

# School Travel Planning Strategy



Hampshire  
County Council

March 2006

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# **Executive Summary**

This strategy outlines Hampshire County Council's current proposals for engaging with schools in the development of School Travel Plans.

This document provides a **Policy Background** to School Travel Planning and the links with other local and national initiatives. **Problems and Opportunities** are considered at a national and local level. The strategy also includes information on **Partnership Working** within Hampshire County Council. This includes Hampshire's **School Travel Officer Working Group** and **Joint Member Group**. Other internal liaison groups include a **Planning Development Group**, **School Grounds Advisors Forum**, and **Sustainable Schools Group**.

Included within this strategy are two **Best Practice** examples of school achieving modal shift through the development of a plan and implementation of measures identified.

Hampshire's **Vision, Aim, Objectives and Targets for school travel** are set out within this strategy and the targets (below) reflect the County Council's intention to meet the national target of all schools to have a travel plan in place by 2010.

- *100% of schools in Hampshire (606) to have a travel plan in place by 31 March 2010 (and therefore 100% of all students aged 5-16 to be covered by a travel plan by 2010)*

## **Mode Share of Journeys to School (ages 5-16) (LTP4)**

- *The mode share target of journeys to school for pupils aged 5-10 years is to reduce the proportion of school journeys made by car (alone) for students aged 5-10 years from 31% to 30% by 2010/11 with an associated increase in non-car (alone) journeys.*
- *The mode share target of journeys to school for pupils aged 11-16 years is to reduce the proportion of school journeys made by car (alone) for students aged 11-16 years from 12% to 11% by 2010/11 with an associated increase in non-car (alone) journeys*

The **Methodology** section of this strategy outlines how Hampshire will engage with the schools not currently in the process of developing a plan. This includes targeting schools with more than 20% of their pupils receiving free school meals followed by a further promotional campaign to all schools in Hampshire. The team will also continue to work with schools required to produce a travel plan as a planning condition.

This section also outlines the School Travel Plan stages that are used by Hampshire County Council for determining the progress of schools with the development of their plan, and information on how the School Travel Planning Team work with schools. A comprehensive resource pack is available for schools, and the School Travel Planning and Safer Routes to Schools (SRTS) website ([www.hants.gov.uk/schooltravelplans](http://www.hants.gov.uk/schooltravelplans)) provides information and links to relevant sites.

The **Resources** section of this strategy provides an overview of the funding available to school who have completed an approved Travel Plan. This includes the DfES Capital Grant and Hampshire's Safer Routes to Schools funding, which is currently £1 million per year.

Schools are also assisted with the introduction of 'soft' measures such as cycle / pedestrian training, Walking Buses, cycle permit systems and awareness raising activities. This section also outlines how the current bursary grant from the DfES / DfT has been spent.

Finally, the **Monitoring** section of this strategy provides information on how Hampshire monitor progress towards their modal shift targets via the **Hampshire Hands-Up School Travel Survey** which is sent out to all schools every September. This section also includes information on the assistance given to schools with monitoring of their own travel plans.

# Introduction

Hampshire is a large county with a mixture of urban and rural schools. There are 542 maintained and 64 independent schools and a total of 187,351 pupils on roll. The number of schools split by type is outlined below:

Type of School	No. Schools
Nursery	3
Infant	128
Junior	114
Primary	191
Secondary	71
Special Schools	28
Pupil Referral Units (PRUs)	7
Independent	64
<b>TOTAL</b>	<b>606</b>

As of March 2006, the School Travel Planning Team were working with **73%** (442) of all schools in Hampshire. This can be broken down to **30%** (178) of Hampshire Schools who now have an approved travel plan and **43%** (264) in the process of developing a plan.

This strategy has been prepared by Hampshire County Council's School Travel Planning Team to outline how the County Council intend to work with all schools in Hampshire to encourage, develop and implement travel plans and changes in travel behaviour throughout the school communities of Hampshire.

Section 1 provides a national and local policy background to the strategy, an outline of the problems and opportunities relating to School Travel Planning, information on the partnerships that exist and examples of best practice.

Section 2 outlines Hampshire's approach to School Travel Planning and includes the vision, aim, objectives and target for the strategy, how the County deliver school travel planning, and how the targets and strategy will be monitored.

This strategy will be submitted as part of Hampshire's full Local Transport Plan (LTP) in March 2006.



# **Section 1- Background**

This section provides an overview of the national and local policy background to the strategy, an outline of the problems and opportunities relating to school travel planning and information on the partnerships that currently exist. The section concludes with two examples of best practice schools who have evidence of modal shift as a result of completing travel plans.

## **Policy Background**

### **National Policy**

In September 2003, the Department for Transport (DfT) and the Department for Education and Skills (DfES) jointly published “**Travelling to School: a good practice guide**” outlining how local authorities, schools and bus operators can “*help promote walking, cycling and public transport usage and combat increasing car use.*” The guide was published shortly before an announcement by the DfT and DfES of a two-year bursary grant awarded to all County Councils for School Travel Plan (STP) advisers from April 2004 to March 2006 (this bursary has now been extended for a further two years until March 2008).

### **Transport**

In June 2004, The DfT produced ‘**Walking and Cycling; an action plan**’ setting out actions to increase the levels of walking and cycling in England. The important role of School Travel Plans was recognised within the action plan.

In March 2000 the DfT released their National Road Safety Strategy – **Tomorrow’s Roads: Safer for Everyone** in which they set their child casualty reduction targets of a 50% reduction in child casualties by the year 2010. In 2002 the DfT published “**Child Road Safety Achieving the 2010 Target**” which stated “*the importance of journeys to and from school with respect to child casualties increases with the age of children*”.

In the DfT Guidance on **Accessibility Planning in Local Transport Plans (Dec 2004)** it is stated that Local authorities should ‘*seek to ensure that accessibility plans incorporate walking and cycling as a priority*’. The guidance also recognises that local transport and education authorities can work together with schools to develop strategies that combine ‘hard’ and ‘soft’ measures to enable and encourage more walking and cycling to school.

The DfT **National Cycling Strategy** (1996) outlines a model “local cycling strategy” which states that Local Authorities should produce a strategy which includes a target for increasing the modal share of cycling of all journeys to school, by pupils of 10 years or older. It also states that Local Authorities should prepare a “schools transport policy” which will encourage and facilitate walking and cycling (in combination with public transport use, where necessary) as a means to improve the safety, fitness and independent mobility of school children, and to reduce congestion and traffic danger around schools. It is recommended that this should include:

- A target for increasing cycle use for journeys to secondary schools
- Provision of safer routes to school
- Provision of adequate, secure, covered cycle parking at schools
- Provision of on-road cycle-training for 10-12 year olds
- A review of opportunities to restrain car trips to educational establishments by car parking restraint
- Location of new education establishments and housing developments so as to minimise journey to school distances.

