



Canadian School Travel Plan

St. Jerome Catholic School

*Prepared by Green Communities Canada
September 2015*



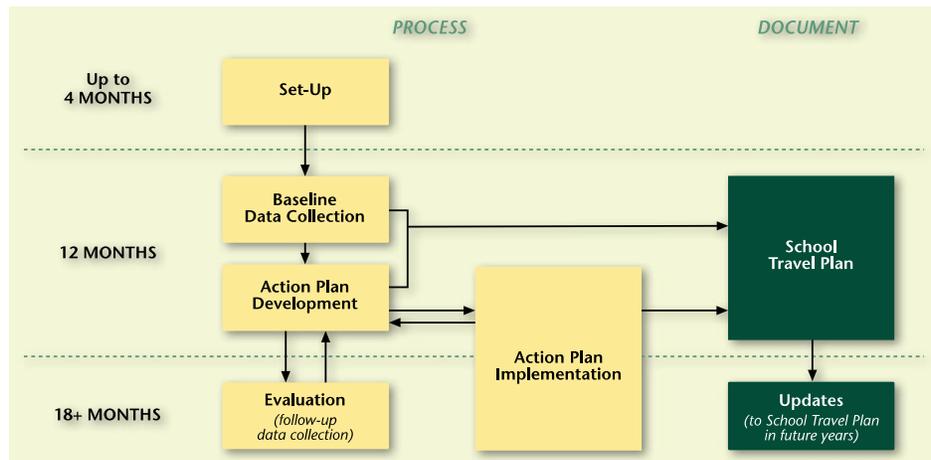


School Travel Plan Introduction

The School Travel Plan

A School Travel Plan is a living document belonging to the school. It will be revisited regularly in order to update the status of Action Plan items and to incorporate future Evaluation findings. It is part of a complete School Travel Planning process that has been successfully developed and implemented across Canada since 2007.

School Travel Planning process



The national *Children’s Health, Mobility and Happiness: A Canadian School Travel Planning Model* project completed in 2012 used Active and Safe Routes to School programming combined with Transportation Demand Management principles to encourage active and sustainable modes of school travel for students, families and staff. The project was designed to address barriers to active travel caused by attitudes and car-dominated design in school neighbourhoods in an effort to reduce the health risk to children. Even before many Action Plan items had been fully implemented, by March 2012 some provinces saw a shift towards active travel of up to 6 per cent and some individual schools saw a shift of over 20 per cent.

National resources

School Travel Planning (STP) is presented by a coalition of organizations across Canada working together to enable more children to walk and cycle to school. Green Communities’ Canada Walks makes coordination of efforts and knowledge transfer between and among these organizations possible. This national website provides a wealth of resources with links to international and provincial/territorial organizations and their curriculum, as well as to campaigns that can benefit and complement a school’s efforts for health promotion and environmental awareness:

www.saferoutestoschool.ca

Toolkit resources and flexible templates are available to use in every phase of the STP process. Find the toolkit at:

