



# New Jersey SRTS Travel Plan Guide

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## Developing a Safe Routes to School Travel Plan

Safe Routes to School (SRTS) refers to projects and programs that enable and encourage walking and biking to school to achieve a wide range of benefits for students, schools and communities. The main goal of a travel plan is to create safer routes for pedestrian and bike travel by identifying problem areas, and proposing solutions. It serves as a basis for funding and is a way for a community to organize their plans for SRTS projects.

This SRTS Travel Plan Guide was created to provide example format and content. It is a supplement to the NJ Department of Transportation publication “How to Get Started: Develop a Basic Travel Plan for your School.”

Visit the NJ Department of Transportation website at [www.state.nj.us/transportation/community/srts/](http://www.state.nj.us/transportation/community/srts/) for “How to Get Started” publications and other strategies, success stories and ideas for implementing an SRTS program. Visit the New Jersey Bicycle and Pedestrian Resource Center at [www.njbikeped.org/srts/](http://www.njbikeped.org/srts/) for examples of travel plans and other SRTS resources.

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## Elements of a SRTS Travel Plan

In order for your School Travel Plan to be complete, it must contain six elements:

1. School Description
2. Working Group and Partnerships
3. Walk/Bike Barriers & Opportunities
4. Map of the School Neighborhood
5. Goals and Actions
6. Program Evaluation and Monitoring

The check list below documents the required elements and recommended content in a complete travel plan. While further detail is not required, it can strengthen your plan. If the information is available, then it should be included.

<u>REQUIRED ELEMENTS</u>	<u>RECOMMENDED CONTENT</u>	<u>FURTHER DETAIL</u>
<input type="checkbox"/> 1. SCHOOL DESCRIPTION	<input type="checkbox"/> Name <input type="checkbox"/> Location <input type="checkbox"/> Grades <input type="checkbox"/> # Students	<input type="checkbox"/> Description <input type="checkbox"/> Special Needs
<input type="checkbox"/> 2. WORKING GROUP AND PARTNERSHIPS	<input type="checkbox"/> Working group members <input type="checkbox"/> Supporting organizations	
<input type="checkbox"/> 3. WALK/BIKE BARRIERS & OPPORTUNITIES	<input type="checkbox"/> # Who Walk/Bike <input type="checkbox"/> Rules/Policies <input type="checkbox"/> Concerns	<input type="checkbox"/> Survey Results <input type="checkbox"/> Sidewalk Condition <input type="checkbox"/> Crosswalk Condition <input type="checkbox"/> Traffic Issues <input type="checkbox"/> Crash Data <input type="checkbox"/> Photos
<input type="checkbox"/> 4. MAP OF SCHOOL NEIGHBORHOOD	<input type="checkbox"/> School Location <input type="checkbox"/> Travel Routes  <input type="checkbox"/> Problem Areas <input type="checkbox"/> Future Travel Routes	<input type="checkbox"/> Pick-up/Drop-off <input type="checkbox"/> Crosswalks/ Crossing Guards <input type="checkbox"/> Attractors (Recreation, Retail) <input type="checkbox"/> Other
<input type="checkbox"/> 5. GOALS AND ACTIONS	<input type="checkbox"/> List of Goals <input type="checkbox"/> Current Activities <input type="checkbox"/> Action Items <input type="checkbox"/> Address 5 Es	<input type="checkbox"/> Responsibility <input type="checkbox"/> Timeline <input type="checkbox"/> Resources
<input type="checkbox"/> 6. PROGRAM EVALUATION AND MONITORING	<input type="checkbox"/> Task Force Timeline	<input type="checkbox"/> Evaluation Timeline



## Elements to Include in a School Travel Plan

**1. School Description** - *The purpose of this section is to provide basic information about the school.*

### Recommended Content:

- Name
- District (if shared, identify additional municipalities)
- Location
- Grade levels
- Student population
- Percentage of students living within 2 miles of the school

### Further Details:

- Written description of the school neighborhood such as urban, suburban or rural
- Indicators of special circumstances such as Abbott District, Municipal (Urban) Aid Community, or Designated Center.

