The following sections must be completed in order for the travel plan to be approved.

(Please note that the SCC requirements are slightly different to those in order to achieve accreditation.)

- **Introduction**
  - School Details
  - Pupil and Staff Information (inc part-time staff and ‘where our pupils travel from’)
  - Opening times (inc evening lettings etc in ‘other timings’)
  - Working Group members

- **Travel & Transport Infrastructure**
  - On-site facilities
  - STARS Routes to School Audit

- **Surveys, Modal Shift & Targets**
  - Pupil Survey
  - Staff Survey
  - Targets

- **Travel & Transport Issues**
  - List specific issues raised by pupils, parents, staff that affect sustainable journeys to school & the possible solutions

- **Action Plan**
  - Select a minimum of five initiatives, one must be a Consultation initiative
  - Initiatives can be set for up to five years

- **Sign Off**
  - School Travel Plan Champion
  - Head teacher
  - Governor
  - LA Officer