www.saferoutestoschool.ca/school-travel-planning



School Travel Plan

School Profile

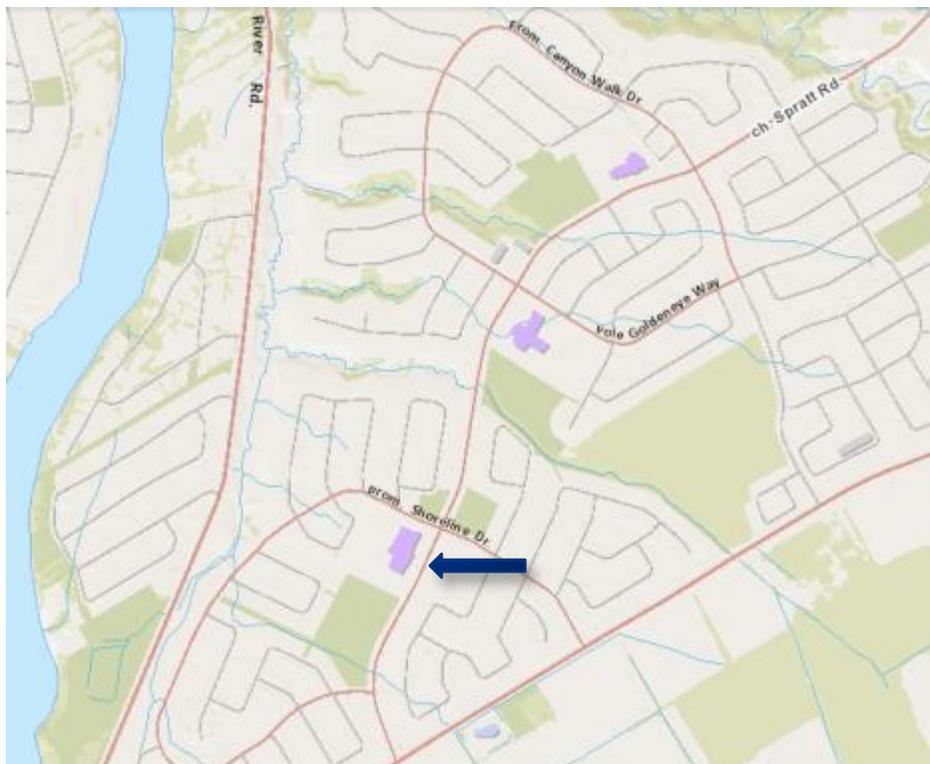
December 2012

School Name	St. Jerome Catholic School
School Type, e.g. public, separate, private	Separate
Age of School / Year Opened	9 years (2004)
Name of School Board	Ottawa Catholic School Board
Number of Students	554
Number of Families	330
Grades, e.g. K-6, K-8	K-6
School Bell Times	8:15-2:45
Number of Parking Spaces, staff/visitor	62
Description of Location, e.g. city centre/suburban/rural	Suburban (post-2000)
Is the school in a Neighbourhood Watch or Block Parent Community?	No
% Bussed Students	50%
Socio-Economic Description of Families	Middle class
Any local programs e.g. French immersion, fine arts, special needs, before and after-school day care etc.	Shoreline daycare (pre, and post daycare and full day daycare) French Immersion Full Day Kindergarten
High-Level Description of Any Major School Travel Problems e.g. catchment size, driver behaviour, on local or connector road, traffic speed, heavy trucks, bussing wait times	Located on main artery through Riverside South. Speed is 60 km/h and driver behavior can be very rushed. Side walk setback is significant Kiss and Go Lane is very busy during drop off and pick up. Signage around school makes it difficult to drop off and pick up on side streets.
Existing Facilities At School Site, e.g. bike rack/storage, kiss 'n ride, school bus drop-off zone, adult or student crossing guards, public transit bus stops serving school, transport arrangements to after school programs	6 bicycle racks, , about half used in biking season 5 school buses serving the school. Kiss 'n Ride (separated from bus drop off) 2 Adult crossing guards (Spratt @ Shoreline, Spratt @ Goldeneye) Numerous special transportation vehicles for special needs students Bookmobile shares Kiss 'n Ride on Wednesday PM
Existing Safety Policy & Education, e.g. school safety policy and rules, current safety education programs	Traffic Safety presentations in the Fall Fire safety presentations Ontario Hydro safety presentations School safety rules and policies review in Fall and Spring and through class periodically

<p>Programs at this school that have goals similar to STP, e.g. environmental, physical activity, mental health</p>	<p>EcoSchools Program Health and Active Living Program- exercise and nutrition Daily Physical Activity</p>
<p>Types of school/parent committee communications used/available (i.e. newsletter, website, facebook page)</p>	<p>Newsletters, Twitter, Website, School Council Facebook E-mails and Voice mails, paper letters, considering Flash Alert</p>
<p>Other Information</p>	<p>Staff and students are very active and involved in many community sports and active activities. School offers intramurals and school sports teams and lunch time Zumba and Yoga classes.</p>

Map of area covered by this School Travel Plan

The efforts of School Travel Planning cover the entire catchment area of St. Jerome, but are particularly focused on the area pictured below. St. Jerome is located at the corner of Shoreline and Spratt.





School Travel Planning

School STP Committee

Terms of Reference

St. Jerome Catholic School, Ottawa, Ontario

Purpose

The School STP Committee (the Committee) shall participate in the development and implementation of a School Travel Plan at St. Jerome Catholic School in an effort to increase the number of children using active modes of transportation to and from school.

Structure

1. The Committee shall consist of one or more representatives from each of the following critically important groups:
 - School administration (Principal & VP).
 - Teachers.
 - Parents.
 - Student representative(s) – Green Team and/or Athletic Council [TBC]
 - Ottawa Public Health Nurse

Additional interested parties may also be invited to participate as members such as:

- Riverside South Community Association [TBC]
- Riverside South Community Centre [TBC]
- Shoreline Daycare

Depending on the subjects being discussed at each meeting, additional representatives (typically members of the Municipal STP Steering Committee) will be invited to attend; however, these individuals will attend as guests, not members. Meetings may also be opened up, as appropriate, to additional guests such as interested parents, community residents or business owners.

