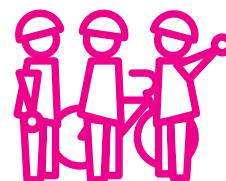


A STEP-BY-STEP GUIDE TO

Embedding Active Travel in your School



**RIDE2
SCHOOL**

ride2school.com.au

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This guide is designed to assist teachers, parents and local council to encourage more students to be active on their journey to and from school by riding, walking, scooting and skating.

The timeframe of this guide is up to you, it can be delivered over a term or over a longer length of time. The purpose of it is to culminate in a celebratory week or day of action. It could be done in the lead up to Ride2School Day or at any other time of the year.

The ultimate goal is that after completing this guide, you will have put into place steps to create an active travel community within your school that will continue to build into the future.

Ride2School has a range of resources, guidance and programs to help support young people to ride, walk, scoot and skate all year round.

Visit www.ride2school.com.au.

CHECKLIST

- ☐ Form a team of people to support you
- ☐ Sign and display the Active Travel Charter
- ☐ Register in the Ride2School portal
- ☐ Collect your first HandsUp! count to see baseline data

Form a team of people to support you

- Create a group of people who will champion Active Travel. This should be formed with members of the whole school community including students, parents, teachers, and a member of the school board. Try to get a group of 10-15 people who all want to create an active travel culture within the school community. This can be a combination of people who do and do not currently actively travel.
- Make sure the principal is on board with what you want to achieve. It helps getting them involved in the early stages as this will help ensure everything goes smoothly. Explain the importance of active travel (you can use our poster *Facts about students, health & active travel* to help).
- Speak at the next staff meeting to let your fellow teachers know what you are planning on doing and provide the opportunity to answer any questions.
- Appoint the students that are in the Active Travel Group (school captains, sport captains, sustainability leaders etc.) as Active Travel Champions.
 - Email ride2school@bicyclenetwork.com.au to get Ride2School Champion t-shirts for students to wear during their role.
 - Try and get the Active Travel Champions (students) to take charge of as much as possible. This will take the load off the teachers as well as give them a great opportunity for responsibility.



Ride2School Champion t-shirts for students to wear during their role

Sign and display the Active Travel Charter

- At your first meeting with your active travel group sign the **Active Travel Charter**. This should be signed by the principal, school captains and member of school board and displayed in your school.
- Also, check whether your school has an active travel policy that encourages riding, walking, scooting and skating to school.

Register in the Ride2School portal

- If you haven't already, register as a contact for your school in the Ride2School portal.
bn.force.com/ride2school/s/ride2schoolregform
- Once you've registered, email ride2school@bicyclenetwork.com.au to receive an information pack with resources, posters, stickers and prizes.

Collect your first HandsUp! Count to see baseline data

- HandsUp! counts help schools measure their progress and support more students to become physically active. By continuing to collect HandsUp! counts you'll be able to show the difference you've made by embedding an active travel culture in your school.
- It's important to collect a HandsUp! count before you've started to make any changes so that you have a base level of your active travel rate.

Schools that participate in the Ride2School program and collect HandsUp! counts achieve an average of 5 in 10 students who actively travel to school.

- How to collect HandsUp! counts:
 1. Select one day per week to count. We find Wednesdays work best!
 2. Ask students whether they rode, walked, travelled by public transport or got driven to school.
 3. Record the results using a **HandsUp! data collection sheet**.
 4. Log into your Ride2School account and enter the results.
- The easiest way of collecting the data is to get the Active Travel Champions (students) to go around to each classroom with a HandsUp! data collection sheet and count how many students travelled by each mode of transport. Create a R2S login for students and the students can enter the results in to the Ride2School portal.
- You could also put our **class chart** on the wall, so students can mark off their mode of school transport, upon entering the classroom.
- Here are some fun ways of collecting HandsUp! counts:
 - Have paper plates hanging up with each mode of transport. One day a week as the students come into the classroom they put a peg on the plate that matches how they got to school.
 - Have jars with each mode of transport labelled on them. One day a week as the students come into the classroom get each of the students to put a marble into the jar of how they got to school.
 - In roll call instead of the students saying "here" they say how they got to school, such as 'Ride' or 'Walk'.



