

CHECKLIST TO SUCCESS

A checklist that corresponds to our Getting Started fact sheet to help you with those small “to do’s” necessary for staying on track.

SafeRoutes

Connecticut Safe Routes to School



Rev. 05/2015

GET ORGANIZED—HELPFUL “TO-DO” GUIDE FOR STAYING ON TRACK

Where to Begin

- 🏠 Watch the CT Safe Routes to School Introduction Video on WalkItBikeItCT.org or YouTube
 - ❑ Share the video with others to get the conversation started in your community
 - ❑ Link to the video from your organization’s Facebook/website
- 🏠 Attend a Local SRTS Coordinator Training Seminar sponsored by the Department of Transportation
- 🏠 Check out other pages at WalkItBikeItCT.org and the download the Champion Toolkit
 - ❑ At minimum, review the Getting Started Page on WalkItBikeItCT.org or in the Champion Toolkit
 - ❑ Learn about the 5 E’s
- 🏠 Like us on Facebook (CTSafRoutesToSchool) to receive timely program announcements
- 🏠 Email info@walkitbikeitct.org with questions

Bring Together the Right People— BE INCLUSIVE

- 🏠 Ask for help, complete and submit a SRTS Program Assistance Application form to receive technical assistance from the State’s SRTS Program at the Department of Transportation
- 🏠 Consider whether to start the discussion at a single school or as a district-wide initiative and plan accordingly
- 🏠 Create a list of local contacts—names, telephone numbers and email addresses
 - ❑ School administrators (superintendent, principal, vice principal, etc.)
 - ❑ School faculty (teachers, physical education instructor, nurse, custodians)
 - ❑ Mayor or selectman
 - ❑ Municipal planner, engineer and public works director
 - ❑ Youth services director
 - ❑ Law enforcement or safety resource officer
 - ❑ Bus Company
 - ❑ Other SRTS Champions or potential SRTS leaders from nearby schools
 - ❑ Parents of students at the school(s)
- 🏠 Create a list of existing committees where the program would be a natural fit
 - ❑ Parent Teacher Organization
 - ❑ Other Committee/Sub-Committee _____
- 🏠 Start the conversation about experiences traveling to school
 - ❑ In the classroom
 - ❑ With the parents
 - ❑ With faculty and staff at the school(s)
- 🏠 Consider who from these contacts and committees might be the SRTS Champion—is it you?

Hold a Kickoff Meeting and Set a Vision

- 🏠 Talk to the State's SRTS Coordinator about how to relay the SRTS message at the meeting
- 🏠 Watch the CT SRTS Program Assistance video on WalkItBikeItCT.org or YouTube
- 🏠 Set a date, consider a PTO meeting date or other standing committee with a good fit to start
- 🏠 Reserve a room or library, preferably at one of the schools to be discussed or in the neighborhood
- 🏠 Send invitations to your new contacts
- 🏠 Host meeting with the following agenda items:
 - ❑ Introductions and Overview of an SRTS Program (show video)
 - ❑ Discussion of What is Working
 - ❑ Discussion of What is Not Working
 - ❑ Setting a Vision Together
 - ❑ Designating the SRTS Champion(s)
 - ❑ Next Steps and Action Items (see Gather Information and Identify Issues for ideas)
- 🏠 After meeting, follow up on the next steps and action items

Gather Information and Identify Issues

- 🏠 Map the routes that lead to the school over aerial/satellite image
- 🏠 Collect traffic counts, speed and injury data from the local traffic authority (often the police department or town engineer)
- 🏠 Document official school start and end times as well as typical pre/post school arrivals and dismissals
- 🏠 Review related walking and bicycling policies
 - ❑ Local ordinances (municipal planner or public works director)
 - ❑ School policies on student entrances/exits, bicycle parking, bus maneuvering/passing rules, parent parking, and pick-up/drop-off
- 🏠 Ask around to find out what is working and what is not working (barriers, missing/confusing signage, worn/missing pavement markings, access and conflict points between vehicles and pedestrians/cyclists)
 - ❑ Watch the Connecticut Safe Routes to School Walk Audit Overview video on WalkItBikeItCT.org or YouTube for guidance and ideas
 - ❑ Complete a Two-Day Arrival/Dismissal Tally Sheet
 - ❑ Do a walk-about during the arrival/dismissal process and document what you see
 - ❑ Complete Walkability/Bikeability Checklist of the school and surrounding neighborhoods to identify barriers—this is great project for involving families in the area and getting other perspectives
 - ❑ Send home and collect Parent Surveys
- 🏠 Submit Walk Audit Assistance Application
 - ❑ Coordinate with the SRTS team to schedule a walk audit at your school
 - ❑ Review the finalized Walk Audit Report with the CT SRTS committee

Document Findings and Identify Solutions

- 🏠 Hold a follow-up meeting to discuss issues and identify solutions:
 - ❑ Short Term Fixes
 - ❑ Mid Term Fixes
 - ❑ Long Term Fixes

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The U.S. Department of Transportation Federal Highway Administration**

- ⏏ Consider what policy changes are necessary—don't underestimate the value of changing or clarifying the rules
- ⏏ Start your plan right away. Document what you have done, what you know, and what you plan to do, such as:
 - ⏏ the champion, stakeholders, and involved committees or town offices
 - ⏏ a map of the area covered by the plan
 - ⏏ potential opportunities and fitting activities for the program
 - ⏏ summarized findings from surveys and walkability/bikeability checklist
 - ⏏ potential improvements (short/long-term) to address student safety
 - ⏏ schedule that includes year-round safety initiatives and activities, and
 - ⏏ an explanation of how the program will be evaluated.
- ⏏ From here, identify partners who can help assess the most appropriate action, implement and fund the plan. Think of partners based on the subject area as well as the timeframe: short, mid and long-term Use the community network and lists that you previously developed. Collaborate with your school and town board, public works and RPO for assistance.

Get the Plan and People Moving

- ⏏ Talk to the State's SRTS Coordinator about an option that is a good fit for your school community
- ⏏ Inform your partners of the intention to host an event and meet together to get organized
- ⏏ Pick an event from the many ideas at WalkItBikeItCT.org to get started with right away
 - ⏏ Start with safety skills assemblies or clinics
 - ⏏ If safe routes exist, work quickly towards a reoccurring event such as Moving Mondays, Walking Wednesdays, or Footloose Fridays to build routine and keep skills fresh
- ⏏ Distribute information to parents about the event, include handouts for teaching parents safety skills and a form for parents to volunteer to help with the event
- ⏏ Contact the media to get coverage and raise enthusiasm.

Evaluate, Adjust and Keep Moving

- ⏏ Make the SRTS committee permanent and continue regular meetings to follow the progress of the program
- ⏏ Evaluate the program according to the timeline
 - ⏏ redo surveys, walk-about and checklists
 - ⏏ interview community members, such as faculty, staff, parents, custodians, bus drivers and crossing guards
- ⏏ Adjust the plan accordingly to make it sustainable—document what has changed, what more is needed, what is working better and, if necessary:
 - ⏏ identify additional program champions
 - ⏏ add program elements to build on what is working, add dimension and make sure efforts are year-round
 - ⏏ continue initiatives to increase safety and the number of students walking and bicycling
 - ⏏ round out the program if it has become light in areas—include a combination of education, encouragement, engineering and enforcement strategies, and
 - ⏏ continue to encourage policy changes
- ⏏ Shout out to your partners and community and keep them informed about the successes, activities, results, and improvements to the program

For more information on how YOU can make an impact in your community visit www.walkitbikeitct.org

or

Join the conversation on Facebook www.facebook.com/CTSafeRoutesToSchool