2. Each meeting will be organized and chaired by the STP Facilitator.
3. Minutes will be taken by a designated minute-taker and distributed promptly after each meeting.
4. The committee shall meet on a regular basis. In the first year, it is recommended to meet no less than four times to include: Walkabout discussion, baseline data results discussion, Action Plan development, Action Plan endorsement, and finalization of the School Travel Plan. Meetings in subsequent years will be less frequent and include evaluation of follow-up data and Action Plan implementation, and to update the School Travel Plan. Members will receive reasonable notice of meetings.
5. The Committee shall make decisions based on consensus. Each representative will be entitled to one vote and decisions will be made on majority vote, in absence of consensus.

Duties of the committee

1. The Committee shall be a collaborative committee and will organize and oversee the activities required for developing, implementing and evaluating the impact of a School Travel Plan: goal setting, baseline data collection, action planning, implementation and evaluation.
2. Members shall send a representative if they are not able to attend the meeting.

3. The School Travel Plan shall be referred to and updated promptly throughout the process, with the help of the STP Facilitator.

Main Tasks	Who's Responsible
Determine overall goals	School STP Committee
Develop timeline	School STP Committee
Complete School Profile	Principal & STP Facilitator
Conduct classroom surveys (baseline & follow-up)	Teachers
Conduct family surveys (baseline & follow-up)	STP Facilitator to provide link to electronic survey. Principal to distribute via newsletter & Synervoice
Tabulate data from classroom surveys (baseline & follow-up)	STP Facilitator
Tabulate data from family surveys	U of Toronto / STP Facilitator
Participate in Walkabout with the Municipal STP Committee	Principal or VP, lead teacher(s), parents, student representatives, other relevant invitees
Develop Action Plan	School STP Committee in consultation with Municipal Stakeholder Committee and STP Facilitator
Compile School Travel Plan	STP Facilitator
Share key information with school community (e.g. baseline data findings, Action Plan draft)	STP Facilitator, Principal/VP, lead parent(s)
Complete tasks in Action Plan	Whoever is listed as responsible in the Action Plan



School Travel Plan Timeline of Main Tasks

Task	Start Date	End Date
PROJECT PREPARATION AND DATA COLLECTION		
Complete School Profile	January 2013	Summer 2013
Inform school and parents about project	January 2013	January 2013
Conduct Baseline Classroom Surveys over five consecutive days	January 2013	January 2013
Conduct Baseline Family Survey	January 2013	January 2013
Enter and analyze data from Baseline Classroom Surveys	January 2013	February 2013
Enter and analyze data from Baseline Family Surveys	January 2013	February 2013
Analyze baseline data and compile summary report with graphs	Spring 2013	June 2013
Communicate baseline results to school community	Spring 2013	Spring 2013
ACTION PLANNING		
Finalize Action Plan with approval by stakeholders assigned tasks	Spring 2013	June 2013
Obtain signatures in School Travel Plan from School and Municipal Committee Leads	Summer 2013	January 2014
Communicate School Travel Plan to school community	Winter 2014	ongoing
IMPLEMENTATION		
Inform school community about impact of Action Plan implementation	Spring 2013	November 2013
Celebrate! (Theme Day chosen)	TBD	
ONGOING MONITORING		
Conduct Follow-up Classroom Surveys after one year	Spring 2014	COMPLETE
Conduct Follow-up Family Surveys	Spring 2015	COMPLETE
Enter and analyze data from Follow-up Classroom Surveys	Spring 2015	COMPLETE
Enter and analyze data from Follow-up Family Surveys	Spring 2015	COMPLETE
Prepare summary report of follow-up data	Summer 2015	COMPLETE
Update Action Plan	Ongoing	Ongoing
Submit final School Travel Plan	Sept 2015	COMPLETED



