

## Writing a School Travel Plan (S.T.P.) - questions and pointers.

### S.T.P. Element

- ✎ 1. “Tell us **about your school**” – what type, size and location. See detailed guidance at **Element 1** (overleaf).
- ✎ 2. **Describe** the travel problems faced by the school and **why** you are planning to do a S.T.P. See detailed guidance at **Element 2**.
- ✎ 3. “This is to do with **how** pupils currently travel and would **like to** travel to school. This will help you set out **objectives and targets** for the S.T.P. See detailed guidance at **Element 3**.
- ✎ 4. “What specifically do you want the travel plan to **achieve**? . . . What specific **goals do you want to reach**?” See detailed guidance at **Element 4**.
- ✎ 5. “What **specific actions/tasks** are you going to take to meet the plan’s **objectives**” See detailed guidance at **Element 5**.
- ✎ 6. “**What** is your timetable? **When** is each action going to be undertaken or completed? See detailed guidance at **Element 6**.
- ✎ 7. “**Who** is going to **make sure** each action happens?” See detailed guidance at **Element 7**.
- ✎ 8. “**Demonstrate to the reader** that the S.T.P. is the result of **joint effort** and there is **evidence** that **all parties** have been **consulted**. See detailed guidance at **Element 8**.
- ✎ 9. “**How are you going to track** whether the actions undertaken are **meeting the S.T.P. objectives and targets**? . . . **What** are you going to **monitor to measure progress**?” **How soon** will this happen? See detailed guidance at **Element 9**.
- ✎ 10. Signing off the completed S.T.P. See detailed guidance at **Element 10**.

**School Travel Plan Checklist** - Abridged from: ‘*D.f.T. / D.C.S..F. School Travel Plan Quality Assurance – Advice note*’

Leicestershire County Council – August 2007

Available online: [www.leics.gov.uk/school\\_travel\\_plans](http://www.leics.gov.uk/school_travel_plans)

Ele.	Essential	Recommended	Optional
1	<ul style="list-style-type: none"> <li>▪ The U.R.N. (855/xxxx) number as allocated by D.C.S.F.</li> <li>▪ Description of location, type and age range of pupils and N.O.R.</li> <li>▪ No. of S.E.N. pupils with a Statement of Need involving transport element. A general comment about what travel impact there is.</li> <li>▪ Opening times, pre/after school clubs, extended school?</li> <li>▪ Detail of key walking, cycling, bus and rail routes/services</li> </ul>	Annotated maps of: <ul style="list-style-type: none"> <li>▪ School campus.</li> <li>▪ Surrounding roads.</li> <li>▪ Catchments area.</li> </ul>	Student journeys, plotted on maps. <b>Maps can be provided by L.C.C.</b>
2	Description of the travel/transport problems identified: <ul style="list-style-type: none"> <li>▪ Pupils' travel needs - <b>how</b> issue have been identified and <b>when</b>.</li> <li>▪ Journeys to and from school. <b>Precise start/finish times</b> at school.</li> <li>▪ Journeys to attend pre and after school events.</li> <li>▪ Journeys during the school day to attend activities at other locations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Future developments at school?</li> <li>▪ A timeline demonstrating school travel plan development, to date.</li> <li>▪ Photos of the current situation.</li> <li>▪ Any good practice/safeguards?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Travel needs of other users, i.e. staff/community</li> <li>▪ Anecdotal statements from interested parties.</li> <li>▪ Artwork/literacy work.</li> </ul>
3	The results of a survey that identifies: <ul style="list-style-type: none"> <li>▪ Month and year undertaken</li> <li>▪ The total number of students surveyed (N.O.R.) <b>at time of survey</b></li> <li>▪ The numbers that <b>actually</b> responded.</li> <li>▪ <b>How pupils currently travel to/from</b> school.</li> <li>▪ <b>How they would like to travel to/from</b> school.</li> <li>▪ All data to be reported in <b>whole numbers and %</b></li> </ul>		Results of surveys used to back up proposed initiatives: <ul style="list-style-type: none"> <li>▪ A parent/guardian travel survey to gain more detailed data on school run journeys.</li> <li>▪ Staff survey.</li> </ul> <b>Examples are available from L.C.C.</b>
4	Clearly defined <b>objectives</b> & <b>Specific, Measurable, Achievable, Realistic, Timed</b> (SMART) targets <i>i.e.</i> 'Cycling increase from 1% to 9%, by April 2010'.	Consider longer term timeframe, 2–3 years, for some objectives	
5	Details of proposed initiatives <i>i.e.</i> , 'Establish a storage area for cycle gear'.	Incorporated in an Action Plan <b>Template available from L.C.C.</b>	Identify initiatives that will attract S.T.P. grant funding (where applicable).
6	Detailed implementation timetable – can be spread, <i>i.e.</i> 2-3 years period. State <b>when</b> initiative undertaken/completed, identifying MM/YY	Incorporated in an Action Plan. <b>Template available from L.C.C.</b>	Needs to be realistic and to fit in with other initiatives at school.
7	<b>Clearly defined</b> responsibilities: <ul style="list-style-type: none"> <li>▪ <b>Named</b> individual/post/position, responsible for delivery of initiative.</li> </ul>	Incorporated in an Action Plan. <b>Template available from L.C.C.</b>	Actions spread/devolved throughout working group/partners, as appropriate.
8	Selected evidence that <b>all</b> interested parties have been consulted. <b>Must</b> involve <b>parents/pupils, staff and governors</b> <i>e.g.</i> : letters, newsletters, minutes, memos, emails, survey outputs, display work.	List members of the S.T.P. working group, Identifying their representative role/interest in school.	
9	Monitoring and review procedures. <ul style="list-style-type: none"> <li>▪ Date of next survey <i>i.e.</i> School Census, MM/YY</li> <li>▪ Date of review of S.T.P., MM/YY</li> <li>▪ <b>Identify</b> those responsible for review</li> <li>▪ Commitment that the review will consider student travel needs arising from <b>new developments in education and transport provision</b> and that the S.T.P. will be revised, as necessary, to take account of these.</li> </ul>	Link to school development plans. State how often local and L.A. travel surveys (School Census) are to be carried out.	Agenda item for governors meetings. Produce an annual report on progress made.
10	S.T.P. <b>must</b> be signed off by <b>Chair of Governors</b> at school - and Children's Services and Highway Authority representatives once received at County.	Head Teacher/external partners/School Council (if applicable) to sign off.	