
SCHOOL TRAVEL PLAN

Sangster 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/region-al-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 Sangster Elementary (hereinafter: Sangster). 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 in the fall of 2016.

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 Sangster, located in the City of Colwood (hereinafter: Colwood).

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

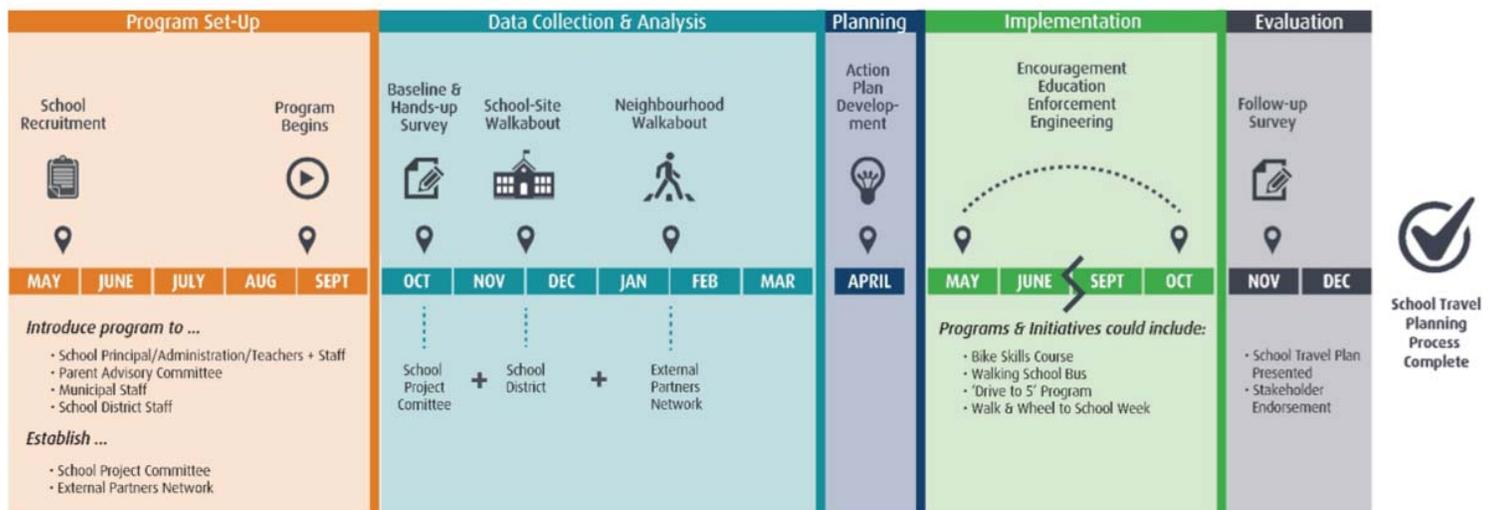
STP involves a network of representatives of key school-transportation stakeholder groups who make up a Stakeholder Committee and inform and support the STP process. Organizations and individuals that contributed to the STP process included administrators, teachers, staff, parents, and students from the school as well as staff from Colwood, the Sooke School District, the West Shore RCMP, 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



Sangster Elementary is a part of School District 62 and located at 3325 Metchosin Rd. in the City of Colwood in Greater Victoria. The school enrolls a slowly increasing number of students in kindergarten to grade five, with 240 students in the 2017-2018 school year. The school, which first opened in 1958, received seismic upgrades in 2014. The school property is also used outside of school hours for community sports as well as a community garden.

Sangster offers a standard English program as well as a French Immersion program, and also runs a Nature Kindergarten program that emphasizes outdoor learning experiences. The school is located in a residential area of Colwood that received a Walk Score of 36/100 and a Transit Score of 31/100, marking it as a car-dependent neighbourhood with some transit. Walk Score is a measure of neighbourhood walking and transit accessibility, and is often an indicator of community health and well-being (www.walkscore.com).

Neighbourhood Overview

The school property's northeastern border backs onto Hatley Park, now the site of Royal Roads University and containing Hatley Castle, Hatley Gardens, and over 500 acres of old growth forest. Sangster is 500 m from Dunsmuir Middle School and just over 2 km from Royal Bay Secondary School to the south. It is less than one kilometre from both City Hall and the Colwood Fire Department to the northwest, and is just over 1 km from the Strait of Juan de Fuca and Esquimalt Lagoon to the east.

Transportation Overview

Sangster's school property on Metchosin Rd., an arterial road with a portion of sidewalks in front of the school, and is surrounded by other local roads. There are five bus stops within a 200-m radius of the school, servicing four bus routes (Nos. 48, 52, 54, and 55).

According to Statistics Canada's 2011 National Household Survey, 6% of employed Colwood residents over the age of 15 report using active transportation modes to get to work.

Methodology and Results

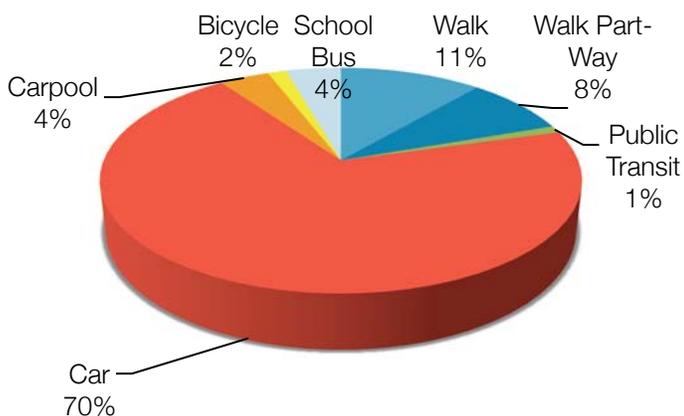
Baseline school travel data was collected through a variety of methods, including student hands-up surveys, family take-home surveys, a school site visit and walkabout, and meetings with the school community.

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

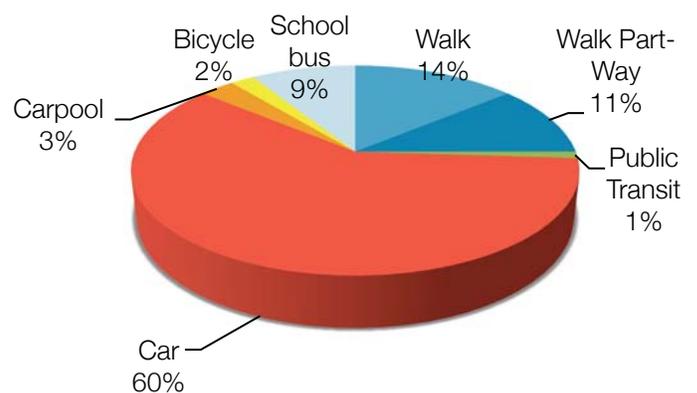
The school site walkabout at Sangster took place during the first week of December 2016 and the neighbourhood walkabout occurred on March 2, 2017. The walkabouts were attended by parents, students, the principal and various other Stakeholder Committee members, who observed the school’s travel patterns 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

3 out of 12 divisions of students 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

