

APPENDIX A

Promotional Tools

Promotional Tools

The following appendix contains documents that can be used to promote the *Active & Safe Routes to School* program and its components in your school Community.

For electronic copies of these materials, please refer to the *Toolkit CD*. Many of these items have been provided in an easy to change format, so that your group may adapt the promotional materials to suit your school community.

APPENDIX B

School Zone Safety Audit

School Zone Safety Audit

The following appendix contains documents a School Zone Safety Audit package that can be used ensure that your school community has *Active & Safe Routes to School*.

In this appendix, you will find two documents.

- The first is the entire School Zone Safety Audit package, which is the one that the committee will complete and then pass on to the appropriate community contact person.
- The second is an abbreviated version that is useful to give to volunteers who will conduct the audits.

For electronic copies of these materials, please refer to the *ASRTS Toolkit CD*. These documents have been provided in Word document format, so that audits may be completed and submitted electronically.

APPENDIX C



Active School Bus Volunteer Package

Volunteer Information Package

This *Volunteer Information Package* is a collection of materials to be given to, and used by the Active & Safe Routes to School Committee and the Active School Bus Volunteers.

Within this package, you will find:

- ◆ Important Volunteer Contact information forms
- ◆ Active School Bus Schedules
- ◆ Statistics forms for tracking participation in the Active School Bus
- ◆ Ideas to make your Active School Bus Fun!
- ◆ Certificate of participation
- ◆ Rules for the Active School Bus (from Step 6, p.12)

Many of these documents have been provided in Word format, on the *ASRTS Toolkit CD*, so that information can easily be entered.

Contact Lists

The following contact lists are important for all volunteers to have to ensure proper flow of communication. Each of these forms can be found on the *TOOLKIT CD*

1. The first list should include the name, phone numbers, and any special notes regarding the members of the Active & Safe Routes to School Committee.
 - ◆ This will allow all Active School Bus volunteers to contact the committee if they have any questions, concerns, or comments regarding their route.
 - ◆ It is also useful in case any parents approach them with an interest in becoming a volunteer.

Active & Safe Routes to School Committee Contact List

NAME	PHONE #	EMAIL ADDRESS	NOTES: (i.e. Meeting availability)

2. The second contact list is important for volunteers to know who the other volunteers are, both on their own route as well as on others.
 - ◆ In the event that a volunteer is unable to work their scheduled date, it is their responsibility to contact another volunteer to ensure that they have a replacement.
 - ◆ If there is no other volunteer available, who normally helps on their route, a volunteer from another route should be contacted to fill in.

Active School Bus Volunteer Contact List

NAME	ROUTE	PHONE #	EMAIL ADDRESS	Criminal Record Check completed?	Availability Notes

Active School Bus Forms

Active School Bus Volunteer Schedule

A schedule for Active School Bus Volunteers is important so that the committee, and the volunteers know who is scheduled on what days.

- ◆ Please see the sample schedule form in Appendix F which can be adapted to suit your needs.

<i>DATE</i>	<i>ROUTE</i>	<i>VOLUNTEER 1</i>	<i>VOLUNTEER 2</i>	<i>VOLUNTEER 3</i>	<i>VOLUNTEER 4</i>
Tues May 13	Evergreen Dr	Kathleen	Cindy	Sheldon	N/A
Tues May 13					

Active School Bus Statistics Form

A statistics form is important for volunteers to know on average how many Active School Bus participants there are each day. This information can be used in the following ways:

- ◆ To help determine how many volunteers are needed on each route
- ◆ To know whether there is an increasing or decreasing trend in participation. This may indicate that more promotion is needed. Weather is recorded so that decreases in participation on inclement days are not recorded as decreases in overall program participation

Active School Bus Statistics Form				
Route:				
Date:	Weather	Approx # of participants	# Volunteers	# Non-volunteer adults
Tues May 13, 2008	Sunny, warm	30	3	2
Tues May 20, 2008	Rainy	10	3	1

SOME IDEAS TO MAKE YOUR “BUS” FUN !