CHECKLIST

- ☐ Generate awareness within the school about the importance of active travel
- ☐ Work out the barriers to students actively travelling to school and start to think of changes that can be made within the school environment to address barriers
- ☐ Continue to collect HandsUp! counts and make it a routine

Generate awareness within the school about the importance of active travel

Active travel is an easy way for students to meet their minimum daily dose of physical activity (60 minutes every day.) Students are more ready to learn after actively travelling to school.

- Put posters up in the school in prominent locations to promote travelling actively to school. Either use our posters supplied or get a class of students to create their own posters to put up around the school. (*Facts about students, health & active travel, Ride Walk Scoot Skate*)
- Put something in the **school newsletter**.
- Send a pamphlet home to parents encouraging active and independent travel.
- Put Ride2School signs on your school fence showing participation in the program – be proud of the change you are making (email ride2school@bicyclenetwork.com.au to get a sign).
- Speak at a whole-school assembly - Display the current active travel rate from Step 1 and get students from the Active Travel Committee to speak at assembly about what this means and how you can increase it.

Work out the barriers to students actively travelling to school and start to think of changes that can be made within the school environment to address barriers

- Communicate to parents the advantages of actively travelling to school as well as survey parents about attitudes and beliefs (*Ride2School Active Travel Parent Survey*). (*Facts about students, health & active travel, Ride Walk Scoot Skate*)
 - Have kids take home a parent questionnaire to find out barriers to active travel.
 - Please email ride2school@bicyclenetwork.com.au if there are any barriers that you need help addressing.
- Info night for parents – include bike safety, active travel route options, answer any questions and if possible address any barriers presented by parents – invite us along, we'd be happy to address any questions or concerns.
- Get hold of some copies of a local TravelSmart map and make them available for students, staff and parents. People may be unaware of their route options in their area.
- Hold a 'professional' panel discussion between students and local health promotion and environmental officers, local police officers, parents' representative and/or other experts.
- Tell the local council about what you're doing and see if they can help improve the infrastructure around your school to encourage more students to be active on the way to school.

Continue to collect HandsUp! counts and make it a routine

- Ensure the student Active Travel Champions are still collecting HandsUp! counts on a regular basis.

CHECKLIST

- ☐ Give the Active Travel Champions the opportunity to come up with ideas of ways that can increase active travel
- ☐ Work out any ways to reduce the barriers to active travel identified within the school
- ☐ Continue to collect HandsUp! counts

Give the Active Travel Champions the opportunity to come up with ideas that can increase active travel

- Have a brainstorming session with your Active Travel Group. Think of fun ways of increasing active travel and encouraging people who are already travelling actively.
- Some ideas that you can suggest in the brainstorming session could be:
 - Create incentives for students who actively travel. This could be house points if a student actively travels every day for a week or you could give out raffle tickets to all the students who actively travel and then once a week or once a month pull out raffle tickets randomly and give out prizes.
 - Have a day that you advertise such as WOW (Walk or Wheel) Wednesday to encourage people to travel at least one day actively and collect your HandsUp! count this day.
 - Present at assembly the Active Travel Class Champion of the Month (the class with the highest active travel rate).
 - Get students to make a trophy or email Ride2School and we can send one out.
 - Have the Active Travel Champions standing at the gates handing out stickers to all the students who actively travelled that day.

Work out any ways to reduce the barriers to active travel identified within the school

- Some suggestions could be:
 - For students who live further away from the school, organise locations at least 500m from the school as drop off points where they can walk the rest of the way.
 - Get an A4 map of the area that displays bike paths and shared paths on it. Have a homework task where each student has to take this home and work with their parents on the safest and easiest way for them to actively travel to school or park and ride/walk. If you need help making this, email ride2school@bicyclenetwork.com.au and we're happy to help out.
 - Check out [Dr Cranky's](#) or create your own similar initiative for kids who don't have bikes, where you recycle old bikes and fix them up.
 - Apply for a [Ride2School grant](#) if you need:
 - bike parking
 - bike education training for teachers
 - a bike shed
 - or anything else that you think could help to increase active travel

Continue to collect HandsUp! counts and make it a routine

- Get creative in the way you display the HandsUp! count results. On the Ride2School portal you can see the Co2 savings as a result of the students travelling actively. Get the Active Travel Champions (students) to display this information somewhere visible – in the newsletter, at assembly, on posters within the school.

