
SCHOOL TRAVEL PLAN

Sir James Douglas Elementary



Final Report - 2018

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The 2016/2017 Active & Safe Routes to School Program is part of People Power, the Active Transportation and Healthy Communities Program, which aims to motivate, support and encourage residents to walk, roll and cycle more often. People Power has been made possible through the generosity of our funding partners.



The Capital Regional District (hereinafter: CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the nearby Gulf Islands, serving more than 377,000 citizens.



The Real Estate Foundation is a philanthropic organization based in British Columbia. Its mission is to transform land use attitudes and practices through innovation, stewardship, and learning.



The Traffic Safety Commission's purpose is to review traffic safety problems in the capital region and make recommendations for reducing or eliminating them.



The Victoria Foundation is a community foundation that connects visionary donors with causes that truly matter. Its goal is to invest in people, projects, and non-profit organizations that make communities stronger – now and in the long-term.

Capital Regional District

www.crd.bc.ca/project/regional-transportation/active-safe-routes-to-school

HASTE BC

www.hastebc.org

National Active & Safe Routes to School

www.saferoutestoschool.ca/school-travel-planning

Summary

The purpose of this School Travel Plan is to provide a summary of the 18-month School Travel Planning process at Sir James Douglas Elementary (hereinafter: SJD). The School Travel Plan is a living document belonging to the school that should be revisited regularly in order to update the status of the School Travel Action Plan and to incorporate future evaluation findings. The School Travel Plan identifies and prioritizes engineering, encouragement, and enforcement actions aimed at creating a safer and more comfortable environment for students and their families to walk, bike, and roll to school.

This document consists of information compiled since the CRD's Active and Safe Routes to School (hereinafter: ASRTS) program began at SJD in the fall of 2016. Results of the School Travel Planning process indicate an increase in active school travel mode share, with recommendations that support facilitating active options for families to travel to and from school.

Background

In 2016, the CRD contracted the Hub for Active School Travel (hereinafter: HASTE) to implement the School Travel Planning process as part of the CRD's ASRTS program. School districts and municipalities were solicited to identify schools that would benefit from School Travel Planning. Through this process, a total of 20 schools across 10 municipalities and one electoral area were recruited to participate in the program. This report focuses on SJD, located in the City of Victoria (hereinafter: Victoria).

School Travel Planning

School Travel Planning (hereinafter: STP) is a community-based planning process that has been used with success to date in communities across Canada to increase the number of families choosing active transportation modes to get to and from school. School Travel Planning uses a collaborative approach, working to involve all relevant stakeholders and enable communities to tackle the root causes of their schools' transportation challenges.

Key benefits of School Travel Planning are:

- Improved physical and mental health
- Improved traffic safety
- Reduction in pollution
- Improved air quality

STP involves a network of representatives of key school-transportation stakeholder groups who make up a Stakeholder Committee and inform and support the STP process. Organizations and individuals that contributed to SJD’s STP process included administrators, teachers, staff, parents, and students from the school as well as staff from Victoria, the Greater Victoria School District, Victoria Police, Island Health, and other community partners.

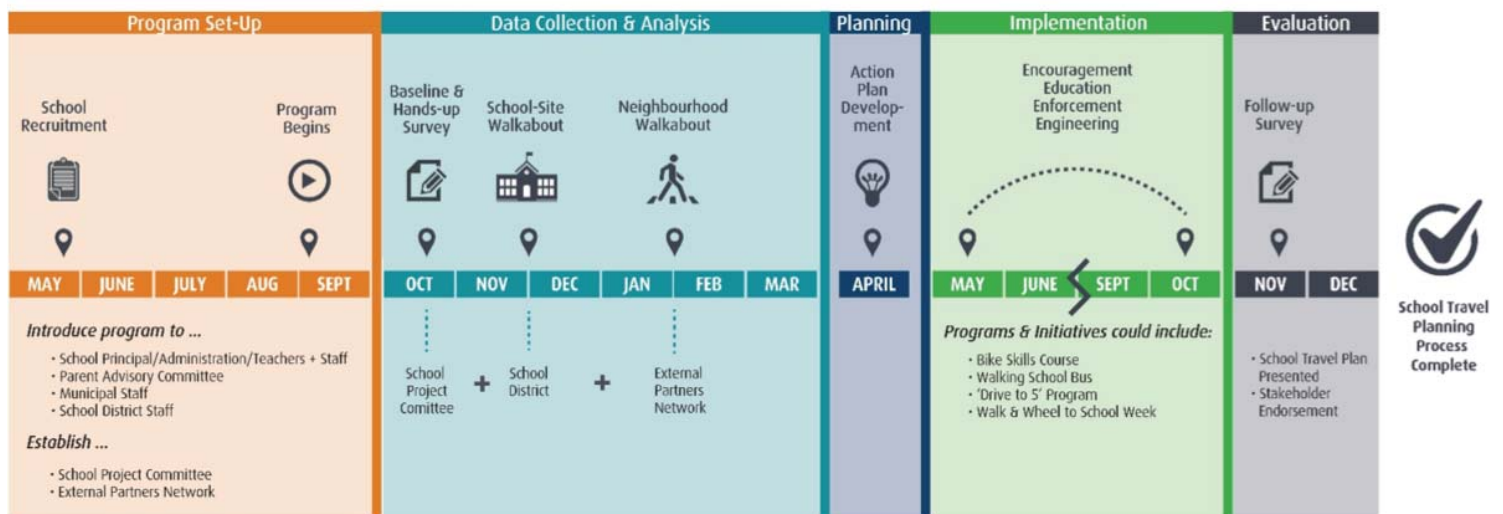
At individual schools, the STP process is led by an STP Facilitator, who convenes a School Committee, comprised of staff, parents, and administration, to outline specific active school travel barriers and solutions, developing the foundation and specifics for each school’s Travel Plan.

The School Travel Planning Process

There are five phases of the 18-month STP process.

Active & Safe Routes to School

SCHOOL TRAVEL PLANNING PROCESS



SJD is part of the Greater Victoria School District and is located at 401 Moss Street in Victoria. The school enrolls close to 500 students each year, with 482 students in 2016/17 from kindergarten to grade 5. The original school building was constructed and opened in 1910. The school was expanded and added onto many times as enrolment increased over the decades, and eventually a new building was constructed and completed in 1997. The building is also the site of the SJD Out of School Club, a non-profit society offering before- and after-school care for all students at SJD, as well as a Play School program for pre-schoolers aged 3-5. The schoolyard and boulevard is also the site of the Moss Street Market on Saturdays.

SJD is part of the Victoria High Family of Schools – feeding into Central Middle School and Victoria High School – and is a dual-track school offering both English and Early French Immersion programs. The school also provides students the opportunity to join many different sports teams and music programs; a library program that involves weekly visits to the library; and a Green Team for grade 4/5 students, designed to help with the school's ongoing initiatives to increase students' environmental consciousness. SJD operates a recycling and composting program, conducts many walking field trips, and hosts a salmonid project in which salmon are hatched and later released into the wild. The school hands out an iWalk Golden Shoe award for the class that has the greatest percentage of students actively travelling to school.

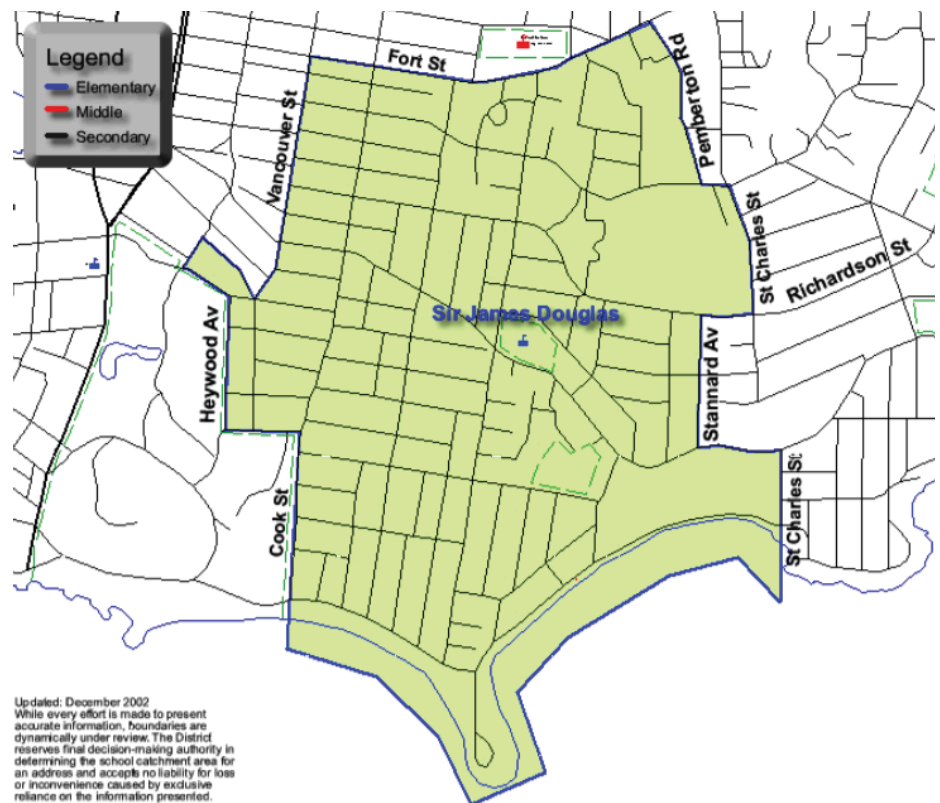
Neighbourhood Overview

SJD is located in the residential neighbourhood of Fairfield in southern Victoria, in an area comprised of mostly single-family residential homes. Fairfield is Victoria's largest neighbourhood in both size and population. The area received a Walk Score of 82/100, a Bike Score of 87/100, and a Transit Score of 59/100. Walk Score is a measure of neighbourhood walking, cycling, and transit accessibility, and is often an indicator of community health and well-being (www.walkscore.com). According to Statistics Canada's 2011 National Household Survey, 33% of employed Victoria residents over the age of 15 report using active transportation modes to get to work.

Transportation Overview

SJD is located at the intersection of Moss St. – a secondary collector road, designated people-priority greenway, and proposed bikeway route – and Fairfield Rd., a collector road and designated shared greenway. It shares the intersection with a small urban village that includes a bike shop, a convenience store, a café, and a fish-and-chips restaurant. It is across the street from Fairfield United Church and directly adjacent to the Fairfield Gonzales Community Association.

The school is adjacent to Robert J. Porter Park, is less than 1 km from Moss Rock Park, and is 1.3 km from 200-acre Beacon Hill Park and Clover Point Park. SJD is 1.5 km away from Spiral Beach on the southern coastline of Vancouver Island, which contains the Dallas Road Waterfront Trail, a flat 7.1-kilometre walking and hiking trail with many accessible paved sections.



▲ SJD Catchment Map. Source: SD 61 Website

“[Walking] is a chance for us to connect with our son about school and with the neighbourhood.”

- SJD Parent

Methodology and Results

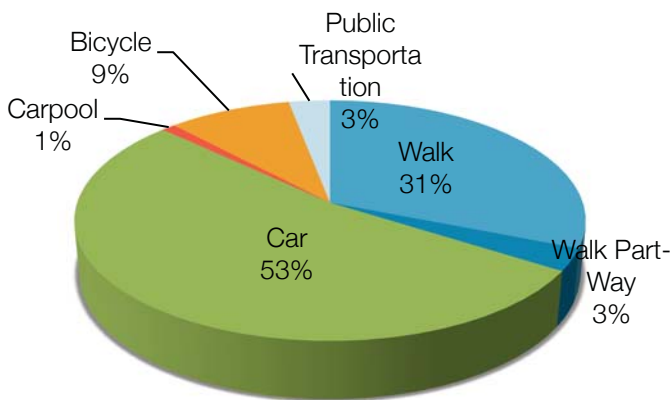
Baseline school travel data was collected through a variety of methods, including student hands-up surveys, family take-home surveys, a school site visit and walkabout, and meetings with the school community.

Baseline hands-up surveys and family take-home surveys were completed in October 2016.

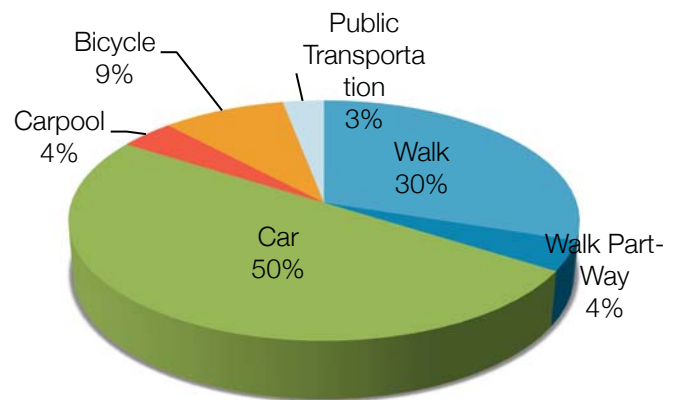
The school site walkabout at SJD took place on December 6, 2016 and the neighbourhood walkabout occurred on March 3, 2017. The walkabouts were attended by parents, students, the principal and various other Stakeholder Committee members, who observed the school’s travel patterns and toured the area to investigate and examine concerns. The walkabout informed the Travel Challenges section of this report, as well as the Best Routes to School Map and the School Travel Action Plan, both of which are attached as appendices to this document.