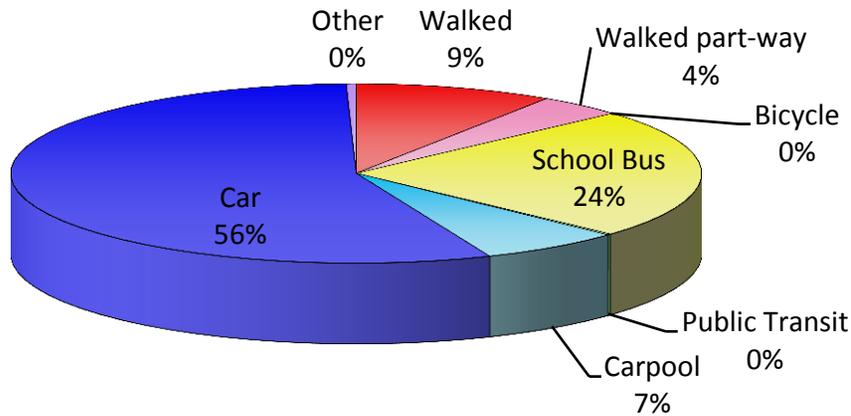
School Travel Plan

Baseline Data Collection - summary of findings

Student Classroom Survey

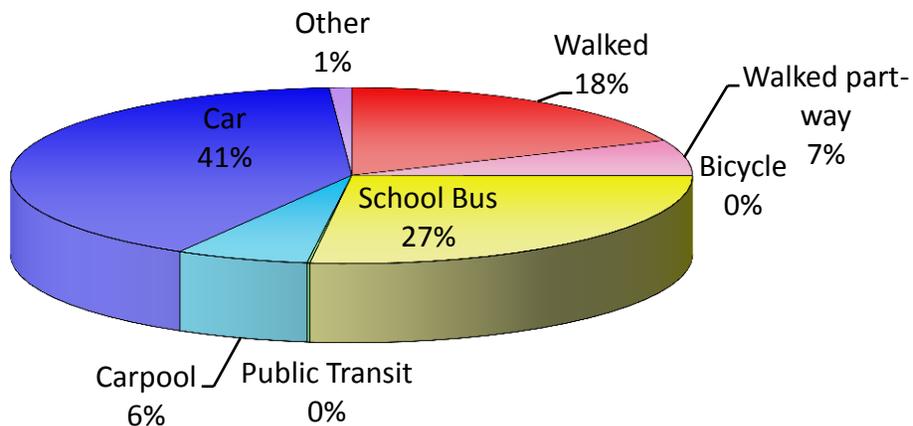
Student Hands-Up Survey:

Total Travel Mode TO School Over a Week



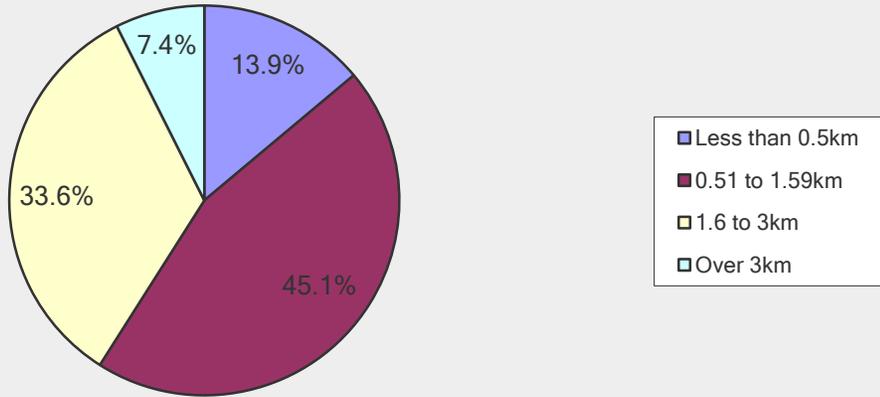
Student Hands-Up Survey:

