

PUPIL GUIDE



JTA

Junior Travel Ambassador



Transport
for London

Introduction



Congratulations – You’re a Junior Travel Ambassador

Your job is to make travelling to school safer and more active and help your friends get ready for the journey to secondary school. But remember, the most important thing is to have fun doing it!

This Junior Travel Ambassador (JTA) pack will help you. There’s information to help you talk about safe, active and independent travel as well as run activities in your school like assemblies, poster competitions and events.

One of your school teachers or a member of staff at your school will be your guide. They can help you be the best JTA possible. You can also ask your borough school travel advisor, road safety officer or local police officer for advice.

The very first thing you now need is the JTA badge. Your school will be sent enough badges for every JTA in the school. Please make sure you wear the badge at all times so everyone in your school knows the important job you have. Remember to keep it in a safe place when you are not wearing your school uniform.

www.tfl.gov.uk/juniortravelambassadors

How to use the JTA resource

The JTA resource is divided into several sections to help you run successful activities in your school.

Part 1 – JTA calendar. There is a generic calendar for you to download containing key dates and events. Depending what borough you are in you could be given additional calendar to use with local dates and events

Part 2 – Research. There are a number of useful worksheets to help you survey pupils, teachers and parents on transport related topics.

Part 3 – Planning. To help you plan your activities throughout the year there are a number of useful worksheets.

Part 4 – Promotion. To be a successful JTA you should promote who you are and what you plan to do. There are plenty of worksheets and ideas to help you out.

Part 5 – Delivery. This section is split into three parts. 1) Road safety 2) Active travel 3) Independent travel. For each section there are loads of fun activities that you can run in your school with tips on how to run them successfully.

What you will be doing

To help you do your job we have come up with a quick tick list of activities that you can do. We have also made some guide sheets so if you're not sure you can use those to help you. At the end of the year you will have a record of all the brilliant work you have done!

Task	Date completed (day/month/year)
Hold your first Junior Travel Ambassador meeting	□□ - □□ - □□
If your school has a travel plan, have a look at it to see what is being done at your school to promote active travel and road safety. Is there anything you can get involved with? Maybe there are additional activities you could run?	□□ - □□ - □□
Log onto TfL's Junior Travel Ambassador (JTA) website (insert here) and have a look around to get some ideas for future projects	□□ - □□ - □□
Write a road safety and active travel pledge - use the year planner and your school's travel plan if you have one to get some ideas	□□ - □□ - □□
Introduce yourself in the school newsletter and school website and let everyone know your plans as a JTA – keep this updated over the year with all your projects / competitions etc	□□ - □□ - □□
Create a notice board so the whole school knows who you are and what your role is (remember to keep this updated over the year with any competitions, projects etc)	□□ - □□ - □□
Carry out one of the survey/research activities	□□ - □□ - □□
Complete at least one road safety activity	□□ - □□ - □□
Complete at least one active travel activity	□□ - □□ - □□
Complete at least one independent travel activity	□□ - □□ - □□
Complete at least one active travel activity	□□ - □□ - □□
Record all your work on your school travel plan – talk to a teacher or a member of staff to find out how	□□ - □□ - □□

Getting help to do your job

Why not get some help to do your job by hiring some assistants from the younger years to give you a hand – this will help when you want to hand out leaflets, quizzes for competitions or collect surveys.

Planning the year out

To help you plan your work we have created a year planner. We have already filled out some important dates for you such as National Walk to School Month, Road Safety Week and the dates of the TfL STARS Accreditation Workshops. Why not add in some dates of your own – for example your school may be raising money for Children in Need and you may want to hold a charity fun-run and tie it in with being safe and being seen.



