

Example Action Plan for Awesome Elementary School

This is an example of what a School Action Plan looks like. It was adapted from a Calgary school that previously participated in the Active & Safe Routes to School Program and can serve as a template to create your own School Action Plan. School Action Plans are living documents created by the Active School Travel Team to address the unique needs of each school. Your school may not need all the actions identified below, as there are many ideas out there for your school to consider.

Schools that are part of the Active and Safe Routes to School Program create travel plans with support from Ever Active Schools and The City of Calgary. The participating school forms their own Active School Travel Team that works with Ever Active and The City to encourage more students and families to choose Active School Travel (AST).

Your school **does not** need to be a part of the Active and Safe Routes to School Program to organize an Active Travel Team or develop an Action Plan. You may use the below example as a template for how to build your own Action Plan. Action Plan items are coded by the following type of intervention:

(1) Education	(2) Encouragement	(3) Engineering	(4) Enforcement	(5) Evaluation
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Action Type	Action Item	Start Date	Complete Date	Lead	Notes
5	Walk route mapping (baseline data collection)	March 2018	March 2018	<ul style="list-style-type: none"> Active Travel Team Teachers Ever Active Schools 	Parents asked to identify routes their students use to walk or bike to school during parent teacher interviews. Information shared with The City of Calgary to identify key focus routes.
2	Active School Travel (AST) Encouragement presentations	April 2018	April 2018	<ul style="list-style-type: none"> Active Travel Team Grade ¾ students Ever Active Schools (optional) 	Presentations to parents and students on benefits of AST and how to make AST work in all situations
5	Initial Walkabout (baseline data collection)	April 2018	April 2018	<ul style="list-style-type: none"> Active Travel Team Student working group Ever Active Schools City of Calgary 	Identified areas for improvement along key active travel routes in the school walk zone. Also identify areas where adults can drop off/pick up students a little further away from the school (i.e. nearby parks...)

				<ul style="list-style-type: none"> • Community Resource Officer 	
1	Create educational materials about traffic safety (videos and posters)	April 2018	April-May 2018	<ul style="list-style-type: none"> • Teacher rep to contact community resource officer • Active Travel Team • Ever Active Schools (optional) 	May 2018: students created traffic safety posters about when you can ride bicycles when crossing the street and when you should walk them.
2	Create a student working group/club: Meet Wed @ 12:00pm	April-May 2018	ongoing	<ul style="list-style-type: none"> • Teacher/Admin Rep • Interested students 	Group meets to discuss ideas on how to create more excitement around AST, how to connect with students, classroom challenges
2	WOW (Walk and Wheel Wednesdays)	May 2018	ongoing	<ul style="list-style-type: none"> • Active Travel Team • All students 	Students report when they walk and wheel on Wednesdays (either part way or all the way to school). They are entered in a draw to win monthly prizes (books, school and Ever Active Schools SWAG, recreation passes...)
2	Pedestrian and cyclist safety presentations	June 2018	June 2018	<ul style="list-style-type: none"> • Student group • Ever Active Schools (optional) 	Presented a Walk Smart/Bike Safe video
3	Request more bicycle racks	June 2018	September 2018	<ul style="list-style-type: none"> • Principal • AB Traffic Safety Rep 	Principal made request to school board facilities. Request approved.
1	Work with high school on education signage initiative	June 2018 and Fall 2018	ongoing	<ul style="list-style-type: none"> • Teacher Rep • Active Travel Team • Student working group 	High school shop students created car-shaped signs "No Idling" for front of school with teacher rep support
1,2	Walktober Month Activities International Walk to School Month Activities	October 2018	October 2018	<ul style="list-style-type: none"> • Active travel team • Student leaders • Teacher reps • All students • Ever Active Schools (optional) 	Organized walking school buses Held Grades 3-5 walking field trips in school walk zone. Met at remote drop off areas identified during the walkabout. Walking school bus Field trips

1,4	Monitor traffic in school area	October 2018	ongoing	<ul style="list-style-type: none"> • Community resource officer • Admin/Teacher Rep 	Officer attended school start and end times to enforce and educate about rules of the road (no stopping zones, no idling zones, U-turns, parking by crosswalks, j-walking...)
2	Active School Travel display set up @ Christmas concert	December 2018	December 2018	<ul style="list-style-type: none"> • Active Travel Team • Ever Active Schools (optional) 	Students staffed table, created signs and provided information on initiatives like Walking Buddies, walking school bus, “make one change” initiatives.
2	Winter Walk Day	February 2019	February 2019	<ul style="list-style-type: none"> • Principal • Active Travel Team • Student working group • All students • Ever Active Schools (optional) 	Organized walking school buses Student lead campaign to see how many students could walk to school that day Organized collective drop off spots away from school for students who are normally driven to be able to walk part of the way to school
2	No Jay Walking Initiative	April 2019	April 2020	<ul style="list-style-type: none"> • City of Calgary • Ever Active Schools • Principal • Teacher Rep 	Created sandwich boards to discourage jaywalking; also assessed crosswalk needs
1, 2	Wheel Week!	May 2019	May 2019	<ul style="list-style-type: none"> • Principal • Teacher Rep • Active Travel Team • Student working group 	Fill the Gym with Bicycles Challenge Classroom challenges for how many students can walk or wheel to school in a week Prizes for students who wheel to school Poster challenge
1	Internal School Active Travel campaign	June 2019	September 2019	<ul style="list-style-type: none"> • Principal • Teacher Rep 	Students painted wooden signs and art to hang along fence; students created one that says, “Stop and Look!”
5	Follow Up Walk About & data collection	May 2019	June 2019	<ul style="list-style-type: none"> • Principal 	Compare to baseline data collection

				<ul style="list-style-type: none"> • Teacher Rep • Active Travel Team 	Evaluate impact of interventions such as designated student drop off spots, walk zone routes, etc.
1,2	Bicycle Rodeo	Spring 2019	TBD	<ul style="list-style-type: none"> • Ever Active Schools (optional) • Teacher Reps/Principal • Students • Pedal Heads 	Reviewed how these were done by others to prepare (Ontario Road Safety Bike Rodeo Bike Rodeo Community Kit – Peel, On. Talk with Pedal Heads)
3	Install delineators to increase visibility at crosswalks	Spring, 2019	TBD	<ul style="list-style-type: none"> • Ever Active Schools ordered & delivered 	Support from Alberta Traffic Signs with approval from City of Calgary

****Ongoing 2021 Tactics subject to change pending COVID-19 circumstances.***