- **Hold theme days such as colour days***
 - ◆ Everyone wears red one day, blue the next, etc., or wear your clothes backwards day. Make up songs you can sing along the way.
- **Create your own local or regional events to celebrate! ***
 - ◆ Examples are a no-idling campaign or a fitness challenge.
- **Hold a media event for the WSB/CSB***
 - ◆ Invite partners (police, municipal leaders, school trustees and other officials, etc.) to walk with the WSB/CSB for the event. This is a great photo opportunity for politicians!
 - ◆ Learn the policy of your school regarding media. Remember to get written permission as necessary.
- **Develop awards and post them in the school***
- **Involve the children***
 - ◆ Encourage children to draw or write about what they see on the WSB/CSB (as opposed to being driven).
 - ◆ Conduct walking classrooms to learn about the neighbourhood. Relate the findings to curriculum.
- **Talk to the children about why they’re participating in a WSB/CSB***
 - ◆ Help them understand the issues related to the environment, health, physical activity, safety, etc.
- **Promote the Active School Bus on a regular basis***
 - ◆ Publish regular newsletter updates.
 - ◆ Have a WSB/CSB corner in the school newsletter and have students write about their experiences, and their feelings about participating in the WSB/CSB.
 - ◆ Print information on other related issues such as air quality, climate change, physical activity, street safety, etc.
- **Ask the students and volunteers for their ideas and add them to this section.**

No idea is too crazy!!

* The following ideas were taken from Go for Green’s “How to organize a Walking School Bus”(2004).

Congratulations to



*for participating in the
Active School Bus*

at



Date

Active School Bus Route Leader



APPENDIX D

School Zone Map

ASRTS Map

The following School Map has been included in this toolkit with the idea that it can be used in a number of ways. Here are a few examples of how you can use this map for your *Active & Safe Routes to School* program.

- ◇ Determine your *Active School Bus* routes
 - Is there a route to the school that is largely used by people walking and biking to school? Mark these routes on your map!
- ◇ Determine the routes for *School Zone Safety Audits*.
 - Main roads that are traveled by pedestrians and cyclists and that are more heavily traveled by cars are the most important streets to audit. Quiet neighbourhood streets are less of a concern.
- ◇ Make the map available to all school families so that they can plan their own routes to walk/wheel to school.
 - Ask your school administration if they will post a copy on the school's website



APPENDIX E

Addressing Liability



For ASRTS Programs

Addressing Liability for the Active School Bus Volunteer

CRIMINAL RECORD CHECKS

Because Active School Bus volunteers will be working directly with students, liability is something that may come up as a concern to some parents, and also to some volunteers. In due diligence, it is important that each Active School Bus volunteer has a criminal record check conducted by the RCMP. The following steps outline the process.

- To obtain a criminal history/record clearance check, visit the detachment at 520 Main St, Moncton NB,
 - Bring 2 pieces of id and an envelope addressed to your school.
 - Please allow approximately **2 weeks** for the process to go through.
 - Addresses for all schools in District 2 can be found at:
<http://www.district2.nbed.nb.ca/schools.asp>
- Because this is a volunteer program, there should be no cost to obtain criminal record checks.
 - Please print off a copy of the letter on the following page and bring it to the RCMP station when applying for your criminal record check.
 - Fill in the address of the school in the top right corner of the letter and have a committee member sign the letter. This letter can also be found on the Toolkit CD in Appendix E

ADDRESSING LIABILITY CONCERNS

The second part of this appendix contains two documents that help explain the liability, and the perceived liability in an Active School Bus program. These documents were created by Municipal Risk Services based on concerns that arose from a Walking School Bus program in Ontario and can be helpful in showing that the benefits to a walk/wheel to school program much outweigh any risks associated.

- Liability from the Walking School Bus (2007). Municipal Risk Services.
- The Walking School Bus Liability Concerns; Q& A (2007). Municipal Risk Services.

CRIMINAL RECORD CHECKS

Codiac Regional RCMP
520 Main Street
Moncton, NB E1C 1C5

To whom it may concern,

Our school is participating in the *Active & Safe Routes to School* Program, which aims to provide safe and active ways for children to get to school. As part of this initiative, we have an Active School Bus program that currently runs once per week, with the help of volunteers from our school community. To reinforce the safety aspect of this program and to enable more children to participate, it is important to us that each of our volunteers have a criminal record check completed.