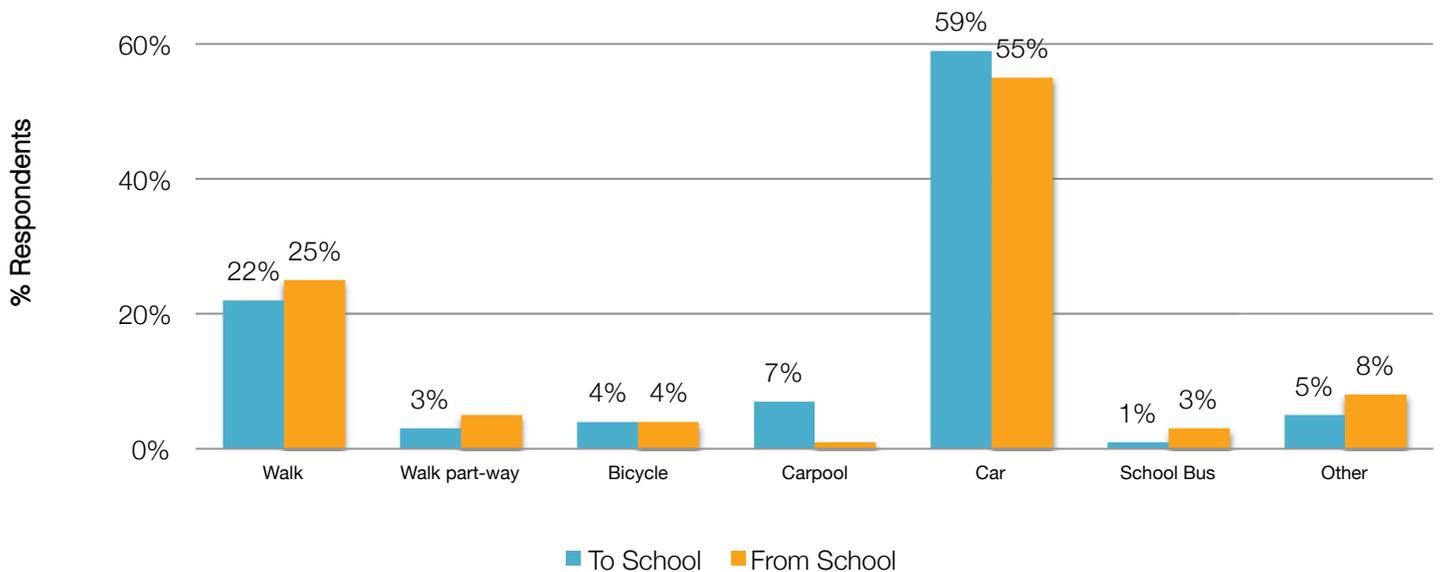
A copy of the baseline hands-up survey is attached to this document as Appendix C.

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.

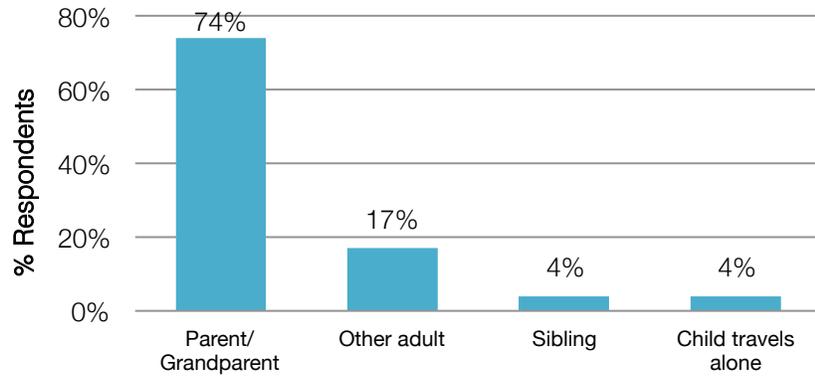
112 Sangster families completed the baseline family take-home survey. The findings from this survey are presented below.

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



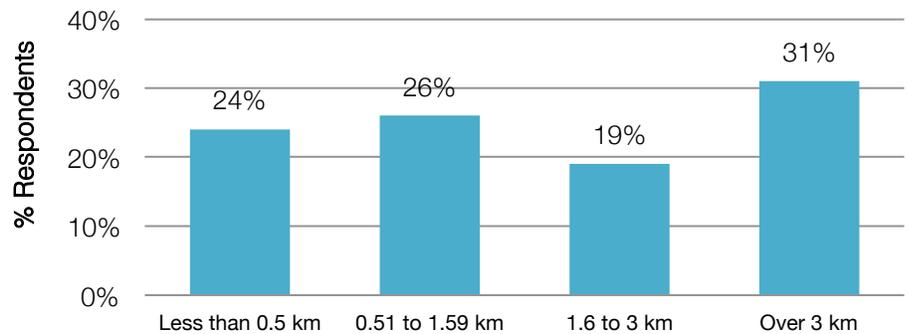
According to baseline family survey returns, the majority of students at Sangster are regularly driven to (59%) and from (55%) school. About a quarter walk, scoot or skate to (22%) and from (25%) school, while a smaller number walk part way, ride their bicycles, catch the school bus, carpool, or travel by other means.

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



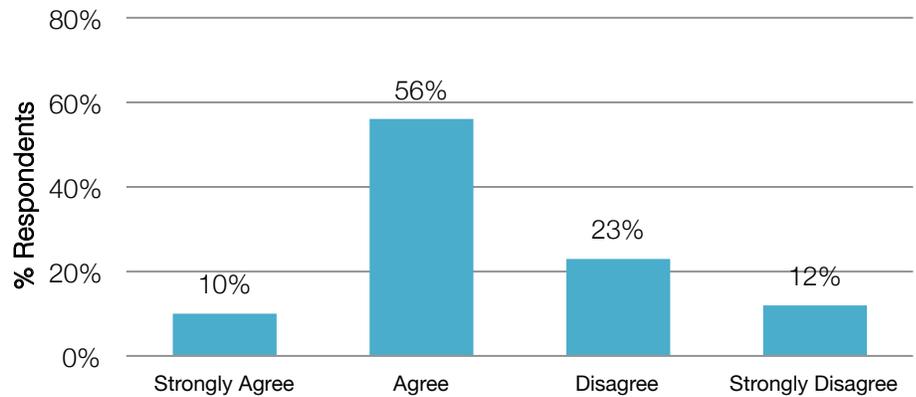
92% of students at Sangster are accompanied by an adult on their trip to school. 4% walk with siblings, while another 4% make the trip alone.