## Health

The DfES **Healthy living blueprint for schools (2004)** states that:

*“Children should be encouraged to walk or cycle part or all of the way to school wherever this is safe and practical. We expect schools to work with their local authority school travel advisers, and put in place school travel plans that will identify things that schools, pupils, parents, highways and local education authorities can do to reduce car use on the school run”*. The guidance identifies five key objectives - School Travel Plans will assist schools to make progress towards 3 of these objectives:

- To promote a school ethos and environment which encourages a healthy lifestyle
- To use the full capacity and flexibility of the curriculum to achieve a healthy lifestyle, and
- To promote an understanding of the full range of issues and behaviours which impact upon lifelong health.

By developing a Travel Plan a school is showing its commitment toward the health and well-being of its pupils and staff. Travel Plans are recognised as sources of evidence for some of the focus areas within the **Healthy School Standard**, particularly in the Safety, Environment, Physical Activity and Citizenship Areas. For example, in the guidance for assessing safety as a theme, one of the criteria is: *“the school encourages its staff and pupils to consider cycling and walking to and from school and provides training in safety and security supported by safer travel policies”*

### **Choosing Health: Making Healthier Choices Easier (DoH 2004)**

This White Paper outlines the need for promoting healthy choices to children early in life and looks at levels of obesity and links with SureStart and Healthy Schools. There is a specific section on School Travel Plans and the impacts these can have on health .

## Education

### **Extended Schools: Access to Opportunities and Services for all. (DfES 2005)**

‘Extended schools’ provide a range of services and activities, often beyond the school day, to help meet the needs of children, their families and the wider community. Services can include childcare, adult education, parenting support programmes, community-based health and social care services, multi-agency behaviour support teams and after-school activities. This will impact upon the travel needs of the school and community and Extended Schools should be encouraged to develop Travel Plans.

### **Ofsted links**

The Ofsted publication **Taking the first step forward... towards and education for sustainable development - Good practice in primary and secondary schools (2003)** notes how school travel issues fit within Education for Sustainable Development (ESD). For example, within the key concepts of citizenship and stewardship a good practice example is used which describes a year five module ‘Journey to School’ which *‘was directly linked to a Qualifications and Curriculum Authority (QCA) unit on improving the local environment. It involved a number of strands, including pupils mapping and surveying routes to school as well as identifying traffic levels. Pupils suggested ideas of ways the environment around the school could be improved.’*

Following the publication of **A New Relationship with Schools (June 2004)** by Ofsted, the inspection process now places self-evaluation at the centre of the inspection process. Schools will be expected to demonstrate their contribution towards the five outcomes for children and young people as set out in the **DfES Every Child Matters Green Paper, (September 2003)** These are:

- Being healthy
- Staying safe
- Enjoying and achieving
- Making a productive contribution
- Enjoying economic well-being

**The Children Bill** was unveiled on 4 March 2004 in response to the green paper, Every Child Matters. On 15 November 2004, the Children Bill received Royal Assent and became the **Children Act 2004**.

In July 2004, a **Children's Services Board** was set up to oversee the County Council's response to the Children Act. Hampshire now have a **Director of Children's Services** and a **Lead Member for Children's Services**.

By developing a School Travel Plan, schools can provide evidence that they are committed to the aims of the **Children Act (2004)**. School Travel Plans look at the safety and health of students (both physical and mental) and enable them to make a productive contribution towards these areas through involvement with developing the plan.

### **Contributing to Government's Transport Priorities**

The DfT's **Local Transport Plan (LTP) 2 Guidance** states that promoting use of School Travel Plans is a key strategy to help government deliver better transport. LTPs are expected to demonstrate their contribution to the delivery of a set of 'shared priorities' for local transport planning - namely congestion, accessibility, safer roads and air quality. In addition, guidance says LTPs should address wider quality of life issues including, for example, healthy communities and the UK targets for reducing greenhouse gases.

### ***Congestion***

The DfT's **National Travel Survey (2001)** revealed that just over 1 in 10 cars on urban roads between 8.00am to 9.00am in term time is on the 'school run'. Promoting walking, cycling and greater use of public transport could relieve congested roads whilst providing many other benefits in terms of child safety and health. Many schools and parents also complain about school gate congestion. By developing a travel plan schools can look at ways to tackle this problem.

### ***Accessibility***

School Travel Plans are about improving travel choice and, where possible, improving accessibility. There are issues of social exclusion which school travel plans can help to address, for example, although car ownership has risen dramatically, many families do not have access to a car. By developing a travel plan, schools look at how any barriers (physical or otherwise) to walking, cycling and public transport usage can be overcome. Levels of pollution and general public health are worse in inner cities and there are higher than average child road casualty rates in poorer neighbourhoods. Local authority service plans for young people must take account of the United Nations Convention on the Rights of the Child. Article 24 states that Children have the right to live in a safe, healthy and unpolluted environment.

### ***Safer Roads***

School Travel Plans and the Safer Routes to Schools Programme can help improve safety for all children on their journey to school. This is through a combination of practical measures and education. By developing a plan, schools show their commitment to the key principles of encouraging the use of more sustainable forms of transport, improving the health of their pupils and providing pupils with essential road safety skills. Schools use the development of their travel plan to instigate or reinforce existing work on road and personal safety. This may be through the services offered by Hampshire's Road Safety Team such as cycle or pedestrian training, or through Hampshire Police Authority's School Liaison Officers who offer lessons on safety to all primary age children in Hampshire.

### ***Air Quality***

School Travel Plans look at and affect both the global and local environment. Implementing measures to reduce the amount of traffic directly outside a school can have a positive effect on students. The improvement in air quality will make it a more pleasant environment for students to walk and cycle to and from school and reduce the negative health impacts of poor air quality.

## Local Policies

The aims and objectives of this School Travel Planning Strategy support a number of County Council strategies and policies as set out below;

### Hampshire County Council's Corporate Strategy

The Corporate Strategy is a statement of the County Council's aims and how the Council intends to achieve them. It includes the County Council's policies on sustainable development, equalities and race promotion, crime and disorder and e-government.

The six key aims form the core of the strategy, under the overarching aim of 'developing the quality of life for everyone' These key aims are:

1. **Maximising life opportunities** – creating opportunities for the whole community and reducing the impact of discrimination, through the provision of high quality accessible learning and caring services.
2. **Stewardship of the environment** – protecting our environment by promoting the principles of environmental sustainability and ensuring that Hampshire continues to be a place where people of all backgrounds want to live, work and visit.
3. **Achieving economic prosperity** – leading the development of strong, diverse and sustainable economy which supports jobs, businesses and investment.
4. **Building strong and safe communities** – working together with local people to help make people feel informed, empowered and eliminate discrimination. Working in partnership with others to make people feel safe in their own communities and to promote health and well being.
5. **Improving services** – ensuring our services are inclusive and continuously improving to meet the changing needs of the community.
6. **Developing councillors and staff** – ensuring that councillors and staff are equipped with the appropriate skills, knowledge and resources to respond effectively to the needs of all the people of Hampshire regardless of background.

Working with schools to develop School Travel Plans contributes towards meeting Aims 2 and 4 and in a more general sense, Aim 5.