As a committee of individuals we are working with our school community to reduce barriers for students so that they may be able to safely walk to school. Our committee and the people who run our Active School Buses are all volunteers and it is our understanding that, as a non-profit group, our volunteers can have their criminal record check completed at no cost.

As we are working in partnership with the school, we would request that all official record clearance forms be sent to the school (stamped, addressed envelope to be provided by the applicant) where the committee will then communicate with our school administration when setting up our volunteers for the Active School Bus.

Respectfully Yours,

The Active & Safe Routes to School Committee

Insert Criminal Records Clearance Forms Here

Also found on *ASRTS Toolkit CD*: Appendix E

ADDRESSING LIABILITY CONCERNS

Municipal Risk Services Limited

621 Durham Crescent Woodstock, ON. Canada N4S 5X5

Fax: 519-537-8553

e-mail: dwyseman@rogers.com

Liability from the Walking School Bus

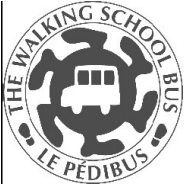
It has been my pleasure to examine liability concerns associated with the *Walking School Bus* program.

Managing risk involves balancing risks and rewards and the rewards of this program are tremendous. The risk of pedestrian injury in North America is very real and therefore it is necessary to see if such injuries should lead to liability concerns.

According to the May 9, 2007 report from the *Canadian Institute for Health Information*, in 2004- 2005, in addition to the 2,507 pedestrians hospitalized due to motor vehicle collisions, there were 34 pedestrians injured at railways, 397 related to motor vehicle non-traffic incidents, and 179 with other causes, for a total of 3,117 pedestrian injury admissions in 2004–2005. The *National Highway Traffic Safety Administration* in USA reports 4,881 pedestrian deaths in 2005.

In accidents involving pedestrians and automobiles, liability rests with the driver of the automobile until such time that he/she can prove that they were not responsible. The "reverse onus" involving pedestrian accidents, is a rare instance where a plaintiff does not have to prove negligence on behalf of a defendant. Therefore, the liability exposure is minimized for those involved in the *Walking School Bus* due to motor vehicle accidents.

In our liability risk assessment we identified three groups that we felt may be most concerned about perceived liability associated with this program. Each of the three groups currently has insurance available to them which would respond to liability losses. Should they be reluctant to participate without additional insurance being provided, we have identified sources where additional insurance may be available for purchase as a National Program. We are pleased to provide the following Liability Risk Assessment of the *Walking School Bus* Program.



Liability Risk Assessment

The successful operation of *Walking School Bus* requires the involvement of a number of individuals and organizations all of whom share concerns with regard to liability exposures associated with their participation. The following is our analysis of the liability exposures facing those who get involved with this program:

School Boards

By providing information and their endorsement of the *Walking School Bus* program School Boards are provided a great opportunity to increase their service to their students and to the community. Through this program students will not only increase their knowledge of pedestrian and traffic safety, but also experience the benefits of increased exercise and interaction with their school mates.

The liability exposure to the school board does not increase from the present situation. At present school boards provide some education regarding pedestrian safety, but they are not legally responsible should one of their students run out from between cars, parked around the school, and suffer injury. By supporting the *Walking School Bus* School Boards do nothing to increase their liability exposure. In fact, the efforts of this program will decrease the likelihood of pedestrian accidents and therefore, reduce injuries and lawsuits. Further, the increase in numbers of children walking to and from school will reduce the number of cars surrounding the school and improve the current level of safety found in school zones.

As the mandate of School Boards involves "putting the student first" it would seem that these organizations should celebrate the opportunity to broaden the safety and knowledge of their students.

Typical Concern:

Child Injured/Killed/Abducted travelling to or from school.

Current Situation: School is not legally responsible and typically has little or no involvement or input in planned travel routes of students.

