

## Action Plan (to be incorporated into School Travel Plans)

The following table is a template action plan which can be adapted for your school. It is a menu – not every action will be appropriate for every school, so fit the ones that will work for your school or choose your own. The action plan needs to be checked monthly to monitor progress and updated annually.

	Action	Responsible person	Date	Updates for ongoing actions
	<b>consultation/getting everyone involved</b>			
1	Discuss the travel plan at school council, parents meetings, governors meetings, staff meetings and in class. Use the <b>School Travel Health Check</b> as the starting point for the discussion			
	<b>walking</b>			
2	make a walking bus			
3	park and stride - off site parking and walk to school (see action			
4	participate in annual walk to school month			
5	hold a school “walk to the moon” event or similar			
	<b>cycling</b>			
6	offer Bikeability training, and Bike It where available			
7	install (more) cycle and scooter parking			
8	organise an annual Bike Week event			
9	monthly check of cycle parking (clean, undamaged, sufficient?)			
	<b>bus (and rail if appropriate)</b>			
10	promotion of school transport where available (say how)			

11	promote travel discounts available to staff e.g. DCC's Corporate Travel Club			
	<b>reducing the number of cars at school</b>			
12	car-sharing schemes for staff and parents			
13	off site parking and drop off points			
	<b>promoting the plan</b>			
14	add walking and cycling information to school brochure, have school travel display at open evenings for prospective parents and pupils			
15	travel plan group made up of teachers, parents, governors, older children			
16	include sessions on the health benefits of active travel (walking, cycling, scooting) , road safety, in class, and organise a project looking at the advantages (quick, convenient etc) and disadvantages (unhealthy, bad for the environment) of car travel in class			
	<b>reviewing and updating the plan</b>			
17	complete the travel to school question in the school census each year			
18	staff to take part in DCC's annual staff travel survey			
19	Use the <b>School Travel Health Check</b> to see how your school travel plan is working and use it as the basis of an annual review of School Travel Plan including actions and targets.			