Hands-Up Travel Surveys

19 out of 23 divisions of students from K-5 participated in baseline hands-up surveys in October 2016. Teachers asked students to raise their hands when identifying their method of travel to school, and recorded responses daily over the course of one week. Results from this survey are presented below.



▲ To-school travel mode share



▲ From-school travel mode share

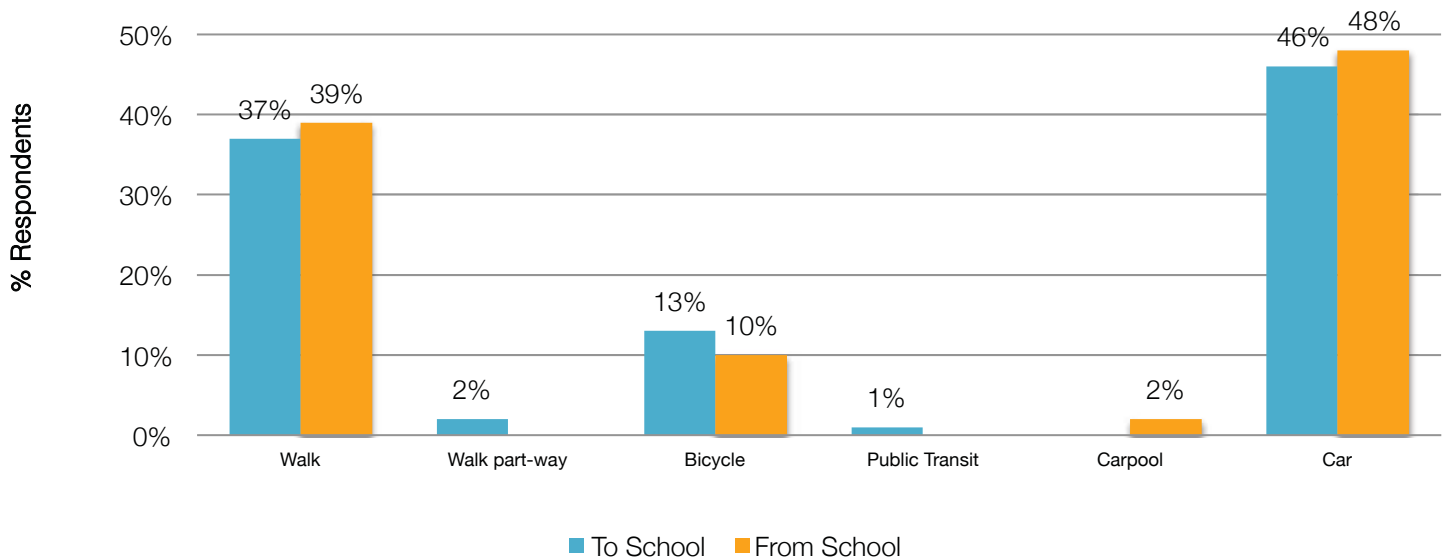
A copy of the baseline hands-up survey is attached to this document as Appendix C.

Family Take-Home Surveys

Baseline family take-home surveys were sent home with each student in October 2016. Families were asked to complete the surveys and return them to the school within one week. Families were asked about their child(ren)'s travel choices to and from school, factors that influenced transportation decisions, and local transportation concerns. A copy of the baseline family take-home survey is attached to this document as Appendix D.

The survey was completed by 235 families, representing a total of 310 students, for a return rate of 64%. The findings from this survey are presented below.

▼ How does your child(ren) usually get to and from school?

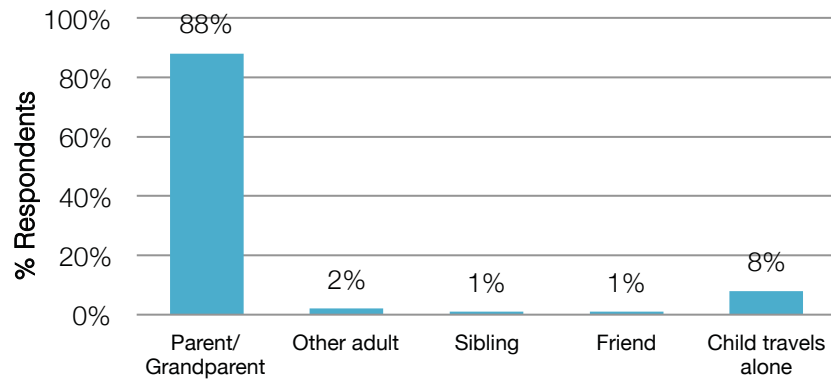


Parents and guardians reported similar mode share percentages as in the hands-up survey, but with slightly higher rates of walking and lower rates of driving.

“We enjoy our walk to school. It is a very nice in-between time where we can take the time to chat. Coming home, my child meets her sister...and they have time to discuss their day together as they walk home.”

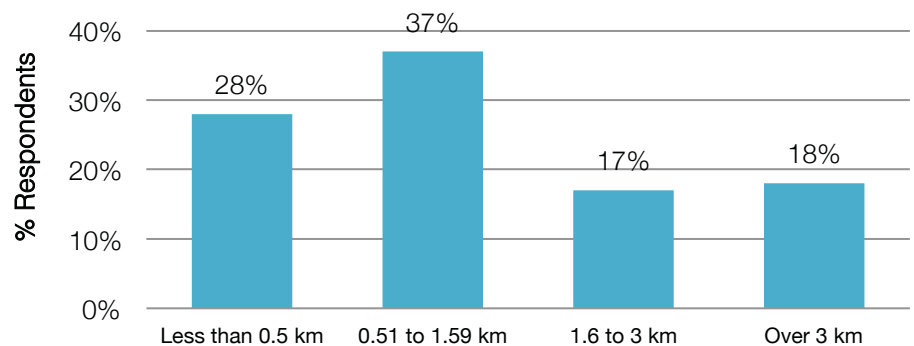
- SJD parent

▼ **Who usually accompanies your child on the way to school?**



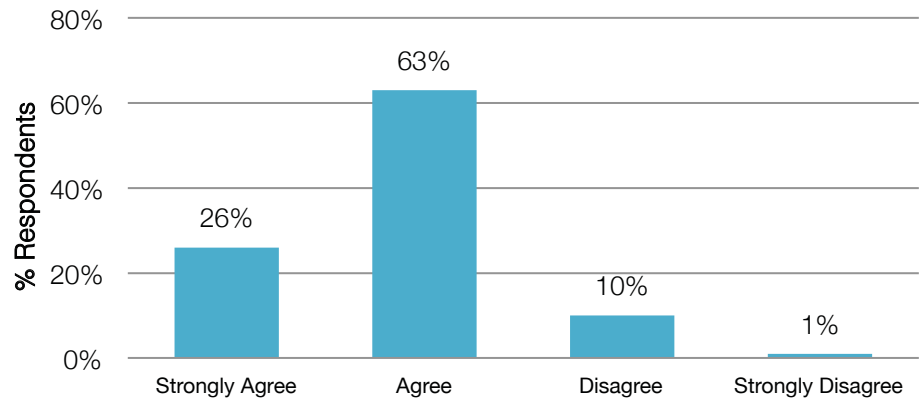
The majority (88%) of students travel to and/or from school with a parent, guardian, or other adult, while only 8% travel alone.

▼ **How far away from school do you live?**



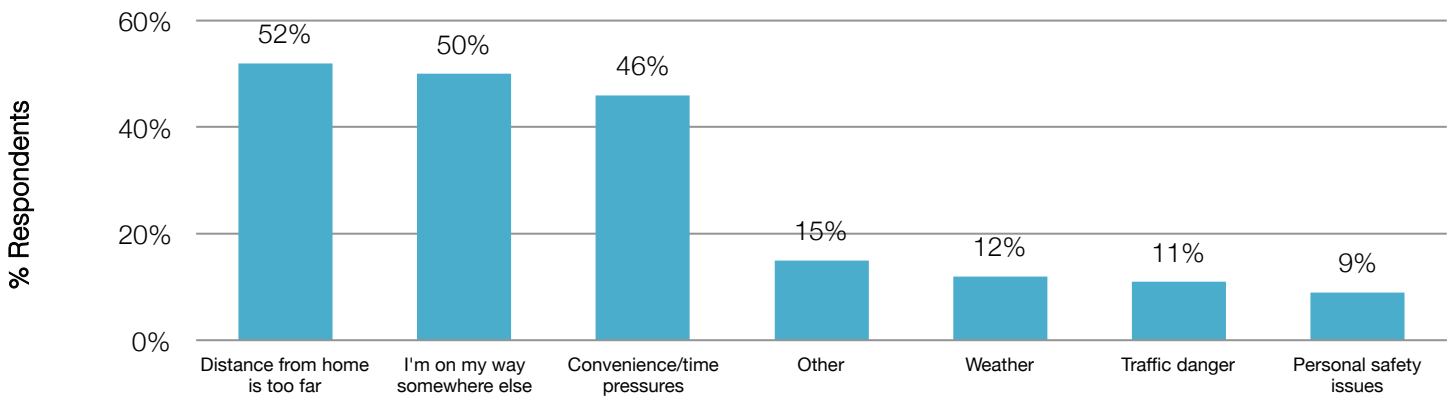
Of all families surveyed, 65 families (28%) live within 0.5 km of the school, and 83% of these students walk or cycle to school. Of these families, 16% – roughly 1 in 6 – drive their child(ren) to and/or from school, even though it is approximately a 6 to 7-minute walk or a 2-minute bike ride away.

▼ **Our neighbourhood is safe for children to walk to and from school.**



The majority (89%) of families believe their neighbourhood is safe for children to walk to and from school.

▼ **What are the main reasons your child(ren) is/are usually driven to/from school?**

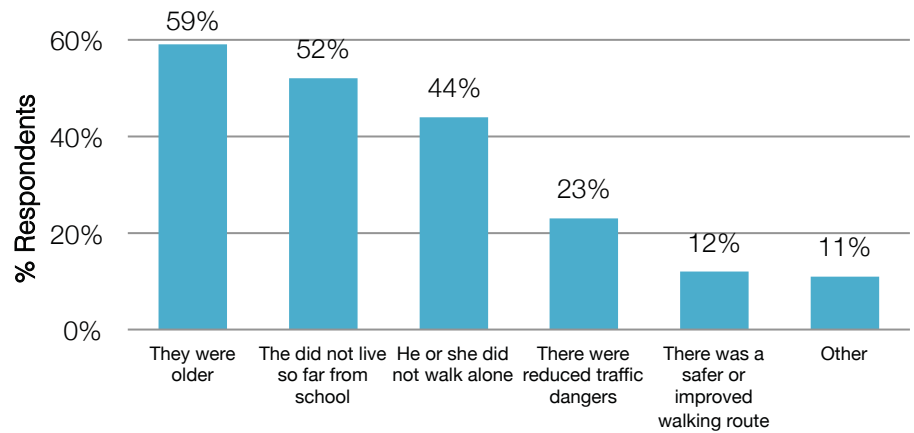


Parents cited distance (52%), being on the way to somewhere else (50%), and convenience (46%) as the most common reasons for driving their child(ren) to and/or from school. “Other” responses related to the child(ren) having before- or after-school activities, and parents needing to drop other children off and sign in or sign out their child(ren).

“We currently bike to school and pick up with the car. Our son attends out-of-school care and given the short daylight in fall and winter, we feel safer in the car when visibility is reduced.”

