

# School Name

# School Travel Plan Date

School address

Essex County Council logo.
Features three notched Saxon seaxes (cutlasses) with ECC text underneath.

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## Definitions

**School Travel Plan Template** shall mean this document containing a mixture of measures to encourage sustainable travel to and from the school alongside disincentives to driving with one pupil in the car.

**School Travel Plan Co-ordinator** shall mean a permanent member of staff with the appropriate skills, budgetary provision and resources to produce and update a **School Travel Plan**, manage the continued implementation of the **School Travel Plan** including the provision of information to the Council and the County Council.

**Sustainable Travel Planning Team** means the County’s Sustainable Travel Planning Team whose role includes but is not limited to providing recommendations and advice concerning all matters associated with the **School Travel Plan** together with monitoring.

**Pupil Travel Survey** shall mean a questionnaire approved by the **Sustainable Travel Planning Team** and undertaken to identify the modes of travel used by pupils to get between their homes and school, and their preferred modes.

**Staff Travel Surveys** shall mean a questionnaire approved by the **Sustainable Travel Planning Team** and undertaken to identify the main modes of travel used by staff to travel between their homes and school, and their preferred modes.

**Parent Questionnaire** shall mean the consultation with pupils’ parents and families to gauge their opinions and ideas with regards to how their children travel to and from school. The exact format of this will be specific to the school and agreed with the **Sustainable Travel Planning Team**.

**Action Plan** shall mean the identification of all sustainable travel opportunities and activities that should be taken to help achieve the Plan’s Objectives.

**School Travel Plan** shall mean a working plan to include all measures to ensure sustainable means of travel are available to pupils, staff and visitors to the school in accordance with the requirements of the National Planning Policy Framework and amended and supplemented from time to time under the provisions of the **S106 Agreement** and the **Annual Travel Plan Reviews**.

**Section 106 Agreement (S106)** is a legal agreement between Local Authorities and developers; linked to planning permissions or obligations.

**Annual Travel Plan Review** shall contain a yearly report including the results and analysis of the **Pupil and Staff Travel Surveys** indicating how the **School Travel Plan** has been performing.

## 1.0 Travel Plan Aims and Objectives

#### Travel Plan Aim

The primary aim of this **School Travel Plan** is to:

**‘Minimise single occupancy car trips associated with the school, by promoting and encouraging the use of more sustainable alternatives.’**

#### Travel Plan Objectives

The primary objectives of the *(School Name)* **School Travel Plan** is to: *(insert /delete as appropriate)*

* Reduce the number of car trips made to/from school by parents, pupils, staff and visitors
* Increase awareness amongst students, parents and staff about the health, environmental and safety benefits of more walking and other forms of sustainable and active travel
* Provide a relevant focus for class work within the curriculum and increase the number of pupils benefiting from sustainable travel and road safety education
* Reduce traffic congestion around the school
* Highlight school travel and transport issues and problems and propose practical initiatives to make the journey feel safer and more enjoyable for everyone
* Encourage more walking and cycling to school and improve children’s health and fitness through increased walking and cycling
* Provide opportunities for consultation particularly with students and parents
* Encourage a responsible attitude in all members of the school community, towards the safety of themselves and others on the school journey
* Promote safe and considerate driving and parking for those who have to travel by car
* Make staff aware of all the travel modes available to them.

## 2.0 Introduction

*(School Name)* have drafted this **School Travel Plan** with the cooperation of school staff, pupils, governors, parents/carers and local residents on *(insert date)*.

In recent times there has been a marked increase in the number of short vehicle journeys undertaken instead of more traditional physical methods for getting pupils to school such as walking or cycling. The reasons for this increase are many; a lack of suitable and reliable public transport and the rising number of working parents who have little time and drop children off on their way to work are among the reasons given.

With growing concerns, both at national and local levels, about the rising incidents of obesity and implications for the health and fitness of individuals, initiatives have been developed in an attempt to combat future problems. The **School Travel Plan** project is one such initiative and *(School Name)* welcomes the chance to make our students healthier individuals.

