

# Clean Air and Safe Routes 4 Schools

## School STP Committee

### Terms of Reference



## Purpose

The School STP Committee (the Committee) shall participate in developing and implementing a School Travel Plan to increase the number of children using active modes of transportation to and from school.

## Structure

1. The Committee shall consist of one or more representatives from each of the following critically important groups:
  - School administration (Principal or VP).
  - Teachers.
  - Parents.

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

- Residents.
- Block Parents and/or Community Police volunteers.
- Local NGOs interested in active transportation, air quality or physical activity.

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

2. In the first year, we meet at least once for a walkabout, baseline data review, and action plan draft. The final plan is completed via email or virtual meetings. In subsequent years, meetings are less frequent and focus on evaluating data, implementing actions, and updating the plan as needed. All members will receive reasonable notice for scheduled meetings and will have adequate time to review relevant documents.
3. The Committee shall make decisions based on consensus. Each representative will be entitled to one vote, and decisions will be made on a majority vote in the absence of consensus.

## Duties of the Committee



1. The Committee shall be collaborative and will organize and oversee the activities required for developing, implementing, and evaluating a School Travel Plan's impact, including goal setting, baseline data collection, action planning, implementation, and evaluation.
2. Members shall send a representative if they cannot attend the meeting.
3. The School Travel Plan shall be referred to and updated promptly throughout the process with the help of the STP Facilitator.

Main Tasks	Who's Responsible
Determine overall goals	School STP Committee
Develop timeline	School STP Committee
Complete School Profile	Principal
Conduct classroom surveys (baseline & follow-up)	Teachers
Conduct family surveys (baseline & follow-up)	STP Facilitator (provides link) Teachers, parents & students (survey completion)
Conduct traffic count (if needed)	School STP Committee with Municipal Committee and STP Facilitator
Participate in the Walkabout with the Municipal STP Committee	Principal, lead teacher(s), parents, student representatives, and other relevant invitees
Develop an Action Plan	Municipal Committee and STP Facilitator (propose a plan based on data collected) School STP Committee in consultation (approves plan)
Share key information with the school community (e.g., baseline data findings, Action Plan draft)	Facilitator, principal/primary school contact
Complete tasks in the Action Plan	Whoever is listed as responsible in the Action Plan