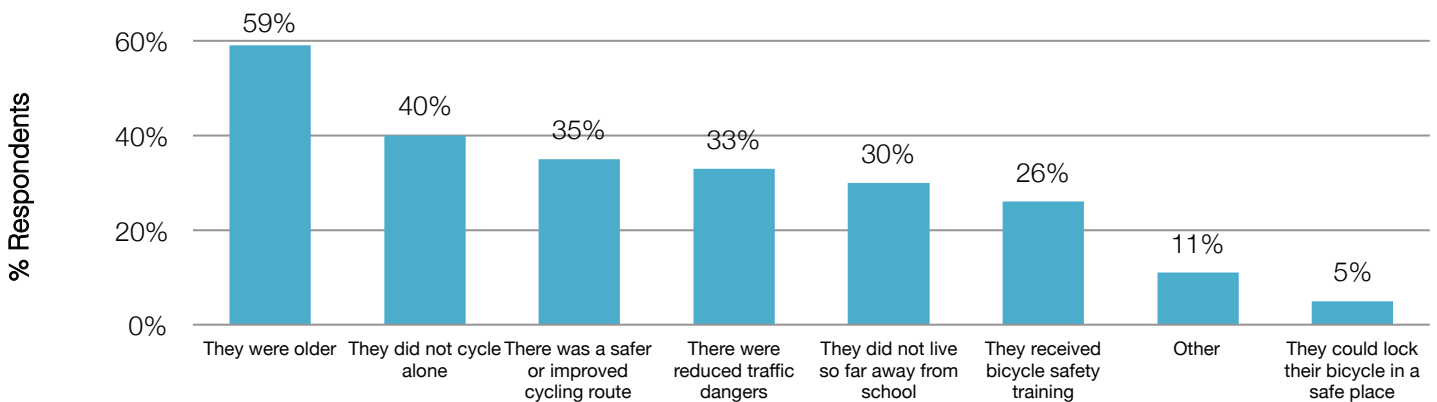
- SJD parent

▼ **I would allow my child(ren) to walk to school if...**



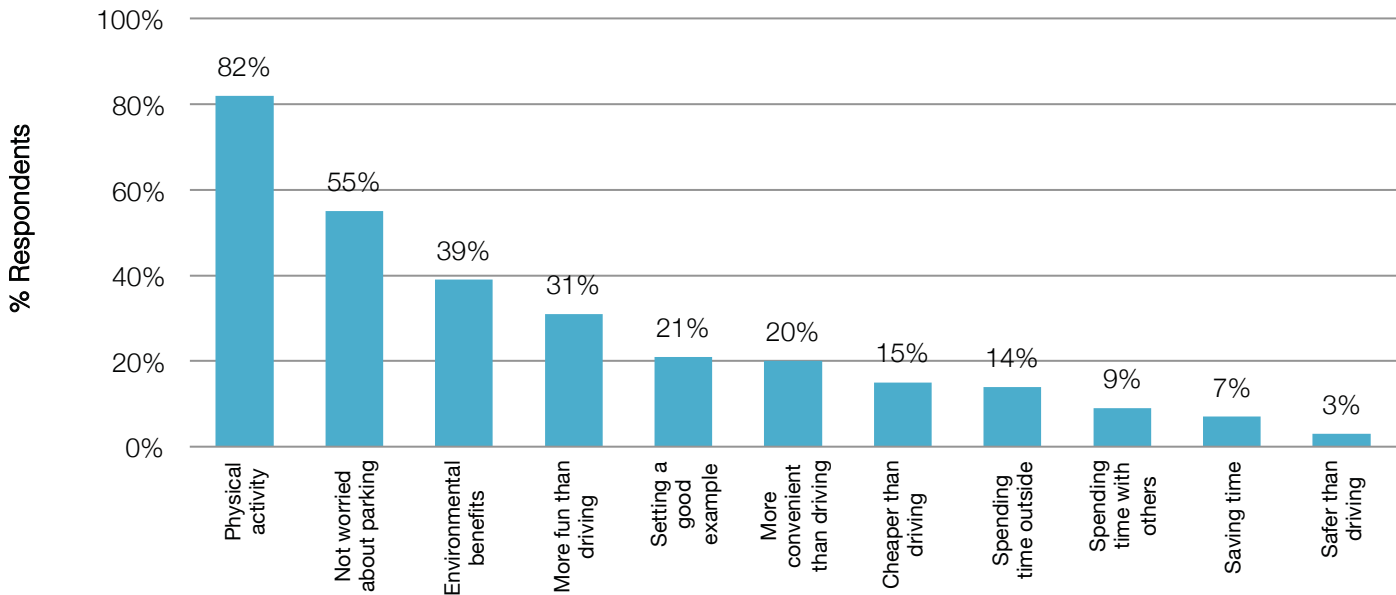
Of the 124 families that reported driving their child(ren) to and/or from school, the most common conditions under which parents indicated they would allow them to walk to and/or from school were if they were older (59%), if they lived closer (52%), and if they were not alone (44%). Notable “Other” responses generally related to parents having enough time to walk with their child(ren) or having other peers or adults to accompany them.

▼ **I would allow my child(ren) to cycle to school if...**



Parents indicated that they would allow their child(ren) to bike to and/or from school primarily if they were older (59%), if they were not alone (40%), and if there were safer routes (35%) and reduced traffic (33%). “Other” responses commonly referred to the child(ren) requiring more confidence and experience on a bike and having other peers to bike with.

▼ **When you walk or cycle as a family, what motivates you?**



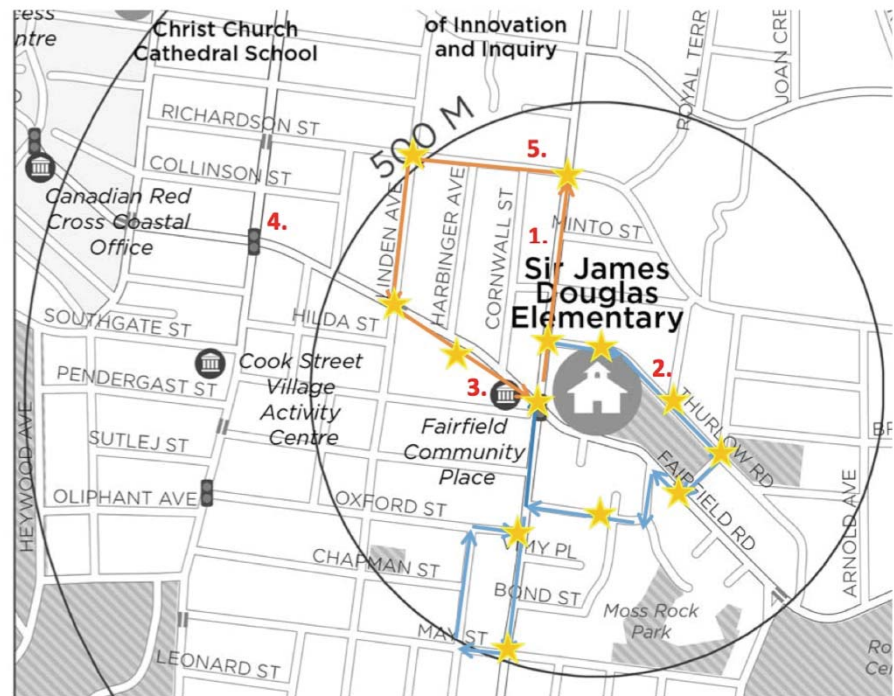
Families who walk or cycle together reported being primarily motivated by the benefits of physical activity (82%); not having to worry about parking (55%); and, to a lesser extent, the environmental benefits (39%) and it being more fun than driving (31%).

Transportation Walkabout

Two walkabouts were held at SJD to explore transportation challenges facing the school, and begin developing strategies to help the school community overcome them.

A school site walkabout, attended by members of the school community, was held on December 6, 2016 to explore issues pertaining to the school site and campus.

A community walkabout, attended by members of both the school community and the external partner network, was held on March 3, 2017 to explore traffic safety issues and potential walking and cycling routes around the school.



Orange line = Group one Blue line: Group Two

1. Various pts along Moss, in particular Fairfield Rd: Car speed, high traffic volume & confusing infrastructure.	2. Thurlow, near school: Bottle neck cause visi. Issues. City use during busy period. Lack of good infra.
3. & 4. Cook & Fairfield: General feeling of lacking infrastructure to support active travel. Car speeds feel high. Distracted driving causing concerns to users.	
5. Along Richardson: Crosswalk needed at Linden. Improper use of 4-way stop. Lack of active travel infrastructure. Carnsew, Durban and Lotbeniere (Robelda): confusing intersection construction – lacking crosswalk/signage	

▲ **Cut-out from SJD walkabout observation sheet**

Both walkabouts were followed by meetings at which participants debriefed and discussed their experiences, and began brainstorming solutions to the challenges they had observed. The walkabouts and subsequent discussions informed the School Travel Action Plan developed for SJD (Appendix A).

School travel challenges are the barriers to active travel faced by students, families and staff at SJD. These challenges were identified through the take-home, family surveys where families identified on a map the areas of their highest concern, through Parent Advisory Council (PAC) meetings; and through conversations with the school administrators and other members of the school community.

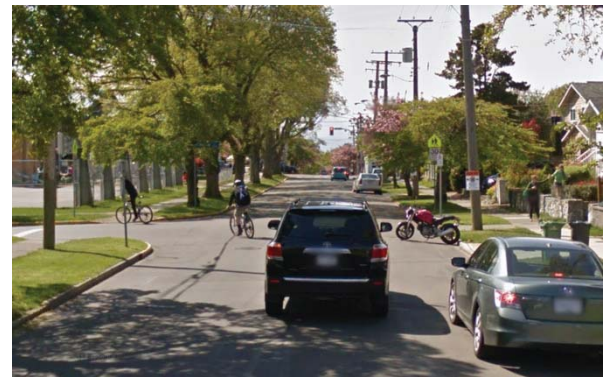
This section, along with SJD’s School Travel Action Plan (Appendix A), identifies some of the challenges and presents recommended solutions, drawn from the school community and best practices in the field of ASRTS, to overcome the barriers to active travel at SJD.

1.

Traffic Safety on Moss St.

Moss St. is a two-lane residential road that runs north-south through the SJD catchment. A tree-lined street with sidewalks set back from the roadway, Moss St. is a popular walking and biking route to school for SJD students and families. It was also the single greatest source of concerns expressed by parents through the baseline family survey.

Through the baseline parent survey, parents raised concerns about the safety of cyclists sharing the road with parked and moving vehicles, excessive motor vehicle speeds in the school zone, drivers failing to notice or yield to pedestrians at intersections, and dangerous driving behaviour when Moss St. becomes congested around the school.



▲ **Moss St. is a popular walking and biking route to school for SJD families**



- ▲ **Traffic safety at the intersection of Moss St. and Fairfield Rd. was a source of concern for SJD parents**



- ▲ **The intersection of Moss St. and Fairfield Rd.**

2.

Pedestrian Crossings at the intersection of Moss St. and Fairfield Rd.

The main focus of parent concerns about Moss St. was its intersection with Fairfield Rd., a collector road that runs east-west through the catchment just south of the school. Through the baseline family survey, parents expressed concerns about pedestrian safety and visibility, high motor vehicle traffic volumes during the periods before and after school, and dangerous driver behaviour. During the walkabout, the crossing guard recounted her experiences facilitating safe pedestrian crossings at this busy intersection, which corroborated parents' observations.

3.

Traffic Safety in the School Zone

SJD is a neighbourhood school, with more than two-thirds of enrolled families (65%) living within 1.6km of the school. Still, more than half of all students (54%) are regularly driven to school; many of them are dropped off in the drop-off loop on Thurlow Rd., a residential road north of the school. Though only residential parking is permitted on the north side of Thurlow Rd., and the south side is designated as a school loading zone, the effect is that both sides of this narrow roadway are often blocked by stationary vehicles, effectively reducing it to a one-lane road during the periods before and after school.

Parents raised concerns about reckless and impatient drivers on Thurlow Rd., the safety of cyclists sharing the road with motor vehicles, and the safety of pedestrians crossing at the intersection of Thurlow Rd. and Moss St. During the walkabout, parents expressed that concerns about safety in the school zone often led them to drive their children to school, though they realized such behaviour contributed to the problems that concerned them.

During the walkabout and subsequent meetings, parents expressed that time pressures in the morning made it difficult for them to get their children to school other than while driving themselves to work. However, hybrid options like parking and walking the last few blocks to school, or dropping children off at designated Drive to Five locations, were popular; parents suggested that these ideas helped them see pathways for including active travel in their daily commute to school.

Meetings at the school generated the idea of hosting a 100-in-1 day at SJD, as part of which all families would be encouraged to travel actively at least part of the way to school. Beyond this event, parents and



▲ Thurlow Rd. in the school zone

administrators discussed hosting regular at-school cycling skills and safety training courses for intermediate students and family education nights about active transportation, ensuring access to Best Routes to School maps and encouraging their use, and promoting Drive to Five locations to reduce congestion in the school zone.



▲ **Richardson St. is a designated bike route running east-west through the SJD catchment.**

4.

Cycling Safety on Richardson Rd.

SJD boasted the highest cycling mode share of any elementary school in the 2016/17 CRD School Travel Planning cohort, with 9% of students regularly cycling to and from school. Richardson Rd., a two-lane road that runs east-west through the school's catchment, is the closest bike route to SJD, and drew a number of concerns from parents.

Through the baseline family survey, the most common concern voiced by SJD parents about the Richardson Rd. bike route related to the volume and speeds of motor vehicle traffic. Parents felt that the wide roadway and lack of traffic diversions encouraged driving commuters to use Richardson Rd., travelling at speeds and passing at distances that were dangerous for young cyclists. Parents also raised concerns about parked cars on Richardson Rd., expressing fears that their children would be "doored" or forced into parked cars by vehicles attempting to overtake them.

Over the course of the STP process at SJD, a number of interventions were undertaken to address barriers to active school travel and encourage walking and cycling trips to school. Education and Engagement interventions inform members of the school community about active transportation; Encouragement interventions encourage students and families to travel actively; Enforcement interventions compel awareness and compliance with traffic laws and bylaws; and Engineering interventions are physical changes that make walking and cycling safer, more comfortable and more convenient.

Interventions undertaken during the STP process at SJD are detailed in the section below. Interventions identified that have yet to be undertaken can be found in SJD's School Travel Action Plan (Appendix A).

Education and Engagement

School Travel Action Plan

Recommendations and actions that emerged from the School Travel Planning process were documented in a School Travel Action Plan. The Action Plan features engineering, enforcement, education, engagement and encouragement actions for which the school community and members of the External Partner Network are responsible. SJD's School Travel Action Plan is attached to this document as Appendix A.