### Hampshire Local Public Service Agreement (LPSA)

There are two performance targets within Hampshire's LPSA that the development of School Travel Plans could influence:

<p><b>Performance Target 10 (National Target 24)</b> Increase in bus use from 2000 levels by 10% by 2010 with improvements in punctuality and reliability.</p>	<p><b>Indicator by which performance will be measured</b> Local bus service passengers per year (BVPI 102). Punctuality and reliability targets as defined by traffic commissioners. Supply of this information to the County Council to be discussed with the Traffic Commissioners on the lines suggested by DTLR (Transport).</p>
<p><b>Performance Target 11 (Local Target 6)</b> To target a 40% reduction in fatal and serious casualties in Hampshire by 2010 from a 1994 — 98 base, together with a further reduction through the early application of safety cameras through the Hampshire Speed Management Strategy, in partnership with Hampshire Constabulary.</p>	<p><b>Indicator by which performance will be measured</b> The numbers of Police recorded fatal and serious road casualties for the Hampshire County Council area, per calendar year. Baseline: 1994-98, average per annum 1055 fatal and serious casualties.</p>

## Hampshire County Council's Local Transport Plan

The County Council's second Local Transport Plan (LTP) will be submitted to the Government in March 2006.

The key objectives of the County Council's transport strategy as set out in the LTP are:

- 1 To increase accessibility
- 2 To promote safety
- 3 To reduce the impact and effect of congestion
- 4 To widen travel choice
- 5 To improve air quality
- 6 To support wider quality of life objectives
- 7 To encourage value for money and efficient asset management

These objectives will be achieved by a balanced strategy that seeks to meet the needs of all residents. At the heart of the strategy is the need to improve accessibility in its widest sense.

The County Council's long-term transport strategy can be summarised as:

What	How
<b>Reduce</b> the number of journeys made, and the average length of journeys, where this does not have disproportionate effects on quality of life or the economy.	<ul style="list-style-type: none"> <li>• Land use policies to create more sustainable communities where employment and other services are closer to where people live.</li> <li>• <b>Travel planning and other initiatives to reduce unnecessary journeys, particularly car journeys to work and school.</b></li> <li>• <b>Marketing to encourage behavioural change.</b></li> <li>• <b>Discourage unnecessary journeys through demand management measures, without causing serious impacts on the economy or quality of life.</b></li> </ul>
<b>Manage</b> the existing transport networks effectively, to make the best use of existing capacity.	<ul style="list-style-type: none"> <li>• Action to minimise delays and improve journey time reliability, including prompt responses to poor weather, accidents and management of road works.</li> <li>• Traffic management, including the use of intelligent transport systems and coordinating works on the highway.</li> <li>• Junction improvements and local bypasses to improve traffic flow and protect communities.</li> <li>• <b>Continuing commitment to road safety and casualty reduction.</b></li> <li>• <b>Better information to the travelling public and businesses about travel options.</b></li> </ul>
<b>Invest</b> in additional capacity, where this is shown to be essential. Emphasis will be given to investing in public transport networks, particularly those catering for shorter journeys.	<ul style="list-style-type: none"> <li>• <b>Improved public transport to provide a real alternative to the car – especially for shorter journeys.</b></li> <li>• Measures to promote public transport links to the key hubs of Basingstoke, Southampton and Portsmouth and key international gateways.</li> <li>• <b>Walking and cycling improvements to make it easier to move around towns and villages.</b></li> <li>• Improvements to ferry services and their interchanges.</li> <li>• Road improvements to create more capacity – road widening and new roads.</li> </ul>

The County Council 'Smarter Travel Choices Strategy' which will be an appendix to its LTP covers the strategy for school and workplace travel planning alongside Personalised Journey Planning and other behavioural change initiatives. The context for Hampshire's proposed Smarter Travel Choices Strategy is the County Council's Local Transport Plan (2006-2011) vision which is of a transport strategy that:

*“Enhances quality of life and economic prosperity by connecting people, communities, employment, goods, services and amenities.”*

The guiding principle of the smarter travel choices concept relates to informing people of the travel options available to them in such a way that there is greater emphasis on alternatives to the private (sole occupancy) car. In this respect the vision for **Hampshire's Smarter Travel Choices Strategy** is:

*“A County where a greater proportion of journeys are made in a safer, healthier, more efficient and more environmentally friendly way.”*

The two key aims of Hampshire's Smarter Travel Choices Strategy are to:

*“Ensure that individuals and organisations understand the implications of the travel choices they make and feel empowered to make informed travel choices” and to*

*“Enable journeys to be made in a safer, healthier, more efficient and more environmentally friendly way through the identification and provision of, where possible, new travel and transport measures”*

The objectives of Hampshire's Smarter Travel Choices Strategy are to:

1. Promote practical opportunities, through the provision of advice and support, for individuals and organisations to determine changes to their own travel behaviour;
2. Improve the accessibility of key travel generators/attractors by the full range of travel options;
3. Reduce the impact of journeys to key travel generators/attractors by increasing the proportion of journeys undertaken by means other than the (single occupancy) car;
4. Improve awareness of and influence attitudes towards the full range of travel options;
5. Make a positive contribution toward the achievement of national, regional and local accessibility, safety, health, environmental and economic targets.

### **Hampshire County Council's Accessible Transport Strategy**

This strategy was developed for the future provision of accessible transport services in Hampshire which could best meet the varying needs of older people and disabled people. One of the conclusions was that *“alternative forms of transport (i.e. other than bus, train or private car) will continue to be needed, and their use will need to be subsidised in some way in order for people to get effective access to them”*

There are also two Policy Objectives relating to Education Transport – these involve buying of services and training of all personnel providing transport to children.

### **Hampshire County Structure Plan (2000)**

The Hampshire County Structure Plan states that *“Reducing the reliance on the car by encouraging attractive alternatives is a fundamental element of the structure plan strategy and the local transport plan.”*

### **HCC's Passenger Transport Strategy**

A Passenger Transport Strategy is being developed for the Hampshire's Local Transport Plan and will be referenced in the final version of this strategy.

# Problems and opportunities

This section outlines the local and national problems relating to school travel planning and identifies the opportunities that exist to overcome these.

## Local Problems

Hampshire has a large number of schools (606) and a diverse range of urban, rural and semi-urban and semi-rural schools. Each of the different types of school has its own problems, for example:

**Rural schools** – Generally have large catchments, poorer public transport provision, higher car usage, high school bus usage and scattered journeys.

**Urban schools** – Generally have smaller catchments, better public transport facilities, lower car usage, more walking and cycling, and more accidents (especially in inner city areas)

**Primary schools** – Generally have smaller catchments, shorter journeys, high car usage, low cycle usage, parents choosing travel mode, personal safety issues.

**Secondary schools** – Generally have larger catchments, longer journeys, more potential for cycling and public transport, pupils and parents choosing travel mode.

### *School Travel Plans*

There is currently a very high level of interest in School Travel Plans amongst Hampshire Schools. As County Council Members, Parents, School Governors and Headteachers become more aware of the benefits of developing a travel plan it is anticipated that the level of interest will remain the same if not rise. If the current level of funding for staff does not continue after the DfT / DfES bursary comes to an end then the service offered to schools will be reduced and work will need to be prioritised (as outlined in the Methodology section below). This may lead to disappointment amongst schools and may act as a barrier to getting them on board at a later date. There is flexibility within the strategy to respond to whatever decision is made about the future of the bursary funding.