Total Travel Mode FROM School Over a Week

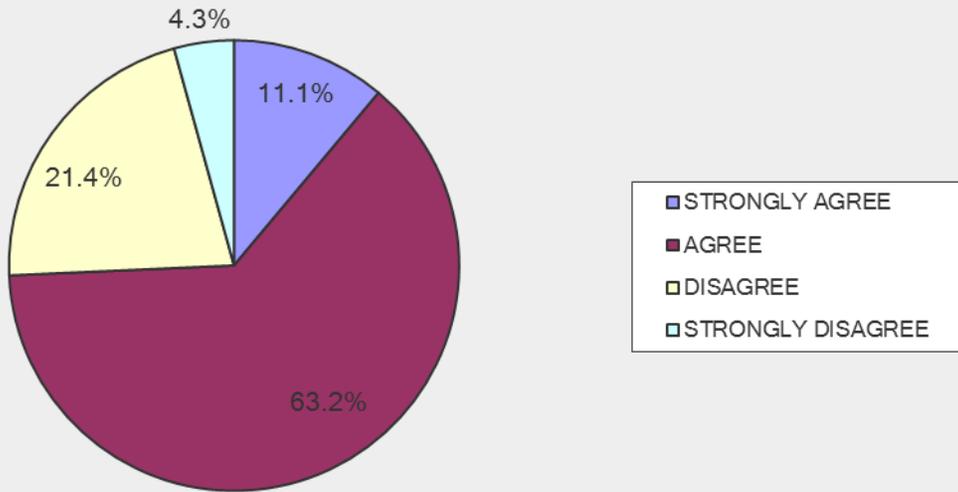


Baseline Family Survey

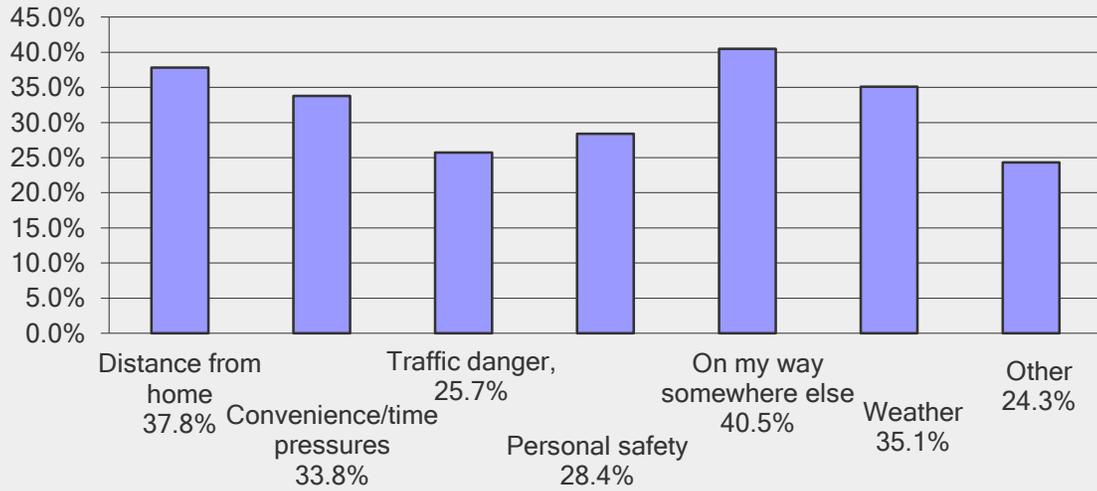
4. How far away from the school do you live? If you are not sure, check Google Maps (<https://maps.google.ca/> - if you are unfamiliar with Google Maps instructions can be found at: http://bit.ly/gmaps_instructions)



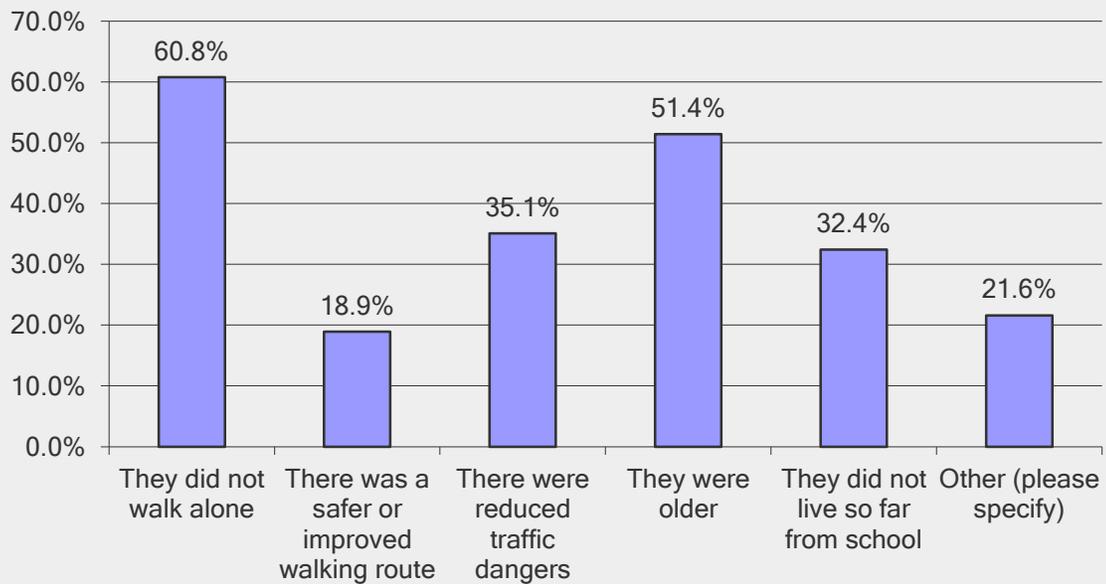
6. Our neighbourhood is safe for children to walk to and from school.



