



# project application pack

safer routes to school

safer routes to school aims to...

"create a safe, healthy environment so that children and young people can travel to and from school using sustainable forms of transport such as cycling and walking, thereby increasing their independence, health and fitness."



Cambridgeshire  
County Council



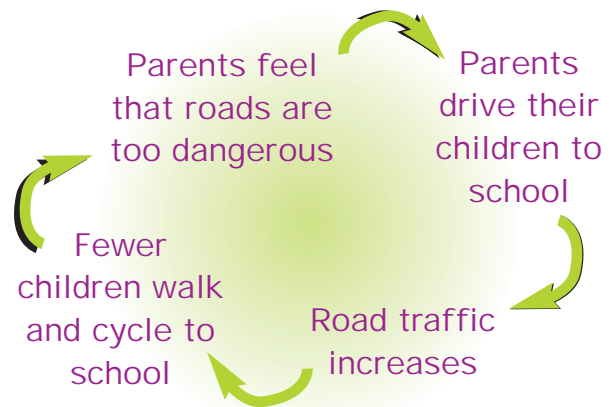
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## aims of the project

- We aim to create a safe, healthy environment so that children and young people can travel to and from school using sustainable transport such as cycling and walking, thereby increasing their independence, health and fitness
- We aim to reduce the reliance on the car by providing pupils and parents with viable alternatives
- We aim to increase the physical activity and fitness levels of pupils
- We aim to improve road safety, confidence and independence of children on the way to and from school

## the present travel situation



As a result of this vicious circle, less children walk or cycle, more people journey by car. 'Safer Routes' aims to work with schools to break this circle.

Utilising funds from central and local government, all schools in Cambridgeshire will be given the opportunity to participate.

|                                       |   |
|---------------------------------------|---|
| Pre-project survey and analysis       | █ |
| School application processed          | █ |
| Set up project team                   | █ |
| Map of postcodes                      | █ |
| Agree and consult on policy statement | █ |
| "School, site and curriculum audits"  | █ |
| Consult on and set targets            | █ |
| Agree action plan                     | █ |
| Draft School Travel Plan              | █ |
| Consult on School Travel Plan         | █ |
| Prepare curriculum materials          | █ |
| Prepare information leaflets          | █ |
| Introduce agreed initiatives          | █ |
| Introduce curriculum materials        | █ |
| Set up monitoring and evaluation      | █ |
| Review School Travel Plan             | █ |

**Note:**  
*Timetable shows a typical two-year window. Schools have the flexibility to produce their own project timetable.*



## how will schools benefit?

Promoting walking and cycling along safer routes will provide many benefits for the school. They include:

- Healthier pupils and staff
- Reduced congestion around the school
- Improved roadcraft and awareness in children
- Safer routes for the whole community
- Positive image for the school



## how does the project work?

Schools and governors will need to commit to the aims of the project and collect data on current travel arrangements and attitudes of car users. They will then submit their application and successful schools will be selected to take part in the project.

Having set up a local project team with pupils, parents, governors and any other interested parties, they will work to develop a School Travel Plan, undertake a curriculum audit and work towards introducing and promoting sustainable travel options for pupils and staff, with the support of a "Safer Routes" Project Officer.

Where appropriate (and working with the local community) schools are then able to bid for finance to make highway improvements designed to support and encourage walking and cycling, whilst agreeing to contribute to annual data collection for the project and undertaking their own monitoring of site specific targets.

## commitment from the school

To be successful, schools must be prepared to maintain and develop the project over a minimum of two years and to undertake annual monitoring. Schools need to commit to the three stages of the project:

### Stage One

- Collate and analyse initial travel surveys
- Complete individual route maps by pupils/parents
- Set up a representative working group
- Develop a policy statement on journeys to school

### Stage Two

- Undertake an audit of the curriculum
- Set aside time to engage pupils in activities associated with the project
- Introduce and promote sustainable travel options as recommended by the working group
- Engage parents in the development and implementation of a School Travel Plan

### Stage Three

- Produce leaflets, newsletters and information sheets for parents and the wider community to sustain interest and commitment in the aims of the project
- Make bids to finance engineering work or other physical measures (where appropriate), which will facilitate safer walking and cycling
- Set up individual targets, an annual monitoring system and regular reported evaluation of the project.