### *Safer Routes to Schools Programme*

During the process of developing a travel plan, schools receive advice from a Safer Routes to Schools (SRTS) engineer regarding the feasibility of any physical measures the school wish to include in their action plan. Once a travel plan has been approved, schools are then able to bid for funding from the SRTS budget. The County Council currently faces a number of challenges in managing demand for infrastructure measures. For the last year and a half the County Council has not had a dedicated SRTS Engineer. This has meant that some schools may not have received engineering advice when developing their plan. Consequently some plans may identify measures that are unrealistic, beyond the SRTS budget or not achievable for another reason. This has also meant that once plans are submitted, there is a delay turning the school's action plan into a feasible scheme to be handed to the SRTS Programme Manager for implementation. This post will be filled by the start of April 2006 to ensure this problem is resolved.

## National Problems

There are a number of national problems and opportunities that support the need for the development of School Travel Plans.

### *Modal Share*

In the last ten years the proportion of journeys to school by car has nearly doubled from 16% to 30%, and the average length of the journey to school for secondary pupils has gone up by well over a third (source, **DfT National Travel Survey 2003**). There are a number of reasons for the increase including rising car ownership, a wider choice of schools other than neighbourhood schools and increased traffic and fears about road safety and personal safety (including bullying and abduction).

The increase in traffic and congestion can become a vicious circle. This is because more cars on the road can increase fears about safety in traffic, which can lead to less walking and cycling and more driving, and thus traffic.

**Safety**

As car journeys increase, children’s safety is affected. Hampshire’s Child Casualty figures for 2003 show that children in cars are far more likely to be killed or seriously injured than child pedestrians or cyclists. Many of these casualties are because the children were not properly restrained in the car.

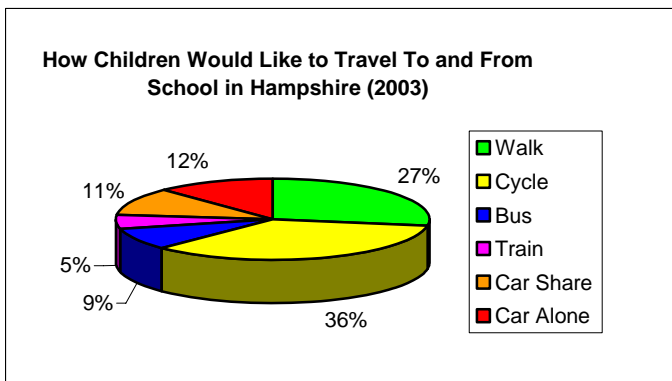
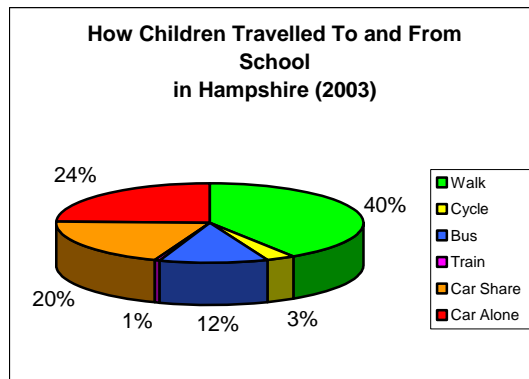
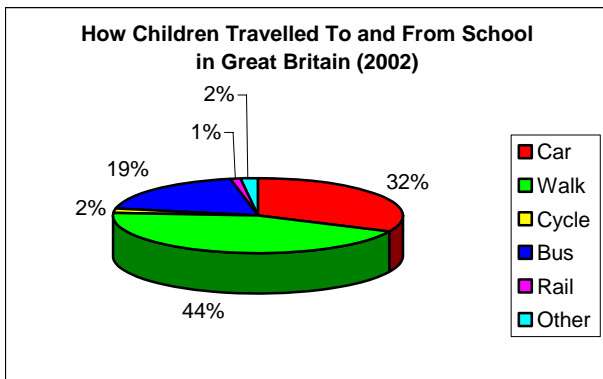
**Health**

In the report ‘**At least five a week: Evidence on the impact of physical activity and its relationship to health. A report by the Chief Medical Officer (April 2004)**’, it was shown that 20% of boys and girls between the ages of 2 and 15, do less than 30 minutes activity a day, and that in less than 10 years, incidence of obesity has doubled among boys and increased by 60% in girls.

**Opportunities**

**Modal Share**

The Hampshire Hands-up Survey for both 2003 and 2004 shows an unmet demand among Hampshire’s young people for greater walking and cycling to and from school. Hampshire also has higher levels of car use than the National average (see below), which, despite the large number of rural schools in Hampshire, still provides an opportunity for decreasing car use and increasing other modes.



## Safety

The 2004 report for the DfT “**Smarter Choices – Changing the Way We Travel**” found that “*In general, higher levels of cycling seem to result in lower accident rates*”. The report also highlights a study comparing cycling statistics from the UK with France, Denmark, Germany and the Netherlands where it was concluded, “*cycling gets safer as it becomes more popular*”.

The promotion of cycling through development of a School Travel Plan achieves higher levels of safer cycling through the introduction of good cycle training. This can increase children’s confidence on the road and make them more aware of safety issues and how to overcome them. Funding from the Safer Routes to Schools Programme for measures such as cycle paths, footways and speed reduction measures outside schools can have an impact on both real and perceived safety on the school journey.

## Health

The school journey is an opportunity for children to gain self-confidence and independence. Travelling by car can reduce opportunities for them to learn important life skills such as how to cross a road and so limit a child’s ability to act independently. Walking and cycling can also help children to learn about their local environment, develop road sense, assess risk and become more self-reliant. Building exercise into the day improves fitness immediately and has benefits for longer-term health. Encouraging walking and cycling to school can help reduce local pollution and congestion, improving quality of life for everybody. Better local air quality is particularly beneficial for the growing number of people who suffer from asthma.

By developing a wide-ranging travel plan, schools have the opportunity to have an impact on the lives of their pupils in both the short and long-term. Children who walk and cycle to and from school may be more likely to continue this behaviour in later life, resulting in longer-term benefits in health.

## Successes to date

The County Council is proposing to build on our good work to date. As of March 2006, the School Travel Planning Team were working with **73% (442)** of all schools in Hampshire. This can be broken down to **30% (178)** of Hampshire Schools who now have an approved travel plan and **43% (264)** in the process of developing a plan.