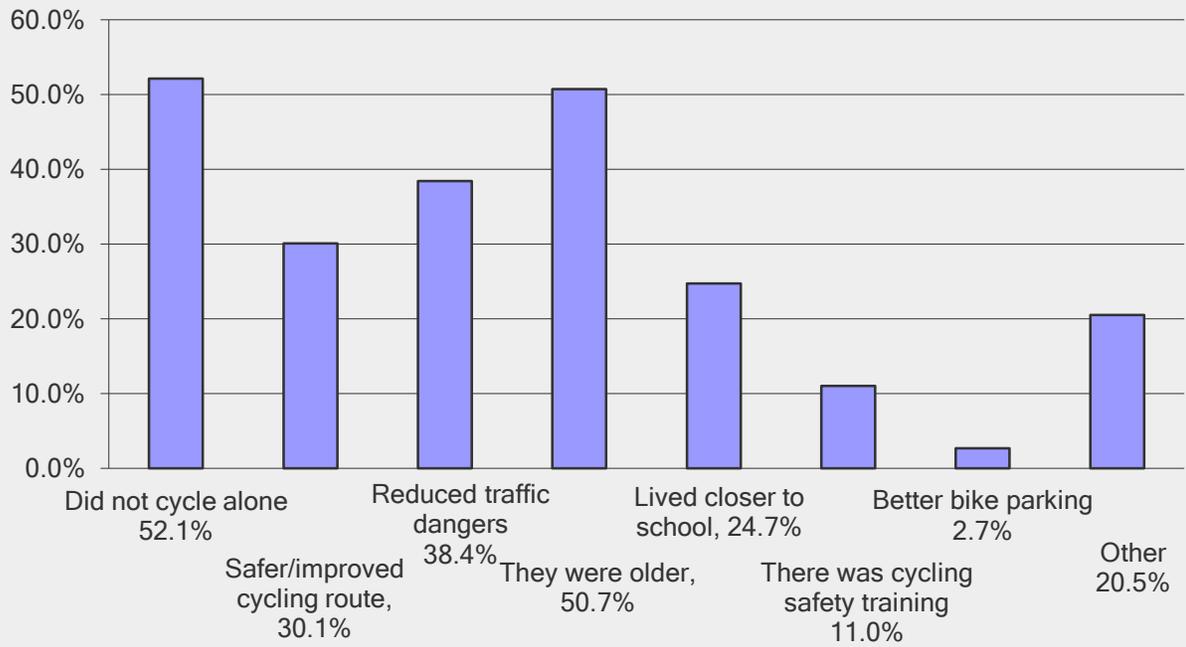
**7. What are the main reasons your child is usually driven to/from school?
(Choose up to three).**



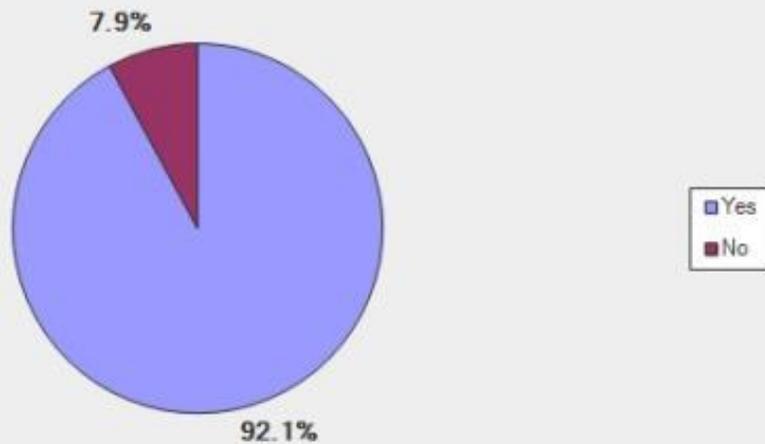
8. I would allow my child to walk to school if... (choose up to three)



