

Brighton & Hove City Council School Travel Plan Assessment Check List

School name:

STP submission date:

	STP Section (detailed Assessment Checklist for each section is on pages 2-3)	Accepted by Brighton & Hove City Council School Travel Team	
1	Front Cover	Yes	No
2	Introduction/background to STP	Yes	No
3	School Details	Yes	No
4	Location & Description of School	Yes	No
5	Details of local transport links, current travel patterns and transport facilities at the school site	Yes	No
6	STP Working Group	Yes	No
7	Existing school policies and practice to promote safer, active and more sustainable travel to school.	Yes	No
8	Travel Issues – description on the travel/transport problems/issues faced by the school/cluster of schools/school sites	Yes	No
9	Changes in circumstances	Yes	No
10	Progress on original objectives, targets, and actions	Yes	No
11	Surveys and consultation	Yes	No
12	Survey results and analysis	Yes	No
13	Objectives and targets	Yes	No
14	Action Plan	Yes	No
15	STP monitoring and review proposals	Yes	No
16	Sign off	Yes	No
17	Appendices	Yes	No

This travel plan does / does not meet the minimum requirement for submission of a travel plan. (ST Team to delete as necessary) Checked by: _____ Date: _____

STP Detailed Assessment Checklist

STP Section	Met	Part met	Not met	STP Section	Met	Part met	Not met
1. Front Cover				5.5 Public transport information			
Name of School				Bus routes – details of			
Month & Year of this STP				School bus – details of			
School Logo				Trains – details of			
2. Introduction/background to STP				Bus & train timetables in appendix			
Date of original STP				5.6 Bike/scooter facilities/route details			
Dates of previous reviews				Routes - location/distance from school/where they go from/to			
Measures implemented through previous STPs				Storage facilities – no. & description			
Overview of this STP				Demand on storage – adequate?			
Future review date/dates				Security of storage – details			
Who will be responsible for review				Lockers/showers – details staff & pupil			
If STP is planning condition requirement:				5.7 Car parking spaces			
State that STP is requirement of planning				No of spaces available – to diff users			
Overview of proposed development				Adequate no? How are spaces allocated?			
Plans attached as Appendix – or weblink				If school in CPZ, parking permit details			
3. School details				6. STP Working Group			
Type of school				Details of members of STP Working Grp			
School contact details				Dates of STP Working Group meetings			
DfE number				7. Existing school travel related policies and practice – details of (where relevant):			
Contact name for STP				Policies – eg cycling to school, behaviour on buses, Travel to School Agreement etc			
No. of children on role				Copies of Policies in Appendix			
Future increases to nos. on role				Campaigns/activities eg Walk to School			
Age range of pupils				Curriculum – current Road Safety & Active/sustainable Travel elements			
No. of SEN with transport element in statement, & general impact on travel				Training – eg scooter, pedestrian, cycle			
No. of staff incl. P/T and F/T details				Park & Stride site – details & promotion of			
Site opening times				School Crossing Patrol times, location etc			
School opening times				8. Travel Issues – description on the travel/transport problems/issues			
Before/after school care/clubs details				Description of travel issues – all users			
Extended community use details				Evidence of how above were identified			
Admissions policy current & planned				9. Changes in circumstances since last STP – details of changes, with dates/numbers where relevant, to:			
Highlight changes in above since last STP				School buildings/grounds – include plans/maps			
4. Location & description of school				No. of children on roll – details of			
Maps showing entrances/exits & location				Admissions policy			
Details of entrances peds/bikes/vehicles				Catchment			
Description of surrounding roads				Infrastructure/transport facilities nearby			
Details of nearby highway infrastructure				CPZ – info and details of any effects			
Details/map of school catchment area				Issues which have emerged around travel			
5. Local transport links, travel patterns, transport facilities at site				Any improvements around travel			
5.1 Map of local transport links showing:				If STP is planning condition requirement:			
Bus routes and stops				Impact on size of school, no. of pupils, catchment, how pupils will travel			
Train stations				What was identified in Transport Assessment. Copy of TA in Appendix			
Cycle routes				10. Progress on original STP			
Main walking routes, SCPs, crossing points				Review table of progress on TARGETS			
5.2 Site plan showing:				Review table of progress on ACTIONS			
Entrances & exits				What targets were/will be missed & why?			
Shelters				11. Surveys and consultation			
Cycle/scooter storage - staff,pupils,visitors				Evidence of consultation/surveys – table: who, what, when, how			
Storage lockers/shower facilities							
Parking spaces – staff, visitor, pupil							
5.3 Photos – beneficial							
5.4 Pedestrian facilities – details of:							
Shelters							
Use/positions of all entrances/exits							
Opening/closing times of all entrances							
Locker details staff & pupil & allocation							

STP Detailed Assessment Checklist (cont)

STP Section	Met	Part met	Not met	STP Section	Met	Part met	Not met
Survey dates less than 18 months old				Local area improvements			
Nos. surveyed and nos. of respondents				STP implementation, promotion & monitoring			
Copies of surveys/q'airres etc in Appendix				MUST include a separate Action Table for this			
12. Survey results and analysis				15. STP Monitoring & review proposals			
Data table - pupils, staff, parents nos. & %.				Date of next hands-up survey			
Mode of Travel to School data - current				Commitment to Mode of Travel survey			
Historical data				Annual review date. Include in Action Plan			
13. Objectives & Targets				Full STP review date. Include in Action Plan			
Table of Objectives and SMART Targets				Commitment to review/revise the STP with changes which effect travel to school			
At least 1 walking & 1 car use Objective				16. Sign off			
At least 1 pupil & 1 staff SMART Target				School sign off sheet – signed off by Head/Principal, STP Working party co-ordinator and Chair of Governors			
Each objective has SMART Target for each yr for 2+ years, if relevant				Sign off sheet LA - approved & signed off by School Travel Team			
Baseline data – to measure success				Full Plan/Summary on website – web link			
At least 3 Objectives with Targets				17. Appendices			
14. Action Plan				Public Transport Information – eg bus and trains timetables			
Completed action table for each objective – so at least 3 Action tables				Copies of <u>existing</u> school travel related policies eg cycling to school, behaviour on buses, Travel to School Agreement etc			
Areas of action can include:				Copies of the surveys/q'airres etc used			
Walking				If STP is planning condition requirement:			
	MUST include actions to increase walking			Plans attached as Appendix – or weblink			
Cycling				Full copy of Transport Assessment			
Public Transport							
Reduce Congestion							
Car-sharing	MUST include actions to reduce car use						
Park & Stride							
Curriculum & education							
Promotion and campaigns							
Staff & visitors							
Road Safety							

Additional comments by the School Travel Team: