



<b>Policy Code – Version: T23 – V1</b>	
<b>Policy Name: School Active Transportation</b>	
<b>Approved</b> by motion of Board on	25/04/2016
<b>Cross Reference</b>	
<b>Related Forms</b> SAT Charter	

### Policy Statement

1. OSTA recognizes that its Member School Boards' stakeholders include all students, both those who meet the requirements for motorized transportation services and those who are in their school's walk zone.
2. OSTA shall provide services that support and promote the core principles of the School Active Transportation Charter.
3. OSTA shall coordinate these services in collaboration with its Member School Boards and community partners to ensure that all aspects relating to active transportation between home and school have been considered in the delivery of these services, including accessibility.
4. The OSTA shall strive to assist schools in managing vehicle, pedestrian and bike traffic around school sites in order to improve student safety.

## Procedure

1. Active transportation refers to the use of human-powered modes of transportation such as walking, biking, and other modes which are not motorized.
2. The core principles of the SAT Charter are as follows:
  - a) **Physical and Mental Well-being** – Daily exercise leads to a healthier body and mind and a lifelong commitment to taking care of oneself.
  - b) **Safety and Accessibility in the Community** – Using a proactive approach to identify and address active transportation barriers and hazards, with schools and other community partners, promotes safety for all travelers.
  - c) **Enhanced Learning** – Physical activity, particularly before school, enhances the student’s ability and desire to learn.
  - d) **Leadership** – From board representative to student, every individual in the school and the community has the opportunity to lead by example, and encourage others to participate in active transportation.
  - e) **Community Cohesion and Appreciation** – Walking together and appreciating the outdoors together, promotes community cohesion and greater care for the environment in which we live.
3. Hazard Zone Review Procedure
  - a) OSTA reviews all walk zones periodically to assess current and potential hazards using its standardized criteria and assessment methodology.
  - b) Walking hazards may be identified by OSTA staff, parents, schools or community partners.
  - c) Walk Zones are created and/or amended to include Hazard Zones which are established to provide transportation services to students who would face a high risk to their safety is walking to school.
4. Preferred Routes to School
  - a) Using the results from the Hazard Zone Review, OSTA creates maps which graphically indicate the various routes students can take to get to schools. These maps also indicate unsafe intersections to avoid and/or the best routes to take to reduce risk.
5. School Travel Planning
  - a) STP is a formal program facilitated by Green Communities Canada (funded by OSTA) which involves the school community in developing an action plan for addressing and removing barriers to active transportation.

- b) STP requires the Principal's written commitment for 2 years and schools are recognized for graduating the program. This element may be integrated into an Eco-School's overall plan.
- c) STP includes: walk-about of the surrounding area from the school, creating a written plan for preferred routes to school, noting any infrastructure or other barriers which must be addressed, communication, special activities, etc.
- d) STP plans are reviewed by the Ottawa School Active Transportation network Operations Committee.
- e) Metrics are maintained to track the modal-shift of students from buses or cares, to active transportation.

#### 6. Walking School Bus

- a) OSTA funds and organizes walking school bus routes using paid WSB Leaders (contracted to Ottawa Safety Council).
- b) Schools may apply for a WSB route, but are only considered if they have demonstrated commitment to school active transportation through various activities and events.
- c) Leaders have criminal checks, First Aid and Epi-Pen training, as well as means of communication.
- d) OSTA designs the route in collaboration with OSC and the school.
- e) Parents register their child(ren), but the WSB Leader does not take attendance.
- f) The WSB runs in the morning only as afterschool activities can often alter students' afternoon schedules.
- g) There are no more than 10 students per Leader. Should a waiting list grow to an additional 5 or more students, OSTA will add a second WSB Leader to the route.

#### 7. School Board Planning and Facilities Maintenance

- a) OSTA will be invited to review proposed site locations, site layouts and/or site designs by its Member Schools Boards at the appropriate time during the various development phases of new and/or existing schools.
- b) OSTA will communicate any potential infrastructure improvements or service requirements to the appropriate departments.

#### 8. City of Ottawa Public Works and Planning

- a) OSTA will participate in any private or public consultations relating to school siting or transportation matters, as required.
- b) OSTA will communicate any potential infrastructure improvements or service requirements to the appropriate departments.

#### 9. Ottawa School Active Transportation Network

- a) Promoting a cultural change in behavior to shift modal splits at schools, favouring active transportation, requires a concerted effort from many school and community partners.

- b) The OSATN includes the following partners: OSTA, OCDSB/OCSB Planning, Ottawa Police Services, City By-Law, Ottawa Public Health, Ottawa Public Works, Green Communities Canada, Ottawa Safety Council, and others.
- c) OSTA will participate in the OSATN on the Operational Committee and on the Steering Committee.