Formal educational sports activities can make a difference to the fitness levels of our children but so can less structured activities with friends and families. Other studies undertaken in the UK show that walking, cycling or scootering to school can make a significant contribution to the fitness levels of the pupils and is a big part of the daily hour of exercise recommended by leading experts to help increase an individual’s health.

Children miss out on regular, daily exercise by not walking or cycling to school. The benefits are not only short term, but long term – a healthy lifestyle in childhood will hopefully encourage children to continue on into adulthood with similar attitudes to health and have an effect on the numbers of people who suffer annually from illness and premature death from heart disease, obesity, high blood pressure and bone disorders such as osteoporosis.

#### Reasons for a Travel Plan

As part of the planning permission for *(School Name)*, a number of planning conditions and obligations have been set which relate to the implementation and delivery of a **School Travel Plan**.

This **School Travel Plan** aims to positively influence the travel patterns and behaviours of future pupils and staff through the encouragement of greater use of active travel, public transport and other sustainable modes of travel to reduce the numbers of cars accessing the school.

*Include any of your own reasons why you got involved e.g. because of a planning condition or because of the issues associated with the journey to school. What do you feel will be the benefits to the school? How does it fit in with your school ethos and does the travel plan support your involvement in any associated educational award activities such as Eco-Schools, Healthy Schools?*

#### Background Information and Description of School

**An overview to include:**

* Type of school – number of students on roll and age range of students
* DfES number of school
* Detailed written description of the locality of the school. Include a map. Is it in a residential area, which area of the city, ward, village, etc? Is it close to other facilities, near to a main road, name of local housing estates? Name the roads around school and those that affect the school or are affected by the school
* Opening and closing times – are they staggered or flexible? Include times for before/after school clubs and/or nursery
* Staff numbers and a summary of their home locations and modes of transport to work. A themed postcode plot for staff can be produced to help analyse opportunities.
* Where students live in relation to the school. Catchment details. ECC can supply a postcode plot. Provide brief overall summary of their locations.
* Insert details of catchment areas e.g. the school’s primary catchment area is very local being bounded by a residential area; the majority of the students are from the town itself. The town is not very large and so mainly students live within a distance that could be walked. There are however a few students who travel in from outside the town from the neighbouring villages such as…
* Overview of the travel facilities at the school site
* Access points – how many, who uses them, when are they open, are there any unofficial entrances?
* Are conditions for pupils walking to school good, moderate or poor? Please state why
* Arrival for students, staff and visitors - is there a cloakroom, lockers or showers?
* Cycling access – is cycling allowed? If yes are there already racks, shelters, locks, lockers, CCTV, hanging space, etc?
* School coaches and public transport – is there any staff supervision when students arrive and leave? Is there information available about public transport to the school? Are students encouraged to use these services? Does monitoring of behaviour take place? Is there a code of conduct in place? List the timetables and bus routes that are close to the school and easily accessible.
* Car parking - How many spaces? Where do staff park? Who is allowed and who is not allowed to park on site? Are there any disabled spaces, car share spaces, visitor spaces? Is there a park and stride site away from the school for parents to use? Is there space for deliveries away from students? Are parents allowed on site to drop off or are car park gates closed am and pm?
* Use photos to show the school’s location, local environment and facilities, and plan of the site layout.
* Journeys made during the school day to attend outside activities, including the locations, frequency and mode of travel.
* Please insert a brief description of the traffic problems currently experienced by your school. Please describe any solutions that could overcome the transport problems described. Please include pupil input – do they experience any problems on the way to and from school? Can they suggest any solutions to overcome these difficulties? What would encourage more children to walk or cycle to school?
* Future developments that might affect traffic levels and in what way, i.e. local housing development, school extension, traffic/highway changes near to the school E.g. There are no planned developments nearby to the school at this current time. There is however a large area of land behind the school which currently is not in use. There could be developments on this land in the near future.
* Number of SEN students on roll and list any travel aspect to the statement. List what if any impact this has on the overall traffic problems. E.g. We have 5% of children travelling to school by LEA provided transport. These ‘taxis’ arrive before the start of the school day and are allowed into the school car park. We currently have 0.5% of our students with a SEN Statement. These are mainly physical disabilities with most or all of these pupils using a wheel chair. We have no dropped kerbs and the footways on Willows Road are inadequate. This causes problems for them and makes it impossible for them to travel to school by any other method than taxi or mini bus. The transport for these children is allowed into the school car park.

