

**New Site: Interim School Travel Plan Template**

**School/Site Name:**

**School/Site Address:**

**Planning reference number:**

***(Use this space to insert an image of the site)***

**Contents**

[**Introduction** 2](#_Toc197014396)

[School Details 2](#_Toc197014397)

[Site Details 3](#_Toc197014398)

[Opening Times 3](#_Toc197014399)

[Student and Staff Information 3](#_Toc197014400)

[**Site Audit** 4](#_Toc197014401)

[Transportation links 4](#_Toc197014402)

[On-site facilities 5](#_Toc197014403)

[Sustainable Travel and Road Safety Measures 6](#_Toc197014404)

[Map 7](#_Toc197014405)

[**Transport issues** 8](#_Toc197014406)

[**Aims and Objectives** 9](#_Toc197014407)

[**Travel Plan Management** 10](#_Toc197014410)

[Travel Plan Coordinator 10](#_Toc197014411)

[Working Group 10](#_Toc197014412)

[**Travel Patterns** 11](#_Toc197014413)

[**Travel Plan Targets** 12](#_Toc197014414)

[**Action Plan – Active and Sustainable Measures** 13](#_Toc197014415)

[School Sustainable Travel Information Pack 13](#_Toc197014416)

[Travel Initiatives 13](#_Toc197014417)

[Supporting Initiatives 14](#_Toc197014418)

[Consultations 14](#_Toc197014419)

[**Baseline Review** 15](#_Toc197014420)

[**Annual Monitoring Review** 15](#_Toc197014421)

[**Agreement and Sign-off** 16](#_Toc197014422)

# Introduction

Refer to **Section 1 – Introduction and Site Audit** in the School Travel Plan Guidance to support with completing this section.

This section provides key information on the nature of the new school including the expected size of the school.

School Details

|  |  |  |
| --- | --- | --- |
| **School Name** |  | |
| **URN** (if unknown, leave blank) |  | |
| **DfE number** (if unknown, leave blank) |  | |
| **Type of School and Education Level** |  | |
| **Address** |  | |
| **Headteacher** |  | |
| **Travel Plan Coordinator/Main Contact** | **Name** |  |
| **Email** |  |
| **Telephone number** |  |

Site Details

|  |  |
| --- | --- |
| **Description of site** |  |
| **Local amenities** |  |

Opening Times

|  |  |  |
| --- | --- | --- |
|  | **Opening times** | **Closing times** |
| **School Site** |  |  |
| **Student times** |  |  |
| **Breakfast club** |  |  |
| **After school club** |  |  |
| **Other** |  |  |

Student and Staff Information

|  |  |
| --- | --- |
| **Student Information** | |
| **Number of students** |  |
| **Number of year groups** |  |
| **Number of classes per year group** |  |
| **Staff Information** | |
| **Full- time employees** |  |
| **Part-time employees** |  |

# Site Audit

Refer to **Section 1 – Introduction and Site Audit** in the School Travel Plan Guidance to support with completing this section.

This section outlines the current transport options available to access the school site including the surrounding infrastructure, and what facilities would be available to users of the site on arrival to the school.

Transportation links

|  |  |
| --- | --- |
|  | **Description – including any proposed changes.** |
| **Details of Walking access to site** |  |
| **Details of Cycling access to site** |  |
| **Details of Bus access to site** |  |
| **Details of Rail access to site** |  |
| **Details of Road access to site** |  |

On-site facilities

|  |  |  |
| --- | --- | --- |
| **Facilities** | | **Description – location and number** |
| **Cycle Parking** | Student spaces |  |
| Staff spaces |  |
| Visitor spaces |  |
| Details of on-site cycle parking |  |
| **Scooter Parking** | Scooter Parking Spaces |  |
| **Parent Shelters** | Parent Waiting Shelter Spaces |  |
| **Storage lockers** | Storage Lockers for Equipment |  |
| **Shower Facilities** | Showers Available |  |
| **Coach/Bus Parking** | Coach/Bus Parking Spaces |  |
| Details of Coach/Bus Parking Facilities |  |
| **Motorcycle/Scooter Parking** | Motorcycle/Scooter Parking facilities |  |
| **Car Parking** | Accessible Parking |  |
| Car Share Parking |  |
| Electric Vehicle Parking |  |
| Staff Parking |  |
| Visitor Parking |  |

Sustainable Travel and Road Safety Measures

|  |  |
| --- | --- |
| **Measures** | **Description of existing infrastructure and any proposed changes** |
| **Name of school road and speed limit** |  |
| **Name/s of surrounding roads and speed limit** |  |
| **Crossing facilities within 500m of school site**. |  |
| **Traffic calming measures within 500m** |  |
| **Railings present outside or near the main entrance** |  |
| **Is the main vehicular entrance used for pedestrians/cyclists?** |  |
| **Dedicated car park for parents** |  |
| **Dedicated cycle lanes leading to the site.** |  |
| **Quality of pavements within 500m of site.** |  |
| **Any other obstacles or road layout issues within 500m.** |  |

Map

Append a map/s which shows the following:

* Vehicle entrance.
* Pedestrian entrance.
* Cycle entrance.
* Bus stops and railway station.
* Local amenities.

