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# CHECK LIST

For School Mobility Plan  
and School Mobility Committee

**Si.** Funded by  
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**Key points to develop and implement  
a successful School Mobility Plan  
and have an effective  
Sustainable Mobility Committee**



**ENERGIKONTOR  
SYD**



**POLISH  
UNION  
OF ACTIVE  
MOBILITY**

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## About this checklist

The aim of this check list is to help you keeping track and remind you the key points in the journey of working with your school mobility plan!

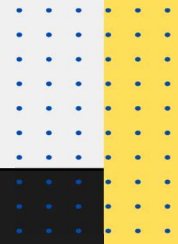
We wish you well, and keep us updated!

## Context and Challenge

As we work towards a more sustainable societies, we are developing new and revisiting old ways of living. Commuting is a bit part of it!

Sustainable and active mobility has many benefits from improving health, to strengthening communities building, to making our streets safer and more please for our children to play and move.

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## Preparatory phase for municipalities

- ☐ Define process and select supporting materials (material for directors, for baseline analysis).
- ☐ Invite and build buy-in from school leadership.
- ☐ Define how many schools at one time you will be able to support, choose number accordingly.
- ☐ If possible have a budget for infrastructural measures (can be connected to planning initiatives).
- ☐ If applicable, leverage and align the work on SUMP and other development plans

## School buy in

- ☐ Get official approval from the school administration.
- ☐ If possible, have 2 contact points to avoid “bottle neck”

## Forming a Mobility Committee

- ☐ Include proactive representatives from different stakeholders: school administrators, teachers, students, and parents.
- ☐ Built up the team: Define the committee's tasks: set mobility goals, conduct surveys, and coordinate activities.
- ☐ Make sure that everyone's role is clear within the committee
- ☐ Hold regular meetings to discuss progress and issues.

## Define what success is in your school community

- ☐ Clearly define the main aim or goals; what you want to achieve with this round of activities?  
(awareness, safety, increasing active mobility, community building, reducing CO2 emission etc)
- ☐ Make goals measurable: define criteria to track progress.
- ☐ Ensure goals are achievable: consider available resources and constraints.
- ☐ Set relevant goals: align with the overall objectives of the school and community.
- ☐ Establish a timeline: set deadlines for achieving each goal.

## BASELINE: Data Collection and Analysis

Gather data and map travel modes, preferences, frequency etc., and identify barriers and needs

- ☐ Conduct a school mobility survey.
- ☐ Analyze how students get to school (car, bike, foot, public transport).
- ☐ Define research area: determine where the school's students live.
- ☐ Develop routes for analysis: identify the most common routes students use.
- ☐ Perform a walking audit of infrastructure: assess safety on routes to school
- ☐ Conduct interviews to gather insights on student experiences and perceptions.

## Develop your Mobility Action Plan as appropriate

- ☐ Awareness raising actions: Information, dialog and baseline results, small events and happenings.
- ☐ Educational actions: practice skills for safe walking and cycling, inform about transport options.
- ☐ Infrastructure actions: develop for safety and improve infrastructure for walking and cycling.
- ☐ Encouragement actions: create a lively atmosphere to promote sustainable transport with challenges and bike buddies.
- ☐ Equity and accessibility actions: ensure benefits for all demographic groups, including students with disabilities.

## Implementation of Measures

- ☐ Assign responsibilities for each activity, within the committee and volunteers.
- ☐ Define timeframes and resources needed.
- ☐ If needed, seek funding through local grants, or crowdfunding.
- ☐ Implement educational events, infrastructure changes, and promotional campaigns.

## Ongoing Monitoring of Results

- ☐ Identify indicators: select relevant metrics to track progress. (see plan follow up)
- ☐ Collect data: record indicators before and after implementing changes.
- ☐ Analyze results: assess the impact of the mobility plan.
- ☐ Adjust strategies: refine the plan based on the monitoring results.

## Share results and celebrate

- ☐ Celebrate what went right, even if could be better!
  - ☐ Reflect on what can be done different next time to make even more success
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