## 3.0 Travel Plan Management

This section should outline the roles and responsibilities for the management of your **School Travel Plan**.

#### School Travel Plan Coordinator

The **School Travel Plan Coordinator** shall mean a permanent member of staff with the appropriate skills, budgetary provision and resources to fulfil the role.

The **School Travel Plan Coordinator** will be made responsible for developing and implementing the **School Travel Plan** and collecting data at the school. They will lead on this initiative and act as the correspondent between the local authority and the school. He/she will ensure ongoing development and implementation of the **School Travel Plan**, taking responsibility for liaison with external agencies as appropriate, whilst ensuring that the pupil, staff, parents and visitors are kept fully informed of any new developments in the Plan’s implementation.

The duties of the **School Travel Plan Co-ordinator** will include:

* Present a business case to secure a budget for **School Travel Plan** development and ensure its efficient and effective use
* Undertake annual **Pupil** and **Staff Travel Surveys** over five consecutive years and supply evidence of this to the District/Borough/City Council and the County Council
* Take responsibility for data collection and review of the **School Travel Plan**
* Oversee the development and implementation of the **School Travel Plan** on a day-to-day basis
* Obtain and maintain commitment and support from senior staff, governors, union representatives, etc
* Design and implement effective marketing and awareness-raising campaigns to promote the **School Travel Plan**
* Set up, co-ordinate and attend relevant Working Groups, etc
* Act as a point of contact for all pupils, staff and parents requiring information
* Ensure the travel information available is **always** up to date
* Liaise with external organisations, e.g. local authorities
* Co-ordinate the monitoring programme for the **School Travel Plan**, including target setting (in agreement with Essex County Council) and make necessary changes if the targets are not being met
* Upload **School Travel Plan** content to the Modeshift STARS website, enabling efficient online monitoring and review; and progress through the measures and/or actions to meet associated criteria for Accreditation at Bronze, Silver and Gold levels

The contact details for the **School Travel Plan Co-ordinator** will be submitted to Essex County Council’s **Sustainable Travel Planning Team upon appointment to the role**.

#### Partnerships and Consultation

Please detail the roles and responsibilities of other individuals and/or groups involved in developing and maintaining the **School Travel Plan**. For example, a neighbouring school, cluster of schools or feeder schools.

List the people, bodies and organisations you consulted when producing your **School Travel Plan** and what form the consultation took.

Many schools form a **School Travel Plan Working Group** consisting of, for example, a teacher, a governor, a parent, a couple of pupils from the School Council. This again illustrates whole school involvement.

The **School Travel Plan** should show that a portfolio approach to evidencing pupil involvement has been adopted.

The Plan does not need to contain all evidence of pupil, staff, parent, and wider community engagement. It must however contain sufficient evidence to satisfy a third party reader that the Plan is the product of genuine consultation with all interested parties.

### A possible framework for presenting this information:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of person/organisation | Number of representatives | How they were consulted  (a paragraph or two – not a single line) | Key points raised |
| Pupils | Example | Example |  |
| Staff | Example | Example |  |
| Parents | Example | Example |  |
| Local community | Example | Example |  |
| Add additional rows as required | Example | Example |  |

Note: Your School Council is expected to sign off your School Travel Plan so please ensure they are involved throughout the process!

## 4.0 School Travel Patterns

#### Pupil Travel Surveys

This is a simple show of hands exercise to discover how all students usually travel to and from school and how they would prefer to travel to school. This becomes your baseline data. The date of the survey must be included and this must not be older than 18 months.

