

Developing a school travel plan - advice for Dorset schools.

This guide is to help schools to produce a school travel plan (STP). Schools which have to submit a travel plan as part of a planning application should use both this guide and planning guidance on travel plans.

Step one – nominate a lead person

Choose a person or a group of people from the school community to lead the development of the school travel plan. This could be a school head, teacher, parent, governor or a joint working group.

Step two – collect travel to school data and carry out a survey

Collect travel to school data for pupils and staff, finding out how pupils and staff usually travel to school. The pupil travel to school data is collected each year through the school census, and sent out to schools as part of the **School Travel Health Check**.

The **School Travel Health Check** is a great resource to help you understand and plan travel to your school. Packs containing travel data, maps and charts which show you how your schools compare to others in Dorset are sent out to Dorset schools each year. All the information about your school can be found on the Dorset schools portal <http://www.sthc.co.uk/portals/dorset/>.

Organise a pupil and staff travel survey. The three key questions to ask pupils are

1. How do you normally travel to school?
2. How would you like to travel to school?
3. What prevents you from using this different method of travel to school?

Please also ask staff whether they would be willing to walk, cycle, use public transport or car share and the reasons why. There is a separate sheet with a sample survey.

Step three – drawing up the travel plan

Use the **School Travel Health Check** as the basis for class discussions and to help you to understand more about how pupils travel to school and what opportunities there are to encourage pupils from within a realistic walking and cycling distance to walk or cycle to school. Then you are ready to begin drawing up the plan.

The plan should contain the following sections. This section is available as a separate school travel plan template.

Section	Content
	<p>[School] Travel Plan To be incorporated within the school development plan Head teacher – DoE number 835/</p>
Why have a travel plan?	List the benefits - encouraging healthy active travel to school, improving local air quality, improving road safety and congestion at the school gates, reducing the school's carbon footprint
Our School	Description of the location, size and type of school, description of school catchment area. A location plan is a useful illustration.
Transport links and School Site Travel Facilities	Carry out a travel audit of the school and surrounding area. Make a note of access points, walking and cycling conditions including cycle paths and pavements, crossing points and nearby busy roads, cycle storage facilities at school, any feature of the school and surrounding area which would support or discourage walking and cycling to school, drop off points, parking issues and the impact of school run traffic on the school
Travel Survey Results	Include a summary of the views expressed. Date survey arranged, number surveyed and the number who responded from pupils, staff and parents. Discuss what the School Travel Health Check reveals about how pupils currently travel to school and realistic prospects for change.
Travel Issues	Description of any travel issues or problems faced by the school. How have these issues been identified? Include issues raised by travel surveys
Objectives of the School Travel Plan (EXAMPLES)	<ol style="list-style-type: none"> 1. Promoting sustainable travel to and from school 2. Promoting a healthy lifestyle for the school community 3. To encourage road safety awareness for pupils 4. Reducing the school travel carbon footprint
Targets – just pick a few clear targets.	<p><i>Suggested targets</i></p> <ul style="list-style-type: none"> • To reduce the percentage of pupils travelling to and from school by car by 10%. • To increase the percentage of pupils walking to and from school • To increase the percentage of pupils cycling to and from school from

	<ul style="list-style-type: none"> To reduce the number of staff driving to work by themselves by 10%
Action Plan	See separate sheet – this should include all the measures that the school puts in place to improve rates of walking and cycling and to reduce the numbers of cars being driven to the school.
Monitoring and Review of School Travel Plan	<ul style="list-style-type: none"> The next school travel plan review is to be led by the head teacher / healthy schools adviser in xxx 201X. Actions and targets to be updated. The next pupil travel survey will be arranged by the head teacher / healthy schools adviser in xxx 201X School to complete the mode of travel question in the school census each year Travel Plan to be reviewed in the light of each new School Travel Health Check. The travel plan review will consider pupil travel needs and the school travel plan will be amended and updated to take account of any changes arising from new developments in education and transport provision.

Step 4 - Get everyone involved

Involve pupils, the school council, staff, parents and governors in a discussion about the draft travel plan. What do people like? Or not like? Do any changes need to be made? Everyone can do their bit

- Pupils –, arranging a travel survey, designing front and back covers , pupils taking photos of the site and local area, including pupil travel to school class work; pupils marking their route to school on a map, pupils drawing or writing about their journey to school.
- School council – Include the travel plan as a school council agenda item, give school council actions in the travel plan.
- Staff – arranging a travel survey, including the travel plan in a staff agenda, putting the plan on a staff notice board.
- Parents – arranging a travel survey, putting the plan on the school web site, including travel plan information in newsletters, leaving the plan at school reception for viewing.
- Governors – adding the travel plan to a governor’s agenda, putting the plan on the school web site, including travel plan information in newsletters.

Step 5 – making the plan last

- Include the school travel plan in the school development plan.
- Review the school travel plan actions and targets annually in the light of the **School Travel Health Check**.

- c) Ensure travel and road safety are included in lesson plans.
- d) Link to other sustainability or road safety initiatives
- e) School council to consider school travel as part of their remit.

Contact details:

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