updated subsequently if the travel plan includes a separate section that adds new survey results each year.

ACTIVE TRAVEL ACTIVITIES

Using the existing travel patterns, the travel plan should set out activities that the school intends to implement. This may include a mix of permanent, regular and one-off activities, such as:

- Identifying a permanent park and stride location
- Setting up a walking bus route that is intended to operate permanently
- Deciding to participate in annual national walk and cycle to school days
- Organising a one-off wheels day or bike safety training day
- Proposed reward schemes for active travel

This section will need to be updated regularly to reflect activity changes or any new or removed activities in the travel plan. An annual update is likely to be a suitable timeframe.

SETTING TARGETS

Based on the existing travel patterns and the proposed activities, establish targets based on the long term objectives of the travel plan. The targets should respond to the existing school travel and relate to increased active travel, increased road safety education, participation in events etc. Examples could include:

- Increase number of children walking to school; absolute total or annual percent increase
- Increase number of children cycling to school; absolute total or annual percent increase
- Number of children participating in cycle education programs
- Number of children achieving a defined reward for active travel
- Reduction in the number of cars parked at/around the school at drop-off and pick up times

There may also be time related specific targets, such as establish a school cycling group by term 3, next year.

This section will need to be reviewed and updated on at least an annual basis to reflect progress on the travel plan and the need to review and revise targets to make sure they remain appropriate.

For more information on setting targets, see

http://www.education.nt.gov.au/__data/assets/pdf_file/0004/16519/HowToWriteGoals.pdf.

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ANNUAL ACTION PLAN

This section provides a specific list of actions for the next year within the travel plan. This is most likely to include details of specific activities, but should also include actions related to regular events such as national walk and cycle to school days, surveys and review meetings. A simple table as shown below is likely to be sufficient.

Identified Action	Target Date	Responsible	Actions/Comments
Participate in Cycle to School Day	March 2016	Cycling Champion	Obtain national resources, arrange Road Safety Centre visit
Participate in National Walk Safely to School Day	May 2016	Project Champion/Eco-schools student group	Obtain national resources, plan school activities
Set up Walking School Bus from ABC Street	Term 4 2016	Project Champion/ Parent Bus Co-ordinator	Requires new kerb ramps across XYZ Road by Council
Annual Surveys	Term 4 2016	Project Champion	

The annual action plan will need to be reviewed and updated at least once a year to reflect completed, ongoing and new actions.

MONITORING AND REVIEW

A program of regular surveys should be conducted on at least an annual basis at the same time(s) each year to indicate travel patterns and any changes following the travel plan activities. The travel plan is then updated with this information to show changes from the previous year and progress towards targets. The surveys should include:

- Hands up classroom counts
- Student surveys
- Parent/carer surveys

For each survey, there may be a need to add specific questions relating to any travel plan activities that have taken place in the previous year, such as:

- Did you participate in walk/cycle to school day?
- Have you used the new Park and Stride car park and walking route?

This section will need to be updated each year following the new survey results and should include comparison to previous years surveys, targets and plotting long term trends and

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changes. Analysis and graphing of the survey results can be completed by student groups at various year groups as part of relevant national curriculum activities.

REPORTING RESULTS

Outcomes and activities of the travel plan should be reported to the school community on a regular basis outside of the travel plan process. Reports should be provided after any significant event or to promote new/upcoming activities and events and as an annual review of the surveys and targets. This reporting can be linked to regular school newsletters and/or as a specific travel newsletter, both of which would typically be issued electronically. Notices and reports can also be placed on a notice board in a prominent location where many people pass.

Reports should include good photos of the travel activity or event that has been held.

TRAVEL PLAN ENDORSEMENT

To ensure that the Travel Plan and its actions and outcomes are supported by all relevant parties, it is recommended that the plan is endorsed by the following:

Name:	Name:	Name:	Name:
Sign:	Sign:	Sign:	Sign:
School Principal	Governing Council Representative	Student Representative	Local Council Representative
Date:	Date:	Date:	Date:

The endorsement should be updated as the individual people change.