## Evidence for change

Although the identification of outcomes (in terms of mode share) arising from school travel planning is at an early stage, there is already evidence to suggest a positive impact. The tables below show a change in the percentage of students travelling by a particular mode for a number of individual schools (original data from their STP travel survey compared against the hands-up survey one or two years later)

<b>Students aged 5-10</b>	<b>Car</b>	<b>Car share</b>	<b>Public transport</b>	<b>Walking</b>	<b>Cycling</b>
Urban	-6.9	+3.9	-0.8	+3.0	+0.9
Urban	-20.0	+14.8	+1.6	+3.7	+0.4
Rural	-21.9	+1.1	+0.9	+20.0	-0.2
Rural	-2.3	-0.3	0.0	+2.7	0.0
Mixed	-3.5	-1.2	0.0	+4.7	0.0

<b>Students aged 11-16</b>	<b>Car</b>	<b>Car share</b>	<b>Public transport</b>	<b>Walking</b>	<b>Cycling</b>
Urban	-39.5	+25.6	+1.7	+12.7	-0.5
Rural	-9.5	+6.6	+3.2	-0.5	+0.3
Rural	-15.8	+4.3	+0.2	+10.7	+0.7
Mixed	-12.5	+10.4	-2.4	+5.3	-0.7
Mixed	-8.4	+8.9	-0.2	-6.8	+6.4

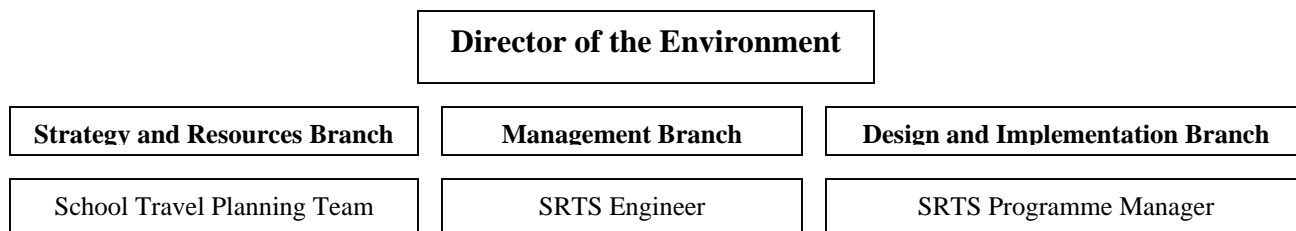
# Partnership Working

Hampshire's School Travel Planning Team has a number of strategic and local partnerships. At a strategic level, Hampshire works with the DfT and DfES and the Regional School Travel Plan Advisers. There are also a number of local partnerships in place:

## The School Travel Planning Team and Safer Routes to Schools

The School Travel Planning Team are the first point of contact for schools. Once a school has completed their travel survey and have an idea of the problems that pupils face on the school journey, the Safer Routes to Schools (SRTS) Engineer is asked to visit the school and provide advice on possible solutions. This then forms the basis of the action plan drawn up by the school alongside measures the school will implement themselves. Once the travel plan has been approved, the engineer will visit again to enable a Handover Form to be completed outlining the measures that are to be funded from the SRTS programme. Once the form has been submitted to the SRTS Programme Manager then a Project Inception Form is completed and a Project Manager assigned. The SRTS Programme Manager then monitors progress of the scheme and feeds this back to the schools.

The diagram below shows the current location of the School Travel Planning Team, Safer Routes to Schools Engineer and Safer Routes to School Programme Manager within the County Council's Environment Department Structure.



## Hampshire County Council Departments, Members and Officers

Hampshire has a **School Travel Officer Working Group** that includes representatives from the School Travel Planning Team, Road Safety Team, Highway Safety Group, Passenger Transport Group, County Education and the Strategic Health Authority and Hampshire Constabulary. The group meet regularly to discuss and agree strategy matters and other issues as they arise.

A **joint member group** has also been established between the County Council's Education and Environment Departments. A selection of members from the Policy Resource Committees of each department meet to receive updates on progress, strategy, promotional events and other matters.

Hampshire has a **Planning Development Group** that includes representatives from the School Travel Planning Team, Planning Development Control, Highways Development Control, Education Department Strategic Planning officers and County Architects. This group meet regularly and have agreed an approach for working with schools required to produce travel plans as planning conditions under Planning Policy Guidance Note 13.

## The Hampshire Sustainable Schools Group

This group comprises representatives from most of Hampshire County Council's Departments. The group includes the School Travel Planning Team, The Healthy Schools Co-ordinator, Trailblazers, the School Landscape Group, Senior Landscape Architects, Natural Resources Branch, Hampshire County Supplies, School Grounds Maintenance, The Schools Energy Manager, Ecology, Waste Management and Education Strategic Planning. The group work together to ensure schools are receiving information

on becoming sustainable schools and how Hampshire County Council can help. The group have developed an action plan and are currently setting up a website.

### **School Grounds Advisors Forum**

This forum meet quarterly to discuss matters relating to school grounds. The group includes representatives from Hampshire County Council alongside representatives from local Groundwork Trusts, the Royal Horticultural Society, The Hampshire Wildlife Trust, BTCV, Learning Through Landscapes and Hampshire Development Education Centre.

### **Schools**

Part of the process of developing a School Travel Plan requires the school to set up a working party. The School Travel Planning Advisers assist schools with engaging with the local community, the school pupils, school governors, parents and guardians and any other relevant parties. The team also speak independently to teachers' panels, governor forums and school councils to ensure that the material produced by the team is targeted in the right way.

### **The Environment Department**

#### **School Crossing Patrol Team**

Hampshire County Council has a School Crossing patrol team who sit within Road Safety. The team liaise closely on all matters related to existing and potential site and part of the SRTS budget each year is dedicated to providing physical measures for School Crossing Patrol upgrades.



#### **The Road Safety Team**

Hampshire County Councils' Road Safety Team are in a separate section to the School Travel Planning Team. The Road Safety Team has a variety of programmes for children:

Schools can borrow resources for all ages to assist in the teaching of road safety. They can also participate in pedestrian and cycle training sessions using instructors trained by the Road Safety Team. The team are responsible for helping schools implement Walking Buses through identification of suitable routes and training for adults taking part. The team also run Walk to School Week. The relationship between the two teams needs to be strengthened and this is something that will be developed in the near future.

#### **Passenger Transport Group (PTG)**

The STP team liaise regularly with the both the Operations Team (responsible for the running of the County Council's home to school transport service) and Special Educational Needs (SEN) Transport Team in PTG

### **Hampshire County Council Education Department and Property, Business and Regulatory (PBRS) Service**

The STP team have good links with the Education Department, particularly with the Home to School Transport section and the Finance officer who the team work closely with to co-ordinate the DfES Capital Grant process and disseminate information. The Property Services section of PBRS work on behalf of County Education within school buildings and grounds and therefore close links also exist between both Departments and the School Travel Planning Team.

### **Healthy Schools**

The School Travel Planning Team also work very closely with Hampshire's Healthy Schools Initiative. The team regularly attend the Healthy schools focus area conferences and give presentations on School Travel Plans.



## **External Partnerships**

### **District Councils**

Three School Travel Plan Adviser posts within district councils are part-funded by Hampshire County Council from the bursary funding received from the DfT and DfES. There are two further district councils who provide advice and assistance to schools with developing travel plans and the County Council work with all districts in Hampshire in the promotion and development of travel plans. Some of the ways in which Hampshire liaise with district councils are through Local Strategic Partnerships and through Area Committee Panels alongside regular individual liaison between officers. There are also bi-annual joint meetings run by the County Council that involve representatives from all districts.

### **Health Authority and Police**

The School Travel Planning Team regularly liaise with the Strategic Health Authority through the School Travel Officer Working Group. The team also liaise with Hampshire's Primary Care Trusts and the Hampshire and IOW NHS Public Health Network.