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



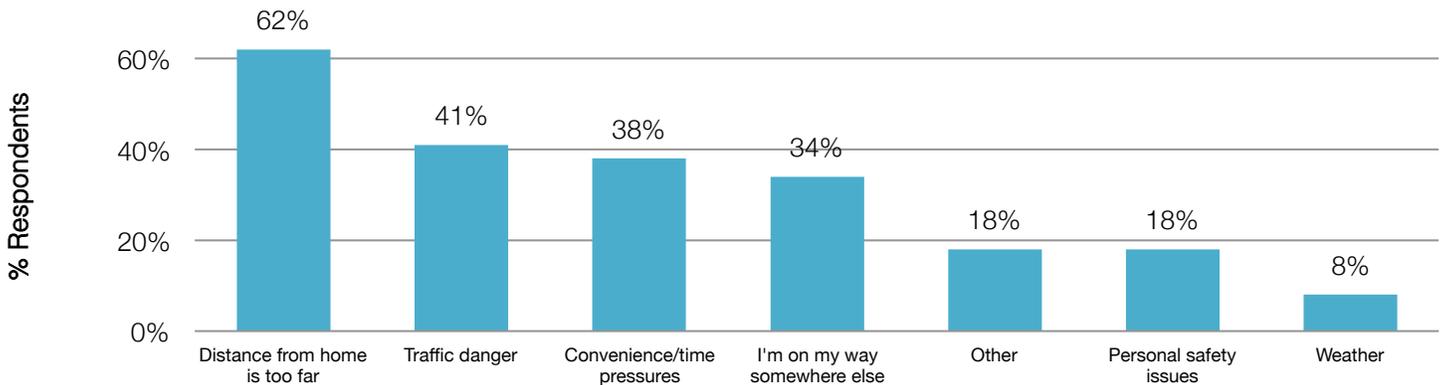
Half of all families at Sangster live within 1.6km of the school, generally considered a walkable distance for elementary-aged students. Among these families, approximately the same proportion drive (41%) as walk (43%) to school.

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



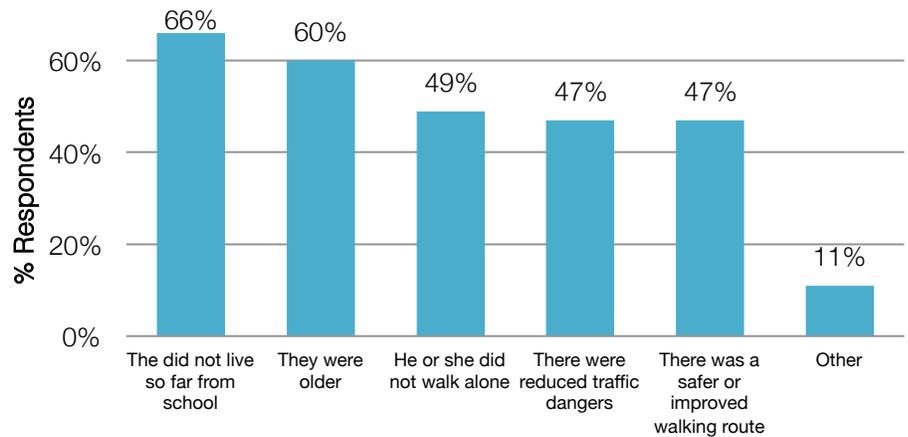
Two-thirds of families surveyed either agreed (56%) or strongly agreed (10%) that their neighbourhood was safe for children to walk to and from school, while a third of families either disagreed (23%) or strongly disagreed (12%).

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



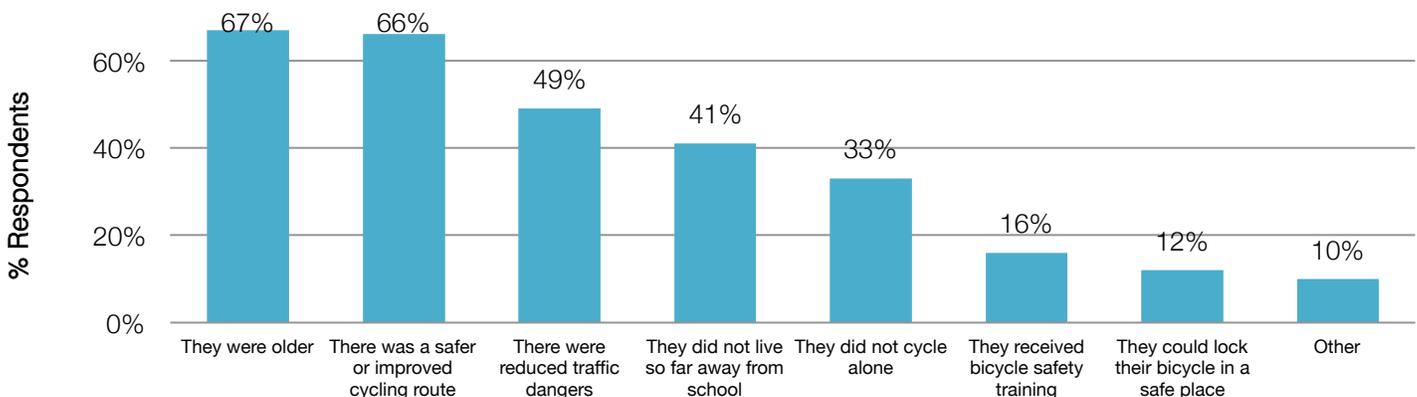
The most common reason parents gave for driving their child(ren) to school was distance (62%), followed by traffic dangers (41%), convenience/time pressures (38%) and being on their way somewhere else (34%). Common “other” answers related to children being too young to walk and being enrolled in before- and/or after-school care.

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



All of the conditions offered under which their child(ren) would be allowed to walk to school proved popular with Sangster parents. Not living so far away from school was the most commonly cited condition (66%), while a reduction in traffic and the existence of safer routes were the least often cited (47%), but still quite common. Popular themes among “other” answers provided were having children learn or demonstrate a sense of responsibility and awareness, and increased social acceptance of young children walking to school.

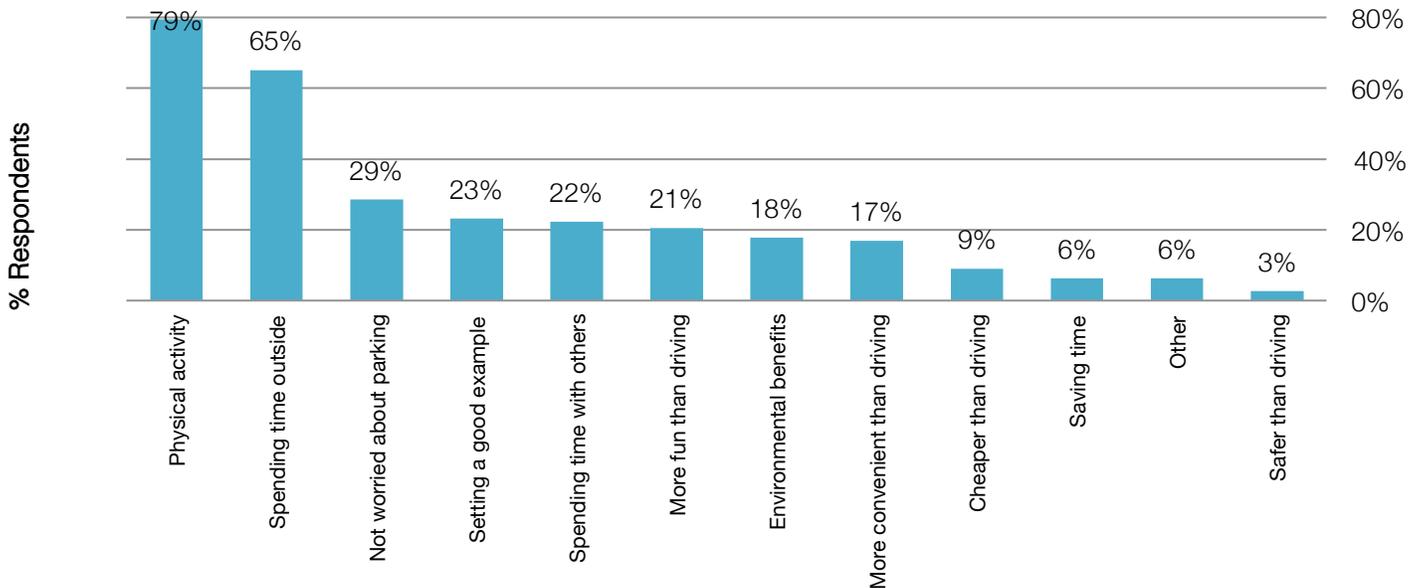
▼ I would allow my child(ren) to cycle to school if...