*Commitment from Girton Glebe School as they produce their Travel Plan*

## commitment from cambridgeshire

A “Safer Routes” Project Officer will be available to assist schools with project planning and implementation, and will supply all the necessary travel survey questionnaires, as well as relevant maps of the school’s immediate environment or neighbourhood, to help with data collection.

They will be able to offer advice on integrating activities into the school curriculum, and supply resources containing teachers’ notes. Schools can also expect guidance on writing the School Travel Plan, project monitoring and evaluation, as well as assistance and the equipment for setting up walking buses, car sharing schemes, distance parking, etc

Schools will be able to gain special contacts with other agencies, such as Health, Environment, Road Safety Education, Traffic Management and Highways Engineers. Schools will receive all necessary assistance in mounting exhibitions and staging public consultations. Cambridgeshire County Council is able to provide funding for physical measures, where appropriate.



Healthy choices: pupils from XXXXXXXXXXXX School take part in National Walk-To-School Week



Cycle storage provided by Safer Routes to School



SRTS/CCC provide training to pupils on a Road Safety Day at Meldreth Primary School ????? or something like that?



*Safer cycling training with Cambridgeshire County Council's Road Safety section*

## potential measures for improvement

### Sustainable transport

We encourage the use of sustainable transport by introducing:

- A Walking Bus
- Car Sharing
- Distance Parking
- Walk and Talk
- Cycle Training

### Environmental improvements

Where appropriate, we are able to supply:

- Cycle paths
- Cycle racks and shelters on site
- Improved signing & road markings
- Parking restrictions
- Pedestrian crossing facilities
- Footway improvements & new paths
- Speed reduction measures



*A new Zebra Crossing helps make getting to school in Somersham safer*



*Construction of a new footpath in Meldreth*



## application process

- 1 Undertake a pre-project travel survey with parents and pupils (sample questionnaires are at the back of this information pack)
- 2 Complete an application form (below)
- 3 Return your application and a summary of your data using the response sheets (below) to:

Safer Routes to School Project Team  
Stanton House  
Stanton Way  
Huntingdon  
Cambridgeshire  
PE29 6XL



*Starting early: primary school children learn road craft skills*

Each application will be considered on its merits, taking into account other relevant data (eg: accident record).

Results of the applications will be notified to schools by the Safer Routes Team

**Note:** *Submitting an application is no guarantee of being accepted on to the project.*



*Making safety cool: children design their own cycle helmets*



## how to complete your application

### Travel surveys

All these surveys must be completed for your application to be considered.

- **Parent Survey** – the sheets should be photocopied for sending to parents. Surveys should be sent to parents of ALL pupils at the school. It is important that you obtain a high return rate from your parents, as this gives as full a picture as possible of the current travel situation, and is an indicator of the potential for change. Please send reminders to encourage a maximum return.
- **Pupils Year 5 & 6** – these forms can be completed by pupils in class. They may need help with estimating distances travelled. Please complete the forms in all tutor groups in these year groups
- **Tutor Group Survey (Years R-4)** – the form tutor can make a return for the teaching group using 'hands up'. Please complete the forms in all tutor groups in these year groups

### Response sheets

You will need to summarise the information collected from the surveys by using the appropriate response sheets. It is important to include the total number of responses for each survey. You are asked to work out percentage figures on each sheet. For the parents' survey, please complete a response for each year group, as parental attitudes to travel change according to the age of their child.

### Application form

The school needs to identify a member of staff to co-ordinate and develop the work in school. Many Heads take on this role. If not, the school co-ordinator must have the support of the Headteacher, Senior Management Team and Governors in order to carry credibility with staff, parents and the local community.

Please ensure that the form is signed by the co-ordinator, head teacher, chair of governors and an local elected representative. An 'Elected Representative' refers to a member of the Parish, District, City, Town or County Council.

### Submitting your application

You need to submit your *Application Form* and *Response Sheets* **only**.

Please retain the survey sheets in school, as the comments on these will be of great value if your application is successful.

We already have the postcode data showing travel modes at your school from our annual monitoring process. This data will be added to your application on receipt.



*Introduction of a speed reduction scheme in St Ives*





➤ Please outline briefly the main issues your school would like to address in this project:

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➤ What steps has the school already taken to address these issues?

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➤ Apart from school staff, who else will be involved in the project? *(By that we mean others in the school community, the local area, other agencies. Include your level of involvement with Health Promoting Schools)*

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Please return to: Safer Routes Project Team, Stanton House, Stanton Way, Huntingdon, Cambs PE29 6XL



## SECTION 1

## school travel

1 What is the Year Group of your child/ children?.....

What is your Postcode? .....