Active Transportation Information Table

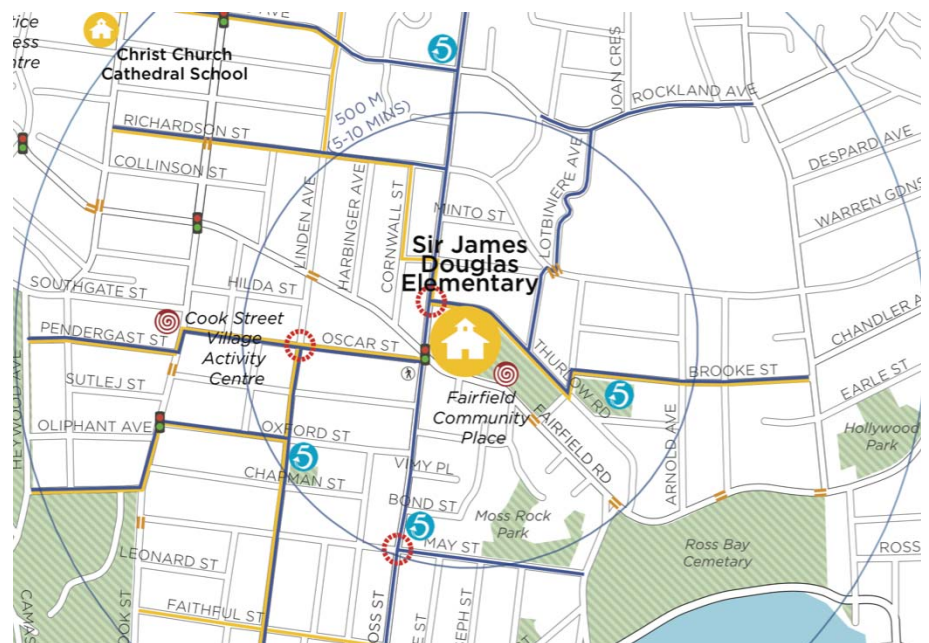
The CRD's Education and Engagement Coordinator set up an information table at SJD during an orientation event at in the fall of 2017. The table included information on active transportation and Walk and Wheel to School Week.

Cycling Education

As part of the CRD's ASRTS program, instructors from the Greater Victoria Bike to Work Society delivered a bicycle skills and safety course for students in grades 3-5 at SJD. Students participated in two 1.5 hour-long after-school sessions during the spring of 2017. The course taught students the essential bike handling and safety skills necessary to develop safe cycling behaviour, knowledge, and attitudes.

Best Routes Map

The Best Routes to School map features the best walking and cycling routes that connect all areas of the catchment to the school. Routes are selected based on information provided in the take-home survey results and during the neighbourhood walkabout, consultation with the PAC, and a review of existing infrastructure. Where applicable, the routes selected feature pedestrian and cyclist infrastructure such as sidewalks, bike lanes, and marked crosswalks. The Best Routes to School map is attached to this document as Appendix B.



▲ Cut-out of SJD's Best Route to School map

The school received a poster-sized print out of the Best Routes to School map that is displayed prominently in its main entrance.

School webpage

Using content provided by the STP facilitator, school administration created a page on the school’s website highlighting the benefits of active travel to school for children, families, and the community at SJD:

sjd.sd61.bc.ca/our-school/safe-routes-to-school








This webpage – located under the ‘Our School’ tab on the homepage – features information about ASRTS, the benefits of active travel, highlights of the data collected during the STP process, and links to helpful resources.



▲ ASRTS content on SJD’s website

Agenda Insert

SJD provides each student with an agenda for the school year. In the spring of 2017, the STP facilitator created a two-page insert for the agenda book featuring highlight results from the baseline travel survey conducted at SJD, information about the benefits of active travel for students, and reminders about key active travel dates and opportunities for parents, such as Bike to School Week and Walk and Wheel to School Week.

Why Choose Active Travel?		Find your Active Travel Solution!	
 <p>Benefits for Students: Activity before school has shown to improve grades & reduce mental health impacts; building healthy minds & bodies</p>	 <p>FEET ON THE STREET: Walking provides numerous benefits to children & familiarizes them with the neighbourhood. Check out the Best Routes map to find your walking route to school.</p>	 <p>RIDE BIKES: Improved bike lanes are helping make biking fun & safe for families every day. Children, youth & adult bike safety courses teach the rules of the road.</p>	 <p>TAKE TRANSIT: Transit is fun! Families can travel together a few times before it becomes a solo trip. Route No.7 and No. 1 are the local routes servicing school travellers.</p>
 <p>Care for our Earth: 28% of Canada's emissions come from transportation & contributes to poor air quality. Be part of the climate solution by choosing to walk or roll.</p>	 <p>Community Livability: Get to know your community—and teach your children too! Active travel is a great way to meet neighbours. Communities feel more safe when we know one another.</p>	 <p>DRIVE TO FIVE: Families unable to active travel all the way can participate part of the way. Park a five minute walk to school giving your children (and you!) some active time in nature together. Try one of these locations: Moss Rock Park—Brooke St Park Moss St & May St — Art Gallery of G.Victoria</p>	
<p>AUG 20-27.17 TEST RUN Try out your active travel route this week. Don't forget to time it.</p>	<p>SEPT 05.17 DAY ONE Start 2017 off actively! Enjoy a calm 'day one' with active travel.</p>	<p>OCT 02-06.17 WALK & WHEEL WEEK</p>	<p>OCT 06.17 100% IN ONE DAY! ACHIEVE 100% ACTIVE TRAVEL TODAY!</p>
<p>MAY 28—JUNE 3rd 2018 BIKE TO SCHOOL WEEK</p>	<p>FEB 02.18 WINTER WALK TO SCHOOL DAY</p>	<p>What is 100% IN ONE DAY? SJD IS AIMING TO ACHIEVE 100% ACTIVE TRAVEL RATE FOR ONE DAY. We need everyone to participate. Whether it's a 'Drive to Five', a carpool with friends or a walking school bus, use active transportation for one day FRIDAY OCTOBER 6TH 2017</p>	

▲ SJD ASRTS agenda insert

Parent Advisory Council – Active Travel Committee

The SJD Parent Advisory Council established a working group specifically focused on implementing the items identified in the School Travel Action Plan to be undertaken by the school community. Currently, one parent volunteer serves as the lead coordinator of the working group, coordinating the school's ASRTS program, supported by the PAC and other parents volunteers as needed. The establishment of the working group has helped entrench the ASRTS program within the fabric and culture of the SJD school community, raising the profile and priority of the program.

Encouragement

Walk and Wheel to School Week and 100-in-1 day

The CRD's Walk and Wheel to School Week campaign provided an excellent platform for SJD's ASRTS working group to highlight the active transportation options available to SJD families. Walk and Wheel to School Week is a program to celebrate active travel and is an opportunity for schools to encourage students and families to explore active travel options. Over the course of a week, SJD celebrated each option individually and as part of the whole.



▲ SJD families walking and wheeling to school

Each day of the week, the school highlighted a different form of active travel, giving families an opportunity to practice or participate in one or all to find the right fit for them.

The week featured celebration stations at the school's Drive to Five locations, a daily prize draw for participants, tracking of student travel and levels of participation, and a grand finale as the school attempted to reach 100% active travel mode share for one day.



▲ **Drive to Five signs were introduced during the campaign**

SJD came incredibly close to realizing its ambitious goal, with 98% of the school community choosing to use active travel modes on the final day of Walk and Wheel to School Week. The school took over the staff and visitor parking lot and provided fun and games for students. Its efforts were highlighted on the local news outlet Victoria News:

www.vicnews.com/community/celebrating-active-routes-to-school

Bike to School Week

SJD promoted and participated in the spring Bike to School Week event during the last week of May 2017. Students and families were encouraged to try riding to school for at least one day

between May 29th and June 2nd. Stickers placed on a large community poster in the main foyer of the school tracked the students' participation in the event, which was incentivized through prizes.

Inspiration board

The school administration created an inspiration board in the main entrance hallway, using a large bulletin board to highlight the ASRTS program. The board, located in the main entrance hallway of the school, displays the "People Power" pinney flag; the poster-sized Best Routes map; graphs of the school's baseline survey results; the insert developed for the school's student agenda, which includes reminders about key active travel dates and opportunities for parents; and images of students having fun.

Walking School Bus

SJD launched a Walking School Bus during Walk and Wheel to School Week. A Walking School Bus consists of a group of children walking or cycling to school with one or more adults. The CRD provided signage to identify and promote start and pickup locations for the Bus, along with Walking School Bus for leaders to carry while they walked. The signs were laminated to ensure that they would withstand the rain.



▲ Laminated walking school bus signs

Engineering

Additional Bike Rack

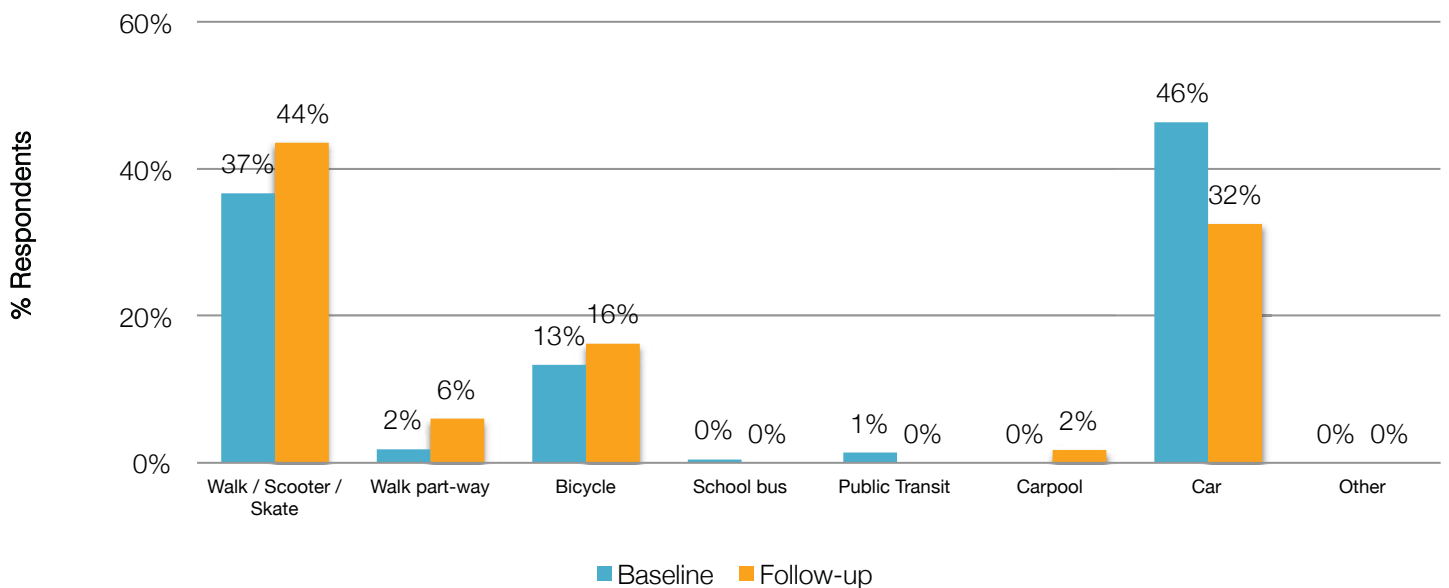
As part of the Active and Safe Routes to School program, the CRD provided a bike rack to SJD. The Victoria School District has committed to installing the rack during the 2017/18 school year.

Methodology and Results

Online surveys were completed during October and November 2017, a year after baseline data was collected. A total of 117 families completed the follow-up survey.

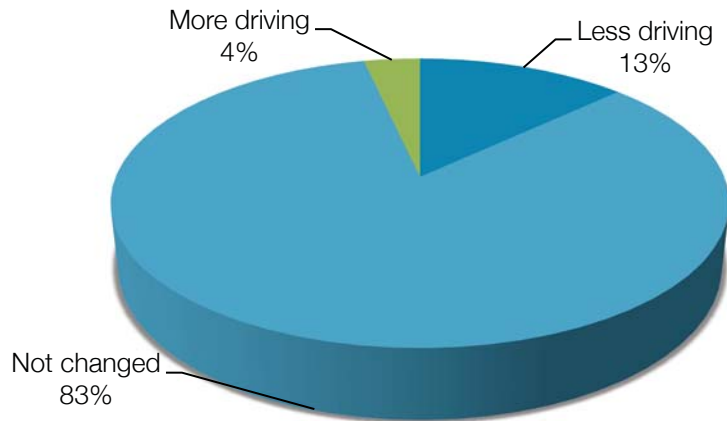
To confirm the data, generally speaking the travel mode trends were similar between the take home and hands up surveys across the participating schools. Still, it is important to note there are some limitations to the follow-up survey data. There was a lower response rate to the follow-up survey than the baseline survey. With this, there is a potential for response bias from active transportation interested parents. As well, within schools there is a student turnover of 16-33% between the baseline and follow-up survey.

▼ How does your child usually get to school?