The Team also liaise with Hampshire Police Authority, particularly the Traffic Management and Schools Liaison Officers.

# Best Practice

## Exchanging Best Practice

Hampshire's School Travel Planning Team has been exchanging best practice with other authorities for a number of years. This has involved visits to Buckinghamshire County Council and Devon County Council, regular liaison with both the south-west and south-east regional School Travel Planning groups and visits from and to Hertfordshire County Council. Hampshire County Council is part of the UK LAST network and the School Travel Plan Advisers regularly attend training seminars and best practice conferences.

## School Travel Plan Good Practice

Hampshire has worked with a number of schools whose STPs are used as best practice examples for other schools starting work on their plans. An example of two good plans that have shown clear evidence of modal shift are outlined below.

### Perins Community School, Alresford

Perins Community School had their School Travel Plan approved in 2003. The school is a rural school with over 900 students coming from a large catchment area. One of the main aims of the travel plan was to increase cycling and walking and decrease car use.

Following the provision of new cycle shelters from the Safer Routes to Schools Programme, cycling has now almost doubled. Geography students at the school regularly review and monitor the plan and produce newsletters to update parents, pupils and staff. There are additional measures currently being designed to provide safer crossing points for cyclist and pedestrians near the school. It is anticipated that these works will further increase the number of students walking and cycling.

#### Evidence of modal shift:

Survey results	Cycle
2003	2.5%
Sept 2004	4.9%



### **St James Primary School, West End**

St James' Primary School worked with Eastleigh Borough Council and launched their Travel in March 2003.

#### Schemes launched through the school:

- Park & walk scheme from the Southampton Arms
- Three walking buses (over 70 pupils have taken part in the scheme)
- "Be a star and leave your car" banner displayed at the front of the school
- School competition to write a walk to school rap
- Kia Cars in West End village, provided all the reflective tabards for the walking bus scheme

#### Measures implemented:

- Traffic calming scheme on Moorgreen Road, including safe crossing points, chicane style build outs to reduce traffic speed, wider footpaths, enhanced school crossing patrol site and antiskid surfacing.
- Entrance improvement scheme, including widening footpaths with footprint markings guiding children into the school, parent seating area, redesign of car bays to ensure safer car movements, raised zebra crossing and separate pedestrian and vehicle gates.

#### Evidence of modal shift

<b>Mode</b>	<b>Percentage</b>			
	<b>October 2002</b>	<b>October 2003</b>	<b>June 2004</b>	<b>September 2004</b>
Walk	34%	38%	40%	47%
Bus	2%	2%	2%	2%
Car	64%	60%	58%	51%

## **Section 2 – Hampshire’s Approach to School Travel Planning**

This section outlines Hampshire’s approach to School Travel Planning and includes the vision, aim, objectives and target for the strategy, how the County deliver school travel planning, and how the targets and strategy will be monitored.

### **Senior Level Support.**

Support for School Travel Planning is high amongst County Members, particularly the Executive Members for the Environment and Education. Hampshire’s Education Department are supportive at a high level with both Chief Education Officers and Hampshire Inspectors encouraging schools to develop Travel Plans. Other Departments such as Property Business and Regulatory Services are also supportive, within the Environment Department is not as strong.

## **School Travel Vision, Aim, Objectives and Targets**

The County Council’s Vision for School Travel, supported by school travel planning and the delivery of the County Council’s policies on Home to School Transport is:

### **Vision**

*“A County where a greater proportion of school journeys are made in a safer, healthier and more environmentally friendly way”*

### **Aim**

Through the County Council’s provision of advice and support to schools on the production of travel plans and the implementation of the measures contained therein:

*“To enable school journeys to be made in a safer, healthier and more environmentally friendly way through the identification and provision, where possible, of new transport facilities. At the same time to ensure that those travelling to and from school are aware of the impacts of the travel choices they make.”*

### **Objectives**

1. To promote practical opportunities (through learning) for young people to determine changes to their own travel habits.
2. To reduce the impact of the school journey on local congestion by increasing the proportion of journeys by walking, cycling, public transport and car sharing.
3. To contribute to the targeted 50% reduction in fatal and serious child casualties occurring on the Hampshire road network by 2010, from their average level over the years 1994-98.
4. To contribute to local and national Government health targets through improved children’s health.
5. To increase awareness of the safety, health, environmental and economic implications of transport and travel.
6. To evaluate the effectiveness of school travel planning as a means of achieving these objectives.

## Targets

The targets set out below reflect the County Council's intention to meet the national target of all schools to have a travel plan in place by 2010

- *100% of schools in Hampshire (606) to have a travel plan in place by 31 March 2010 (and therefore 100% of all students aged 5-16 to be covered by a travel plan by 2010)*

### **Mode Share of Journeys to School (ages 5-16) (LTP4)**

- *The mode share target of journeys to school for pupils aged 5-10 years is to reduce the proportion of school journeys made by car (alone) for students aged 5-10 years from 31% to 30% by 2010/11 with an associated increase in non-car (alone) journeys.*
- *The mode share target of journeys to school for pupils aged 11-16 years is to reduce the proportion of school journeys made by car (alone) for students aged 11-16 years from 12% to 11% by 2010/11 with an associated increase in non-car (alone) journeys*

# Methodology

The County Council's School Travel Planning Team promotes its service in a number of ways outlined below. In 2004, an information leaflet was sent to all state maintained and independent schools in Hampshire offering information and assistance with development of a School Travel Plan.

## **Selecting and Working with Schools**

Now that the team has established a dialogue with the more enthusiastic schools, a series of new approaches will be employed to engage with the remaining schools as follows:

The first approach will be selective. Schools with more than 20% of their pupils receiving free school meals will be targeted first as this measure is used by the Healthy Schools Initiative (see Section 1: Partnerships) as a means of determining schools in more deprived areas. It has been noted that out of the 69 schools who currently fall into this category only 39 are engaged in the School Travel Planning process. The remaining 30 schools will be offered support as a priority.

Whilst targeting the above schools, the team will also be continuing to work with schools required to produce a travel plan as a planning condition. A system is currently in place where Hampshire County Council's Education Department provides the team with details of the Capital Programme at the start of each financial year, so that schools within the programme can be offered assistance at the earliest opportunity.

Once the first approach has been employed, the second approach will be to send out another leaflet to all schools offering assistance once more. Once a list of interested schools has been collated, an initial assessment of each school will be made using a checklist to determine the order of priority. This checklist will include whether the school is prepared to take action itself, any child casualties in the schools vicinity and the potential to encourage walking, cycling and public transport usage.

## **Securing Effective STPs through the Planning Process**

Working alongside Education and Planning a protocol has been agreed for working with schools who may need to develop STPs as part of a planning condition. County Education forward a copy of the Education Capital programme for the next financial year to the STP team and County Architects. The STP team then feed back information on the current status of those schools with regards to STPs. Those not already working with the team are approached as a priority and given assistance with developing their plan. This plan is then submitted with the planning application to the Planning Section. Planning seek the advice of the STP team as to the quality of the plan and if satisfied approve the plan. The STP team will then advise Highways Development Control of the outcome of this for consideration when assessing the likely traffic impact of any new development.