### Example School Description

- *Anytown School is a small school of approximately four hundred students in grades Pre-K through 6<sup>th</sup> in a town of approximately 5,000 residents.*
- *Anytown Middle School educates 7<sup>th</sup> and 8<sup>th</sup> graders. Current enrollment is 415 students. Sixty-six percent of students live within two miles of the campus.*
- *Anytown, NJ is a diverse, multi-cultural, urban community located in the easternmost part of Somewhere County.*
- *Anytown municipality qualifies for municipal (urban) aid and is considered an Abbott School District.*

**2. Working Group and Partnerships**- *The purpose of this section is to provide details on who will develop, implement and maintain the SRTS program. A list of members and their affiliations should be included.*

### Recommended Content:

- List of working group members and their affiliations
- Other groups and organizations that are involved with implementing or supporting an SRTS program

### Example Working Group and Partnerships

- *A working group consisted of the principal and members from the PTA, Environmental Commission, Police Department and the School Wellness Committee was created. The Traffic Safety Officer was the liaison to the Town Council and Mayor.*
- *The Anytown Police Department is working with the school and the University Hospital's SafeKids Coalition to provide bicycle and pedestrian education to students.*



## Example Working Group Action Table

Organization	Role/Responsibility	Contact
Middle School	Programmatic Activity and Implementation	John Smith, Principal Email: jsmith@someplace.com
Someplace City	Engineering Project Implementation	Jane Doe, Mayor Email: jdoe@someplace.org
City Police	Safety Education and Enforcement	Police Chief Phone: 888-888-8888
Transportation Management Organization	SRTS Program Assistance/Resource	Tom Johnson, NJ TMA Email: TJohnson@TMA.org
NJDOT SRTS Coordinator	State SRTS Program Assistance	Elise Bremer-Nei, NJDOT SRTS Program Coordinator

### 3. Walk/Bike Barriers & Opportunities – *The purpose of this section is to describe how students currently travel to school and to identify the barriers to walking and bicycling.*

#### Recommended Content:

- Current number of students walking, bicycling, dropped off by car, bused, and other (include method of determining estimates)
- Existing rules and regulations regarding such policies as courtesy busing, the designation of hazardous routes, and bicycling
- Description of school travel concerns and risks with supporting evidence

#### Further Details:

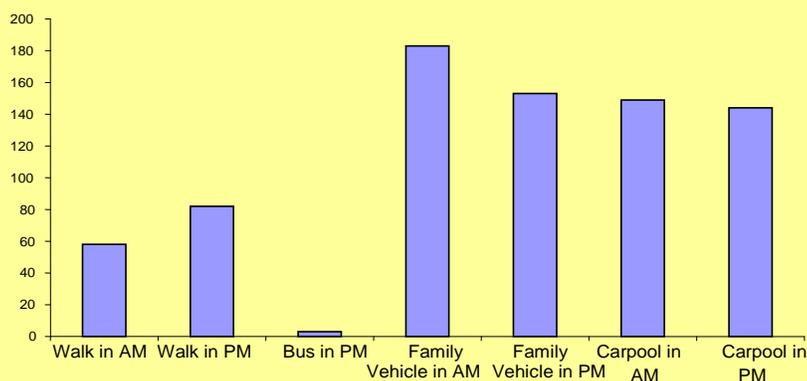
- Results of a student travel survey
- Results of a survey of parents
- Condition of sidewalks or shoulders
- Existence and/or condition of crosswalks and curb ramps
- Traffic problems such as speeding, congestion, etc.
- Police bicycle & pedestrian crash records
- Photo documentation