Repeating this exercise each year will enable you to monitor changes in travel behaviour and reveal progress towards meeting ‘mode shift’ targets away from car use **(as explained in Section 5.0)**. This can also be used to complete your annual School census returns for mode of travel.

Overview:

* Number of students surveyed: Bullet point (style = List Bullet)
* Number of students responded:
* Date:

##### Actual Mode of Travel

|  |  |  |
| --- | --- | --- |
| Pupils who usually | Number | Percentage |
| Walk |  |  |
| Cycle |  |  |
| Car (with only pupils from their household) |  |  |
| Car share (with pupils from other households) |  |  |
| Park-and-stride from agreed location |  |  |
| Public bus |  |  |
| School bus |  |  |
| Train |  |  |
| Total |  |  |

##### Preferred Mode of Travel

|  |  |  |
| --- | --- | --- |
| Pupils who usually | Number | Percentage |
| Walk |  |  |
| Cycle |  |  |
| Car (with only pupils from their household) |  |  |
| Car share (with pupils from other households) |  |  |
| Park-and-stride from agreed location |  |  |
| Public bus |  |  |
| School bus |  |  |
| Train |  |  |
| Total |  |  |

Results should also be shown as a pie chart or bar graph. The **Sustainable Travel Planning Team** can assist with this.

#### Staff Travel Surveys

The **School Travel Plan** also needs to regularly monitor **staff travel** to and from the school in an effort to **reduce single occupancy car trips**, as staff can contribute to a substantial proportion of the cars accessing the school site. The **Sustainable Travel Planning Team** can provide an online survey and analysis toolkit for your staff, which will help you to obtain base line travel data and monitor/assess modal shift.

In conjunction with this, the team are also able to provide a range of sustainable travel incentives and opportunities for your staff, including information on the implementation of a Cycle to Work scheme.

Staff travel plan measures to be implemented within the school should be included within the example table below.

|  |  |  |
| --- | --- | --- |
| Travel plan measure | Implementation date | Target engagement |
| Discounted bus tickets | April 2025 | 10 members of staff |
| Cycle to Work scheme | May 2025 | 6 participants |
| Car share | September 2025 | 8 participants |
|  |  |  |

#### Parent Questionnaire

Periodically, the **Sustainable Travel Planning Team** may request the school to send a questionnaire out to parents to survey the reasons why they choose the transport methods they choose and what problems they encounter on their journeys and any suggestions of possible measures to help overcome these problems.

## 5.0 Travel Plan Targets

The success of the **School Travel Plan** will be measured against the number of pupils (and/or staff) making single occupancy vehicular trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, scooting, car sharing and public transport.

The targets for *(School Name)* have been identified below.

Set out the **School Travel Plan** objectives, deadlines and the targets in one table. *(Refer to the example shown below.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Targets | Timescale |  |  |  |
|  |  | September 2025 baseline | September 2026 | September 2027 | September 2028 |
| **Reduce** drive alone journeys to and from school | Increase journeys to site by walking | 23.8% | 29% | 30% | 31% |
| **Reduce** drive alone journeys to and from school | Increase journeys to site by cycling | 3.5% | 4% | 4.5% | 5% |
| **Reduce** drive alone journeys to and from school | Reduce journeys to site by car | 65% | 60% | 57% | 55% |