Junior Travel Ambassador Year Planner

MONTH	TOPIC	THINGS TO DO	Appointments
September	Autumn term focus on road safety		
	Hold your first JTA meeting	Meet with all the JTAs and plan out the year ahead	
	Hold your first JTA assembly	Give an assembly to your school to explain who you are and what you will be doing	
October		Remember clocks go back by one hour = it gets darker sooner	
	International Walk to School Month	JTA promotion / run competitions / leaflets, input into online school travel plan	
November	Road Safety Week	Go through the pack and plan to run a road safety activity	
December	Last assembly before Christmas	Give an assembly/update of all the projects done so far	
January	Spring term focus on active travel		
	First meeting of new year	Hold first meeting of new year checking with year planner to see what needs to be done	
February	Spring assembly	Run an assembly on projects/schemes you plan to run in the spring term	
March		Remember clocks go forward by one hour	
	Active travel activity	Go through the pack and plan to run an active travel activity	
April	Summer term focus on independent travel		
	Summer assembly	Run an assembly on projects/schemes you plan to run in the summer term	
May	National Walk to School Week	JTA promotion / run competitions / leaflets, input into online school travel plan	

Working with other JTAs in your area

As well as promoting active travel and road safety in your school, why not work with JTAs from other schools? This may take some planning but why not speak to your local road safety or school travel officer. Then you can organise a joint meeting and introduce yourselves and see the different projects you are doing.

This will be a great way to do some joint working...e.g. run a joint reduce your speed campaign outside both schools or create a big park and walk zone around both schools. You could always make things interesting by holding inter-school competitions to see who walks the greatest distance or organise a cycling race.

Your school travel plan & accreditation

Did you know that by becoming a JTA, your school automatically joins the STARS Accreditation scheme? The STARS Accreditation scheme rewards schools that promote and adopt safer and active travel behaviour. By taking part in this scheme, your school will be able to increase cycling and walking as well as reduce traffic outside your school at drop-off/pick-up times. Schools across London take part in this scheme and all work towards different goals set out within their school travel plan to promote safer and active travel.

One of your key jobs as a JTA is to carry out surveys and record the different ways children and teachers travel to and from school. We have created a website for you to record this information why not explore this with your teacher or a member of staff at the school.

You can use this website to record any projects and schemes you do. This is important if you plan to create a long term scheme such as biker's breakfast or a running club.

The website will also have toolkits for lots of projects that have been run in other schools across London all of which you can print off and use if you are ever stuck for ideas.

As a way of saying thank you to JTAs and schools for all their hard work over the year your school will be invited to one of the STARS Accreditation workshop days. During these days you will get a chance to meet other JTAs across London, share ideas and think of new ways to continue promoting safer and active travel

For more information about this why not have a look at **www.tfl.gov.uk/juniortravelambassadors**

Thank you for becoming a Junior Travel Ambassador.

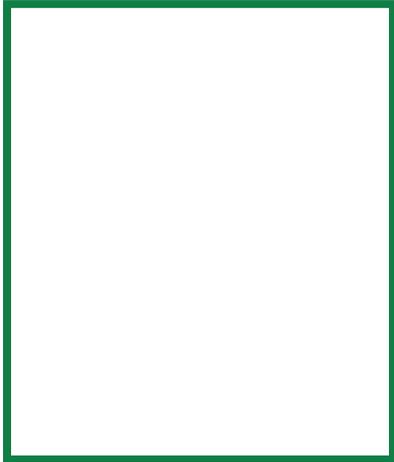
Good luck!!!

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	Summer assembly	Run an assembly on projects/schemes you plan to run in the summer term	
May			
	National Walk to School Week	JTA promotion / run competitions / leaflets, input into online school travel plan	
June			
	National Bike Week	JTA promotion / run competitions / leaflets, input into online school travel plan	
	Independent travel activity	Go through the pack and plan to run an independent travel activity with year 6 pupils	
July			
	Final Assembly of the year	Talk about all the projects you have been involved with since becoming a JTA (include any changes to cycling/walking safer behaviour that you have seen)	
	Wash up meeting	Recruit new JTAs to join the team in September	

All about me



I'm your Junior Travel Ambassador

My name is _____

From class _____

Ask me how to learn more about
Safe, active and independent travel.



JTA

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