## Example Transportation Concerns

- *Anytown School District provides courtesy busing for students that live along Jefferson Road, which is located within two miles of the school. The school district has designated Jefferson Road as hazardous, due to the lack of sidewalks and the posted speed limit of 40 mph.*
- *The speed of traffic along Maple Avenue is an issue. Although the posted speed limit is 25 mph, as recorded in a September 2007 speed survey, drivers often exceed the limit by 10 mph or more.*
- *It is estimated that 25 to 40 students cross the NJ Transit railroad tracks near the school at a location that is not a pedestrian crossing.*
- *Currently, bicycling to school is not allowed. As part of the school's Safe Routes to School program, we intend to re-examine the ban and consider repealing it as educational programs and improved infrastructure are implemented.*
- *In reviewing bicycle and pedestrian crash records from Anytown Police Department from years 2000-2005, we found there were two pedestrian fatalities on Jefferson Street and one bike injury on Maple Avenue. Although none involved children, incident locations were along walk to school routes.*
- *Speeding along Route 613 is the highest-priority transportation concern for school parents, according to a survey conducted by the PTA.*

## How Students Travel To School



*A Student Travel Tally was conducted in the classroom during the week of October 15. An average of 183 students were driven to school each day in the family vehicle which represents 63% of the student population, while 153 students were driven home from school each day for a percentage of 52%.*

## Example Photos



Sidewalk along Greenwood Road in need of replacement.

Convert utility corridor to multi-use path to connect school fields to Dumont neighborhood.



Install high visibility crosswalk striping at the intersection of New and Maple Streets.

Abandoned buildings along Pulaski Avenue are hang-outs for gangs.



Students cut across active railroad tracks to access the back of the school grounds.



Need for additional bike racks.



Students enjoying last year's International Walk to School Day (iWalk) event.

**4. Map of the School Neighborhood** - *The purpose of this section is to provide a map of the school neighborhood within a 2-mile radius that shows the best walking or bicycling routes to school and areas that may need improvement.*

