



GUIDELINES FOR SCHOOL TRAVEL PLANNING IN ABU DHABI

APPENDIX SCHOOL TRAVEL PLAN SAMPLE





This framework provides an overview of the structure of a School Travel Plan.

Introduction

Present the overarching aim(s) and purpose of the School Travel Plan. These could be to:

- Address a particular access problem;
- Address a particular safety concern, such as inappropriate parking;
- Improve sustainability;
- Improve accessibility and travel options.

School operation

A brief overview of the operation of the school should be provided to provide some context to the plan. This should include:

- The location of the school and the nature of the surrounding area;
- The times of operation for each working day for both staff and students;
- Number of staff and students located at the school; and
- Details of the designated person who coordinates school transport at the school.

Existing travel options

An overview of the existing travel options to the site should be presented for each mode. Against each mode, existing concerns or issues should also be recorded, for example parking pressures or inaccessible bus stops. These should include:

- **Car** – Main vehicle routes to the school and parking locations with the number of spaces and how these spaces are allocated. Any existing formal car-sharing arrangements, such as parents clubs or community groups;
- **Public Buses** – Details of the services which directly serve the site or pass in close proximity, including the routes, frequency during the day, journey durations, the location of bus stops and the quality of these such as if they have shelters;
- **School Buses** – Details of the company that runs the school bus service, its current routes and costs per year, (one-way and return trip).
- **Taxi** – Details of the number of drop-off and pick up points, locations and how they currently operate;
- **Walking** – What existing facilities there are for pedestrians, such as footways, crossing points and where these connect to, and if there are any special arrangements to assist children cross the roads near school; and
- **Cycling** – Details of any cycle stands or shelters to accommodate cycling in the cooler months.

Existing travel characteristics – travel survey

To devise solutions to travel issues, it is important to understand how those who travel to and from the school currently undertake their journey and any requirements they have for special accessibility. This information can be collected through a survey and provides a baseline understanding of how people travel to and from the school. For new schools, this will not be possible as the location of the new students are not known, however the variety and operation of travel options can still be reviewed to ensure that the site is accessible and then a survey undertaken following occupation or opening to understand what can be improved upon.

A typical survey would determine if the respondent was a teacher/staff, parent or pupil. Other demographic information may be useful to acquire here, such as male/female, age and nationality.

- 1. Where do you travel to the school from? You should specify the level of detail you require, such as a district or street or a full address
- 2. What time do you start school?
- 3. What time do you finish school?
- 4. How do you currently travel to school? This question may be best presented as a multiple choice option with the variety of modes possible to use to reach the school listed.
- 5. Do you have any disabled special requirements which affect your travel options? This could include elements such as requiring disabled access ramps.
- 6. Do you share your journey to the school with another student? This provides an indication of any trips which are currently shared.

This information should be collated to produce a modal split for how people travel to the site. It might be best to present separate information breakdowns for staff and students. The results could be presented in the following table:

Mode	Percentage	Number of people
List modes here	Enter percentage of respondents who use this mode	Include number of people using the mode



Targets, mitigation and monitoring

Once you understand how people are getting to and from school, it is possible to devise targets against the existing mode splits which show how you intend to change how people travel to the school in the future. These targets should be realistic and may for example include reducing the number of people who travel by car and increasing those who travel by School Bus.

To achieve the targets, a range of measures need to be put in place to support people changing their mode of travel. Measures could include:

- Providing school bus services to pick up children;
- Providing dedicated car parking spaces for staff who car share or use low emission vehicles;
- Creating a car sharing forum to encourage trips to be shared;
- Providing information on public transport options which serve the site; and
- Promoting safe walking and cycling routes for the cooler months.

The key to achieving modal change is promotion of alternative travel options to staff and students, to make sure they are aware of the choices available to them. Promotion could be undertaken in many ways including:

- Promotion on the school website, and other media outlets;
- Introducing sustainable transport issues into the curriculum
- Letter to parents and students;
- Noticeboards around the school or at the entrance; and
- Through staff and parents meetings.

The targets set should be monitored on a regular basis, with the surveys updated to quantify change. These should be undertaken at set frequencies, typically once a year.

Moving forward, once targets are met, these should be sought to be maintained or new targets created to continue the success of the measures.

