

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
School Details.....	2
Site Details	3
Opening Times	3
Student and Staff Information	3
Site Audit	4
Transportation links	4
On-site facilities	5
Sustainable Travel and Road Safety Measures.....	6
Map.....	7
Transport issues	8
Aims and Objectives	9
Travel Plan Management	10
Travel Plan Coordinator.....	10
Working Group	10
Travel Patterns	11
Travel Plan Targets	12
Action Plan – Active and Sustainable Measures	13
School Sustainable Travel Information Pack	13
Travel Initiatives.....	13
Supporting Initiatives	14
Consultations.....	14
Baseline Review	15
Annual Monitoring Review	15
Agreement and Sign-off.....	16



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 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:	