9. I would allow my child to cycle to school if... (choose up to three)

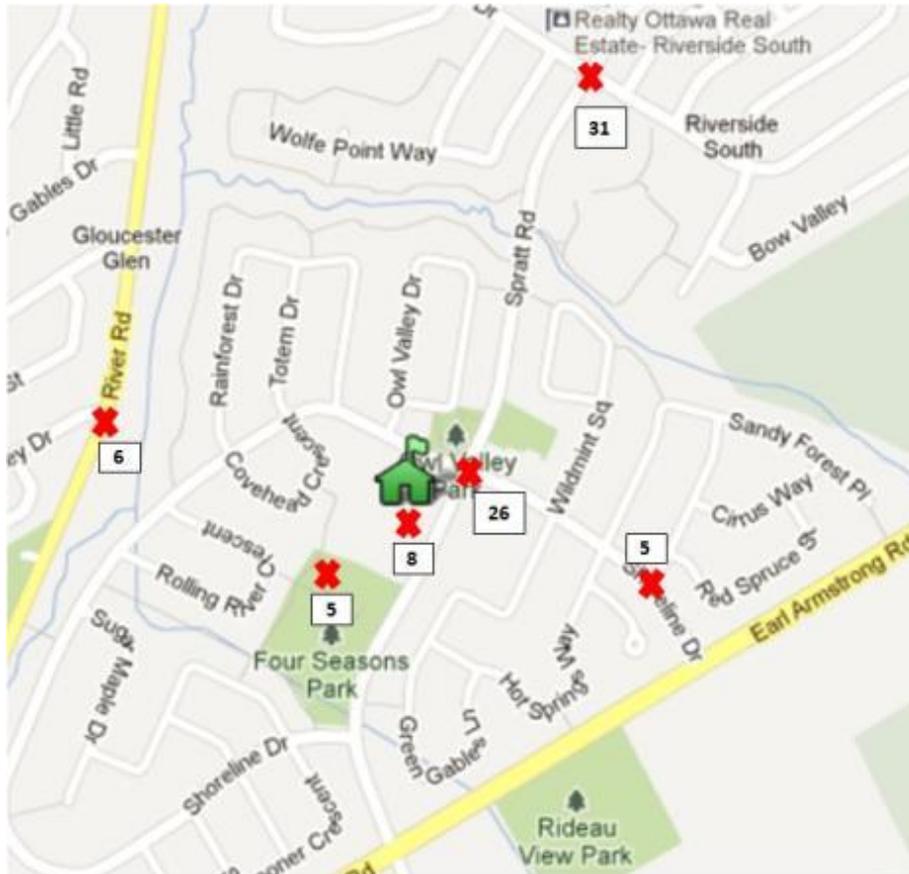


12. Do you support ongoing School Travel Planning efforts to make the school area safer, healthier and better connected to the community, by focusing on ways to reduce the number of children travelling to and from school by car?



Areas of Concern - Hotspots

(identified by 5 or more families)



Location	Issues
1. Spratt @ Canyon Walk/Goldeneye (31 comments)	<ul style="list-style-type: none"> - Traffic volumes & speed - Rolling stops - Failures to yield to crossing guard and/or pedestrians - Lack of traffic lights - Missing adult crossing guard
2. Spratt @ Shoreline (26 comments)	<ul style="list-style-type: none"> - Traffic volumes & speed - Rolling stops - Failure to yield to crossing guard and/or pedestrians - Lack of traffic lights
3. School Site (8 comments)	<ul style="list-style-type: none"> - Kiss'n Ride: volume of cars, visibility - Driveway exit: visibility due to parked cars on Spratt - Winter maintenance on pathway to/from Covehead
4. River Road @ Tewsley (6 comments)	<ul style="list-style-type: none"> - Traffic speeds
5. Four Seasons Park (5 comments)	<ul style="list-style-type: none"> - Winter maintenance on pathways - Stranger danger
6. Shoreline / Giant Cedars	<ul style="list-style-type: none"> - Lack of sidewalks & crosswalks

Traffic Observation

STP committee members and the STP Facilitator carried out traffic observation sessions on April 3, 2013 to observe and record traffic conditions at key locations near the school during am/pm bell times. Highlights include:





School Travel Plan Goals

School Travel Planning goals

- Reduce congestion and increase safety at the school drop-off sites
- Improve safe crossing at Spratt & Shoreline
- Increase enforcement along Spratt Road
- Increase active school travel on the school journey
- Maintain infrastructure on school site

Key goals for this school

Based on the Baseline Classroom and Family Survey findings, this school's key goals in order to assist the health and well-being of our students and families are:

1. Educate, with the help of the Champlain School Facilitator, the benefits and potential of active travel and healthy living to students and their families
2. Hold regular walking events such as IWALK and Winter Walk to School Day
3. Enforce traffic laws along Spratt road
4. Maintain supporting infrastructure

Specific action items are detailed in the following Action Plan.



How an Action Plan works

The information gathered through these data collection exercises informed St. Jerome School's action plan, which was drafted and implemented by the School's STP Committee with support from members of the Ottawa School Active Transportation Network Operations Committee.

School STP Committee (2014-15)

Principal: Steven McGarrity

Vice-Principal: Suzanne Larocque

Ottawa Public Health: Celia El-Sayeh

STP Facilitator (Green Communities Canada): Jessica Sheridan

Members of the Ottawa School Active Transportation Operations Committee (2014-15)

Jessica Sheridan	Green Communities Canada
Wallace Beaton	Green Communities Canada
Shari Kneen	Ottawa Public Health
Mike Anderson	City of Ottawa - Municipal Enforcement
Scott Muir	City of Ottawa - Public Works, School Zone Traffic Safety
Peter Nabi	Ottawa-Carleton District School Board, Facilities Management
Robert Grimwood	City of Ottawa – Planning & Growth Management
Rob Wilkinson	City of Ottawa – Safer Roads Ottawa Program
Kelly Banks	Ottawa Safety Council
Kathleen Cameron	Ottawa Safety Council
Rob Masterson	Ottawa Student Transportation Authority