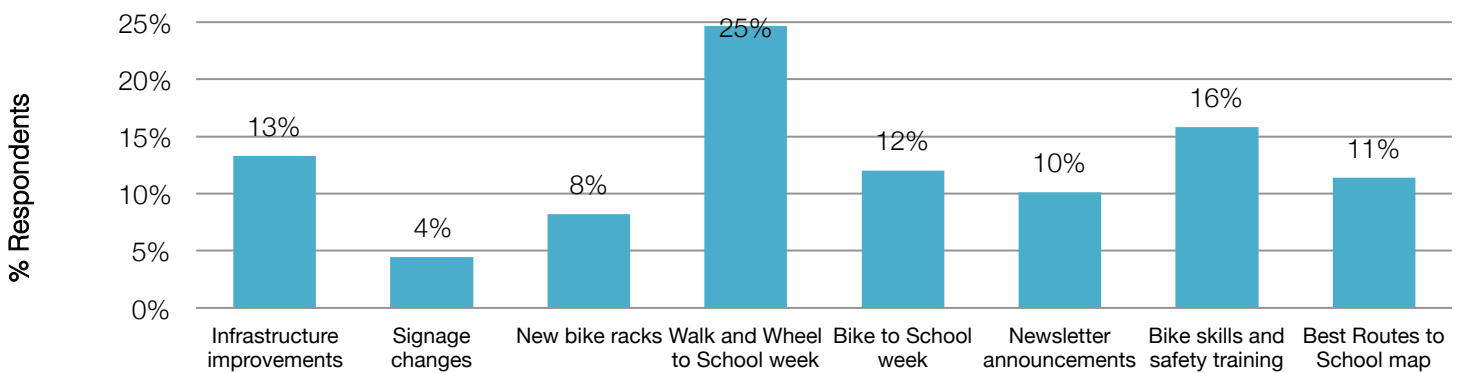
In the baseline survey conducted in the fall of 2016, 46% of families reported driving to school, 13% reported cycling, and another 37% reported walking. In the follow-up survey, 32% of families reported driving to school, 16% reported cycling, and 44% reported walking. Overall, the rate of driving decreased by about a quarter, while rates of walking, cycling and walking part-way all increased.

▼ **In what ways have your family's school travel habits changed, since the School Travel Planning process began in 2016?**



In the follow-up survey, 13% of families reported that they were driving less to school, 3% that they were driving more to school, and 84% that their travel habits were unchanged.

▼ **Which School Travel Planning activities do you feel have been most effective for your family?**



Parents who completed the survey felt that Walk and Wheel to School Week, bike skills and safety training and infrastructure improvements were the most effective activities implemented during the STP process.

The results of the follow-up surveys are encouraging with more students using active transportation for their trips to and from school. Still, the follow-up survey was administered after a limited implementation period. Education and engagement programs continue at participating schools, while infrastructure improvements can take considerable time to implement with budget process and council approvals. If schools are re-assessed in 3-5 years, a stronger reflection of travel behaviour change is expected.

Conclusion

School travel planning is a process by which a school undergoes an assessment to review what education, engagement, enforcement and engineering initiatives could be undertaken to encourage and motivate students to use active transportation. The process aims to bring together a number of different stakeholders that all play a role in providing a safer and more comfortable environment for students and families to choose active travel for the journey to and from school.

The School Travel Plan and accompanying Action Plan should be revisited annually to review what actions still need to be taken and what programs could be enhanced to continue to encourage students and families to use active travel. In addition, as new students and families start at the school, they should be made aware of the school travel plan, the best routes map and program options available to them.

Appendix A: School Travel Action Plan

Appendix B: Best Routes to School Map

Appendix C: Student Hands-up Survey

Appendix D: Family Take-home Survey

Appendix E: ASRTS Announcement

Appendix F: School Travel Planning Membership

Appendix G: Base Map

Appendix H: Heat Map



Active & Safe Routes to School



Appendix A: School Travel Action Plan

Sir James Douglas Elementary Action Plan

01/02/2018

Sir James Douglas Elementary is part of School District 61 and is located at 401 Moss Street in Victoria. Sir James Douglas enrolls just over 500 students from kindergarten through grade 5 in both English and early French Immersion programs, and operates a variety of athletic programs along with a choir program and multiple student clubs. The school is committed to developing students' abilities, increasing their confidence, and fostering their appreciation of literacy, as well as developing and safe, positive and supportive school culture that inspires respect for self, the community, and the environment.

MAIN ISSUES/AREAS OF CONCERN:

- Lack of active travel infrastructure and pedestrian visibility at intersections near school
- Car speed, traffic volume, and distracted driving concerns on surrounding streets
- Traffic violations and close calls by drivers during drop-off times near school

BASELINE MODE SHARE:

	TO SCHOOL	FROM SCHOOL
Walk/Scooter/Skate	37%	39%
Walk part-way	2%	-
Bicycle	13%	10%
Public Transit	1%	-
Car	46%	48%

TRAVEL DISTANCE FROM SCHOOL:

< 0.5 km	28%
0.51 – 1.59 km	37%
1.6 – 2.99 km	17%
> 3 km	18%

Action Types:

STP: School Travel Planning

Edu: Education

Enc: Encouragement

Enf: Enforcement

Eng: Engineering

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
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Administration

Enc.	100 in 1 day event	Achieve a 100% active travel rate for the school for one day.	High	In Progress			Support all 100 in 1 day lead up activities Promote to school community Participate Promote to external community	
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On school site	Eng.	Add scooter/skateboard parking facilities	Provide designated scooter and skateboard storage facilities for students	High	Not started		Provide space for scooter locker installation Discuss location for new bike rack	Lots of kids with scooters but nowhere to put them!
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	Edu.	Bike Repair Station and Workshop	Facilitate installation of bike repair station	Med	Not started		Participate in all discussions and activities pertaining to installation of repair station and repair workshop Promote opportunities to parents & students	
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Thurlow Rd between Moss St and the entrance to the drop loop	Eng.	Create cyclist entrance to school	Develop bike facilities along the south side of Thurlow Rd between Moss St and the entrance to the drop loop to allow cyclists to enter school.	High	Not started		Participate in discussions Provide feedback + solutions Encourage families to support the change	Create bike lane on grass space north of the sidewalk between the road. Create protected bike lane with low-rise curbs along Thurlow Rd and into drop loop - cut let down into sidewalk onto school grounds
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Sir James Douglas	Edu.	Family Education Night	Evening education event focused on active travel - how to's, safety, way finding, cycling, inviting families from neighbour school, South Park Family	High	Not started	Jun-17	Support event Promote event Assist with organizing Liaise with STP and PAC	
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Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
School								
			as necessary Provide space in school					
Enc.	Participate in Walk and Wheel Week	Encourage staff, students and families to participate in Walk and Wheel Week. Work with STP/PAC to create events recognizing participation	Med	Not started	June - Oct 2017	Begin discussions about potential activities with STP & PAC in June Include Iwalk Week + Iwalk Golden Shoe award. Run for the whole month! Each week a new winner! Record all walking field trips	*Sidewalk of fame activity	
Enc.	Promote Drive to Five Zones	Promote identified Drive to Five zones 1. Moss Rock Park 2. Park at Linden and Chapman 3. Brooke St Park 4. Moss at May St 5. Moss at Art Gallery	High	Not started	May - June 2017	Promote the use of Drive to Five Zones in parent newsletter (attaching Best Routes map) Use School Marquee Morning/Afternoon announcements		
Edu.	Safe crossings workshop	Organize education opportunity for students at SJD to participate in 'safe crossings' workshop; make use of ICBC material	Low	Not started	May-17	Support organization of event Promote opportunity to children and families	*Part of 100 in 1 day lead up activities	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
	Edu.	Organize Bike Skills Course	Liaise with STP/PAC to organize bike skills courses for students in Grades 3 - 5	High	In Progress	Jan - June 2017	Work with PAC/GVBTWS to select dates/times Work with teachers/school to select students to participate Promote to students/parents Accept registrations (24)	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
BC Transit								
Fairfield Rd. west of Moss St.	Eng.	Move bus location to improve sightlines	Shift westbound bus stop (Stop ID: 100164) further west along Fairfield away from the intersection.	High	Not started		Provide solutions through discussion with school + local community	Crossing Guard noted that the bus stop location is too close to the intersection so traffic occasionally backs up and blocks the crosswalk. Cars will pass bus when it is stopped. Also commented the stop had previously been further west along Fairfield but was moved to accommodate a parking bay in front of a business development at 1286 Fairfield Rd Stop ID: 100164"

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
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Capital Region District

Greater Victoria	Edu.	Host Walk and Wheel to School Week	Host Regional Walk and Wheel to School Week (October 2017) for schools to participate and engage with	High	Not started	Aug - Oct 2017	Have website, resources, materials and regional presence for Walk and Wheel Week event	
On school site	Eng.	Provide one bike or scooter rack	Provide scooter locker as part of comprehensive Active and Safe Routes to School program	Med	In Progress	Sep-17	Provide one bike or scooter rack for Sir James Douglas	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
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City of Victoria

	Edu.	Bike Repair Station	Provide bike repair station	Low	In progress		Provide Bike fix-it station to SJD for installation	
Thurlow Rd between Moss St and the entrance to the drop loop	Eng.	Create cyclist entrance to school	Review potential to develop cycling access points to school grounds, separated from traffic	High	Not started		Participate in discussion Provide feedback and ideas	Create bike lane on grass space north of the sidewalk between the roads. Create protected bike lane with low-rise curbs along Thurlow Rd and into drop loop. This is a multi-stakeholder project where each group will come together to discuss opportunities for improvements.
Mid-block on Moss St between Fairfield Rd and Thurlow Rd	Eng.	Create cyclist entrance to school	Review potential to develop cycling access points to school grounds, separated from traffic	High	Not started		Review potential to create let down and paved pathway connect with pathway onto school grounds from Moss St.	Create pathway by cutting in a let down into sidewalk which would connect with pathway onto school grounds from Moss St.

Action Types:

STP: School Travel Planning

Edu: Education

Enc: Encouragement

Enf: Enforcement

Eng: Engineering

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Intersection of Moss St at Richardson Rd	Eng.	Improve pedestrian and cyclist crossings	Review location for all-user comfort and potential infrastructure upgrades. Improve intersection with a focus on active transportation modes.	Med	Not started			Currently wide four way stop. Richardson is part of the AAA network. Design will focus on active transportation modes. Refer to 2016 Bicycle Master Plan updated network.
Intersection of Thurlow Rd and Durban St	Eng.	Improve traffic controls and pedestrian crossing facilities	Conduct review of area for appropriate treatments to improve this intersection.	Med	Not started			Recommended solution; install a stop sign for vehicles approaching this intersection from the north on Durban St. Determine whether additional paint or signage is needed to improve visibility and awareness of pedestrians crossing east-west for motor vehicles approaching this intersection from the west.
Intersection of Moss St and Thurlow Rd	Eng.	Improve pedestrian crossing facilities	Improve pedestrian connections crossing Moss Street and Thurlow Rd	Med	Not started			This location is a popular crossing point in the school zone on the main walking route to school
Intersection at Kipling St and Thurlow Rd	Eng.	Improve pedestrian crossing facilities	Review intersection for pedestrian improvements	High	Not started			Considering an east-west crosswalk on the north side of this intersection crossing Kipling St.
Moss St between Richardson Rd and Carnsew St	Enf.	Install 'School Zone' sign	Conduct speed study	Med	Not started			Consider installing 'school zone' sign with speed restrictions on the west side of Moss St or 30km zone at all times
	Eval.	Review Survey & Walkabout Summary Presentation Review Action Plan	Review presentation and provide suggestions on which areas of concern municipality can address (short, medium & long term)	High	Not started	Apr-17	Review walkabout notes Provide feedback Confirm statements - provide follow up information	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Richardson Rd between Vancouver St and Foul Bay Rd	Eng.	Improve cycling infrastructure	Create a 'AAA' (triple A) bike lane along Richardson Rd as part of the City's Bicycle Master Plan (website)	Low	Started		To be complete by 2022	Bicycle Master Plan website: http://www.victoria.ca/EN/main/residents/transportation/cycling/our-cycling-network/update-to-the-bicycle-master-plan.html
Intersection at Moss St and May St	Eng.	Improve pedestrian crossing facilities	Review location for potential upgrades to assist pedestrian crossings	High	Not started			Observed during the walkabout that travel lanes and parking on both sides of the road block visibility and create longer crossings for pedestrians. Suggested: installing no-stopping near the intersection in all directions to improve compliance, sightlines and pedestrian visibility
Intersection of Memorial Crescent and May St	Eng.	Improve pedestrian crossing facilities	Improve pedestrian accessibility at intersection.	Low	Not started			Consider installing curb bulges on the northwest and southwest corners and align letdowns to facilitate north-south crossings
Moss St between Fairfield Rd and Thurlow Rd	Eng.	Traffic calming	Evaluate vehicle travel speeds and review for potential traffic calming	High	Not started			
Multiple locations: - Brooke St Park - Moss St & May St - Chapman St & Linden St - Rockland Ave & Moss St near AGGV	Enc.	Promote Drive to Five Zones	Install permanent signage highlighting this parking lot as a Drive to Five zone	High	In progress	October 2017	Design, print and install permanent signage at Drive to Five locations.	This action is to assure parents that these locations are supported as Drive to Five locations by the City of Victoria

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Greater Victoria Bike to Work Society (GVBTWS)								
Edu.	Organize Bike Skills Course	Organize bike skills course(s) developing traffic knowledge for students in Grades 3 -5	High	In Progress	Jan - June 2017	Confirm dates/times Provide: waiver form, photo release form and promotional information Confirm instructors Arrange rental bikes (*availability dependant on sponsorship) Seek annual funding for bike skills courses in schools	Greater Victoria Bike to Work Society (GVBTWS) is the region's foremost bike skills provider http://biketoworkvictoria.com/	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Moss St. Market Society								
Edu.	Bike Repair Station	Support installation of bike repair station Participate in discussions re: placement as necessary	High	Not started		Participate in all discussions - as needed - regarding installation of repair station Support installation Promote new amenity through Market communication channels	2017 Contact: Executive Director, Info@MossStreetMarket.com	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
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Parent Advisory Committee (PAC)

