

Section 300 – How We Plan to Support Schools and Ensure Alignment



301.2AP – Active Transportation

Purpose

The Board of Education supports and promotes active transportation as a safe, healthy, and sustainable way for students and staff to travel to and from school. This Administrative Procedure outlines the responsibilities, planning processes, and infrastructure supports required to encourage and facilitate active transportation across Nanaimo Ladysmith Public Schools.

Procedure

1. Collaboration and Leadership

Facilities and Learning Services staff will collaborate with school communities and local authorities to support, promote, and lead both formal and informal active transportation initiatives within NLPS.

Active transportation activities include:

- Informal (school-based) active transportation education and events, and
- Formal (district-supported) Active School Travel plans.

2. Informal Active Transportation Activities

Schools are encouraged to implement informal activities that promote active transportation. These may include, but are not limited to:

- Sharing information through newsletters, websites, and social media.
- Hosting events such as GoByBike Weeks, Walk to School Days, and Drive-to-Five programs.
- Distributing City of Nanaimo bike maps, safety materials, and other educational resources.

Schools are encouraged to integrate active transportation themes into Physical and Health Education curriculum where appropriate.

Students with disabilities or diverse abilities should be supported in accessing active transportation options where feasible, in alignment with the District's inclusive education practices.

3. Formal Active School Travel Plans

It is the intent of the District to develop a formal Active School Travel plan for each elementary school over time.

3.1. Selection and Prioritization

Formal AST plans will be developed based on:

- Expressions of interest from schools,
<https://sd68.staffconnect.ca/active-school-transportation-call-for-expressions-of-interest>

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- Criteria assessing relative need (e.g., traffic safety concerns, available local data, community readiness),
- Input and available data from local authorities, and
- District staffing and funding capacity.

3.2. Planning and Engagement

Formal AST plans may be led by the District or by local authorities. Each plan must include meaningful engagement with the school community, including students, parents, staff, and administrators through surveys, meetings, and community outreach.

3.3. Implementation and Use

AST plans may include both short-term actions and long-term recommendations requiring ongoing planning. Schools and District staff shall use AST plans to guide continued discussions and decisions regarding active transportation and school-area safety.

The District shall ensure that completed AST plans are accessible to schools and relevant stakeholders.

4. Infrastructure

- The District is not responsible for the creation or maintenance of active transportation infrastructure located off school property (e.g., municipal sidewalks, crosswalks, pathways, bike lanes).
- Subject to available funding, the District will support the development and enhancement of on-site infrastructure that facilitates active transportation, such as bike racks, signage, and safe access routes on school grounds.

Created:

Amended:

References: