



## School Application 2021-2022

Please indicate your school’s interest and capacity to participate in the 2021-2022 Ready Step Roll: Active School Travel Planning initiative by [emailing](#) this application form no later than **Friday, January 29, 2021**. This application form requires a scanned signature.

In order to maximize regional impact and ensure transparency, the CRD will select participants based on the [CRD Board approved selection criteria](#) for this initiative.

Before submitting this application, school staff and/or PAC representatives are encouraged to [email](#) or call the program lead, Natalie Bandringa, 250-360-3240 to learn about the benefits of active school travel planning and to discuss the general suitability of this CRD initiative for your school.

School Name	
Primary Contact Name	
Title / Position	
Work Telephone	
Work E-mail	
Additional Staff Persons Who May be Involved in the Project	

### The following questions will be assessed according to CRD Board-approved [Selection Criteria](#):

1. Range of grades in your school: \_\_\_\_\_ (Note at this time the program is limited to elementary and middle schools. We hope to develop a high school program – please [email](#) us if you are interested)
2. Number of current full-time students \_\_\_\_\_ (Note at this time, selection is limited to schools with over 100 students. If your school does not meet this criterion, please see our [other resources to promote active travel](#))
3. What percentage of current students live within 3km of the school? \_\_\_\_\_
4. Has your school [previously completed a school travel plan](#)? Yes, Year: \_\_\_\_\_ No
5. Does the principal intend/expect to be at the school until June 2022? (Note: staff continuity is important for the success of the initiative. If no, please describe how school support will continue with a staffing change).  
Yes                      No \_\_\_\_\_
6. Does the school PAC support the school’s participation and is it able to commit to:
  - Approximately three PAC meeting presentations by RSR staff                      Yes                      No
  - Hosting at least one active travel activity with support from RSR staff?                      Yes                      No
7. Has your school demonstrated a commitment to healthy school (comprehensive school health) and/or environmental programming? *Please describe.*

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8. Has your school district committed to any active transportation infrastructure improvements on the school grounds? *Please describe.*

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9. Has there been a serious traffic safety concern or past incident related to the school in the last 3 years?

Yes, major incidents/concerns (resulting in hospitalization)

Yes, minor incidents (resulting in school report)

No concerns/incidents

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Our school is able to participate in Ready Step Roll: Active School Travel Planning. Though there is no cost to participate, we understand in-kind support will be required which may include but is not limited to:

- Attending up to five meetings with principal, PAC & RSR staff over the 18-month initiative
- Supporting data collection at your school using provided materials
  - *Student hands up surveys [one week], parent travel survey [online], school walkabout [2 hours], follow-up survey [online]*
- Promoting updates to parents, using RSR graphics as needed (newsletter, website and social media)
- Providing opportunity for RSR staff to present updates to parents in up to three PAC meetings
- Supporting education/encouragement/equity actions for the school as identified by RSR
- PAC to host at least one active transportation activity with support from RSR staff
  - Walking school bus, Drive to 5 parking sites, School Streets Events etc.
  - Bike Skills workshop may require additional volunteers (spring 2022).

We acknowledge the required school role for this initiative and are able to commit to the proposed initiative schedule (Appendix 1), if selected.

**Primary applicant representing the School or PAC:**

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supporting applicant:**

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If this application is from the Principal/Vice Principal, please include (or follow up with) a letter of support from the PAC as a “supporting applicant”*

*If this application is from the PAC, please indicate Principal support for this application by including them a “supporting applicant”.*

**Appendix 1: Ready Step Roll Schedule and School/PAC Roles** *\*flexible with Covid-19*

	Activity/Milestone	Date	School Role
<b>Start-Up</b>	School Application period	<b>Dec. 1, 2020 - Jan. 29, 2021</b>	Submit application
	Local Gov. Commitment due	Friday Feb. 12, 2021	n/a
	Applicant evaluation and selection	Feb. 2021 ( <i>announcement on April 15, 2021</i> )	n/a
	Program launch	May 2021	Meeting between school and program staff; PAC meeting
<b>Data Collection &amp; Analysis</b>	Baseline Travel Survey (online)	May/June 2021	Promote survey to families through school communication channels
	In Class Student Hands Up Survey #1	May/June 2021	Facilitate daily hands up survey in each classroom
	School Neighbourhood Pre-walkabout	Late Aug./Early Sept. 2021	Principal/Vice-Principal attend pre-walkabout
	School -Neighbourhood walkabout	Sept/Oct 2021	Promote walkabout through school, attend walkabout
	Data Analysis	June – Oct. 2021	RSR staff touch base with school to share data results and discuss next steps
<b>Action Planning &amp; Implementation</b>	Action Plan drafting (final draft Winter 2022)	Fall 2021/Winter 2022	Communications between school, PAC and program staff. Encouragement initiatives supported by RSR staff, implemented/promoted by school/PAC
	Plan your Route Map drafting	Winter 2021/22	
	Encouragement Activities ( <i>Walk &amp; Wheel to School Week, Bike Skills, Pedestrian Education etc</i> )	Fall 2021 to June 2022	
	Action Plan Finalization	Fall 2021 – ongoing	Communications between school and RSR staff; PAC meeting
<b>Evaluation</b>	In Class Student Hands Up Survey #2	May/June 2022	Facilitate daily hands up survey in each classroom
	Follow-up Travel Survey (online)	May/June 2022	n/a – direct outreach to past survey participants
	Program Close	June 2022	Final documents shared with schools, local government (final presentation to PAC – June or following Fall)
	Ongoing action implementation	Fall 2022 – ongoing	Schools are encouraged to continue to complete annual hands up surveys, and access resources provided by the CRD