After Implementation of WSB: No change in liability. Routes are planned. Parental Volunteers accompany children, municipalities involved to increase road and sidewalk safety. Risk of harm to student dramatically reduced.

Municipalities

Currently many students walk to and from school on municipal roads and sidewalks. Since Municipal Acts place a duty on municipalities to maintain roadways and sidewalks in a reasonably safe manner, they face a significant liability exposure should a student fall in a pothole or uneven sidewalk.

Approximately 35% of all liability losses brought against municipalities target road problems, while another 15% - 20% allege that poor sidewalks caused injuries to a pedestrian.

Municipalities can greatly reduce their liability exposure to roads and sidewalk claims by working with *Walking School Bus* groups to identify areas of concern and to identify roadways and sidewalks requiring attention. The *Walking School Bus* provides an excellent opportunity for municipalities to improve their risk management programs regarding sidewalks and roads.

By following some simple steps, liability exposures for municipalities will be reduced due to the *Walking School Bus*. This program will reduce liability exposures for municipalities.

Parent Volunteers

By volunteering to accompany children on their walk to and from school parents are not assuming responsibility for anything that may happen during the trip. Parents are expected to act responsibly... just as they are now when they take their children to the park or the mall. Therefore there is no significant increase in the liability exposure of the parent. Many parents now walk their children to kindergarten, surrounded on their route by other children on their way to school. Should they be afraid of liability if anyone around them is injured? Of course not. Unless they have acted in a negligent manner and that negligence caused the injury, they have nothing to fear. Nothing changes regarding their liability when they walk with the children as a part of the *Walking School Bus*. If the parents insure a house or apartment, the insurance that they carry on that property includes personal liability protection for their non-professional acts anywhere in the world. Therefore, if their negligence causes an injury to someone today at the park, or next month with the *Walking School Bus* their insurance will protect them from that exposure.

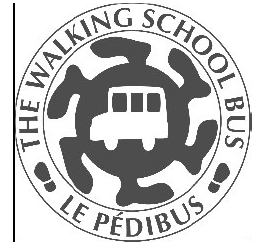
The liability risks associated with acting as a volunteer with this program are extremely low. The benefits to a child by having their parent participate in this program are extremely high.

Conclusions:

It is prudent to examine liability concerns involving almost everything we do. The fact that we live in a litigious society makes it a foolhardy act to proceed without understanding the adverse effects a lawsuit might have on an organization. Knowing the true risk is essential.

The liability risks associated with the implementation and operation of the *Walking School Bus* program are minimal. We found that while this program should result in no more liability than exists in the current situation for all involved, the implementation of this program can dramatically decrease the likelihood of serious injuries and death. That fact, coupled with the physical and social benefits of the program make the rewards of the *Walking School Bus* far exceed liability risks.

The Walking School Bus Liability Concerns



While everyone recognizes the tremendous benefits of the *Walking School Bus* some people have expressed reluctance to get involved due to concerns about liability. An examination of liability issues should put all such fears to rest.

Q. Just what is liability anyway?

A. Liability is legal responsibility. For someone to sue claiming that you are responsible for damages they must prove 3 things:

- 1. You owed a duty*
- 2. You failed to perform the duty or did so in a negligent manner*
- 3. They must have suffered damages*

Q. What does being negligent mean?

A. Negligence is the failure to use that degree of care that an ordinary reasonable person would use under the given circumstances.

Q. If I volunteer to get involved with the *Walking School Bus* and escort some children on their way to school, can I be sued if a child under my supervision is injured?

*A. It is important to understand that if your negligence causes injury to anyone you can be sued for damages. That situation exists today whether you are walking with your children in a shopping mall or walking a group to school. So, if you were to direct a child to cross a road in front of oncoming traffic, you might be found responsible for their resultant injuries....but that responsibility does not change, whether you are with a *Walking School Bus* group or simply going for a walk on your own.*

Q. So my risk of being sued doesn't dramatically increase by being involved with this program?

*A. Absolutely not! In fact, by being involved in this program, you can assist children in improving their health and help them avoid injuries on sidewalks and roadways. The *Walking School Bus Family Kit* outlines a number of steps that would provide a*

safer environment while walking on sidewalks than they currently experience. Things such as neighbourhood walkabouts, parent surveys and involvement with municipal staff and police departments will dramatically reduce the likelihood of child injuries.