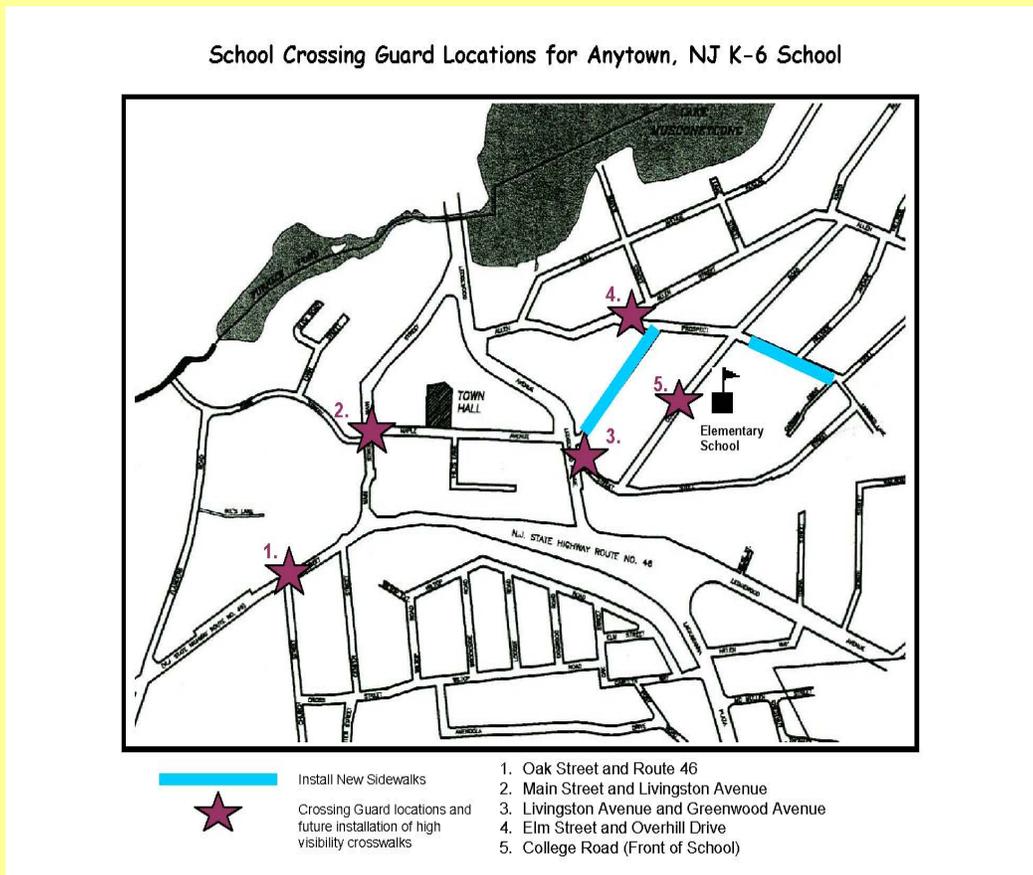
**Recommended Content:**

- School location
- Current travel routes and/or designated school routes
- Problem areas (barriers and risks)
- Potential future travel routes

**Further Details:**

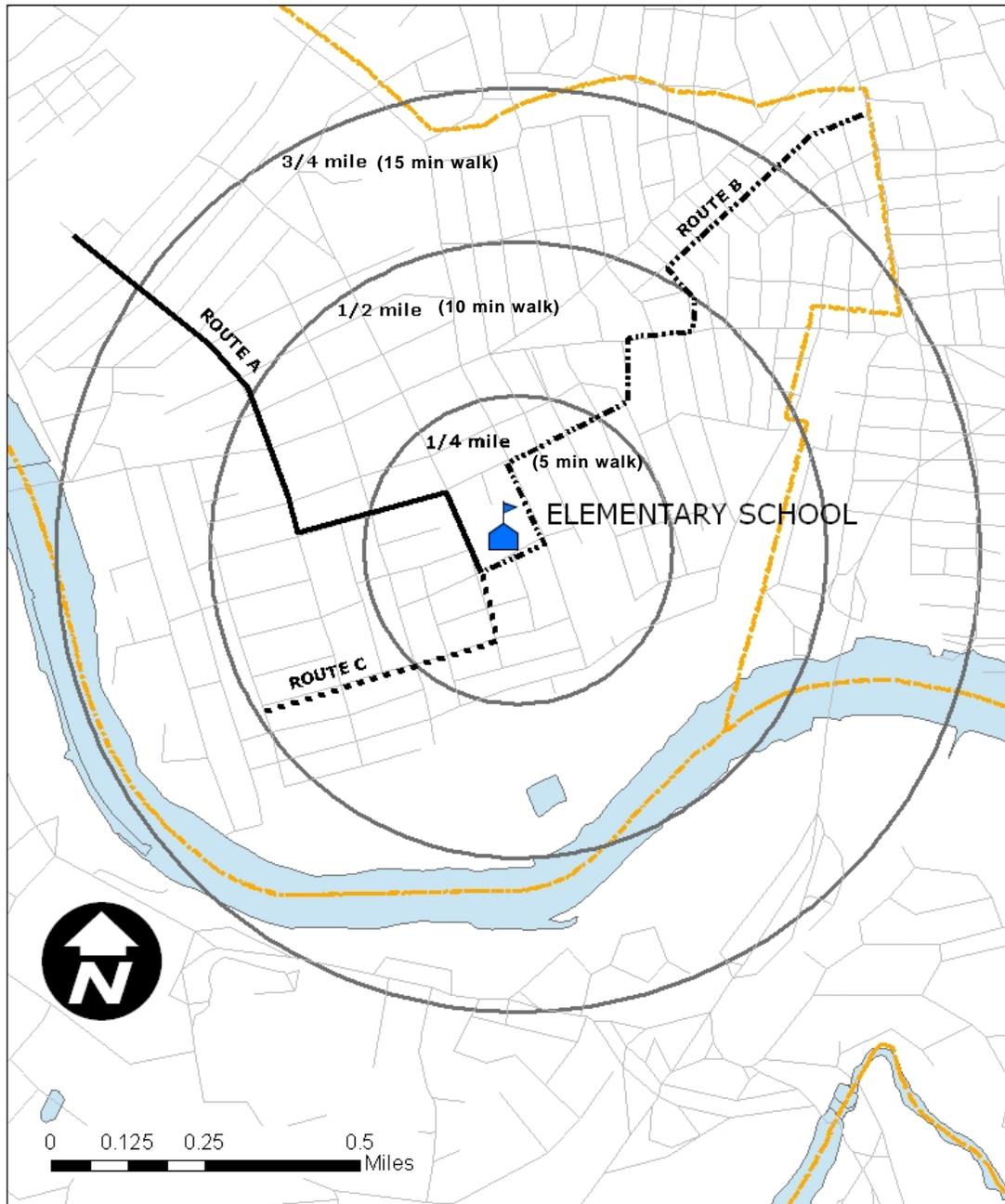
- School parking and pick up /drop off locations
- Sidewalks, paths, or other bicycle or pedestrian facilities
- Crosswalks (existing and needed)
- Crossing guard locations
- Student attractors like playing fields, community centers with after school activities, convenience stores, etc.
- Circulation patterns – where people walk or bike now
- Major traffic routes, one-way streets, bus stops, etc.

