## Action Planning : Aims ->Targets ->Actions

The Action Plan should be put together early in your Green-Schools Travel programme and it is one of your most important steps; it is the **blueprint** for the work you are going to do on the Travel theme.

Base it on the findings of you **Environmental Review** (baseline survey results, walking/cycling audits); include steps to help you solve any barriers you may have found in the review.

Use the table overleaf to set out the **Actions** you will carry out to achieve the **Aims** and **Targets** identified in your Travel Action Plan. It is a good idea to organise your actions under each of your aims/goals.

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| **Aims** | **Targets** |
| List the top 3 (or more) aims of your travel plan. Your aims should be broad and should be **achievable**.  For example: If concern about safety around the school gate is an issue then your aims may be:   * *to reduce parking at the school gate* * *to improve general road safety awareness*   Other examples of general ‘aims’ would be:   * *Reduce car travel on the school journey* * *Increase awareness of sustainable travel alternatives on the school journey* | Set **quantifiable targets** for school travel at the start of your Action Plan. This is one of the most important sections of your overall travel plan as you set out what you are working to achieve over a two year period. The targets you set should be achievable – consider the results of the pupil survey and the preference for a particular mode of travel....   * What reduction in car use is your school working to achieve in Year 1 and Year 2? * What mode(s) of transport will your school promote to achieve this target?   What increase in your sustainable travel mode will your school work to achieve in Year 1 and Year 2? |

Some Ideas for addressing Aims in your Action Plan:

**Aim:** *To raise awareness of* ***sustainable transport*** *options around the school*

* Introduction to GS Travel (ie assembly/discussion in class)
* Awareness raising campaign using poster, songs, poetry competition
* Letter/text/newsletter home to parents with sustainable travel info and targets
* Travel options displayed on the GS notice-board

**Aim:** *To promote* ***walking*** *on the school journey*

* Carry out a walkability audit to find safe routes to school
* Map walking routes from school to local residential areas including walking times
* Road safety and safe cross code lessons in class
* Source high-vis vests from An Taisce, Road Safety Authority and Local Authority
* Launch WOW Days and create a WOW banner for the school gate
* Monitor walking using walking passports and end of term prizes for top walkers

**Aim:** *Improve pupils* ***cycle skills*** *and road safety awareness*

* Hold helmet safety lessons
* Cycle Skills Sessions with Green-Schools Travel Officer
* Organise talks by Green-Schools Officer, Road Safety Officer, Community Garda, Local Bike Shop
* Cycle Safety Worksheets in class
* Apply for Local Authority and An Taisce cycle training funding
* Cycle Audit with Green-Schools Travel Officer

It is important to keep your Action Plan relevant to improving levels of sustainable travel use at the school and addressing your specific travel/traffic challenges!

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| **Travel Action Plan** | | | |
| School Name | | | |
| **­­­­­Aims/Goals** | While working on the Travel programme we aim to:  1.)  2.)  3.)  *Add more if desired* | | |
| **Target­­** | **We will work to achieve a \_\_\_\_\_% reduction in car use.**  *Which modes of sustainable transport will your school promote to achieve this reduction in car use?*   * We will work to achieve an increase of \_\_\_\_\_\_% in the number of children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to school by the end of yr \_\_\_\_\_\_ * We will work to achieve an increase of \_\_\_\_\_\_% in the number of children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to school by the end of yr \_\_\_\_\_\_ * We will work to achieve an increase of \_\_\_\_\_\_% in the number of children \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to school by the end of yr \_\_\_\_\_\_ | | |
| **Action** | **Who is responsible** | **When will it be completed** | **Progress made (tick if the Action is complete)** |
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| **Goal 1 :** | | | |
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| **Travel Action Plan** | | | |
| **Action** | **Who is responsible** | **When will it be completed** | **Progress made (tick if the Action is complete)** |
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| **Goal 2:** | | | |
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| **Goal 3:** | | | |
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