Enc.	100 in 1 day event	Achieve a 100% active travel rate for the school for one day.	High	In Progress	Assist as described organizing lead up activities Promote and encourage participation to parents Work with Admin to encourage staff			
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Thurlow Rd between Moss St and the entrance to the drop loop	Eng.	Create cyclist entrance to school	Develop bike facilities along the south side of Thurlow Rd between Moss St and the entrance to the drop loop to allow cyclists to enter school.	High	Not started		Participate in discussion Provide feedback and ideas	Create bike lane on grass space north of the sidewalk between the road. Create protected bike lane with low-rise curbs along Thurlow Rd and into drop loop - cut let down into sidewalk onto school grounds
Sir James Douglas	Edu.	Family Education Night	Evening education event focused on active travel - how to's, safety, way finding, cycling, inviting families from neighbour school, South Park Family School	High	Not started	Jun-17	Liaise with STP to organize event Provide space Promote to parent group(s) Secure volunteers Organize PAC presence at event Create pledge page	Learn about programs (walking school bus, safe biking, best routes, meet parents in local area, safe crossings) Invite: School Liaison Officer, ICBC, GVB TWS, CRD, CRD, Fairfield Bike shop, Fairfield Community Centre, South Park parents/family)

Action Types:

STP: School Travel Planning

Edu: Education

Enc: Encouragement

Enf: Enforcement

Eng: Engineering

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
West side of the school underneath overhang outside of General Office windows	Eng.	Improve bike parking facilities	Conduct fundraisers to build covered shelters, provide scooter lockers or increase bike parking as needed	Low	Not started		Create PAC budget line for active travel parking Conduct basic review of parking facilities Address annually	
	Edu.	Organize Bike Skills Course	Organize bike skills course(s) developing traffic knowledge for students in Grades 3 -5	high	In Progress	Jan - June 2017	Add Bike Skills Courses as PAC initiative Secure \$1500 annually for bike skills course (in case free options aren't available)	
	Enc.	Organize Walk and Wheel to School Week event	Develop full activities & events campaign for Walk and Wheel Week combining Walk on Wednesday revitalization and Drive to Five Zone Launch	Med	Not started	June - Oct 2017	Organize event Facilitate defining 'teams' Identify volunteers for event activities Source resources: prizes, encouragement items, food & beverage, implements, tents	Contact Monk's office for art, craft or other supplies that might be necessary for the event Monk's Community Support: http://www2.monk.ca/donations/
	Enc.	Promote Drive to Five Zones	Promote identified Drive to Five zones 1. Moss Rock Park 2. Park at Linden and Chapman 3. Brooke St Park 4. Moss at May St 5. Moss at Art Gallery	High	Not started	May-17	Develop initiative to encourage the use of the Drive to Five Zones Promote Drive to Five through all parent communications	North Vancouver Resources: https://www.sd44.ca/ProgramsServices/SafeCaringSchools/ActiveandSafeRoutestoSchool/Pages/transit.aspx

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
School District								
On school site	Eng.	Add scooter/skateboard facilities	Provide designated scooter and skateboard storage facilities for students	High	In Progress		<p>Liaise with School Travel Planner regarding CRD contribution</p> <p>Install locker/bike rack when received</p>	Lots of kids with scooters but nowhere to put them!
South side of the school	Eng.	Install convex mirror	Install convex mirror near the south entrance to the school to improve sightlines on pedestrian pathways	Low	Not started		<p>Develop work plan and budget</p> <p>Provide quote of work to Admin</p>	Parents complain that many people walk closely to the school from both directions and often run into each other.
Thurlow Rd between Moss St and the entrance to the drop loop	Eng.	Create cyclist entrance to school	Develop bike facilities along the south side of Thurlow Rd between Moss St and the entrance to the drop loop to allow cyclists to enter school.	High	Not started		<p>Participate in discussions</p> <p>Provide feedback and solutions</p>	<p>Create bike lane on grass space north of the sidewalk between the road.</p> <p>Create protected bike lane with low-rise curbs along Thurlow Rd and into drop loop - cut let down into sidewalk onto school grounds</p>
Sir James Douglas	Edu.	Family Education Night	Evening education event focused on active travel - how to's, safety, way finding, cycling, inviting families from neighbour school, South Park Family School	Med	Not started	Jun-17	<p>Attend parent info night</p> <p>Provide information about healthy caring safe schools</p>	<p>2017 Contact: Marnice Jones, mjones@sd61.bc.ca</p> <p>2017 Contact: PJ Naylor, pjnaylor@uvic.ca</p>

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
West side of the school underneath overhang outside of General Office windows	Eng.	Improve bike parking facilities	Bike racks are positioned such that when it rains the roof pours water onto the seats of the bikes. Review current placement for readjustment or find alternate spot on school site.	High	In Progress		<p>Liaise with School Travel Planner + Admin</p> <p>Re-install bike racks at new location</p>	<p>Bikes are not sheltered on North side</p> <p>West side has small bit of coverage</p> <p>East side: one rack, hidden and not covered</p> <p>SE side by staircase: Roof drops rain onto rider + bike</p>
South side of the school	Eng.	Improve pedestrian pathway	Improve (widen and formalize) pedestrian pathways leading to the south entrance of the school	Med	Not started		<p>SD61 provide scope of work + budget to school Admin</p> <p>Liaise with STP + Admin on solutions</p>	
	Eval.	Review Survey & Walkabout Summary Presentation Review Action Plan	Review suggestions on which areas of concern school district can address (immediately, mid-term & long-term)	High	In progress	Apr-17	<p>Review walkabout notes</p> <p>Provide feedback</p> <p>Confirm statements - provide follow up information</p>	
School Travel Planning Facilitator + Education and Engagement Coordinator								
	Enc.	100 in 1 day event	Achieve a 100% active travel rate for the school for one day	High	In Progress	Aug-17	<p>Determine month/time to execute</p> <p>Assist with organizing lead up activities</p> <p>Assist in creating 100 in 1 day communications</p>	<p>Organize 'build up' activities that warms parents up to the idea. Give lots of advanced notice. Organize for a 'low-key' day at the school</p>

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
On school site	Eng.	Add scooter/skateboard parking facilities	Provide designated scooter and skateboard storage facilities for students	Med	In Progress		Assist PAC with fundraising efforts Work with PAC + Admin to identify & purchase solution Facilitate SD61 installing storage locker (if needed)	Lots of kids with scooters but nowhere to put them!
STP	Baseline Survey	Administer baseline family and in-class surveys	High	Complete	Oct-16	Distribute, collect and analyze surveys. Create summary presentation created and present to PAC. Present summary to key External Project Partners		
Edu.	Bike Repair workshop	Partner with local Fairfield Bike Shop to host bike repair workshop when Bike Repair Station is installed Facilitate installation of bike repair station	Med	Not started		Confirm installation time from City of Victoria Reach out to Fairfield bike shop if interested Facilitate discussion between stakeholders re: placement Host bike repair workshop	*part of 100 in 1 day lead up activities	
Thurlow Rd between Moss St and the entrance to the drop loop	Eng.	Create cyclist entrance to school	Develop bike facilities along the south side of Thurlow Rd between Moss St and the entrance to the drop loop to allow cyclists to enter school	High	Not started		Facilitate discussions between City of Victoria and Admin + School Community Generate ideas for solutions	Create bike lane on grass space north of the sidewalk between the road. Create protected bike lane with low-rise curbs along Thurlow Rd and into drop loop - cut let down into sidewalk onto school grounds

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Sir James Douglas	Edu.	Family Education Night	Evening education event focused on active travel - how to's, safety, way finding, cycling, inviting families from neighbour school, South Park Family School	High	Not started	Jun-17	Facilitate all necessary discussions	Learn about programs (walking school bus, safe biking, best routes, meet parents in local area, safe crossings) Invite: School Liaison Officer, ICBC, GVB TWS, CRD, CRD, Fairfield Bike shop, Fairfield Community Centre, South Park parents/family)
Front of school	Eng.	Improve bike parking facilities	Bike racks are positioned such that when it rains the roof pours water onto the seats of the bikes. Review current placement for readjustment or find alternate spot on school site.	Low	In Progress		Facilitate discussion with Admin + SD61 Conduct site review with Admin + SD61	
	STP	Neighbourhood Walkabout	Facilitate discussion with school administration, parents and External Project Partners Network.	High	Complete	Nov-16		Create neighbourhood walkabout map to aid with discussion. Created invitation poster and promoted event opportunity to all mentioned External Project Partners.
	Edu.	Organize Bike Skills Course	Organize bike skills course(s) developing traffic knowledge for students in Grades 3 -5	High	In Progress	Jan - June 2017	Liaise with Administrator to schedule course Facilitate conversation between GVB TWS and Admin Liaise with GVB TWS as needed Arrange bike shop to look over other bikes (1wk before course)	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
	Enc.	Organize Walk and Wheel to School Week event	Work with PAC/Admin to create school based activities encouraging/participating in event	High	Not started	June - Oct 2016	Register for event Facilitate school defining 'teams' Liaise between School & CRD for resources, materials Facilitate with PAC/School organizing team	Sidewalk chalk of Fame - highlight winning walkers end of each week.
	STP	Present Survey & Walkabout Summary	Present survey and walkabout summary to PAC and School Administration	High	Complete	Oct-16		
	Enc.	Promote Drive to Five Zones	Promote identified Drive to Five zones 1. Moss Rock Park 2. Park at Linden and Chapman 3. Brooke St Park 4. Moss at May St 5. Moss at Art Gallery	High	Not started	May-17	Work with school on messaging to parents Add Drive to Five Zones to Best Routes Map Follow-up with CRD on signage/Discuss signage with School District Promote Drive to Five with parents. Launch drive to five zones with fun events	From park Linden & Chapman, walk north on Linden and East on Oscar to get the Fairfield & Moss intersection for easier route
	Edu.	Safe crossings workshop	Organize education opportunity for students at SJD to participate in 'safe crossings' workshop; make use of ICBC material	Med	Not started	May-17	Create opportunity to bring safe crossing education to SJD Facilitate connection with educator	*Part of 100 in 1 day lead up activities

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
	Edu.	Safe crossings workshop	Organize education opportunity for students at SJD to participate in 'safe crossings' workshop; make use of ICBC material	Med	Not started	May-17	Facilitate discussion with schools + educator Organize education event for students	*Part of 100 in 1 day lead up activities
	STP	School Site Walkabout	Facilitate School site walkabout. Write concise walkabout report including recommended solutions	High	Complete	Sep-17		

Appendix B: Best Routes to School Map

Use Your Street SMARTS

Sidewalks: Walk on the sidewalks, if possible. Stay on the inside edge, and stand back from the curb when waiting to cross the street. No sidewalk? Walk facing traffic so you can see approaching vehicles.

Music: If you are listening to music, remove an ear piece before crossing the street or walking in less populated areas.

Attention: Look out for moving vehicles at driveways, back lanes, and in parking lots.

Road Crossing: Always cross at an intersection or crosswalk if available. Make eye contact with the drivers to make sure you are seen. Be bold; extend your arm to indicate you want to cross!

Team-Up: It is safer and fun to walk to school with family or friends.

Stranger-aware: Do not go with a stranger. Practice and remember a special family password that only a trusted adult knows. With your family, identify safe places to go for help.

SUPER Road Cycle Safety

Signs: Use your hand signals when turning, slowing down or stopping. Follow all posted signs and obey the traffic laws.

Urban Awareness: See and be seen! Be aware of your surroundings. Wear light or bright coloured clothing, and use your lights and reflectors in low-light and at night.

Protection: It's the law to wear your helmet when riding — plus it protects your brain!

Eye contact: Communication is key! Make eye contact with other road users such as drivers and cyclists, especially when crossing intersections.

Right hand side: Ride single file and on the right-hand side of the road. Always leave one door length of space when riding next to parked cars.



Drive to Five – It's a 5-Minute Walk to School



Look for this location on your Best Routes to School Map.

Too far to walk or cycle? Stretch your legs and help relieve traffic congestion around your school by parking or dropping off at least five minutes away from school.