## **School Travel Plan Stages**

Schools developing a Travel Plan progress through a number of levels determined by the School Travel Planning Team (see appendix 1). Levels 0-2 are the development stages of the Travel Plan, and once a school has reached Level 3 then the School Travel Plan has been approved and the schools receive a certificate in recognition of this. The school is also put forward for the DfES Capital Grant and Hampshire County Council's Safer Routes to Schools funding.

Once a school has undertaken an annual review and can demonstrate progress towards meeting one or more of their targets, they reach Level 4 and are eligible for the "School Travel Planning Award", which is a plaque awarded to the school. Schools are then entitled to use the annual "Excellence in School Travel Planning" accreditation mark on their headed paper. Schools must continue to monitor their travel plan and demonstrate progress towards meeting one or more of their targets on an annual basis to be eligible to use the mark each year

## **Support for schools**

Hampshire's STP Team offer support to schools in a number of ways. The team provide one to one advice to teachers, governors and others involved in the STP working group. Curriculum resources are available to schools and STP Advisers can facilitate assemblies, children's workshops, parent's evenings and governors meetings. A comprehensive resource pack is available and the School Travel Planning and Safer Routes to Schools (SRTS) website ([www.hants.gov.uk/schooltravelplans](http://www.hants.gov.uk/schooltravelplans)) provides information and links to relevant sites.

Once the travel plan has been submitted and approved, the team offer support with monitoring and evaluating the plan and have developed a vetting form that includes all measures contained in the STP action plan. This form is used to monitor both the actions listed for Hampshire County Council to undertake plus those the school and others will do. The list outlines which measures will be funded in which year of the SRTS programme and outlines any reasons certain measures may not be funded.

## **Implementing Measures**

Schools with approved STPs who have identified physical measures within their action plans are eligible to bid for funding from the County Council's Safer Routes to Schools (SRTS) Programme. The bid is put forward by the School Travel Planning Team on behalf of the school and the school are also put forward for the DfES Capital Grant (refer to Section 2: Resources for further information)

Schools are also assisted with the introduction of 'soft' measures such as cycle / pedestrian training, Walking buses, cycle permit systems and awareness raising activities.

## **Promotion of School Travel Planning**

School Travel Planning in Hampshire is promoted through the Healthy Schools Programme, Primary Care Trusts, Hampshire Trailblazers, The Hampshire Schools Landscape Programme, Hampshire Governors Forums, Hampshire County Education newsletters and website, County Council publications and through the local media. District councils also promote the benefits of School Travel Plans to schools and local members. The team make full use of local media and encourage schools to promote the launch of their Travel Plans through the press. The team are keen to co-ordinate their press releases with national releases by the DfT / DfES or Sustrans to ensure maximum impact, and also to continue to contribute to national initiatives at a local level such as Bike Week and Alternative Transport Week. In the future, the team would like to be more involved with Walk to School Week which is currently run by the Road Safety Team.

Specific resources are also available to schools for promotion of the travel plan internally – these include branded stickers, posters, display boards, note pads, pens and pencils. Schools are not provided with a template for their Travel Plan as it is felt that each plan should be unique and reflect the differences between every school. They are however, given examples of other good travel plans for reference.

## **Quality Assurance**

When a school submit a draft School Travel Plan to the team it is assessed by 2 separate advisers using the STP assessment tool. Schools must meet the minimum essential criteria. When a list of schools eligible for the DfES Capital Grant is sent each April, the Regional School Travel Advisers take a sample of travel plans for checking against the DfES / DfT criteria.

## Resources

The resources outlined below relate only to School Travel Planning issues, the County Council also fund school transport, the school crossing patrol service and other work related to schools, travel and safety.

### Revenue

The targets and methodology outlined above are based on an assumption that the staffing resource is kept at 5 staff members and the current revenue allocation for marketing will continue. As more schools develop travel plans, pressures for monitoring these plans and evidence modal shift is increasing and may require the addition of an extra post in the future.

### Capital

It is assumed that the Safer Routes to Schools Programme will stay at current levels (at least £1 million per annum). Use is also made of any external funding that the County holds for improvements in the vicinity of schools as a result of new development.

### Safer Routes to Schools Programme

During the process of developing a Travel Plan, schools receive advice from the Safer Routes to Schools Engineer on practical measures that could be included in the action plan. Once the School Travel Planning Team has approved the travel plan, eligible schools are put forward for the DfES School Travel Capital Grant (in April each year) and (if necessary) the Safer Routes to Schools Programme.

Currently, all schools identifying physical measures within their travel plans are considered for funding from the County's Safer Routes to Schools Programme (currently £1 million for 2006/07). As the number of schools engaged in travel planning grows and pressure increases on the budget, prioritisation of schemes will need to occur. A SRTS prioritisation matrix has been developed and it is proposed that this will be applied to ensure that schemes providing best value in terms of safety and potential for modal shift receive priority for funding.

For the 2006/07 Safer Routes to Schools Programme, a proposed list of permitted expenditure has been developed that will be made available to schools during the production of their plan.

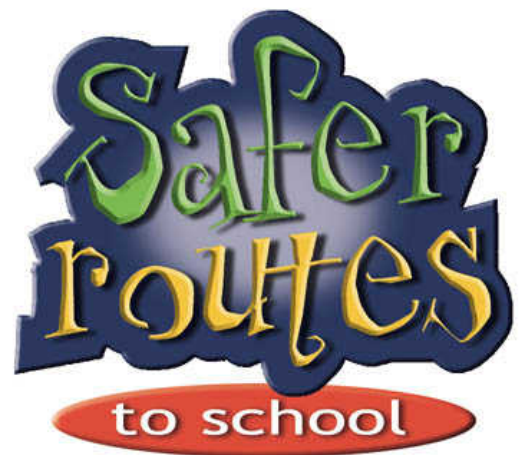
Schemes in the SRTS programme are developed in consultation with the school and all those involved in developing the travel plan (such as the school council), the local parish / town / district council, local and County Members and any other affected parties. The effect of the scheme is monitored in terms of the impact on modal shift and also on perceptions of safety via annual numerical and attitudinal surveys.

### DfES Capital Grant

All schools that produce and have approved a School Travel Plan are eligible to be put forward for a one-off grant from the DfT for on-site (capital funded) measures identified in their School Travel Plan.

In 2004, **83** Schools were put forward (and received) the Capital Grant, this equated to **£532,309.50**. In 2005, **71** schools were put forward and received a total of **£402,597**. This means that in the last two years, Hampshire schools have received a total of **£934,906.50** from the DfES.

Schools have spent this money on a variety of measures from cycle racks to covered waiting areas, and ideas such as painting a road and zebra crossing on the playground and using it to teach children how to cross safely and how to drive courteously! Some rural schools have also used the money for better



lighting as leaving after school clubs in winter can make children feel very unsafe when the route is unlit. The photograph below shows lighting installed at the Priory School from the classrooms to the car park.



