

Forming a Safe Routes to School Taskforce

EDUCATION ··· ENCOURAGEMENT ··· EVALUATION ··· EQUITY ··· ENGINEERING ···



ENGAGEMENT

A Safe Routes to School (SRTS) taskforce can streamline student transportation planning and help troubleshoot school and parent concerns by enlisting the expertise of school district, municipal, and parent stakeholders. Hosted by an individual school or at a district level, a SRTS taskforce can assist with the following: engineering/infrastructure evaluation and needs; communication and encouragement tasks; student, instructor, and parent/guardian education; procuring and placement of regulatory and informational signage; policy development; walking school bus/bike train formation, establishing park and walk/roll locations; and active transportation event participation.

Below are some basic steps to consider when establishing a Safe Routes to School Taskforce in your community.

1

IDENTIFY POTENTIAL MEMBERS

Involving the right people is key to a successful SRTS taskforce.

Potential members to include but not limited to:

- ✓ Parents/guardians
 - Make sure all schools are represented if possible
- ✓ School administration
- ✓ Teachers
- ✓ Municipal staff (engineering, planning, Department of Public Works)
- ✓ Law enforcement
- ✓ Bicycle/pedestrian committee members and/or advocates
- ✓ A SRTS team member . . .
 - can assist with formation of the task force
 - can attend meetings occasionally to support and educate the taskforce
 - cannot lead a taskforce—leadership must come from within the school community in order to remain sustainable

2

GATHER DATA

Prior to your first meeting, understanding the key issues in your area is important.

Each member of the taskforce can bring their knowledge about a certain area or subject matter to create a well-rounded taskforce.

3

HOLD YOUR FIRST MEETING

Your first meeting should consist of the following:

- ✓ Introductions
- ✓ Identifying how often you want to meet (monthly, quarterly, etc.)
- ✓ Setting expectations and goals of the taskforce

Some data/information to obtain:

- ✓ Student address maps (your Outreach Coordinator can help with this)
- ✓ SRTS Parent Survey (your Outreach Coordinator can set this up for you)
- ✓ Transportation mode data from the district to compare with survey results
- ✓ Upcoming local/state/federal projects in the area (both transportation and utility work)
- ✓ District and school arrival/dismissal procedures and communications

4

IDENTIFY ISSUES AND POTENTIAL SOLUTIONS

5

MAKE A PLAN

Using your issues and potential solutions, develop an annual plan.

- This annual plan is a fluid document that can change
- based on the needs of the community.

6

PRESENT YOUR PLAN TO SCHOOL ADMINISTRATION

While presenting your plan, also ask the administration how often they would like to be updated.

7

CONGRATULATIONS! YOU HAVE FORMED A TASKFORCE!