Q. I've heard that if somebody sues me it can cost thousands of dollars in legal costs...even if I'm found not to be liable. Is that right? If so, is there anything I can do to protect myself?

A. There is nothing anyone can do to stop someone from starting a frivolous lawsuit, but most people already have insurance that would pay the costs of defending such a legal action. Homeowners and tenants insurance covers liability for your actions anywhere in the world.

Q. Are the risks associated with this program are well managed?

A. Managing risk involves balancing risk and reward. When looking at all the good that comes from being involved with the Walking School Bus program, it seems pretty clear that the reward far exceeds any liability risks. Adults who get involved in this program get to spend more time with their children and encourage them to make healthy living choices, such as walking and interacting with their classmates. This program gets municipalities involved in ensuring safe routes to school and works with police departments to educate adults and children in a way that will improve on current community safety.

Q. So you think liability issues shouldn't make me avoid being involved with the *Walking School Bus* program?

Liability issues are a part of life and concern all organizations. The Walking School Bus program involves improved safety for our children through participation of many people. The increase in safety, health and enjoyment for your children far exceeds any increase in your personal liability due to your involvement with this program. Don't let unnecessary liability worries create a hurdle that prevents you from being one of them!

Prepared for Green Communities Canada by:
Municipal Risk Services Limited
May 2007

APPENDIX F

ASRTS

Activities & Supporting Programs

ASRTS Activities and Supporting Programs

This Appendix is a collection of information and activities that you can use to help students learn about what they are doing, and why they are doing it. Some of the activities can be incorporated into the classroom, and some in the community.

Please look through the materials listed in this appendix and use them to your advantage!

A *Walking Tour of Canada* is a great way to encourage students to incorporate active transportation into their daily lives. Have students calculate their walking pace and then use the daily travel log to track how far they've gone each day. Once they have accumulated some distance get them to see how long it takes them to walk to across Canada. These resources can be found within this appendix.

Other items within this appendix include:

- *Blazing the Trails through the Urban Jungle*
- Information on the *Pace Car* Program
- *Block Parent* program information

Please add any activities and/programs you find along the way that might be useful to future ASRTS Committees at your school

SO HOW LONG WOULD IT TAKE TO WALK AROUND THE WORLD?

CALCULATE YOUR WALKING PACE in KM/H!



Pace is defined as “an established rate of locomotion”. A person’s walking pace depends on the length of his/her legs, flexibility in his/her hips, his/her agility, fitness, and energy levels and on his/her personal preferences. Some people like to stroll, and others walk briskly. *What about you?* Do you head straight to the finish line or do you like to explore along the way?

For this activity, you will need: **string; scissors; masking tape; three sticks about 30cm in length; a stop-watch; a notebook and pen or pencil.** Read through the instructions below to see which of the above materials you will need to take with you to the field.

TEAM UP WITH A FRIEND AND MEASURE YOUR PACE

- Since each step you take is not exactly the same, your job is to find the *average*. The average speed that it takes you to cover a distance is also known as your “pace”.
- Be sure not to walk too quickly – your goal is to estimate a pace that you can keep up for a very long walk.
- If you have extra time, try measuring your partner’s and your own pace using different ways of moving: tiptoeing, running, leaping, crawling!

ESTIMATE AND CALCULATE

- Once you know your pace, you can estimate how long it would take you to walk all the way around the world.
- Normally, of course, you would have to allow time for eating, sleeping, and perhaps a little sightseeing. Today, try figuring out how long it would take you if you could do it all in one go.

BEFORE YOU START

Divide the class in to pairs. Have the students decide who will be partner “Partner A” and who will be “Partner B”.

Cut a piece of string to measure 50 metres. (If you are doing this activity indoors, or in a confined space, you can measure out a shorter amount in metres.)