# Monitoring

## Targets

The targets set out below reflect the County Council's intention to exceed the national target of all schools to have a travel plan in place by 2010

- 100% of schools in Hampshire (606) to have a travel plan in place by 31 March 2010 (and therefore 100% of all students aged 5-16 to be covered by a travel plan by 2010)

## Mode Share of Journeys to School (ages 5-16) (LTP4)

- The mode share target of journeys to school for pupils aged 5-10 years is to reduce the proportion of school journeys made by car (alone) for students aged 5-10 years from 31% to 30% by 2010/11 with an associated increase in non-car (alone) journeys.
- The mode share target of journeys to school for pupils aged 11-16 years is to reduce the proportion of school journeys made by car (alone) for students aged 11-16 years from 12% to 11% by 2010/11 with an associated increase in non-car (alone) journeys

## Baseline

The baseline to be used for the proportion of students (5-16yrs) covered by a STP is (as at 31<sup>st</sup> March 2005) **36.3%** and the number of schools that had reached Level 3 is **159**.

The Hampshire Hands-Up School Travel Survey has been used to identify the base line for modal shift. This (voluntary) survey, which is sent to all schools in Hampshire, is completed by class tutors (for each year group) and asks how students (and staff) travelled to school on that day and how they would like to travel given the choice. The survey has been undertaken on an annual basis since September 2003 and takes place at the same time each year.

The table below illustrates the baseline position for monitoring modal shift for maintained schools in Hampshire (Independent and all-through schools excluded). Figures for each mode have been calculated according to the information given in the DfT's technical guidance for completion of Hampshire's LTP2.

	Students aged 5 to 10	Students aged 11 to 16
	%	%
<b>Car</b>	30.7	12.2
<b>Car share</b>	19.7	15.3
<b>Public Transport</b>	3.0	23.4
<b>Walking</b>	44.6	41.8
<b>Cycling</b>	2.0	7.3

## Trajectories

These trajectories are based on past experience of delivering travel plans and making an assumption on the time lag between approval of a travel plan and the point at which changes in mode share are likely.

	Number of schools that need to reach Level 3
31 <sup>st</sup> March 2005	159 (actual figure)
31 <sup>st</sup> March 2006	120
31 <sup>st</sup> March 2007	100
31 <sup>st</sup> March 2008	95
31 <sup>st</sup> March 2009	70
31 <sup>st</sup> March 2010	64
	608

## Modal Share Trajectories

*The mode share target of journeys to school for pupils aged 5-10 years is to reduce the proportion of school journeys made by car (alone) for students aged 5-10 years from 31% to 30% by 2010/11 with an associated increase in non-car (alone) journeys.*

Trajectories:

Baseline Data	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11
2004/05		31	31	31	31	31	30	30

*The mode share target of journeys to school for pupils aged 11-16 years is to reduce the proportion of school journeys made by car (alone) for students aged 11-16 years from 12% to 11% by 2010/11 with an associated increase in non-car (alone) journeys*

Trajectories:

Baseline Data	2003/4	2004/5	2005/6	2006/7	2007/8	2008/9	2009/10	2010/11
2004/05		12	12	12	12	12	11	11

## Monitoring Methodology

### Monitoring School Travel Plan Coverage

An Access database holds all information relating to School Travel Planning and Safer Routes to Schools. This database contains full details of all schools in Hampshire, the dates they have attained each STP level, names of contacts, a list of their actions and all survey data. The database also lists all funding received to date (including DfES funding). Reports are regularly run from the database to check progress against targets and information on mode share is easily accessible. Hampshire has a set process for monitoring School Travel Plans:

#### Our commitment to schools:

- We contact schools six months after the award of their Level 3 certificate to check progress and see if there are any issues we can help resolve
- Schools can contact us at any time to request our help in implementing School Travel Plans
- We remind schools when their annual monitoring/review is coming up

#### Schools commitment to us and to their School Travel Plan:

- To take part in the annual Hands-up Survey
- To undertake a formal review of their School Travel Plan, including a repeat of the whole school survey. This survey will need to ask the same questions as the original survey so they can be compared to see the impact of any actions already undertaken. They may also choose to ask some additional questions relating to specific projects already completed.
- To submit an updated copy of their School Travel Plan to the School Travel Planning Team including the results from their formal review and travel survey. This update may include new aims and objectives and identify some new projects that require funding.



### Monitoring Modal Share

The Hampshire Hands-Up School Travel Survey is currently used for monitoring modal shift, however, The Pupil Level Annual School Census (PLASC) returns will be used as the basis for future monitoring once the question on travel to school has been included as a compulsory field. A decision will be made at that point to determine the role of the Hampshire Hands-Up Survey although it is anticipated they will overlap for one year in order to validate the information.

### Reviewing the Strategy

The success of the strategy in terms of progress towards the targets set out above, will be monitored and reported systematically as part of the Local Transport Plan Annual Progress Report in July each year. The County Council's approach can then be modified as necessary depending on the outcomes of this monitoring.

## **APPENDIX 1 - Defining the progress of a School Travel Plan**

To help ascertain levels of current School Travel Plan (STP) activity in Hampshire and to assist in the determination of planning applications (where a STP is required), the County Council has devised assessment criteria for schools developing and implementing STPs.

### **Level Zero – interest shown**

A school that has contacted the team regarding development of a School Travel Plan. Information has been sent to the school but no visit or presentation has been made.

### **Level One – Working towards a School Travel Plan (STP)**

A school that has taken ownership of travel issues and is keen to implement measures to address and resolve them.

*(Two out of three criteria below to be met to define a school as Level One)*

- School Travel Initiatives have been put in place, for example:
  - HCC approved walking initiative
  - HCC approved cycling initiative
- STP presentation to school by STP adviser or delegated other
- Named contact within the school for STP

### **Level Two – draft School Travel Plan (STP)**

A school that has prepared and submitted a draft STP (that includes specific targets and actions) in consultation with the wider community.

*(Both of the criteria below to be met to define a school as Level Two)*

- Representative Working Group established with terms of reference
- Draft STP produced and submitted to the School Travel Planning Team, including:
  - Outline of current situation and survey
  - Specific measurable targets
  - Action plan (including dates)
  - Plans for monitoring

### **Level Three – Active School Travel Plan (STP)**

A school that has had its STP adopted by the school community and approved by the STP Team. The school will be expected to submit annual progress reports with supporting evidence of achievements and take part in the annual Hands-up survey. Schools requiring a STP as part of a Planning Application will need to achieve Level Three for their Planning Application to be approved.

*(Both of the criteria below to be met to define school as Level Three)*

- STP adopted by the Full Governing Body and included within the School Development / Improvement Plan
- Annual review of STP and targets and evidence of progress achieved

### **Level Four – School Travel Planning Award**

Once a school has undertaken an annual review and can demonstrate progress towards meeting one or more of their targets they reach Level 4, and are eligible for the “School Travel Planning Award” which is a plaque awarded to the school. Schools are then entitled to use the annual “Excellence in School Travel Planning” accreditation mark on their headed paper. Schools must continue to monitor their travel plan and demonstrate progress towards meeting one or more of their targets on an annual basis to be eligible to use the mark each year