If they were older (67%) and if there were safer or improved cycling routes (66%) were the most commonly cited conditions under which parents at Sangster suggested they would allow their child(ren) to cycle to school. Common “other” answers related to

parents having to work, and therefore presumably not having time to cycle to school with their children.

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



When asked what motivated them when they walked or cycled as a family, parents at Sangster were more likely to choose physical activity (79%) and spending time outside (65%) than any other option provided.

Transportation Walkabout

Two walkabouts were held at Sangster 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 during the first week of December, 2017 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 2, 2017 to explore traffic safety issues and potential walking and cycling routes around the school.



▲ **Participants on the community walkabout at Sangster**

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 Sangster (Appendix A).

School travel challenges are the barriers to active travel faced by students, families and staff at Sangster. 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 Sangster’s School Travel Action Plan, (Appendix A), identifies some of the challenges and presents recommended solutions, drawn from stakeholders and best practices in the field of ASRTS, to address or overcome the barriers to active travel at Sangster.



▲ **Mid-block enhanced crosswalk in front of Sangster**

1.

Pedestrian crossings on Metchosin Rd.

Through the baseline family survey, parents expressed concerns about the safety of pedestrians crossing Metchosin Rd., particularly at the intersection of Metchosin Rd. and Lagoon Rd., the intersection of Metchosin Rd. and Painter Rd., and the mid-block crosswalk in front of the school.

During the walkabout, participants reported that the flashing beacons at the crosswalk in front of the school seem to have lost their effectiveness over time. They also mentioned that motor vehicles parking along the street reduce visibility of pedestrians and cyclists in the crosswalk and waiting to cross.

Through the baseline family survey, parents raised concerns about the north-south crosswalk at the intersection of Metchosin Rd. and Lagoon Rd., south of the school. The crosswalk is marked with zebra stripes and signed with a stop sign.



▲ **North-south crosswalk at the intersection of Lagoon Rd. and Metchosin Rd.**

The wide curb return at the southeast corner of the intersection and turning lanes on Lagoon Rd. create a long crossing for pedestrians, and allow northbound vehicles to maintain speed while turning onto Lagoon Rd. The historic stump on the northeast corner of the intersection impedes sightlines and reduces both visibility and the amount of sidewalk space pedestrians have on the north side of the crosswalk.

Reducing the radius of the southeast curb return, bulging the curb on the northeast corner, and/or eliminating one of the turning lanes on Lagoon Rd. would all improve the safety and comfort of pedestrians crossing at this intersection. The southeast corner of this intersection was improved as part of the Metchosin Rd construction project.

Through the baseline family survey, parents raised

concerns about the safety of the north-south crosswalk at the intersection of Metchosin Rd. and Painter Rd., north of the school. The crossing is long, owing to the intersection's irregular Y-shape, which increases the amount of time pedestrians must spend in the roadway while crossing, compromises sightlines, and allows motor vehicles travelling south on Metchosin Rd. to carry speed while making the turn onto Painter Rd.



▲ **Wide crosswalk at the intersection of Painter Rd. and Metchosin Rd.**

Either adding an island to or squaring off the intersection could improve the safety and comfort of the crosswalk at this intersection. Either strategy would limit turning speed for southbound vehicles travelling on Metchosin Rd. and shorten the crossing distance for pedestrians.

The City of Colwood's Transportation Master Plan proposes installation of traffic signals and installation of left turn lanes at the intersections of Metchosin Rd. and Lagoon Rd. and Metchosin Rd. and Painter Rd. Upgrades to Painter Rd. and Metchosin Rd. are planned for 2019, but are dependent on grant funding being secured.

2.

Park-and-walk barriers

Use of Drive to Five locations around the school, indicated on Sangster's Best Routes to School map, could reduce traffic congestion in the school area and give more students a chance to be physically active on their way to school. After four Drive to Five locations were designated, parents identified a numbers of issues that could impede their use.

At the community walkabout, participants suggested that prohibiting nose-first parking along Metchosin Rd., north of the school, would make it safe for families to park near the fire hall and walk the remaining distance to school.

Participants of the school site walkabout observed that there is a gate accessing the trails through Royal Roads Park at the back of the school field. These trails, which are regularly used by the school's Nature Kindergarten program, could be incorporated into walking or park-and-walk trips to school. In PAC meetings, some parents voiced safety concerns about wildlife in Royal Roads Park. An increased number of families using the park to walk would have a positive impact on the risk, both real and perceived, of trail use.



- ▲ **More active travel infrastructure, like the new sidewalks on Metchosin Rd., will make park-and-walk locations like the tennis court parking lot behind Dunsmuir middle school, viable for Sangster families**



▲ **Heavy traffic in front of the school**

3.

Congestion in the school zone

According to baseline hands-up survey results, 74% of students at Sangster are regularly driven to school. In the periods before and after school, Sangster's parking lot fills to capacity and vehicle traffic becomes backed up on Metchosin Rd., creating congestion in the school zone and parking lot.

The ASRTS program was not developed to improve the convenience of driving to school. According to the principal, Maureen Lauren, drivers are careful in the parking lot, and so far there have been no major incidents. However, traffic congestion around schools is a potential hazard for pedestrians and cyclists during arrival and departure times, and was a source of concern reported by Sangster families through the take-home survey.

School programs that encourage active transportation, public transportation, and carpooling can reduce the number of driving trips to school, thereby contributing to reduced congestion and improved safety at schools.

4.

Motor vehicle speeds and volumes in the school zone

Sangster is located on Metchosin Rd., a busy arterial road connecting Metchosin and Colwood with Sooke Rd. leading to Victoria. The school's front entrance faces the arterial, and its parking lot (which also serves as its pick up and drop-off area) is accessed by, and exits onto, Metchosin Rd. The section of Metchosin Rd. adjacent to Sangster was recently designated as a playground zone with a reduced 30 km/h speed limit.

Speeding on Metchosin Rd. was a commonly reported concern in the baseline family survey, and was observed during the walkabout. According to reports from both parents and the City of Colwood, vehicle speeds are high on Metchosin Rd. in spite of the school zone signage and reduced speed limits.

The principal, Maureen Lauren, takes photos of speeders and sends them to the RCMP liaison officer. According to participants of the walkabout, this has been an effective measure in reducing speeding on Metchosin Rd. Participants also mentioned that the 30 km/h playground zone speed restrictions have been effective in reducing speeds through the school zone, as they empower local drivers to drive slowly, effectively enforcing the speed limit at any time of the day or week.