IN THE FIELD – gather measurement data

1. Place the string onto the ground in a long line. Have Partner A secure one end to the ground. (With masking tape, if you are inside. If you are working outside on a field, attach the



string to one of the sticks with masking tape, and stick it into the ground.) Partner A should hold onto his/her end, while partner B stretches the string just until it is straight. Have Partner B attach the other end to the ground. If you are on a grassy field, put the third stick into the ground about halfway down the string, to mark where it is.

2. Choose which partner is going to walk first. Whichever student is not walking first will be the first timekeeper.
3. **Walker #1:** Walk the length of the string three times. Be sure not to walk too quickly – your goal is to estimate a pace that you can keep up for a very long walk.
Timekeeper #1: Time how long it takes for EACH trip the walker takes. Mark down your partner's time in seconds at the end of each trip. Complete this three times. Now, switch roles and repeat.
4. If you have extra time, try measuring your pace using different ways of moving: tiptoeing, running, leaping, crawling.

BACK IN THE CLASSROOM – calculate your speed in km/h

With the information collected in the field, now you can calculate your walking pace. First, calculate the AVERAGE of the three trips you took along the string.

- A. Add the three speed totals together and divide by three.

My average time was _____ seconds.

Now let's find out the average **pace** at which you walk.

- B. Divide the length of the string in metres by the average time calculated from above.

I can cover _____ metres in one second.

- C. There are one thousand metres in a kilometre. Divide the answer from B by 1000 to find the answer below.

I can cover _____ kilometres in one second.

- D. There are 3600 seconds in an hour. Multiply the answer from C by 3600 to find out your speed in km/hr

I walk at an average pace of _____ km/h.

- E. It's time to calculate how long it would take you to walk around the world! Using David Kunst's distance of 23 250 km, calculate how long it would take you to walk around the world. Use your walking pace in km/h.

We're learning how to use measurement to find out an established rate of locomotion – the "pace" at which you walk.

How would you figure out the average length of one footstep? Would you like to know how many footsteps it would take you to travel around the world?

Daily School Travel Log

Name: _____

School: _____

Grade: _____

Class: _____






Teacher: _____

Date: _____

Instructions:

Fill in the table each day to record the number of steps (if using a pedometer) or estimated distance. To fill in the section on weather, see codes in the legend below. Students can fill this out individually or this can be done as a class exercise.

	Weather (Codes below)	Walked	Walked part-way*	School Bus	Car	Carpool	Bicycle	Other
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

LEGEND					
CODE	S	PS	C	R	SF
DESCRIPTION	Sunny	Partly sunny	Cloudy	Rainy	Snow Flurries

* Walked more than one block

**Adapted from SHAPE Alberta



CROSS CANADA WALKING DISTANCES



Use the Cross Canada Walking Map as a motivation for students to walk to and from school. Here are the official highway distances between major Canadian cities:

FROM	TO	DISTANCE IN KM
St. John's, Newfoundland	Charlottetown, P.E.I.	1294
Charlottetown, P.E.I.	Halifax, Nova Scotia	232
Halifax, Nova Scotia	Fredericton, New Brunswick	346
Fredericton, New Brunswick	Quebec City, P.Q.	586
Quebec City, P.Q.	Montreal, P.Q.	270
Montreal, P.Q.	Toronto, Ontario	539
Toronto, Ontario	Thunder Bay, Ontario	1384
Thunder Bay, Ontario	Winnipeg, Manitoba	715
Winnipeg, Manitoba	Saskatoon, Saskatchewan	829
Saskatoon, Saskatchewan	Regina, Saskatchewan	257
Regina, Saskatchewan	Calgary, Alberta	764
Calgary, Alberta	Edmonton, Alberta	299
Edmonton, Alberta	Vancouver, British Columbia	1244
Vancouver, British Columbia	Victoria, British Columbia	66
Victoria, British Columbia	Whitehorse, Yukon Territory	2763
Whitehorse, Yukon Territory	Yellowknife, North West Territories	2704
Yellowknife, North West Territories	Iqaluit, Nunavut	2200

It Is 7428 kilometres from St. John's Newfoundland to Vancouver, British Columbia.