



CRD's Ready Step Roll School Application 2024-25

Please indicate your school's interest and capacity to participate in the CRD's 2024-2025 Ready Step Roll (RSR): Sustainable School Commute Planning initiative by [emailing](#) your completed application form no later than **Tuesday, February 27, 2024**. Please note that the CRD requires signatures from both school administration and a parent lead.

In order to maximize regional impact and ensure transparency, the CRD will select participants based on the [selection criteria](#) for this initiative. Applications will be prioritized for those who have not yet participated in the initiative; check [here](#) to see if your school has already completed Ready Step Roll.

Before submitting this application, school staff and a parent representative(s) are encouraged to [email](#) or call the program lead, Natalie Bandringa, 250-360-3240. We are happy to discuss the general suitability of this CRD initiative for your school and/or learn about how sustainable school commute planning could benefit your school community.

School name	
Primary contact name	
Title / position	
Work telephone	
Work e-mail	
Additional staff who may be involved in the initiative	

The following responses will be assessed according to our [selection criteria](#):

- Grade range: _____ (Note: RSR has mainly worked with elementary and middle schools. However, we would like to work with high schools as a pilot if interest warrants. Please email us to discuss opportunities).
- Student Population: _____ (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 and sustainable commutes).
- Approximately what percentage of current students are in-catchment? _____
- Does the Principal/Vice Principal intend/expect to be at the school until June 2025? (Note: Staff continuity is important for the initiative's success. If no, please describe how the school will continue to support RSR through a transition).
Yes No _____
- Does the school PAC support the school's participation in RSR and is it able to commit to:
 - Approximately three PAC meeting presentations by RSR staff? Yes No
 - Hosting at least one school commute activity/event with RSR staff support? Yes No
- 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 a school report)
Yes, near misses observed
No concerns/incidents of which we are aware

Our school is able to participate in the Ready Step Roll initiative through 2024-2025. Though there is no cost to the school, we understand that in-kind support will be required, which may include but is not limited to:

- Attending up to five meetings with Principal/Vice Principal, PAC/parent or guardian rep & RSR staff over the 18-month initiative
- Supporting data collection at your school using provided materials
 - Student HandsUp! surveys [in class for one week]
 - Baseline School Commute Survey [online]
 - Pre-walkabout and walkabout [2 hours each]
- Promoting updates to the school community (using RSR graphics as needed) and distributing supporting materials
 - For example, via e-mail, newsletter, website, social media, handouts, etc.
- Providing opportunities for RSR staff to present updates to the school community at up to three PAC meetings
- Supporting education/encouragement/equity actions for the school as identified by RSR
- Coordinating at least one active and sustainable transportation activity/event at school with support from RSR staff
 - For example, Walk & Wheel for 5 sites and routes, School Streets, Bike Skills Training, Pedestrian Education, Crossing Guard Appreciation, Let's Get Visible, etc.

Our signatures below indicate that 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 (school or PAC):

Name_____ Position_____

Signature_____ Date_____

If this application is from the Principal/Vice Principal, please include a letter of support from the PAC as a "supporting applicant."

If this application is from the PAC, please indicate Principal/VP support by including them as a "supporting applicant."

Appendix 1: Ready Step Roll Schedule and School/PAC Roles

	Activity/Milestone	Date	School Role
Start-Up	School application period	December 11, 2023 to February 27, 2024	Submit application to CRD
	Local government commitment due	Friday, March 15, 2024	N/A
	Applicant evaluation and selection	March 2024 (announced April 2024)	N/A
	Program launch	April 2024	Meeting between school & RSR staff; PAC meeting
Data Collection and Analysis	Baseline school commute survey	May/June 2024	Promote survey to families through school communication channels
	In-class student HandsUp! survey	May/June 2024	Facilitate HandsUp! survey in each classroom daily for one week
	School neighbourhood pre-walkabout	End of 2023/24 school year or start of 2024/25	Principal/Vice-Principal to attend (approx. 2 hours)
	School neighbourhood walkabout	September/October 2024	Principal/Vice-Principal and PAC/parent representative to attend (approx. 2 hours)
	Data analysis (RSR staff)	June – October 2024	N/A
Action Planning and Implementation	Draft action plan	Fall 2024 – Winter 2025	Communication between school, PAC and RSR staff during draft development
	Draft plan your route map	Winter 2024/2025	
	Education/Encouragement/Equity activities and/or events	Fall 2024 to June 2025	Principal/Vice-Principal and PAC to coordinate, promote and implement activities/events with RSR staff support
	Finalize Action Plan and Plan Your Route map	Fall 2025	Communication between school, PAC and RSR staff to finalize drafts
Wrap-Up	Program close	Fall 2025	Receive final report and presentation; Distribute Plan Your Route brochures
	Ongoing action implementation	Fall 2025 onwards	School encouraged to continue momentum built through RSR initiative