



# "How to..." Series



## How to organize a Walking/Cycling School Bus (WSB/CSB)


First Edition

Great reminder!

## ITEM 9: CREATE THE WSB/CSB(S)

The following parts **A), B) and C)** offer an outline of the main issues to discuss and plan for. Some groups may prefer to combine this meeting with *Item 10: Do a test-walk*.

This can be a very informal meeting. You may want to conduct this as a large meeting, with each 'route' working as a unit. Or you may prefer to have each 'route' meet individually.

- Bring to Meeting!**
- For each 'bus' group, a copy of the map with homes of participants identified.
  - Markers to trace out the route(s).
  - A copy of the rules for discussion purposes
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Checklist approach in chronological order, to help track next steps.

### A) Establish the route(s)

- Highlight the route(s) on a map and give each 'bus driver' a copy.**
  - If there is more than one WSB/CSB route, break into route groups.
  - Choose the best route, one that offers maximum security for pedestrians. Good routes have sidewalks, pedestrian crossings, are well lit (a concern in winter and in the north), etc.
  - Identify issues you will need to discuss with your local council. Be sure that the snow will be removed **before** the 'bus' leaves in the morning and afternoon, and that existing regulations are enforced, such as traffic calming measures, and no-idling and no-stopping by-laws.
- Give all 'bus drivers' a complete contact list.**
  - Include home and work phone numbers.
  - Ask everyone to notify the committee of any errors. Give a revised list as necessary.
- Set the starting date for the WSB/CSB. (Ask for police presence on the streets during the first few days.)**
  - All participants—parents/caregivers and students—should plan to walk their route soon after the start of the WSB/CSB, even if they are not going to be a 'bus driver'. This allows parents/caregivers to review and reinforce the concept and rules with their own children. It also provides an opportunity for everyone to get to know each other.