CHECKLIST

- ☐ Develop an action plan for what you want to do
- ☐ Continue to collect HandsUp! counts

Develop an action plan for what you want to do, including:

- Strategies that you will implement
- Who will be involved in implementing these strategies
- Details about how you will measure your successes along the way

Ideas of actions include:

- Organise a regular Ride2School Day – could be termly, monthly etc.
 - Include a healthy breakfast (Get the P&C, canteen, local council and local fruit shop involved).
 - Get the local paper involved – could interview a teacher.
 - Have a ‘decorate your bike or funky socks day’ included as part of your active travel day.
 - All the kids who travel actively on this day get house points or other incentives.
- Run bike education and bike maintenance courses with a couple of grade levels (works well with grades 4-6). We have a great easy to use [bike education resource](#) that can help you plan your bike education lessons.
- Run a bike ride with older classes.
- Every time the active travel rate goes up the students get wristbands/stickers/some prize or incentive.
- Organise a ‘no cars’ day (or ‘leave the car at home’ day) around the school.
- Have a **Parklet** outside your school - chat to your council about taking over some car spaces out the front of your school for a week or a couple of days and let the students design cool activities for the parents or fellow students. These could be activities around active travel and the environment to make students and parents aware and remind them about the benefits of being sustainable as they arrive at school.
- Get your local bike shop involved to support your initiatives and provide some prizes or free bike maintenance on the day of your event.
- Have an active travel mascot.
- Get the principal or sport teacher to walk a different way each week and make it an incentive to be able to walk with the principal.

**Let us know what you are planning on doing as we would love to be involved.*

Email ride2school@bicyclenetwork.com.au

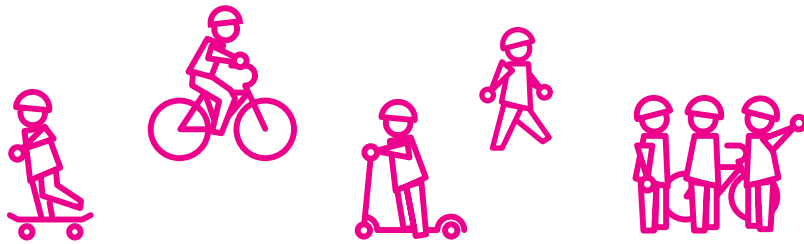
Continue to collect HandsUp! counts

- Even though it will be a busy day don't forget to collect HandsUp! counts on the days you do initiatives. You can then compare this to your baseline HandsUp! data and remember to advertise how much the active travel rate increased.

CHECKLIST

- ☐ Celebrate what you've done so far and keep on increasing active travel

- Publicise the achievements of the event that you organised including photos and results of the event. Share these with the whole school community.
- Get all the people involved in your initiative to complete a post initiative survey – what worked, what didn't, what could be improved for next time.
- Talk with local government about how the safety and accessibility of routes might be improved, particularly any concerns that parents might have about walking and riding routes to the school. By showing local government your progress so far, this will help to push for future infrastructure upgrades.
- Teach the [Ride2School curriculum resource](#) to one year level and make them in charge of active travel for the rest of the year.
- Display Ride2School classification at the front of the school – be proud of what you've achieved. Email ride2school@bicyclenetwork.com.au to get your classification sign.
- Work with other schools in the area to share ideas and tips of how you can increase active travel.
- Do the [Great Vic Bike Ride](#) or [United Energy Around the Bay](#) with your school.
- Have an inter-school bicycle skills competition with schools in your area.
- Complete and send back our post survey ([Booklet Survey](#)) to win a prize.



We're here to support you.

Call us today or visit our website to find out about the great ways we can support you and to make active travel fun and easy for your school.

Register today at ride2school.com.au



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