Walkabout participants raised concerns that the new developments in Royal Bay will lead to a large increase in the number of vehicles on Metchosin Rd. in the school zone, and inquired as to whether a traffic study had been conducted to determine what kind of impacts should be expected and what can be done to mitigate them.



▲ Playground zone with reduced speed limit on Metchosin Rd.



▲ **Playground zone with reduced speed limit on Metchosin Rd.**

The implementation section of this document, and Sangster's School Travel Action Plan (Appendix A), include a number of actions aimed at addressing parents' concerns about speeding on Metchosin Rd.



▲ **A section of Painter Rd. with no sidewalks or curbing**

5.

Lack of active travel infrastructure around the school

Through the baseline family survey, parents expressed their concern about the lack of active travel infrastructure in the neighbourhood around Sangster. During the walkabout, parents pointed out roads on which sidewalks were missing, incomplete, or unsatisfactory, including sections of Wishart Rd., Painter Rd., and Metchosin Rd. At PAC meetings, parents expressed frustration at the lack of bike lanes in the area around the school.



▲ **A sidewalk ends abruptly on Painter Rd.**

Plans to install sidewalks and buffered bike lanes on Metchosin Rd. are included in the City of Colwood's Transportation Master Plan. Improvements to active travel infrastructure on Painter Rd. and Wishart Rd. will occur as development continues.

Over the course of the STP process at Sangster, 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 Sangster are detailed in the section below. Interventions identified that have yet to be undertaken can be found in Sangster's School Travel Action Plan, attached to this document as Appendix A.

Enforcement

Think of Me campaign

Think of Me is an ICBC campaign that promotes safe driving. The campaign helps to raise awareness about the importance of safe driving, especially around schools.

In the fall of 2017, students at Sangster were given postcards with blank spaces on the front and pedestrian and vehicle safety information on the back. They were asked to draw and colour a picture on the topic of active transportation and vehicle safety around the school on the front of the postcard.

The cards were turned into double-sided posters (18" x 24") to be displayed on the school fence to make the school more visible to vehicles and remind drivers of the presence of children in the school zone.

Education and Encouragement

Bike skills course

As part of the Active and Safe Routes to School program, Sangster received a bike skills course for 24 of its students, conducted by Nolan Riding. Students were encouraged to bring their own bikes to the course, and additional bikes were provided to ensure every student was given the opportunity to participate.

After a quick maintenance check to ensure the bikes were in good working order, the course was underway.

The bike skills course taught safe bike handling skills, rules of the road, and traffic safety, including hand signals. In addition to teaching skills and knowledge, the curriculum focused on confidence- building through exercises. Students learned and practiced starting in the “ready position,” riding in a straight line and turning, and safely stopping. Individual and group feedback was provided to build cycling skills. Finally, games and obstacles were used to integrate and practice skills.

Best routes map

A Best Routes to School map was created for Sangster based on recommendations by the school community and input from the City of Colwood’s engineering department, which were gathered through the School Travel Planning process. This map shows the best existing walking and cycling routes to school, and should be updated as infrastructure changes and improves. The map was provided as a large-scale poster, which was displayed in the front entrance of the school, and in an electronic version.



▲ Sangster’s Best Routes to School map displayed at the school entrance

Drive to Five

At Sangster, four Drive to Five locations were identified near the school. Drive to Five is a program that encourages parents to drop their children off at designated locations that are within a 5-minute safe and comfortable walk to school. Parents can either park and walk with their kids or drop them off and let them walk alone.

Sangster's Drive to Five locations were promoted through the Best Routes Map and with temporary signs installed at each location.

Encouragement

Walk and Wheel to School Week

Walk and Wheel to School Week is a program designed to celebrate active travel, and is an opportunity for schools to encourage students and families who currently drive to school to explore active travel options.

Sangster participated in Walk and Wheel to School Week by tracking student participation. Students were given a wheel or shoe sticker each day that they walked or wheeled to school. The stickers were put onto a tracking poster that was located in the front foyer of the school. Throughout the week there were a total of 448 active transportation trips. Of those trips, 284 were made on foot and 164 were by bicycle or scooter.



▲ Tracking poster at the end of Walk and Wheel to School Week. Photo: Maureen Lauren

Engineering and Infrastructure

Infrastructure upgrades on Metchosin Rd.

Upgrades to pedestrian infrastructure on Metchosin Rd., including the installation of concrete sidewalks, crosswalks, lighting, and buffered bike lanes between Hatley Dr. and Lagoon Rd., are currently in progress as of the writing of this report, and are anticipated to be completed in 2018.



▲ Construction on Metchosin Rd. between Lagoon Rd. and Hatley Dr.

Traffic calming

Near the top of the hill climbing out of Royal Bay, a speed-reader board was installed on Metchosin Rd. in January 2016 to remind drivers to slow down as they enter the residential area and approach the school zone.



▲ **Electronic speed-reader board on Metchosin Rd.**

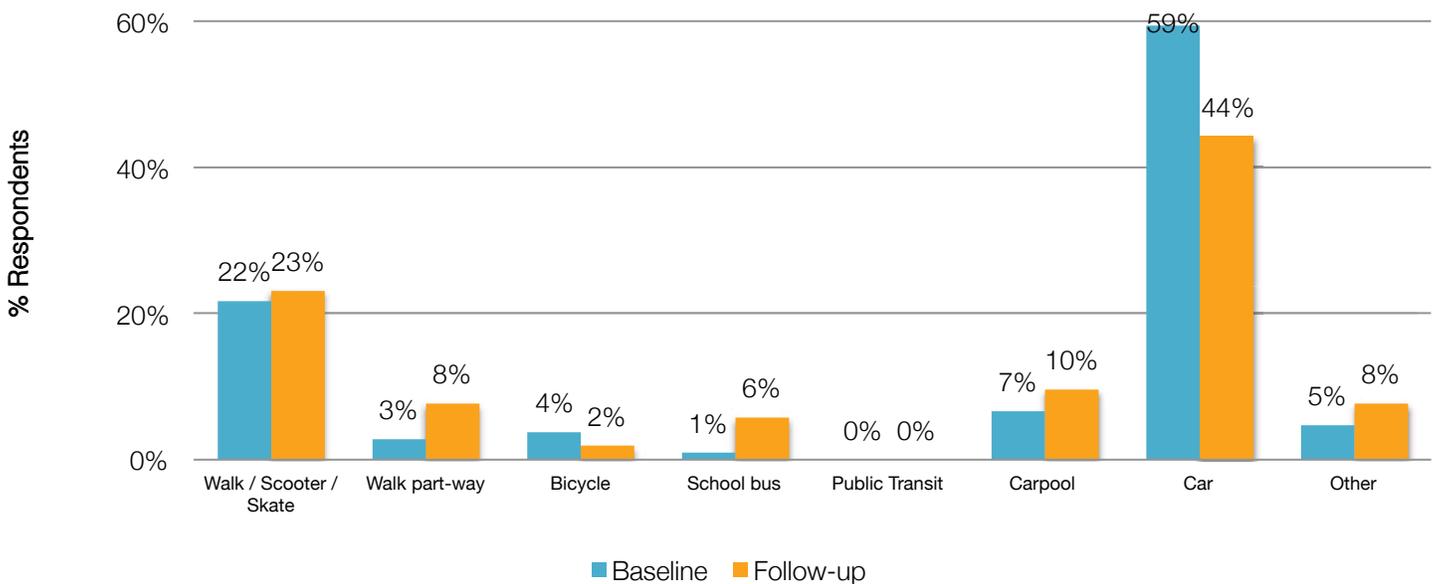
As of the writing of this document, engineering staff were developing a comprehensive traffic calming policy for the City of Colwood.

