

# School Streets Selection, Preparation, Implementation, Monitoring and Maintenance

NO.	TASK	SUBTASK	WHO
<b>SELECTION - IDENTIFICATION OF NEW SITES</b>			
S1.1	Stage 1 Initial Self-Assessment Sift by Schools	The speed limit on the street(s) to be restricted must be 20 mph	School
S1.2		The streets that will be restricted must not be on a bus route	School
S1.3		The school must be signed up to Modeshift STARS and have completed the site audit	School
S1.4		The school community must commit to supporting the implementation of the School Street and participating in a Memorandum of Understanding (MOU)	School
S1.5		There must not be any significant traffic generators located on the street(s) to be restricted where access is required during the School Street operating times	School
S1.6		If the street for the proposed restriction is a through route, an alternative route must be available	School
S2.1	Stage 2 Data Provided by Schools With an Application	Percentage of pupils travelling to school by car	School
S2.2		Available Park and Stride	School
S2.3		Number of streets affected by access restrictions	School
S2.4		Number of gateways into the School Street i.e. vehicular access points into the School Street Zone that would need signage	School
S2.5		Proximity to other schools and relationships in terms of parking / access with those schools	School
S3.1	Stage 3 Additional Data Collection by Leeds City Council / Partners	Road Safety: STATS-19 data extraction and analysis	ITB/Traffic Data Team
S3.2		Air Quality: Air Quality data collection - installation of sensors	ITB/Air Quality Team
S3.3		High Traffic Flows: Commission traffic counts	ITB/Traffic Data Team
S3.4		Potential parking displacement issues: Commission parking beat surveys	ITB/Traffic Data Team
S3.5		Planned development/highway works in vicinity: Consult highways engineering teams	Traffic Engineering
S3.6		Other road traffic issues in vicinity of possible School Street: Consult highways engineering teams	Traffic Engineering
S3.7	RAG Assessment Against All Stage 2 and 3 Criteria		ITB
+	<b>SS Steering Group Meeting/Decision Point 1</b>	<b>Confirm list of selected schemes</b>	<b>SS Steering Group</b>
S4.1		Report to Highways Board recommending suitable schools	ITB
S4.2		Inform schools and Cllrs of outcomes	ITB
S4.3		Offer support to work with unsuccessful schools	ITB
<b>PREPARATION</b>			
P1	Map and schedule for each site		ITB
P2.1	Consultations	Resident/business via TROs	ITB
P2.2		Cllrs, Internal	ITB
P3.1	Engagement with the School	Online before surveys for staff and families	ITB
P3.2		School Board of governors	ITB
P4.1	Modeshift STARS	Schools to appoint STP Co-ordinator	School
P4.2		STP Co-ordinator trained to use Modeshift STARS website	School
P.5	Agree Park and Stride location	Site visits, meeting with land owner, production of maps and information	ITB
P.6	Risk Assessments		ITB
+	<b>SS Steering Group Meeting/Decision Point 2</b>	<b>Confirm suitability of schemes</b>	<b>SS Steering Group</b>
P.7		MoJ agreeing roles and responsibilities incl expectations of the school, limitations of enforcement i.e. NPT hrs allocated to SSs (LCC/school/local Cllr)	ITB, School, Cllrs
P.8		Report to Highways Board confirming launch of School Streets - locations, dates etc	ITB
<b>IMPLEMENTATION</b>			
I.1.1	Communications Plan	Update SS webpage incl FAQs	ITB/Comms Officers
I.1.2		Provide text to schools to use in their comms	ITB/Comms Officers
I.1.3		Press release/Connecting Leeds blog	ITB/Comms Officers
I.1.4		Letters to school staff, families, residents	ITB/Comms Officers
I.1.5		Social media plan #leedsschoolstreets	ITB/Comms Officers
I2	Site visits	Confirm residential streets to receive correspondence re SS and permits	ITB
I3	Park and Stride routes	Ensure all park and stride routes have been maintained and identify contact for future requests	ITB/Traffic Maintenance
I4	Schedule of times for TRO	Confirm school opening/closing times and preferred operational times with schools	ITB/Schools