Sir James Douglas Elementary

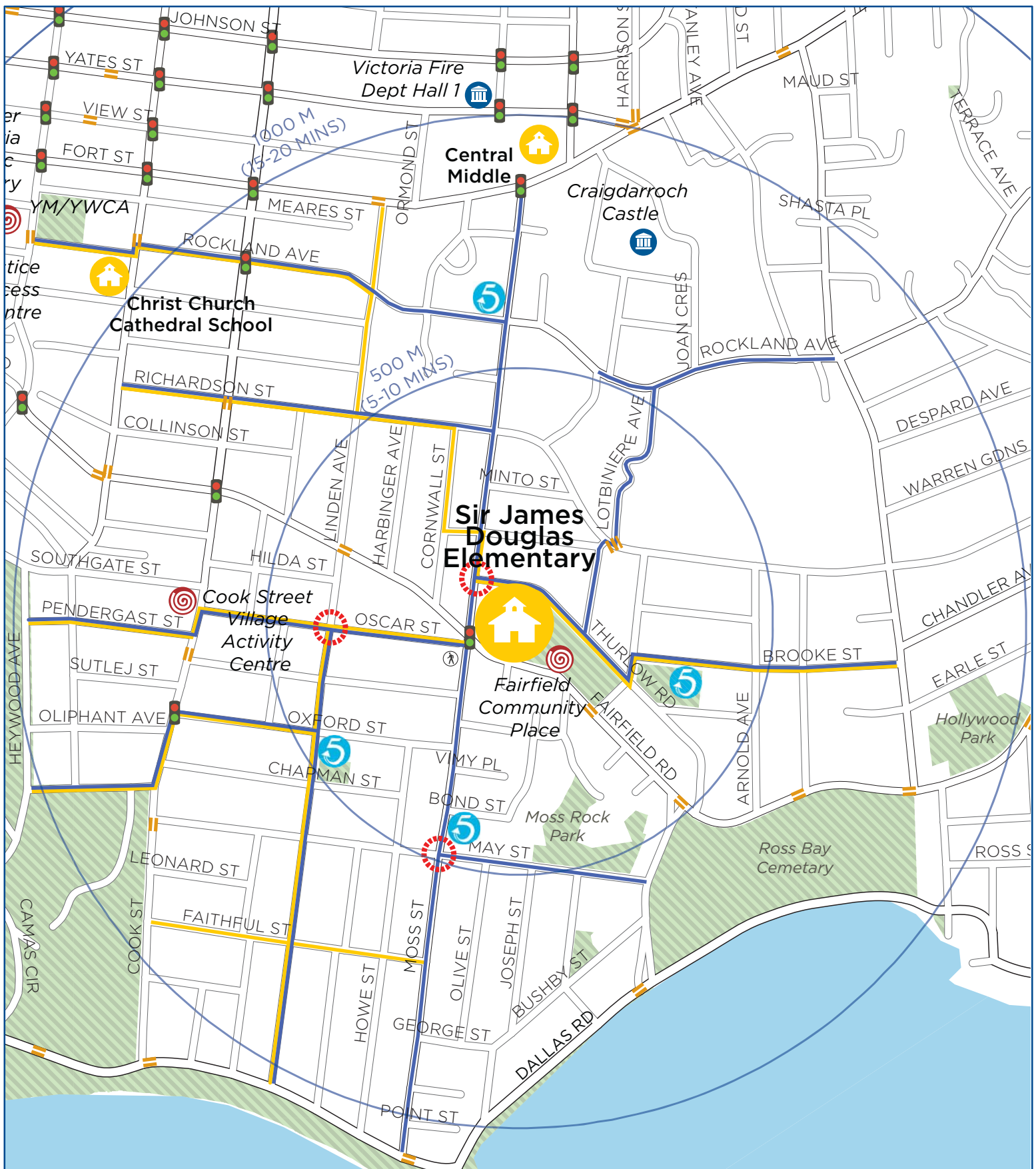
September 2017

Best Routes To School Map











Best Routes to School are developed based on information we've received from parents, your school community and the municipality's transportation department. They are chosen to use the safest crossing points and to enable more people walk and cycle together.

The Best Route To School map is a product of the Capital Regional District's 2016-17 Active and Safe Routes to School program, to encourage and enable students and families to walk, bike and roll to and from school. The program is funded by the Capital Regional District, the Real Estate Foundation of BC and the CRD Traffic Safety Commission, and delivered by HASTe, the Hub for Active School Travel. Visit crd.bc.ca for more information.





Sir James Douglas Elementary: Best Route to School Map September 2017

-  Best Route
-  Bike Route
-  Caution Crossing
-  Crossing Guard
-  School
-  Traffic Signal
-  Crosswalk
-  Park
-  Municipal
-  Recreational/Cultural

The Capital Regional District (CRD) does not warrant or guarantee the safety or suitability of any route depicted. This information is provided for general information purposes only and the use of this document by any person or entity will be entirely at their own risk.



Appendix C: Student Hands-up Survey



SIR JAMES DOUGLAS HANDS-UP SURVEYS

Please complete this survey, using stand-up or hands-up methods (ask students to raise their hand's or divide in separate corners of the classroom) for the week of:

Tues October 11 – Mon October 17, 2016

Teacher: _____ Grade: _____ Division #: _____ # Students: _____

➔ **Ask students: "How did you travel to school this morning?"**

	<i>Weather</i>	Walked /scooter	Walked part-way*	Bicycle	School Bus	Public Transit	Carpool (2 or more families)	Car (Just my family)	Other?	Total
Tues	Example: Rainy/6C									
Wed										
Thur										
Fri										
Mon										
Total										
Avg=Total/5 (leave blank)										

➔ **Ask students: "How will you travel from school today?"**

	<i>Weather</i>	Walked /scooter	Walked part-way*	Bicycle	School Bus	Public Transit	Carpool (2 or more families)	Car (Just my family)	Other?	Total
Tues	Example: Rainy/6C									
Wed										
Thur										
Fri										
Mon										
Total										
Avg=Total/5 (leave blank)										

* Walked part-way = Walked at least one entire block. (e.g. Park & Walk)

Any questions, contact stef@hastebc.org



Sir James Douglas School Travel Planning

October 11, 2016

Dear Parent (Guardian):

Sir James Douglas is taking part in the Capital Regional District's School Travel Planning process this school year to enable more students and families to walk, scooter or cycle on their journey to and from school.

The benefits of active school travel include:

- Increased safety
- Improved health
- Arriving alert and ready to learn
- Less stress, greater happiness
- Reduced traffic congestion near the school
- Less pollution

Please take 8 to 10 minutes with your child(ren) who attend this school to complete this survey. Your answers will help us better understand the travel choices made by families at Sir James Douglas, with the purpose of improving the safety and health of the school community. **You only need to submit one survey per family and return it with your youngest child by Tuesday October 18, 2016.** There will be a prize for the first classroom that collects all of their surveys.

If you have any questions about the survey or the School Travel Planning project, please contact: Stefanie Hardman at stef@hastebc.org.

Thank you,
Murray Harris
Principal



To protect your privacy this survey does not require you to provide your name. *All information will be kept strictly confidential.*

A. Family Transportation Survey

Please include the date (month/day/year) that you filled this survey out

(e.g. October / 15 / 2016): _____ / _____ / _____

Please complete ONE survey per family.

1. How does your child(ren) **usually** get to and from school?
 (If two modes are common, e.g. *walking* and *driving*, choose the one they do **most often**.)

CHOOSE ONLY ONE BOX FROM EACH COLUMN

	TO school	FROM school
Walk / Scooter / Skate	<input type="checkbox"/>	<input type="checkbox"/>
Walk part-way (at least one entire block)	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle	<input type="checkbox"/>	<input type="checkbox"/>
School bus	<input type="checkbox"/>	<input type="checkbox"/>
Public transit (BC Transit)	<input type="checkbox"/>	<input type="checkbox"/>
Carpool (2 or more families)	<input type="checkbox"/>	<input type="checkbox"/>
Car (just your family)	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

If Other (explain) _____

2. Who usually accompanies your child on the way to school?
 Parent /Grandparent Other Adult Sibling Friend Child travels alone
3. How far away from school do you live? If you are not sure, check Google Maps.
 Less than 0.5 km 0.51 to 1.59 km 1.6 to 3 km Over 3 km
4. What language does your family speak at home?
 English Mandarin/Cantonese/Chinese Punjabi/Hindi
 Spanish Philippine/Tagalog Other please specify: _____

5. Please fill in the age and gender of your child(ren) attending this school.

Child	Age	Gender		
		Boy	Girl	Another Gender Identity
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Our neighbourhood is safe for children to walk to and from school. (Please circle one answer).

STRONGLY AGREE

AGREE

DISAGREE

STRONGLY DISAGREE

ONLY ANSWER Questions 7-9 if your child/ children are usually driven to or from school. If not, please skip to question 10

7. What are the main reasons your child(ren) is/are **usually** driven to/from school? (Choose up to three)

- Distance from home too far
- Convenience/time pressures
- Traffic danger
- Personal safety issues (e.g. bullying, stranger danger, etc.)
- I'm on my way somewhere else (e.g. to work)
- Weather
- Other (explain) _____

8. I would allow my child(ren) to **walk** to school if... (choose up to three)

- He or she did not walk alone
- There was a safer or improved walking route
- There were reduced traffic dangers
- He or she were older
- He or she did not live so far from school
- Other (explain) _____

9. I would allow my child(ren) to **cycle** to school if... (choose up to three)

- They did not cycle alone
- There was a safer or improved cycling route
- There were reduced traffic dangers
- They were older
- They did not live so far from school
- They received bicycle safety training
- They could lock their bicycle in a safe place
- Other (explain) _____

Everyone continue at question 10 below

10. When you walk or cycle as a family, what motivates you? (choose up to three)

- Getting physical activity/exercise
- Environmental benefits
- Saving time
- Safer than driving
- More convenient than driving
- More fun than driving
- Cheaper than driving
- Setting a good example
- Not having to worry about parking
- Spending time outside
- Spending time with other people
- Other (explain)_____

11. Please share any further comments about your child's journey to and from school.

12. Do you support ongoing School Travel Planning efforts to make the school area safer, healthier and better connected to the community, reducing the number of children travelling to and from school by car?

YES

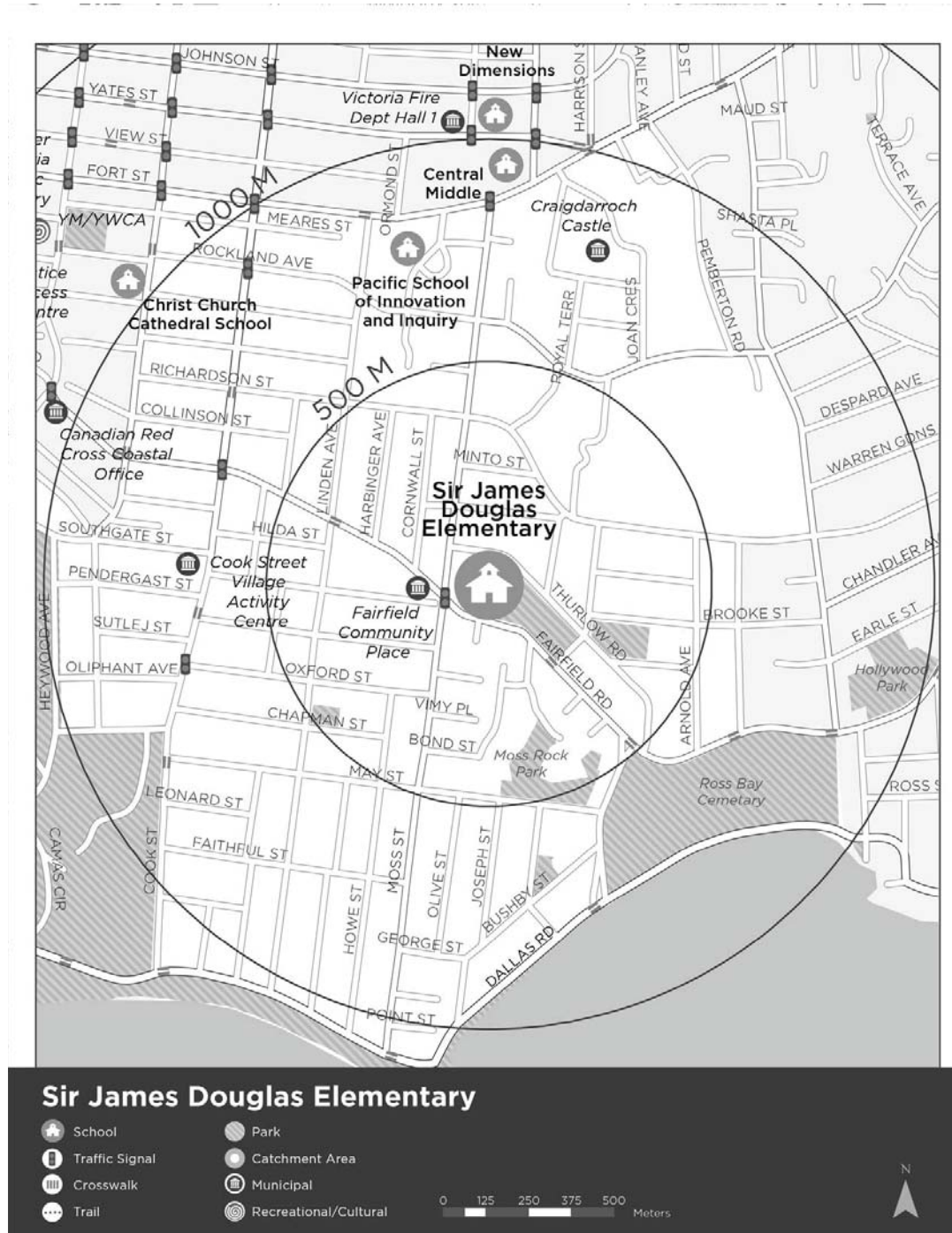
NO

13. If you would like to help with School Travel Planning efforts at your school (for example attend Parent Advisory Council (PAC) Meetings or the school Walkabout), please provide your name, email and telephone (Optional: if you prefer to be called) below:

B. Walking / Cycling Routes to School

MAPPING EXERCISE: FOR PARENTS & STUDENTS TO ANSWER AS A FAMILY

Please complete the following map with the **WALKING** or **CYCLING** route your child/children take to get to and from School. If you usually drive please indicate the route **you would** walk or cycle. Identify any locations that are of concern to you with a number (e.g. 1, 2, 3) and describe these in the table below.



Describe any areas of concern in this table.