Methodology and Results

Online surveys were completed during October and November 2017, a year after baseline data was collected. A total of 52 families completed the follow-up survey.

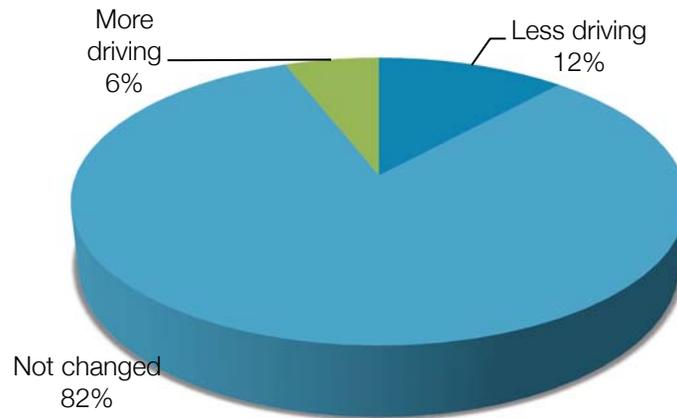
To confirm the data, generally speaking the travel mode trends were similar between the take home and hands up surveys across the participating schools. Still, it is important to note there are some limitations to the follow-up survey data. There was a lower response rate to the follow-up survey than 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?



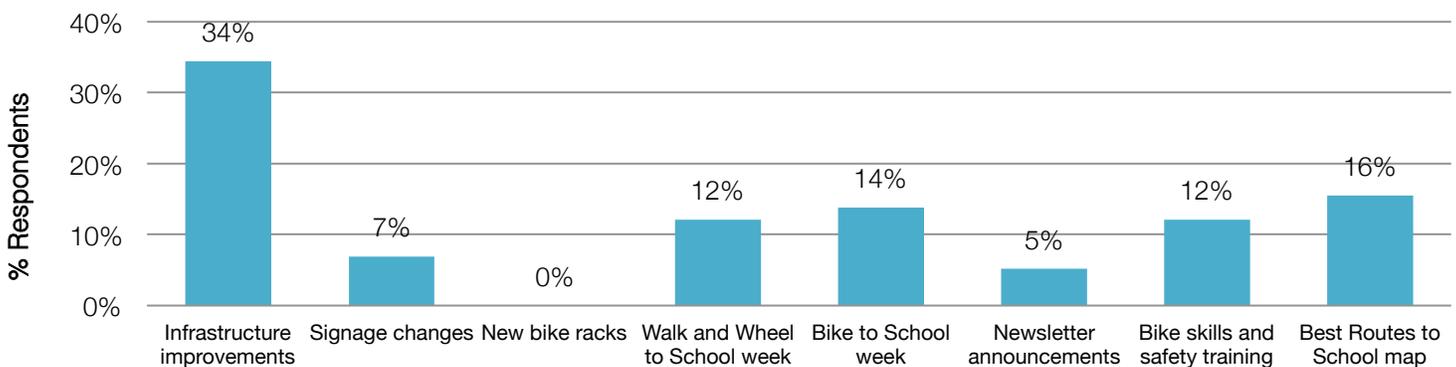
In the baseline survey conducted in the fall of 2016, 59% of families reported driving to school and another 22% reported walking. In the follow-up survey, 44% of families reported driving to school. Overall, driving to school decreased by a quarter, while rates of walking, walking-part way, school bus use and carpooling 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, 12% of families reported that they were driving less to school, 6% that they were driving more to school, and 82% 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 infrastructure improvements, the Best Routes to School map and bike to school week were the most effective activities implemented during the STP process.

The results of the follow-up surveys are encouraging with more students are walking, especially part-way, 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



Appendix A: School Travel Action Plan

Sangster Elementary School Action Plan

30/11/2017

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
<i>School Travel Planning Facilitator</i>								
N/A	STP	Best Route to School Map	Provide map of best routes to school for display and distribution	High	Complete	September 2017		Electronic version
Sangster	STP	Bike Skills Course	Coordinate delivery of bike skills course for up to 24 students.	High	Complete	September 2017	Connect Patrick Nolan with school administration	
N/A	STP	Follow-up Survey Data & Summary	Distribute, collect and analyze surveys. Create and deliver summary presentation to administrators.	High	In progress	Oct-17/Nov-17		
Sangster South along Metchosin to Fairview Rd, West to Painter Rd, North to Metchosin Rd and across to Royal Roads Park, entering school site at North corner of playing field.	STP	Neighbourhood Walkabout	Facilitate discussion with school administration, SD62, municipal staff, RCMP, Island Health and parents.	High	Complete	Mar-17	Send draft Action Plan to school administration, CRD, and municipalities for review	

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Sangster Elementary	STP	School Site Walkabout	Facilitate school site walkabout. Create and distribute walkabout summary to administrators and staff.	High	Complete	Nov-16		
N/A	STP	School Travel Action Plan	Report on actions for the STP, SD62 & school administration, and municipality	High	Complete	Fall 2017		
N/A	STP	Survey & Walkabout Summary	Present survey and walkabout summary to External Partner Network, including administrators, SD62, municipal staff, school board trustees, and RCMP Liaisons.	High	Complete	Feb-17		

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Education and Encouragement Coordinator								
Sangster Elementary	Enc	Community Outreach	Coordinate school community consultation meeting and formal community outreach presentation for unveiling of safer routes to school (Metchosin Rd upgrades) with City of Colwood	High	Not started	Apri-17/Dec-17		
Sangster Elementary	STP	Best Route to School Map	Provide map of best routes to school for display and distribution	High	Complete	September 2017		Map displayed in entrance area
Sangster Elementary	Edu	Think of me posters	Coordinate the enlargement of students' traffic related drawings (think of me) and display at road as driver awareness campaign	High	In progress	Fall 2017		

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
City of Colwood								
East side of Painter Rd	Eng	Install Bike Lane	Sidewalks have been added as development occurs; consider including bike lanes in the development plans. Sharrows may be installed if no room for official bike lane.	Medium	Not started			Sidewalks but not necessarily bike lanes will be installed if any development occurs. Provincial funding available for bike lanes.
Lagoon Rd at Metchosin Rd intersection	Eng	Improve intersection to increase pedestrian safety.	Support active transportation infrastructure by slowing traffic and providing safer crossings for pedestrians	Medium	Not started	TBD		Transportation Master Plan proposes installation of traffic signal and installation of left turn lane at this intersection. Consider installing curb bulges or tightening curb return radii to improve visibility and reduce crossing distances as part of the design.
Painter Rd at Metchosin Rd intersection	Eng	Improve intersection to increase pedestrian safety.	Support active transportation infrastructure by slowing traffic and providing safer crossings for pedestrians	Medium	Not started	TBD	Dependent on grant funding; in the Capital Plan for 2019 if funding is secured.	Transportation Master Plan proposes installation of traffic signal and installation of left turn lane at this intersection. Consider installing curb bulges or tightening curb return radii to improve visibility and reduce crossing distances as part of the design.
Metchosin Rd from Sangster to Wishart Rd	Eng	Add curbing	Consider adding curbing to create and protect a designated pedestrian area along the park fence.	Medium	Not started			Consider adding curbing or sidewalk. The City's Transportation Master Plan proposes buffered bicycle lane, improvements to pedestrian signals at Metchosin and Wishart, and upgrade to concrete sidewalks along the corridor.
Metchosin Rd from Hatley Dr to Wishart Rd	Eng	Install Playground Zone sign	Playground zone from Hatley Dr to Wishart Rd to prevent speeding.	High	Complete	Jan-17		Municipality is considering future change as road is designated as an arterial.