**Example Map 1:**



Example Map 2:

## Anytown, NJ School Walking Map



Example Map 3:





**5. Goals and Actions** – *The purpose of this section is to list the goals and actions that will increase safety for cyclists and pedestrians and encourage more walking and bicycling to school. A comprehensive action plan will provide strategic approaches incorporating the 5 Es of an SRTS Program: Education, Encouragement, Engineering, Enforcement and Evaluation.*

**Recommended Content:**

- List of goals
- Current activities
- List of action items that address issues identified in your plan
- Address all five E's: engineering, education, enforcement, encouragement and evaluation

**Further Details:**

- Clearly define the party responsible for each action.
- Clearly state a timeline for completion for each action.
- Clearly identify projects and programs already in progress.
- Identify what resources might be needed (funding, staff, etc.).

**Example Goals**

- *The goal of our Safe Routes to School program is to provide a safer environment for students to walk and bicycle to school through repairing sidewalks and installing high-visibility crosswalks.*
- *Our goal is to provide a safer environment for cyclists by purchasing bicycle racks, mapping out bike and walking routes, and enforcing helmet usage in the elementary school.*
- *One of our goals is to lessen the motor vehicle congestion surrounding the school by encouraging more walking and bicycle trips and moving the drop off/pick up area to a location on the outskirts of the school grounds.*
- *Our goal is to encourage healthy habits in students through walking and biking to school, and to provide students with the life skills to safely walk and bike to school.*



## Example Current Activities

- *The school nurse hosts an after school walking program that involves both parents and students to promote fitness and healthy choices.*
- *An annual bicycle rodeo is held at the elementary school in which students receive tips on safety and helmet use. Police officers and local firefighters offer students instruction on safe bicycle riding.*
- *The “Mileage Club” at the elementary school provides pedometers to students and incentives for students who walk or bike to school.*
- *The middle school participates in International Walk to School Day, iWalk, every October. Promotion in the school includes posters and lesson plans teaching students about other countries that participate in iWalk.*

*The following provides examples of two options for action items. You may use either or both of these formats in your Travel Plan.*

## Option 1- Example Action Items

### ENGINEERING

- *School crossing signs equipped with flashing beacons will be installed on the corners approaching the school zone.*
- *Painted bicycle lanes will be implemented along Main Street to create a designated area for bikes along their path to school.*

### EDUCATION

- *A program will be started in which the police chief goes to classrooms on “Walk to School Day” with the assistance of the PTA president to inform students on safe walking and biking habits, along with the proper way to wear a bicycle helmet. Lesson plans in math classes will include calculating walking distances, mileage, and incorporate pedometer readings.*

### ENFORCEMENT

- *Radar speed trailers and active speed monitors will be used to record areas where speed limit needs to be enforced by local police officials.*
- *The police department is training bicycle officers who will patrol the areas where students walk and bike in the mornings and during dismissals.*