I5.1	(E)TROs	Put up intention notices	Traffic Engineering
I5.2		Put up making notices	Traffic Engineering
I6	Risk assessments	Update and issue risk assessments for: - ITB staff - staff marshalling the SS - park and glide/stride	ITB
I7.1	Access Permits: School staff, Resident, Business	Notify occupiers/residents on all affected streets (mail merge)	Parking Services
I7.2		Update permit register	Parking Services
I7.3		Issue permits	Parking Services
I8.1	Design brief	Instruct graphic design and production of maps, banners	ITB
I8.2		Design of materials	Graphic Design, Connecting Leeds
I9	Councillor correspondence		ITB
I10	Staff training sessions	school staff, council officers, PCSOs, Parking Services	ITB
I11	Order equipment	Cones, No Access A-frame signs	ITB
I12	Deliver School Street lessons in schools	Update lesson plan materials and deliver in each school	ITB
I13	Banners	Order banners	ITB
I14	Lampost signs	Order lampost signs	ITB
I15	Regulatory Signage	Order signage in accordance with the TRO Install signage prior to opening, poles and plates Include 'Schools Street' supplementary plate and include Schools Street logo	ITB, Traffic Engineering
I16	Quality Assurance check on erected signage		Traffic Engineering
I17	Deliver School Streets equipment to schools		ITB
I18	Notification comms	Send letters and permits when the order goes out Agree start date with school and school send letter home	ITB/Parking Services
I19	Area Checks	Refuse collection routes to avoid drop off and pick up times of SSs, walking routes safe and accessible, lining and signing clearly visible	ITB/Waste
I20	Police support	Update Neighbourhood Policing teams of closures and dates and request PCSO support	ITB/WYP
I21	Provide Customer Service/call centre with updated information		ITB
I22	Information Pack for schools	Update guidance information and disseminate to schools (Modeshift STARS, 5-minute walking maps, instructions for marshals etc)	ITB
I23	ITB Staff rotas	Prepare staffing rotas and allocate team leaders for each SS school	ITB
I24	PPE	Order PPE gear and arrange collection and delivery for all schools	ITB
+	<b>SS Steering Group Meeting/Decision Point 3</b>	<b>Pre-launch</b>	<b>SS Steering Group</b>
I25.1	Launch Events	Opening day event	School, ITB
I25.2		Additional support for the first 2 weeks	ITB
<b>MAINTENANCE AND MONITORING</b>			
M1	Site Visits	Termly site visits to school	ITB
M2	Meeting with school staff and Cllrs	Bi-annual meeting with school staff, Cllrs	ITB, School, Cllrs
M3.1	Park & Stride Locations	Agree maintenance schedule if LCC land	ITB, Traffic Maintenance
M3.2		Maintain agreements if in place for trial period or annual negotiation	ITB
M4	Correspondence	Respond to Cllr, resident, parent, interested schools queries	ITB
M5	Councillor Update (Potentially Members Forum)		ITB
M6	Sign maintenance (school holidays)	Bagging and unbagging signs for school holidays of more than 2 weeks	Traffic Engineering
M7.1	Annual monitoring data collection and analysis	School Mode of Travel	School, ITB
M7.2		Surveys: Families, Staff, Residents	ITB
M7.3		Traffic Surveys (Counts and Parking Beats)	ITB, Traffic Data
M7.4		Road Safety: STATS-19 data extraction and analysis	ITB, Traffic Data
M7.5		Air Quality: Air Quality data collection - installation of sensors	ITB, Traffic Data
M8	Modeshift STARS	Support given to schools to work towards accreditation	ITB
+	<b>SS Steering Group Meeting/Decision Point 4</b>	<b>Monitoring and Evaluation Results: Agree list of schemes to retain and withdraw</b>	<b>SS Steering Group</b>
M9	TROs	Making of permanent TROs for SS being retained	Traffic Engineering
M10	Permanent Signage	Update and install any additional signage required	Traffic Engineering
M11	Permits	Renew permits at least every 3 years	Parking Services
M12.1	SS Withdrawal process	Meeting with school/Cllrs/Governors to confirm and agree school comms	ITB
M12.2		Letter to residents	ITB
M12.3		Bagging sign or immediate removal of permanent signage	Traffic Engineering
M12.4		Continue to offer support to work with school	ITB