Action Plan for St. Jerome Catholic School

Action/Initiative	Tasks	Responsibility	Timeframe	Status	Cost/ Source
Objective 1: Encourage more students/families to walk or cycle to and from school					
International Walk to School (iWALK) Week	See tip sheet for programming ideas. Link with walk-a-thon?	School: Em, GCC Public Health	Oct 2013 Oct 2014 Oct 2015	COMPLETE –Took part in STEP program, gave out stickers COMPELTE In progress	
Winter Walk to School Day	See http://www.saferoutestoschool.ca/winter-walk-day	School GCC Public Health	Feb 5, 2014 Feb 4, 2015	Complete Complete	
Walk/Wheel/Roll to School Days	Promote active travel to school on weekly or monthly basis.	School GCC Public Health	Ongoing (since Spring 2013)	In progress	
Walking School Bus	Interested in participating in GCC pilot project.	School: Steve OSC: Kelly Banks GCC: Jessica	Fall 2014	Not chosen for pilot. Name forwarded to OSTA re: waitlist	
Add Bike Racks	Tap into OPH and ASRTS honoraria to fund	GCC School: Steve OPH		COMPLETE - 4 new racks have been added	
Bike Rodeo	Event to promote cycling to school and deliver safe cycling education.	School Safety Council CAN-Bike (Parks & Rec) Public Health Local bike shop	Spring 2014 Spring 2015	COMPLETE Postponed	
Classroom Activities	Teacher Forum on Active Transportation: SJ lead teachers attend	GCC School: teachers	October 2013	COMPLETE – Teachers attended	
Objective 2: To improve the safety of children en route to and from school					

School Site (Driveway/Kiss'n Go, Pathway)	Replace missing one-way sign at entrance.	School: Steve OCSB: Planning & Facilities	Spring 2013	COMPLETE	
	Request new connection between City pathway and school yard?	School: OCSB Planning & Facilities	TBD		
	Monitor activity in Kiss and Ride	School: Steve, Students	2014-15 2015-16	Ongoing- students monitor traffic 3X week and record volumes. Significant decreases recorded.	
Shoreline @ Spratt	Request police enforcement for traffic violations	School: Ottawa Police:	Fall 2013	COMPLETE – Took part in STEP program during iWALK	
Spratt Road	Work with other schools on Spratt to reduce speeds.	School:Steve GCC City of Ottawa	Spring-Summer 2015	COMPLETE – 40 km/h speed zone installed in Aug 2015	
Pedestrian Safety Presentation	Annual in-school presentations on road & traffic safety: http://www.ottawasafetycouncil.org/childrens-programs/in-school-presentations/presentations-available	School: Ottawa Safety Council	Winter 2013 Spring 2014 Spring 2015	COMPLETE COMPLETE COMPLETE	Free
Objective 3: To communicate with students, parents & the community about changes resulting from School Travel Plan initiatives					
Assembly	Introduce action plan & promote active travel with students/staff.	School: Green Club	Spring 2013	COMPLETE	

Newsletter/E-Mail/Social Media	Promote active transportation, share action plan items with parents & students.	School: Steve OPH	Since Spring 2013	Ongoing	
Objective 4: Complete all data collection					
Baseline Classroom Hands-Up Survey	Administer during a one-week period; enter data.	School: Steve, teachers GCC	January 2013	COMPLETE	
Baseline Family Survey	Administer during a 10-day period.	GCC	January 2013	COMPLETE	
Traffic Observation	Volunteers observe traffic at key locations around school at bell times.	School : volunteers GCC	April 3, 2013	COMPLETE	
School Site Visit & Walkabout	Stakeholders visit school site to assess issues, propose solutions			Not conducted.	
Follow-Up Classroom Hands-Up Survey	Prepare & distribute survey to teachers. Data entry.	School: GCC OPH	May 2014	COMPLETE	
Follow-up Family Survey	Prepare & distribute survey to families.	GCC: Jessica School: Steve	May 2014	COMPLETE – insufficient data due to low response	
Follow Up Classroom Hands-up Survey	Prepare and distribute survey to teachers. Data entry	GCC: Jessica School: Steve	May 2015	COMPLETE	



School Travel Plan Action Plan Highlights

Major School Travel Planning successes have included the introduction of regular Walking Wednesdays, a significant reduction in traffic volumes in the school's driveway/Kiss 'N Ride, the installation of new bike racks and, in collaboration with Steve Maclean and Bernard-Grandmaître schools, the creation of a new 40 km/h school speed zone on Spratt Road.





School Travel Plan Evaluation

Throughout the School Travel Planning process annual classroom surveys were conducted as a way to measure progress. Many factors determine the travel modes of students such as weather, traffic, infrastructure, age, parental attitudes, and encouragement & education activities. The graph below demonstrates the comparative results from 2012-15.