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Metchosin Rd from Hatley Dr to Lagoon	Eng	Install sidewalks, crosswalk, lighting and bike lanes		High	In Progress	Estimated completion 2018		Construction in progress. Estimated completion in 2018.
Electronic speed reader	Eng	Install of electronic speed-reader.	Happy/sad face speed readers at school zones both directions.	Med	Not started			Project will be assessed as part of future budgeting considerations.

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Sooke School District								
N/A	Enc	Best Route to School Map	Display and distribute Best Route to School Map	Low	Not started		Receive map from CRD and determine location for display	SD supports the creation of maps and will determine best display location once developed.
Dunsmuir along Metchosin Rd	Eng	Use parking lot as Drive to 5 location	It could be redeveloped into a drop-off zone and Drive to 5 location for students at Dunsmuir and Sangster.	Medium				SD will engage in talks with the CRD.

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
School Administration								
N/A	Eng	Install Lighting for Outdoor Covered Area	Install lighting in outdoor area (used for pu/do) at North end of school.	High	In Progress	TBD	Submit request to Facilities	N/A
Royal Roads Park	Enc	Drive to 5	Highlight and promote forest walking path through Royal Roads park	High	Not started	Apri-17/Dec-17		

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Parent Advisory Council								

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
Sangster Elementary	Enc	Community Outreach	Coordinate school community consultation meeting and formal community outreach presentation for unveiling of safer routes to school (Metchosin Rd upgrades) with City of Colwood	High	Not started	Apr-17/Dec-17		Coordinate with E&E coordinator

Location	Action Type	Action	Description	Priority	Status	Start Date / End Date	Next Steps	Notes
<i>Nolan Riding</i>								
Sangster Elementary	Edu	Bike Skills Course	Coordinate delivery of bike skills course for up to 24 students.	High	In Progress	Fall 2017	Patrick Nolan to contact Principal to set up dates.	Possible dates Dec 5 or 12

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

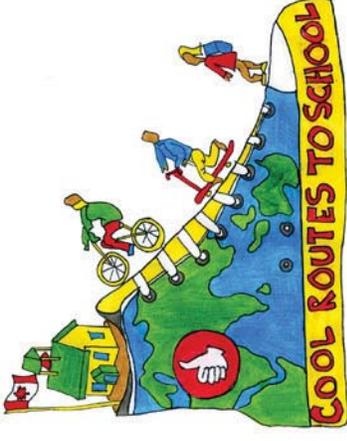
Signs: Use your hand signals when turning, slowing down or stopping. Follow all posted signs and obey the traffic laws.

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.



Sangster 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.

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.

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.



Appendix C: Student Hands-up Survey



BOLDLY GO
LEAVE YOUR AUTO



HASTE
HUB for ACTIVE SCHOOL TRAVEL

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.

School: _____

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

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

Day	Weather	Walked /scooter /skate	Walked part-way*	Bicycle	School Bus	Public Transit	Carpool (2 or more families)	Car (Just my family)	Other	Total
E.g. Mon	E.g. Rainy	E.g. 10	E.g. 1	E.g. 1	E.g. 1	E.g. 1	E.g. 1	E.g. 10	E.g. 1	E.g. 26
Total										
Avg=Total/5 not for teachers										

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

Day	Weather	Walked /scooter /skate	Walked part-way*	Bicycle	School Bus	Public Transit	Carpool (2 or more families)	Car (Just my family)	Other?	Total
Total										
Avg=Total/5 not for teachers										

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



**Sangster
Elementary School**
School Travel Planning

Monday, October 24th 2016

Dear Parent (Guardian):

Sangster Elementary School is taking part in Capital Regional District's People Power program and the 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 Cedar Hill middle school, 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 by Friday, October 28th, 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: Ebony Logins at ebony@hastebc.org

Thank you,

Maureen Lauren
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 / 7 / 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 Spanish German Punjabi/Hindi Tagalog (Philippino)
 Korean Mandarin/Cantonese/Chinese French Russian Vietnamese
 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?