### ENCOURAGEMENT

- *The school administration will send a letter home to parent about the importance of walking and bicycling to school.*
- *An annual bicycle rodeo hosted by the middle school will educate students in grades K-8 about safe bicycling.*



## Option 2- ANYTOWN SCHOOL'S FIVE "E" ACTION PLAN Proposed Actions Addressing the 5 Es

Education Actions	Responsibility	Time Frame	Cost
• Bike/Walk Safety instruction	School	Next Fall	Low
Encouragement Actions	Responsibility	Time Frame	Cost
• Walking School Bus	School	Next Fall	Low
Engineering Actions	Responsibility	Time Frame	Cost
• Stripe crosswalks near school	Municipality	Next Spring-Summer	Low
• Fix sidewalks on Main Street	Municipality	2-3 years	High
Evaluation Actions	Responsibility	Time Frame	Cost
• Survey, Mode Choice of Students	School	Annually	Low
• Crash data review	Police	Annually	Low
Enforcement Actions	Responsibility	Time Frame	Cost
• Yield to Peds at x-walks	Police	Ongoing	Low

*Note: Engineering projects defined as "short-term" are generally high priority, critical connections, or projects that do not require an intensive design effort. "Long-term" projects are either lower priority or will require additional design efforts to prepare construction documents and bid the projects. Programmatic actions may require target dates for implementation. Projects estimated to be "low cost" are generally "short term" projects that may include signing and striping or other low-impact construction activities. A "high cost" project would generally be considered "long term" and would include activities like roadway reconstruction, utility relocation, and projects that have right-of-way impacts .*

**6. Program Evaluation and Monitoring** – *The purpose of this section is to set out a strategy to monitor your action items and their impact. A complete travel plan will describe how to measure both safety benefits and changes in how students travel to school (travel mode).*

### Recommended Content:

- Timeline for reconvening the Working Group to review progress
- Plans to update travel plan annually
- Plans to implement student travel surveys and parent surveys
  - ◆ What is the best method for administering the surveys – backpack mail, email/website, or letter home?
  - ◆ When is the best time to administer surveys?
- Plans to document program implementation. Is the School Travel Plan being carried out? This basic information can help you answer some important questions:
  - ◆ Are we reaching the target audience?



- ◆ What is not working very well and why?
- ◆ Is the program being delivered as planned?
- Focus on measuring the effects of the program by examining short-term, immediate, and long-term results.
  - ◆ What can we learn from the participants who dropped out?
  - ◆ What can be done differently next time to achieve better outcomes?
  - ◆ What has changed as a result of implementing our program?

### Further Details:

- Timeline for conducting evaluation and monitoring activities. At a minimum, a student survey indicating how students get to school should be conducted at least once a year.
- Visit [www.njbikeped.org/srts/](http://www.njbikeped.org/srts/) to download the NJ Parent Survey and Student Travel Mode Talley

### Example Evaluation Efforts

- *The Administration will review the action items listed in the Travel Plan by the end of the school year. In addition, a second Student Travel Tally Survey will be completed in the Spring to track any increase or decreases in children walking or biking to school as a result of initiatives outlined in the Travel Plan.*
- *A parent survey will be distributed to all three K-6th grade schools and the middle school (7th & 8th grades). The survey will collect data on travel preferences, attitudes and perceptions as well as concerns about walking and biking to school. The survey will be available in both English and Spanish and will be sent home with students via "backpack mail" in an envelope addressed to the parents or caregivers. Students that return completed surveys will receive a school spirit key chain.*
- *The School Travel Plan will be reviewed by the Safe Routes to School committee annually in the fall.*

## Share your Travel Plan

Share your travel plan with others by submitting it to the NJ Bicycle and Pedestrian Resource Center. Please send your travel plan to the staff at the NJ Bicycle and Pedestrian Resource Center via email at [srts@rci.rutgers.edu](mailto:srts@rci.rutgers.edu) or contact the office via telephone at 732-932-6812, ext. 613.