



CRD's Ready Step Roll School Application 2025-26

Please indicate your school's interest and capacity to participate in the CRD's 2025-2026 Ready Step Roll (RSR): Sustainable School Commute Planning initiative by [emailing](#) your completed application form no later than **Friday, February 28, 2025**. Please note that the CRD requires signatures from the Principal/Vice-Principal and a parent lead.

In order to maximize regional impact and ensure transparency, the CRD will select participants based on the [selection criteria](#) for this initiative. Applications will be prioritized for those who have not yet participated in the initiative; check [here](#) to see if your school has already completed Ready Step Roll.

Before submitting this application, school staff and/or a parent representative(s) are encouraged to [email](#) or call Regional Planning at 250-360-3160. We are happy to discuss the general suitability of this CRD initiative for your school and/or learn about how sustainable school commute planning could benefit your school community.

School name	
Principal / Vice-Principal name	
Title / position	
Work telephone	
Work e-mail	
PAC / Parent representative name and e-mail	

The following responses will be assessed according to our [selection criteria](#):

- Grade range: _____ (Note: RSR has mainly worked with elementary and middle schools. However, we would like to work with high schools as a pilot if interest warrants. Please email us to discuss opportunities).
- Student Population: _____ (Note: At this time, selection is limited to schools with over 100 students. If your school does not meet this criterion, please see our [other resources](#) to promote active and sustainable commutes).
- Approximately what percentage of current students live within 3km of the school? _____
- Does the Principal/Vice Principal intend/expect to be at the school until June 2026? (Note: Staff continuity is important for the initiative's success. If no, please describe how the school will continue to support RSR through a transition).
Yes No _____
- Does the school PAC support the school's participation in RSR and is it able to commit to:
 - Approximately three PAC meeting presentations by RSR staff? Yes No
 - Hosting at least one school commute activity/event with RSR staff support? Yes No
- Have there been any serious traffic safety concerns or incidents in the school in the last 3 years?
 - Yes, major incidents/concerns (resulting in hospitalization)
 - Yes, minor incidents (resulting in a school report)
 - Yes, near misses observed
 - No concerns/incidents of which we are aware

Our school is able to participate in the Ready Step Roll initiative throughout 2025-26. Though there is no cost to the school, we understand that in-kind support will be required, which may include but is not limited to:

- Attending up to five meetings with Principal/Vice-Principal, PAC/parent or guardian representative & RSR staff over the 18-month initiative
- Supporting data collection at your school using provided materials
 - Student HandsUp! surveys [in class for one week]
 - School Commute Survey [online]
 - Pre-walkabout and walkabout [2 hours each]
- Promoting updates to the school community (using RSR graphics as needed) and distributing supporting materials
 - For example, via e-mail, newsletter, website, social media, handouts, etc.
- Providing opportunities for RSR staff to present updates to the school community at up to three PAC meetings
- Supporting education/encouragement/equity/evaluation actions for the school as identified by RSR
- Coordinating at least one active and sustainable transportation activity/event at school with support from RSR staff
 - For example, Bike Skills Training, Pedestrian Education, Crossing Guard Appreciation, Let's Get Visible, Drive to 5 sites and routes, School Streets, etc.

Our signatures below indicate that we acknowledge the required school role for this initiative and are able to commit to the proposed initiative schedule (Appendix 1), if selected.

Primary applicant: Principal / Vice-Principal

Name _____ Position _____

Signature _____ Date _____

Supporting applicant: PAC / Parent representative

Name _____ Position _____

Signature _____ Date _____

Appendix 1: Ready Step Roll Schedule and School/PAC Roles

	Activity/Milestone	Date	School Role
Start-Up	School application period	December 13, 2024 to February 28, 2025	Submit application to CRD
	Local government commitment due	Friday, March 21, 2025	N/A
	Applicant evaluation and selection	March/April 2025	N/A
	Program launch	April 2025	Meeting between school & RSR staff; PAC meeting
Data Collection and Analysis	School commute survey (online)	May/June 2025	Promote survey to families through school communication channels
	In-class student HandsUp! survey	May/June 2025	Facilitate HandsUp! survey in each classroom daily for one week
	School neighbourhood pre-walkabout	June 2025	Principal/Vice-Principal to attend (<i>approx. 2 hours</i>)
	School neighbourhood walkabout	September/October 2025	Principal/Vice-Principal and PAC/parent representative to attend (<i>approx. 2 hours</i>)
	Data analysis (RSR staff)	July – October 2025	N/A
Action Planning and Implementation	Draft action plan	Fall 2025 – Spring 2026	Communication between school, PAC and RSR staff during draft development
	Draft plan your route map	Spring 2026	
	Education/Encouragement/Equity activities and/or events	Fall 2025 to June 2026	Principal/Vice-Principal and PAC to coordinate, promote and implement activities/events with RSR staff support
	Finalize Action Plan and Plan Your Route map	Spring 2026	Communication between school, PAC and RSR staff to finalize drafts
Wrap-Up	Program close	Fall 2026	Receive final report and presentation; Distribute Plan Your Route brochures
	Ongoing action implementation	Fall 2026 onwards	School encouraged to continue momentum built through RSR initiative