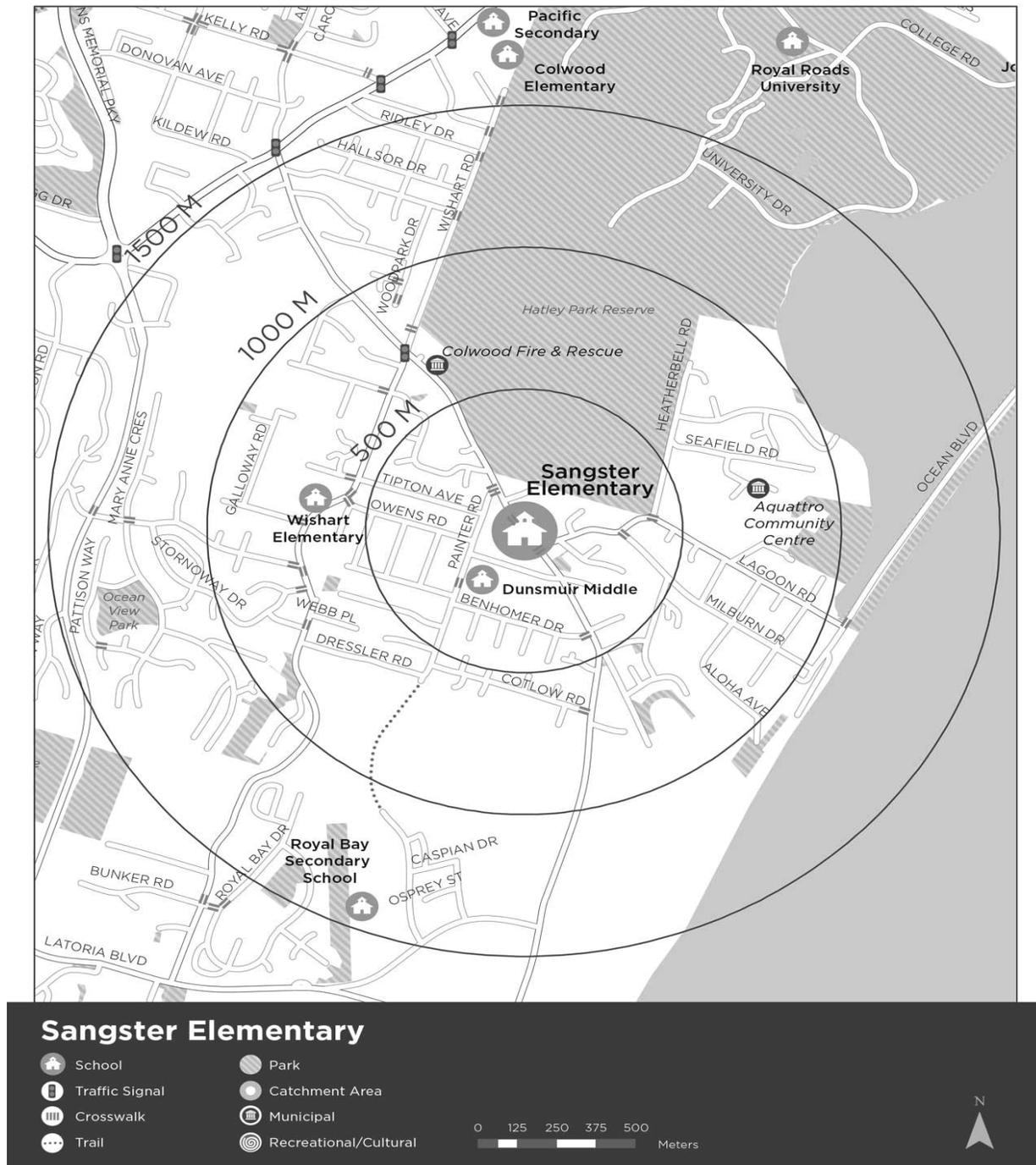
- YES NO

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 BEFORE

FRIDAY, OCTOBER 28TH 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 District of Sooke is part of the Capital Regional District's People Power program.



Appendix E: ASRTS Announcement



Sangster Elementary School PAC

December 4 at 2:52pm · 🌟

Happy Sunday!! We have quite a few reminders for this week.

1. Tomorrow is the Christmas store, so please have your child bring some money so they can for shopping. (all proceeds go back to the kids)
2. Tomorrow is also stuff the bus.. everything donated goes to our local food bank
3. Thursday night is the PAC Open House (630pm in the library)...come out and hear our gues speaker discuss the "Safe Way to School" program. The PAC will have coffee/tea & snacks & a couple of door prizes.
4. Thursday night parents can also pick up Purdy's orders
5. Purdy's will also be ready Friday after school in the library
6. Friday = Hot Lunch!

Fewf that about covers it. 😊

Appendix F: School Travel Planning Membership

School Travel Planning Members

The School Travel Planning process for Sangster (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: Anke Krey

City of Colwood

Engineering: Nikii Hoglund and Helen Lockhart

Capital Regional District

Regional and Strategic Planning: Kate Berniaz

Sooke School District #62

Finance: Harold Cull

Facilities: Trent Prior

Transportation: Brian Gordon

Community Organizations

Insurance Corporation of British Columbia: Colleen Woodger

School Committee

Principal

Maureen Lauren

Vice Principal

Jeff Baxter

Parent Advisory Council

Tracy Fontaine

Appendix G: Base Map

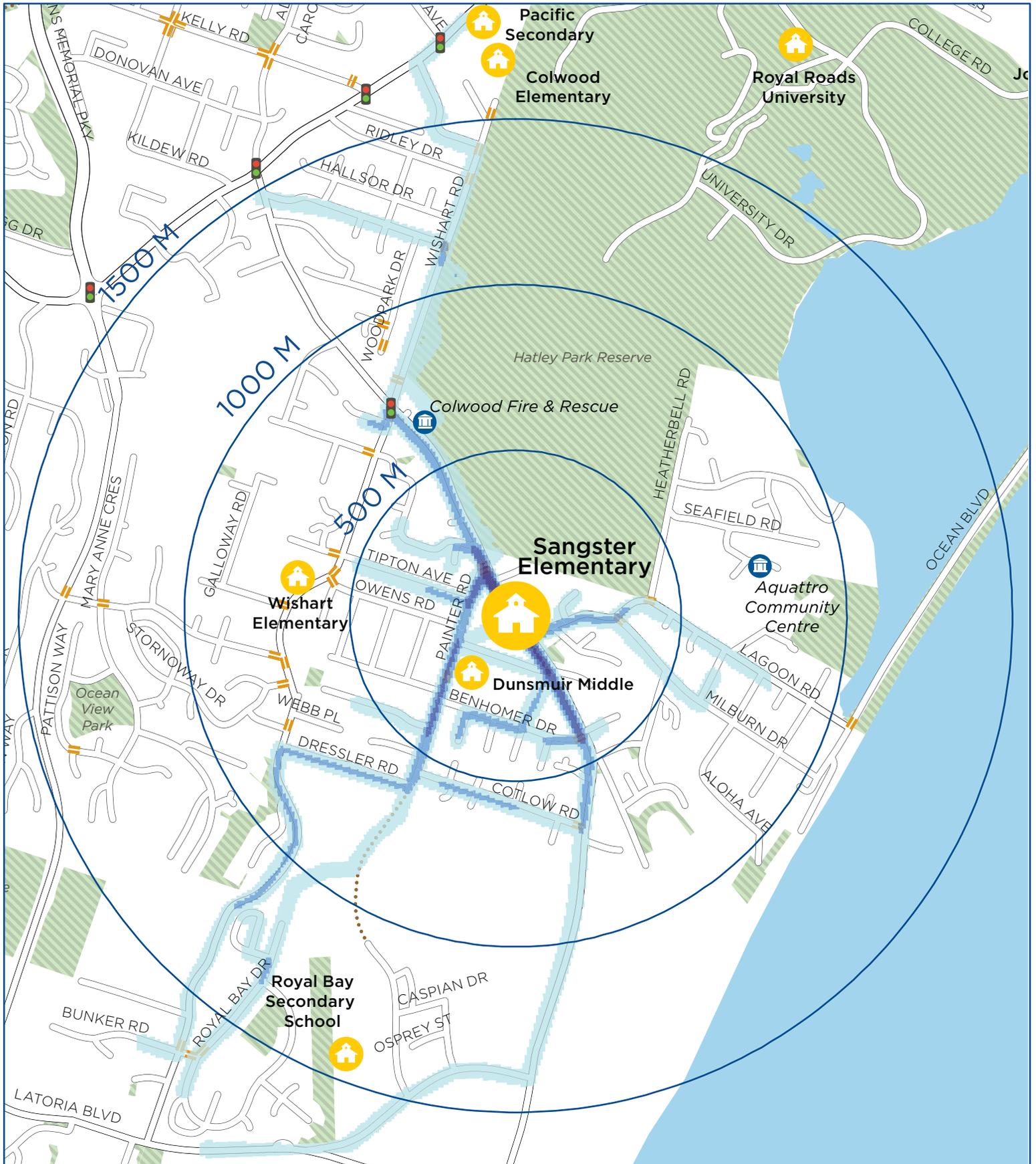


Sangster Elementary

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



Appendix H: Heat Map



Sangster Elementary (n = 32)

- | | | |
|--------------|----------------|-----------------------|
| 11-16 routes | School | Park |
| 6-10 routes | Traffic Signal | Catchment Area |
| 2-5 routes | Crosswalk | Municipal |
| 1 route | Trail | Recreational/Cultural |

0 125 250 375 500 Meters

