



## Creating an Active Travel Plan

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

### What is an Active Travel Plan?

A school active travel plan is a set of actions identified by a school to reduce car use and encourage active travel. Active travel is travelling to school on foot, by bike or scooting.

It is a simple, short document that outlines the actions a school will take to enable and promote active travel to school.

It is the Council's aspiration for all schools in Cardiff to have an active travel plan in place by April 2022.

### Steps to Create a Travel Plan

Active Travel Officers are here to support each individual school to develop an active travel plan that fits best with them. The most important aspects of a successful travel plan are that it meets your school's needs and the actions within it are achievable.

To help you develop an active travel plan the Council has outlined some broad stages for you to follow. Active Travel Officers can work with you to follow these steps. The format of the plan and how you choose to complete each stage is up to you.

#### Step 1: Meet your Active Travel Officer

Meet with your active travel officer who can take you through these steps and guide you in creating a plan which is personalized to your school community. They will be available throughout this process to support you if and where needed. If you do not have an active travel officer as yet then do email us: [travelplans@cardiff.gov.uk](mailto:travelplans@cardiff.gov.uk)

#### Step 2: Find out the Problems in your School Community

Undertake a survey to find out how people feel about travel to school and what needs to happen to increase active travel. Your officer can support you in creating one suitable for your school.

- It is important to find out your Travel Survey data (or Hands Up Survey), to find out your school's baseline data. Most schools do this in the Autumn term. Ask your Active Travel officer for this data or for a copy for your school to complete if your school hasn't done it.
- Spend some time observing your school entrance at the beginning or end of the day to see problems. You could do this after creating your group (see step 3) so they can also be involved.
- A survey could be done in class, sent out to parents, or during parents evening, or all! We have some examples of surveys you can use. You could always have open ended questions with pupils in your school to find out what they think are safety issues around their school and reasons why they travel the way they do.





### Step 3: Create a Group

Based on how your school is organised, identify how you would like to develop your active travel plan. Who do you need to involve and what support do you need?



- We recommend a group is formed to work together and share ideas to develop your plan although this isn't always vital.
- You could develop your plan through an existing school group such as an Eco Committee or School Council. Try to give responsibility to pupils, so they become enthusiastic about active travel as well as taking some of the work off your hands! Possible other options for groups include governors, Healthy Schools Officer, parents who are keen active travellers, Family Liaison Officer, or you can create a new group specifically to focus on travel to school.
- Decide how often to meet and choose a leader.

### Step 4: Write your plan

- Create an overarching pledge for your plan based on your survey results and the reason why your school is developing a plan, e.g. addressing traffic congestion, improving pupil and teacher fitness
- Use the list of possible actions to help you in creating a plan. Your active travel officer can give you a list of actions to help you.
- You could work with your group you have created to mindmap ideas and then place these into a format of your choosing or the one we have created.
- Make sure your plan has a timescale for each action, as well as a way to measure the progress.
- Try to ensure your plan is included in the School Improvement Plan.

### Step 5: Get started!

- Begin your journey with a way of letting your whole school community know about your Active Travel plan. Chat to your Active Travel Officer about this, but some ideas are: a whole school event such as Walk to School Week, or holding a cycling day.
- Set dates to meet with your group and work through the actions you have listed to check you are on track with your plan. Discuss any problems you have had and how you can overcome them.
- Allocate jobs to people within the group.

### Step 6: Progress

- To keep momentum, we recommend reviewing your progress yearly in line with the School Improvement Plan. The actions should change as you meet your targets and be a working document. Make sure that a survey is taken each year to monitor any changes and update your plan accordingly.
- You could decide to hold an event to celebrate the progress you have made, and be promoted locally.

If you have any questions, do email us:  
[travelplans@cardiff.gov.uk](mailto:travelplans@cardiff.gov.uk)