#### Action Plan

The actions designed to meet the **School Travel Plan** Objectives and Targets should be set out in the table below, detailing the implementation date, resources required and who is responsible for each one:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Target | Action | For whom? | Implementation date | Resources required | Responsibility | Supported by | Review date |
| Increase journeys to site by walking | Provide an umbrella pool | Pupils and staff | March 20xx | £xxx | Travel Plan Coordinator | Facilities Management | March 20xx+1 |
| Increase journeys to site by walking | Publish maps of local walking routes | Parents and visitors | February 20xx | £xxx | Travel Plan Coordinator | Marketing and Printing Team | February 20xx+1 |
| Increase journeys to site by cycling | Review cycle shelters | Pupils and staff | March 20xx | £xxx | Travel Plan Coordinator | Facilities Management | March 20xx+1 |
| Increase journeys to site by cycling | Publish maps of local cycle routes | All | February 20xx | £xxx | Travel Plan Coordinator | Marketing and Printing Team | February 20xx+1 |
| Reduce journeys to site by car | Set up a car share scheme | Staff and parents | March 20xx | £xxx | Travel Plan Coordinator | Facilities Management | March 20xx+1 |
| Reduce journeys to site by car | Secure discounts for staff with local bus operator | Staff | April 20xx | £xxx | Travel Plan Coordinator | Director of Finance | April 20xx+1 |

The **Action Plan** should be revised each time the **School Travel Plan** is reviewed, using results from the Travel Surveys to update the targets and actions as required.

## 6.0 Monitoring and Review

The **School Travel Plan Coordinator** will monitor the implementation and success of the **School Travel Plan**, by ensuring that measures are promoted and the relevant data is captured. This will be done by ensuring surveys are carried out in line with the timescales. Upon completion of the relevant data collection, modal-shift targets will be agreed and **Action Plans** revised.

#### Pupil Travel Surveys

A **Pupil Travel Survey** will be undertaken by the **School Travel Plan Coordinator** within three months of occupation and/or engagement, from which baseline data will be retrieved and targets set.

The survey will aim to:

* Identify current travel choices
* Identify which modes of transport could be promoted in light of the survey findings
* Establish the popular alternative modes of travel to the school. What do pupils want to use but currently do not/cannot.

The results of each **Pupil Travel Survey** will provide information on the established travel choices of pupils and hence will provide a basis for the setting of targets in the **School Travel Plan.**

Agreed targets between Essex County Council and the **School Travel Plan Coordinator** will be set which are relevant, measurable and achievable and monitored on an on-going basis.

#### Staff Travel Surveys

#### A Staff Travel Survey will be undertaken on an annual basis, at the same point in the school year, in order to monitor travel habits and demands. The results of these can shape further measures within the Action Plan to engender sustainable travel within the whole school community.

#### Parent Questionnaire

#### Parents’ and guardians’ views and ideas on the transport choices and opportunities available to their children provide an important asset to the School Travel Plan. These should be collected and detailed on an annual basis, by ways and in formats best suited to the school’s situation.

#### Reporting

The *(School Name)* **School Travel Plan** is a living document which will be entered into the Modeshift STARS free-to-use online framework, allowing both the **Sustainable Travel Planning Team** and *(School Name)* to review the information, data, issues and actions, amending where necessary to develop and evolve with the school. Additions can be made to the Plan at any time, with the **Annual Travel Plan Review** taking place in the same term each academic year.

On an annual basis *(School Name)* will commit to:

* Carry out travel survey(s) to enable comparison with previous years. The next survey will be conducted on or before *(insert date)*
* Review the issues affecting travel to and from school, discussing possible solutions
* Review and update our **Action Plan**
* Revise the targets and actions in our **Action Plan** (annually)
* Work with the **Sustainable Travel Planning Team** at Essex County Council for support and advice.

### The School Travel Plan will be reviewed and revised accordingly by the School Travel Plan Coordinator to take account of any new developments in education or transport provision, e.g. a change in the rules governing school transport.

## 7.0 Summary

# *(School Name)* has agreed to these School Travel Plan arrangements, which demonstrate the importance of the environmental, health, economic and social benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. *(School Name)* is committed to developing this programme with the support of Essex County Council.

#### Agreement on School Travel Plan

##### Chair of Governors, for the school

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

##### Head Teacher

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

##### School Council (1)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

##### School Council (2)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

##### Parent

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

##### Sustainable Travel Planning Advisor, Essex County Council

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

This information is issued by:  
Essex County Council

Contact us:  
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[www.essex.gov.uk](http://www.essex.gov.uk)

The information contained in this document can be translated, and/or made available in alternative formats, on request.

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