# Transport issues

Refer to **Section 1 – Introduction and Site Audit** in the School Travel Plan Guidance to support with completing this section.

Transport statements and assessments can highlight the potential travel and transport issues that the new site can expect.

|  |  |  |
| --- | --- | --- |
| **Details of Issue** | **How the issue was identified** | **Possible solutions** |
|  |  |  |
|  |  |  |

# Aims and Objectives

Refer to **Section 2 – Aims and Objectives** in the School Travel Plan Guidance to support with completing this section.

Travel Plan Aim

The primary aim of this School Travel Plan is to:

Travel Plan Objectives

The objectives of this School Travel Plan are:

# Travel Plan Management

Refer to **Section 3 – Travel Plan Management** in the School Travel Plan Guidance to support with completing this section.

This section should detail how a School Travel Plan Coordinator will be identified, how the working group will be formed and its members.

Travel Plan Coordinator

Working Group

|  |  |
| --- | --- |
| **Name** | **Role** |
|  |  |
|  |  |
|  |  |
|  |  |

# Travel Patterns

Refer to **Section 4 – Travel Patterns** in the School Travel Plan Guidance to support with completing this section.

Information from the Transport Statement or Assessment should be used to estimate the travel patterns of the students and staff members of the new site.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mode of Travel** | **Estimated modal split** | | | |
| **Number** | | **Percentage** | |
| **Pupils** | **Staff** | **Pupils** | **Staff** |
| **Walk** |  |  |  |  |
| **Cycle** |  |  |  |  |
| **Scooting/Skating** |  |  |  |  |
| **Public bus** |  |  |  |  |
| **School bus** |  |  |  |  |
| **Park and Stride** |  |  |  |  |
| **Train** |  |  |  |  |
| **Car Share** |  |  |  |  |
| **Car** |  |  |  |  |
| **Motorbike** |  |  |  |  |

# Travel Plan Targets

Refer to **Section 5 – Travel Plan Targets** in the School Travel Plan Guidance to support with completing this section.

Targets should be SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) and be a combination of long-term targets (achievable within 5 years) and interim targets, to demonstrate progress.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Mode of travel** | **Target Year** | **Target %** | **Description** – including how the target will be measured. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Action Plan – Active and Sustainable Measures

Refer to **Section 6 – Active and Sustainable Measures** in the School Travel Plan Guidance to support with completing this section.

New sites must achieve an Approved Travel Plan Modeshift STARS Accreditation prior to the occupation of the site, demonstrating they have planned 10 Travel Initiatives, 5 Supporting Initiatives and 2 Consultations.

All information must be uploaded onto the Modeshift STARS platform no later than a month prior to occupation, to submit for accreditation and achieve an Approved Travel Plan Accreditation. Contact [schooltravelplans@suffolk.gov.uk](mailto:schooltravelplans@suffolk.gov.uk) to access the platform.

School Sustainable Travel Information Pack

Append a copy of the Information pack and add the website link.

If the above has not been created at this stage, detail must be provided on what information will be included in the Sustainable Travel Information Pack and a commitment that this must be submitted and approved prior to occupation of the site.

Detail here how the Sustainable Travel Information Pack will be promoted to all users of the site.

Travel Initiatives

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Person responsible** | **Target date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Supporting Initiatives

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Description** | **Person responsible** | **Target date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Consultations

|  |  |  |
| --- | --- | --- |
| **Description** | **Person responsible** | **Target Date** |
|  |  |  |
|  |  |  |

# Baseline Review

Refer to **Section 7 – Baseline Review** in the School Travel Plan Guidance for more detail.

The following actions must be completed by the end of the Autumn term following occupation of the site, to be reviewed by the Local Planning Authority:

|  |  |
| --- | --- |
| Complete a pupil and staff travel survey on current and preferred mode of travel to school in the **second half of the Autumn term.** |  |
| Review targets as set in the Interim Travel Plan and ensure they are realistic and achievable, informed by the travel survey.  Any changes to the targets must be in discussion and agreement with the Suffolk County Council School Travel Plan Team. |  |
| Update staff and pupil numbers. |  |
| Add any new transport issues that have been identified. |  |
| Update any consultations or initiatives that have been delivered and add any further initiatives or consultations to deliver in the first year to aid in reaching targets. |  |
| Commitment to achieving a Good Travel Plan Modeshift STARS Accreditation within 2 years from the Baseline Review, and to maintain this level of accreditation throughout the monitoring period. |  |

# Annual Monitoring Review

Refer to **Section 8 – Annual Monitoring Review** in the School Travel Plan Guidance for more detail.

Schools must complete an annual monitoring review every Autumn term for a minimum of 5 years from the baseline review, this includes completing an annual pupil and staff travel survey and reviewing these in line with the targets.

# Agreement and Sign-off

*(School name)* has agreed these School Travel Plan arrangements, which demonstrate the importance of the environmental and health benefits of increasing the use of more sustainable modes of travel as an alternative to the private car.

*(School name)* is committed to implementing and monitoring this School Travel Plan with the support of Suffolk County Council.

|  |  |
| --- | --- |
| **Produced by:** |  |
| **Role:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Date:** |  |
| **Revision date:** |  |