



## Steps for student-led project

This supplementary resource provides a step-by-step guide for kura (schools) who are interested in setting up a Walking School Bus (WSB). It is intended to be led by ākonga (students), with support from whānau (family).

See the [Walking School Bus](#) page for more tips, guidance and resources.



### Key

Ākonga (students)	Whānau (family)
Kaiako (teacher)	Enviroschools Facilitator
Kura (school)/other staff	GW (Greater Wellington)
Board of Trustees (BoT)	Local council

No	What	Who leads	Who can help	Necessary ✓	Comments
1	Ākonga or school community shows interest in a Walking School Bus (WSB) and decides on a student group with a key adult to lead the project.	Ākonga (students) Whānau (family)	Kaiako (teacher) Whānau	✓ There needs to be enthusiasm and reasons for wanting to set up a WSB	
2	Hold a meeting to identify purpose and to see who might be involved. Is it possible for one person to be a coordinator for process or parent volunteers?	Kura (school) Kaiako Ākonga Whānau	Enviroschools GW Local council BoT	✓ There needs to be a way to gauge interest, support, and get guidance	Talk to local council to see if they are able to provide WSB signage or give advice on any other infrastructure to support safe routes.
3	Use <a href="#">Te Haerenga o ngā Tamariki</a> to record how students currently get to school. A separate survey could be shared with parents/students about how they'd prefer to travel or what change they'd like to see.	Kura Kaiako	GW Enviroschools	Optional – Benefits are students get to 'benchmark' how they travel now vs after initiative.	A teacher guide and <a href="#">classroom resource</a> exists to step teachers through use of the data tool.

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4	Explore <a href="#">resources</a> to spark discussions in the classroom to provide context and set the scene, eg: <ul style="list-style-type: none"> <li>• How can I make a difference?</li> <li>• Everything is connected</li> <li>• Engaging our senses – go on a short walk and create sensory collage</li> <li>• Montage of transport over time</li> <li>• Historical travel and from around the world</li> <li>• Interview whānau on their school travel stories</li> <li>• Explore active travel benefits</li> </ul>	Kura (school) Kaiako	GW	Optional. See <a href="#">Movin' March learning resources</a> for classroom discussion ideas.	Students can do a sensory collage following a walk in their local neighbourhood.  RAMS forms may need to be completed prior to the walk and parent-help needed to support adult student ratios.
5	Map ideas of where whānau travel from and decide which route best aligns with the WSB purpose for your school community. Check safety of route with local council staff (eg Road Safety Coordinator).	Kaiako	Enviroschools GW Local council	Optional – but good visual spatial exercise for students.	Invite Enviroschools and council staff who know about safe routes. You can also involve your local Police School Community Officer.
6	Decide whether to carry out a Walkability Checklist exercise to support the set-up of a WSB. If yes, prepare necessary RAMS or equivalent safety forms and send out permission slips. Conduct hikoi and carry out Walkability Checklist.	Kaiako	GW Enviroschools Local council Whānau	Optional – Walkability Checklist ✓ RAMS required (if doing Walkability Checklist)	<a href="#">Walkability Checklist - Teacher Guide &amp; Student Resource</a>  Teacher, students and parents can help identify potential meeting points or WSB signage if relevant.
7	Create a map using the <a href="#">Map my Journey resource</a> and draw on here the advised WSB route.	Kaiako	Enviroschools GW	✓  Good to share with school community.	<a href="#">Map My Journey – Teacher Guide and Student Resource</a>
8	Kaiako start engaging the whole school in initiative by sharing work from earlier stages with parents and other students, assembly or syndicate presentations. Teacher can support with exploring classroom discussion on motivation (intrinsic vs extrinsic).	Kaiako Ākongā	Enviroschools GW	Optional – students who want to promote WSB can draw and display posters.	<a href="#">Berhampore School's WSB journey Motivation – Intrinsic vs Extrinsic and Motivation for using Active Travel</a>

Sequence	What	Who leads	Who can help	Necessary ✓	Comments
9	Present map and idea to BOT to seek their approval.	Kaiako Ākonga	BoT	✓  Good to keep BOT in the loop.	
10	Engage with mana whenua and invite them to lead a karakia/blessing at launch or have other input early on in the project.	Kaiako Kura BoT	Enviroschools GW	✓  It is best to involve mana whenua early in the project.	Enviroschools Facilitator can advise on contact if needed
11	Once exact route known, finalise signage (if relevant), timing and locations of installation	Local council	Enviroschools Kura	✓  (If signage used)	Contact your <b>local council</b> about relevance of signage
12	Distribute consent forms to take photos of students' work on the project to help with promotion now and post launch.	Kaiako Kura	Whānau	Optional	Consent is necessary if sharing photos
13	Send permission slip home via students to invite parent volunteers to attend meeting (set date and promote in newsletter).	Kura Kaiako Ākonga	Whānau	✓ Parent volunteers are what will make your WSB a success.	
14	At whānau/parent meeting: <ul style="list-style-type: none"> <li>Share map for WSB route</li> <li>Invite parents to be “drivers” and organisers of the WSB.</li> <li>Draft up roster, share contact details.</li> </ul>	Kura Kaiako Ākonga	Enviroschools GW Whānau	✓  Need parents to drive the WSB	See <b>flyer</b> to help promote your meeting.
15	Source hi-viz jackets and consider logo identifying school.	Kaiako Whānau	Local council	Optional  Hi-viz vest helps identify WSB driver.	Ask local council(s) if they can suggest funding opportunities or sources.
16	Signage is installed (if relevant).	Local council	GW	Optional	This isn't needed, but can be a good way to promote the route in the neighbourhood.

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17	Stencil painting on footpaths: Students can create designs for stencils and paint these underneath WSB signage.	Local council Kura Kaiako Ākonga	Enviroschools GW	Optional  Creative for students and celebratory	Local council may be able to advise on providing materials.
18	Promote the launch of the WSB via school newsletter, Facebook, Parents' groups, letterbox drops or student artwork.	Kaiako Kura Ākonga	Enviroschools GW BoT	✓  If holding a launch	
19	Share launch date with key stakeholders and ensure mana whenua involved with karakia/ blessing. Promote launch and invite whole school community.	Kura Kaiako Ākonga	Enviroschools GW BoT	✓  If holding a launch	
20	Remind students to return consent forms (for parent "drivers") and confirm which students are "passengers".	Kura Kaiako Ākonga		✓	
21	Walk the route, provide hi-viz vests and share guides and tips for adult volunteers and ensure there are enough volunteers to run WSB.	Local council GW Kaiako Ākonga	Enviroschools Whānau	✓  This gets everyone prepared and ensures WSB good to go.	You can also involve your local School Community Officer.
22	Launch day – celebrate! Karakia (blessing).	Kura Kaiako Ākonga	GW Enviroschools Whānau BoT	Optional	
23	Share your story with the community.	Kura Kaiako	Enviroschools GW Local council	Optional	
24	Measure your success.	Kaiako Kura Ākonga	GW Local council	Optional	Continue to collect travel survey data using <a href="#">Te Haerenga o ngā Tamariki</a> .



Classroom activities (No. 4-7)



Signage installed (No.16) and walking the route (No. 21)



Stencils (No. 17)



Launch day (No. 22-23)