2 How does your child usually (i.e at least three days a week) travel to and from school? *Please ✓ one box that applies to the main part of the journey*

### To school

*Please ✓ one box*

Walk .....

Bicycle .....

Bus .....

Car .....

Other .....

### From school

*Please ✓ one box*

Walk .....

Bicycle .....

Bus .....

Car .....

Other .....

3 How important to you are the following in choosing your child's method of transport to and from school? *Please ✓ one box for each statement A to O*

|   | <i>Extremely important</i> | <i>Of some importance</i> | <i>Not important</i>     |
|---|----------------------------|---------------------------|--------------------------|
| <b>A</b> Availability of car                    | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>B</b> Availability of public transport       | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>C</b> Safety of my child – personal safety   | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>D</b> Safety of my child – road safety       | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>E</b> My child's preferences                 | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>F</b> Chance to talk with my child           | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>G</b> Weather conditions                     | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>H</b> Cost of travel                         | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>I</b> Health and fitness of my child         | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>J</b> Air pollution                          | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>K</b> Cycle storage facilities at school     | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>L</b> Distance                               | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>M</b> My commitments for the day             | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>N</b> My own comfort                         | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>O</b> The needs of other children in my care | <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/> |

Is there anything else which you think is important?

.....

.....

.....

**if your child travels to school by car, go to**

## SECTION 2

**If your child walks, cycles or uses public transport, go to**

## SECTION 3



travelling by car

SECTION

2

4 How many miles do you live from the school? ..... miles

5 How long does your journey to school take in the car? Please ✓ one box

Less than 10 minutes .....  10–20 minutes .....  More than 20 minutes .....

6 Where do you usually go immediately afterwards?

Back home .....  Work .....  Shops .....  Other (please specify) .....

7 How many children (your own or others) do you bring to school? .....

8 Do you also have any pre-school children as passengers? Yes .....  No .....

9 Do you car-share for any of your journeys to or from school? Yes .....  No .....

10 What prevents your child from walking, cycling or using public transport to/ from school?

Lack of safe route .....  Convenience/ Time .....  Cost .....  Other .....

Please comment: .....  
.....  
.....  
.....  
.....  
.....  
.....

Please specify any particular roads or junctions that you feel prevent your child from walking or cycling to school in safety, (eg speed of traffic, difficult to cross, no footpath, etc) .....  
.....  
.....  
.....  
.....  
.....

11 If improvements could be made in the above areas, would you consider changing the way your child travels

to school? Yes .....  No .....

12 Would you consider taking part in a car sharing scheme if one is proposed by the school? Yes .....  No .....



years 1 to 4

Year Group .....

Class .....

1 Number of pupils in class today.....

2 How many children travel to and from school in the following ways (for the main part of their journey)?

*Please insert number of pupils in each box***To school**Walk..... Bicycle ..... Bus..... Car..... Other..... **From school**Walk..... Bicycle ..... Bus..... Car..... Other..... 

3 If pupils could choose how they travel to and from school, how many would like to travel in the following ways?

*Please insert number of pupils in each box*Walk..... Bicycle ..... Bus..... Car..... *Thanks for your help*

years 5 and 6

Year Group .....

Class .....

1 How far do you travel to school? The teacher will be able to help you if you are unsure.  
Please ✓ one box

Less than one mile.....

One to three miles .....

More than three miles .....

2 How do you usually travel to and from school (for the main part of your journey)? Please ✓ one box

**To school**

Please ✓ one box

Walk.....

Bicycle.....

Bus.....

Car.....

Other.....

**From school**

Please ✓ one box

Walk.....

Bicycle.....

Bus.....

Car.....

Other.....

3 How long does each journey take? Please ✓ one box per journey

**To school**

Please ✓ one box

Less than 10 minutes .....

10–20 minutes .....

More than 20 minutes.....

**From school**

Please ✓ one box

Less than 10 minutes .....

10–20 minutes .....

More than 20 minutes.....

4 If you could choose from the following, how would you like to travel to school? Please ✓ one box

Walk.....

Bicycle.....

Bus.....

Car.....

Other.....

5 If you don't travel this way now, why not?

.....

.....

.....



