

## Car sharing initiatives

- The school promotes the use of car sharing or 'park and walk' schemes for pupils that live too far to walk or cycle
- For SEN schools – the school should demonstrate that car sharing and/or park and walk is encouraged for pupils that are able to do so.

## Public transport initiatives

- The school uses the School Travel Party scheme when travelling on school trips
- For SEN schools – the school should demonstrate that the use of public transport is encouraged for pupils that are able to do so.
- The school promotes the use of public transport and the free U16 scheme available to all pupils in London. (publicity material is available from Transport for London)

## Road safety initiatives

- The school promotes/uses the TfL road safety resources appropriate for year group e.g. Children's Traffic Club, Traffic Tales (Nursery and Primary Schools only) or For My Girlfriend, Too Young to Die (Secondary Schools)
- For SEN schools – the school should demonstrate that road safety education is included within the school curriculum.
- The school takes part in Junior Citizen weeks and/or receives TfL's Safety and Citizenship Programme (Primary Schools only)

## Promotion

The school promotes sustainable travel initiatives through a variety of forms:

- Newsletter
- Notice Board
- Competitions
- Parents evenings/Induction evenings
- Information on the websites/within the prospectus
- The school promotes the plan through at least one of these methods on a termly basis

## Part three

Actions to be implemented by the School Travel Adviser

- Information from original survey and annual review survey (if applicable) has been recorded on the Itrace monitoring database by the School Travel Adviser
- The school travel plan and review/s have been signed off by the Assistant Director (or above) of Transportation and Assistant Director (or above) of Families and Children's Services

## Part four

Optional space for schools to provide additional information not included within the criteria

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# sustainable level application form



Schools must submit a copy of their school travel plan and review documents (if applicable) with the completed application form.

Schools must indicate that they meet each of the following criteria. The criteria apply to SEN schools unless otherwise stated.

Name of School: \_\_\_\_\_ School travel plan contact: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

### Approval

This application for 'sustainable' level has been approved by the School Travel Adviser for the relevant borough

Name of STA: \_\_\_\_\_ Name of Borough: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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# Part one

## School travel plan document

The school travel plan document should meet the basic DfES/DfT requirements

- The travel plan contains information on the location, size and type of school
- DfES number is provided
- Details of the catchment area are provided (through written text or postcode plots)
- Photos and maps are provided
- Details of local transport links are provided
- Reasons why the school is implementing a travel plan are given
- There is information on the current level of involvement in sustainable travel initiatives

## Research

The school must have completed a basic level of research with pupils

- A survey has been completed on travel modes. At a minimum this is a 'hands up' survey (with at least a 90% response)
- The survey sample is representative and less than 12 months old
- The survey is dated and the survey form is included as an appendix
- There is information on pupils current travel mode, preferred travel mode and obstacles to sustainable travel (this can be obtained through consultation, if a hands up survey has been carried out). Not applicable to SEN school – see below for relevant criteria
- For SEN schools – data should be provided on how each child travels to school, as well as detail on why children are not travelling by sustainable modes
- Results are illustrated visually (bar charts and/or pie charts)
- If the plan has been reviewed then the following must be met*  
Applicable:  Yes  No
- A review of travel modes has been completed with information on the key indicators - travel to and from school, preferred travel to and from school, obstacles to sustainable travel
- Comparison has been made to original data

## Consultation

- The school must have carried out a basic level of consultation with the school community and evidence has been provided.

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## Engineering

- If a request for engineering measures is included within the plan, adequate justification must be given on why these measures are needed.

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## Action plan and targets

The travel plan document contains a detailed action plan for the current year. This should be in a table format

- The table contains a column on actions
- The table contains a column on responsibilities and a named person is given. This is not always the same person and illustrates a whole school approach
- The table contains a column on timescales in line with requirements
- The document contains SMART targets. SMART targets are specific, measurable, achievable, realistic and time bound. A smart target should contain baseline data as well as targeted data. There should also be a date.
- If the plan has been reviewed the following should be demonstrated:*
- Progress has been recorded against the original action plan (preferably this is included as an additional column)
- A new action plan has been set for the following year
- Progress has been reported against original targets
- Targets have been updated and reset if necessary

## Monitoring and evaluation

The plan includes a commitment to undertaking monitoring and evaluation

- The plan includes the date for the next survey
- A month and year is set for the next review with details of who is responsible

## Part two

The plan has a list of initiatives to promote sustainable travel. The following should be included as a minimum.

## Walking initiatives

- The school takes part in two Walk to School campaigns over the course of the academic year (and provides feedback on its success including data on modal shift)
- For SEN schools – the school should demonstrate that walking is encouraged for pupils that are able to do so.

## Cycling initiatives

- The school holds cyclist training courses for pupils if appropriate (not applicable for nursery schools)
- For SEN schools – the school should demonstrate that cycling is encouraged for pupils that are able to do so.
- The school has cycle storage facilities in place or has identified a need for cycle storage facilities (at a minimum for staff and visitors) or justified if not