Location (e.g. nearest intersection)	What do you think is unsafe in this area?
E.g. on ___Rd near ___St	E.g. Cars turn right without looking for pedestrians.
1.	
2.	
3.	

THANK YOU FOR YOUR TIME. PLEASE HAVE THIS SURVEY COMPLETED ON THIS SHEET AND RETURNED TO SCHOOL BY OCTOBER 18, 2016

HASTe BC (The Hub for Active School Travel) is the provincial lead for School Travel Planning in British Columbia: (www.hastebc.org)

School Travel Planning in the Capital Regional District is sponsored by:

- The Victoria Foundation – www.victoriafoundation.bc.ca
- The CRD Traffic Safety Commission
- The Real Estate Foundation of BC – www.refbc.com

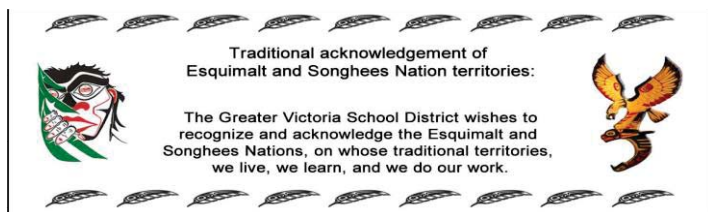
And is a part of the CRD’s People Power initiative:

<http://www.crd.bc.ca/>

<http://www.crd.bc.ca/project/people-power>

Twitter: @crd_bc, #PeoplePowerCRD





École Sir James Douglas School Newsletter for
October 3, 2016

Visit the school website calendar for details about upcoming school wide

events @ <https://sjd.sd61.bc.ca/calendar/> Plus:

- ❖ **Choir** for Grades 1 to 5 will be starting October 5th on Wednesdays @ 12:10 in the music room.
- ❖ **The Book Fair is Coming!** Oct 12 & 13 <https://sjd.sd61.bc.ca/calendar-event/english-book-fair-1200-500/>
- ❖ **SJD Swim Club** is starting October 6th. Locate registration form here: <http://bit.ly/SJDSwimClub>
- ❖ **Fall Cross Country information** form here: <http://bit.ly/fallcrosscountry>

Math Club Students are invited to participate in the <https://cariboutests.com/>. This is an excellent opportunity for grade 3+ students to challenge themselves with some math games and problems. Compete with students from across Canada with the monthly online math contest. An information meeting for students will be called soon. *M. Harris*

1000X5 - 1000 Books by Age Five

1000X5 has to be one of the best recycling projects going. YOU are making such a difference to so many children's lives. Over 1500 babies and preschoolers now have libraries at home and are developing a skill and love of literacy in the critical early learning years.

This year, 24 social agencies are begging for books to give to families. Story after story talks about the changing habits they see. And all it takes is for you to donate your gently used books for babies and toddlers as often as you can. Take your books to the large wooden box beside the lost and found area and parent bulletin board.



We are excited to announce that École Sir James Douglas School is participating in the Capital Regional District's **Active and Safe Routes to School** project. (<http://www.saferoutestoschool.ca/>)

School Travel Planning is a process that involves students, parents and community partners to find new ways to encourage, motivate and support more children and their families to safely walk, bike or roll to and from school. Active transportation is a great way to support increased physical activity and contributes to our region's environmental, economic and social priorities.

We are currently looking for interested parents and students to work with decision makers, law enforcement agencies and community partners to explore barriers and generate solutions that can make it easier for families to choose active modes more often.

For more information or to sign up to help, contact Murray Harris @ muharris@sd61.bc.ca

One of the exciting outcomes of this project will be a pamphlet for SJD detailing the best routes to our school. Example: http://bit.ly/Best_Routes_Pamphlet_example

Upcoming dates for this are:

- Tuesday, October 11 - Paper survey sent home to all families and a one week hands-up survey starts in our classes. Please help us get a baseline of our school transportation habits by completing the home survey.
- Monday, October 17th - School participation in Walk and Wheel to School initiative (www.dashbc.ca)
- Next Committee meeting early November



Me to We Club - Follow the link for important updates: http://bit.ly/MeToWeClub_Sept

Better choices for a better world



Thank you to our SJD families for their generous support for our Terry Fox Run and cancer research. Together we raised over \$5000.

Appendix F: School Travel Planning Membership

School Travel Planning Members

The School Travel Planning process for SJD (2016-) involved a School Travel Planning School Committee and a School Travel Planning Stakeholder Committee. Key members of each are listed below.

Stakeholder Committee

HASTe BC

STP Facilitator: Lise Richard

City of Victoria

Engineering: Richard Adam and Nick Armstrong

Capital Regional District

Regional and Strategic Planning: Kate Berniaz

Great Victoria School District #61

Facilities: David Loveridge and Marni Vistisen-Harwood

BC Transit

Transportation Planning: Adriana McMullen and Lindsay Taylor

Marketing: Anita Wasuita

Community Organizations

Greater Victoria Placemaking Network: Ray Straatsma

Walk On Victoria: Sally Reid

WeBike: Cindy Marven

Greater Victoria Cycling Coalition: Edward Pullman

Greater Victoria Bike to Work Society: Amelia Potvin

School Project Committee

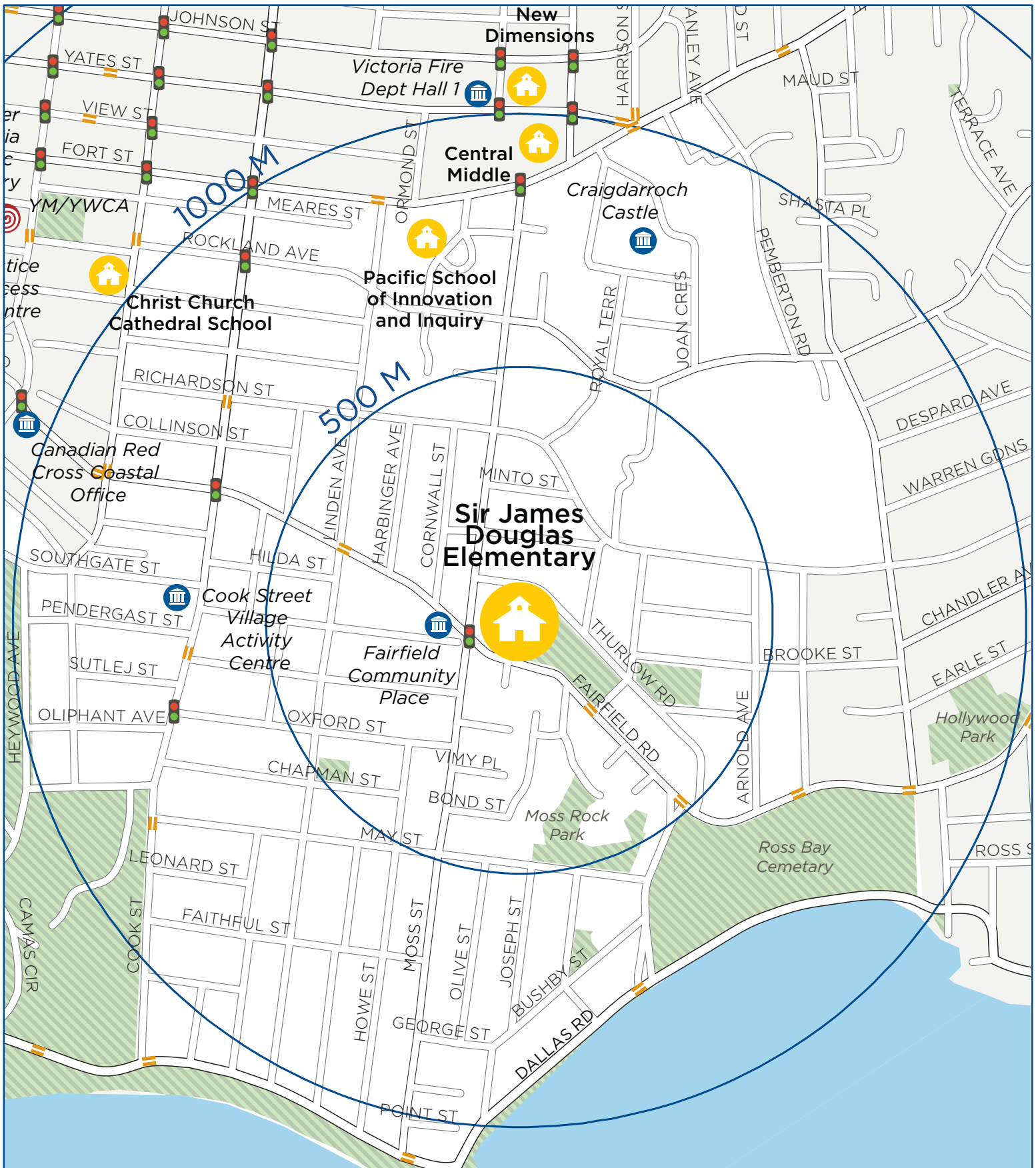
Principal: Murray Harris

Vice-Principal: Jeni Scott

PAC Chair: Laura Jones

Active Travel Lead: Tom Berkhout

Appendix G: Base Map

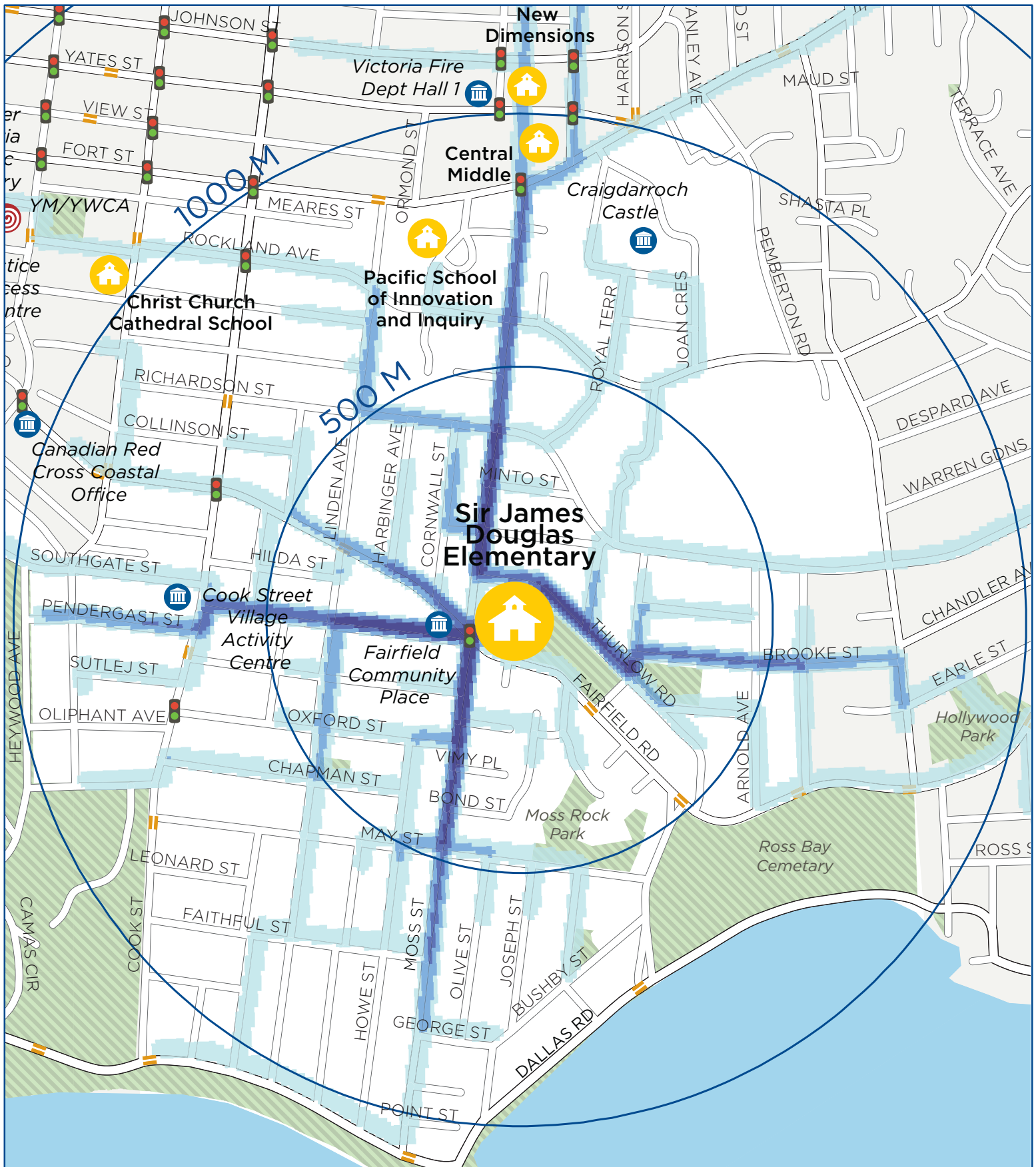


Sir James Douglas Elementary

-  School
-  Park
-  Traffic Signal
-  Catchment Area
-  Crosswalk
-  Municipal
-  Trail
-  Recreational/Cultural



Appendix H: Heat Map



Sir James Douglas Elementary (n = 105)

- 20-65 routes
- 11-20 routes
- 3-10 routes
- 1-2 routes
- School
- Traffic Signal
- Crosswalk
- Trail
- Park
- Catchment Area
- Municipal
- Recreational/Cultural