Answer the next two questions **only** if you **walk** or **cycle** to school

6 Do you consider your journey to school to be safe?      Yes       No

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7 How could your journey be made safer? *Please ✓ all boxes that apply*

Safer paths .....  Please comment.....  
.....

Safer road crossings .....  Please comment.....  
.....

Slower traffic .....  Please comment.....  
.....

Cycle routes .....  Please comment.....  
.....

Improved cycle .....  Please comment.....  
and helmet storage .....

Anything else .....  Please comment.....  
.....

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*Thank you for completing this questionnaire*



## SECTION 1

## school travel

Year Group .....

Number of responses .....

Percentage of responses .....

### 2 Travel *to* school

Walk .....  %

Bicycle .....  %

Bus .....  %

Car .....  %

Other .....  %

### Travel *from* school

Walk .....  %

Bicycle .....  %

Bus .....  %

Car .....  %

Other .....  %

### 3 Choosing child's transport (maximum 100% factor)

|   | <i>Extremely important</i> | <i>Of some importance</i> | <i>Not important</i>   |
|---|----------------------------|---------------------------|------------------------|
| A | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| B | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| C | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| D | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| E | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| F | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| G | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| H | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| I | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| J | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| K | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| L | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| M | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| N | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |
| O | <input type="text"/> %     | <input type="text"/> %    | <input type="text"/> % |



**travelling by car** SECTION **2**

Number of responses .....

Please give figures in this section as a percentage of **car users** only

4 Distance <1 mile.....  % 1-3 miles.....  % >3 miles.....  %

5 Time <10 minutes....  % 10-20 minutes...  % >20 minutes...  %

6 Onward journey Home.....  % Work.....  % Shops.....  %

7 Children 1...  % 2...  % 3...  % 2...  % 3...  %

8 Pre-school Yes.....  % No.....  %

9 Car share (%) Yes.....  % No.....  %

10 Obstacles Safety.....  % Time.....  % Cost.....  % Other.....  %

11 Change Mode Yes.....  % No.....  %

12 Car Share? Yes.....  % No.....  %

**walking, cycling and public transport** SECTION **3**

Number of responses .....

Please give figures in this section as a percentage of **walk/cycle/public transport** only

13 Safety Already safe ...  % Cycle routes.....  % Safer crossing places...  %  
Safer paths ....  % Improve buses ...  % Other .....  %

14 Walking Bus? Yes .....  % No .....  %



## tutor groups – years 1 to 4

Number of responses .....

Percentage of responses .....

### Travel **to** school

Walk .....  %  
 Bicycle .....  %  
 Bus .....  %  
 Car .....  %  
 Other .....  %

### Travel **from** school

Walk .....  %  
 Bicycle .....  %  
 Bus .....  %  
 Car .....  %  
 Other .....  %

### Choices

Walk .....  %  
 Bicycle .....  %  
 Bus .....  %  
 Car .....  %

## pupils – years 5 and 6

Number of responses .....

Percentage of responses .....

1 Distance <1 mile.....  %    1–3 miles.....  %    >3 miles.....  %  
 2 Time <10 minutes....  %    10–20 minutes...  %    >20 minutes ...  %  
 3 Travel **to** school                      Travel **from** school                      4 Choices  
 Walk .....  %                      Walk .....  %                      Walk .....  %  
 Bicycle.....  %                      Bicycle.....  %                      Bicycle.....  %  
 Bus .....  %                      Bus .....  %                      Bus .....  %  
 Car .....  %                      Car .....  %                      Car .....  %  
 Other .....  %                      Other .....  %

For questions 5 & 6, please give figures as a percentage of those who **walk or cycle** only

5 Safe?                      Yes.....  %                      No.....  %

4 Safety  
 Safer paths .....  %  
 Safer crossings .....  %  
 Slower traffic.....  %  
 Cycle routes .....  %  
 Cycle/helmet storage.....  %  
 Other .....  %

## all pupils – years 1 to 6

### Travel **to** school

Walk .....  %  
 Bicycle.....  %  
 Bus .....  %  
 Car .....  %  
 Other .....  %

### Travel **from** school

Walk .....  %  
 Bicycle.....  %  
 Bus .....  %  
 Car .....  %  
 Other .....  %



**TRAVELWISE®**

Safer Routes to School Project Team  
Stanton House  
Stanton Way  
Huntingdon  
Cambridgeshire  
PE29 6XL