

Clackamas County Safe
Routes to School Program
2017 - 2019



Program Handbook

Welcome!

I think we all agree that our communities should be healthy and livable. Safe Routes to School (SRTS) programming can help to accomplish this by engaging families and a wide variety of community members.

My involvement in SRTS began the day I walked my daughter to her first day of kindergarten, with her little sister in a stroller. She now asks to bike to school by herself, but she's in third grade and I'm not sure. We've made a habit of walking and biking around our community, but each day brings new challenges and milestones. It is hard to know where and when it is safe to get around on foot or wheels. What I do know is that all road users need to know and use safe practices, especially in areas such as school zones.

This handbook provides an overview of the work in Clackamas County around SRTS. School champions have taken it upon themselves to start programs and collect data. Cities and the county are developing action plans. Now is the time to streamline efforts so they are comprehensive and consistent. This guide describes outreach and activities to engage school districts and provides resources for parents, teachers, and other SRTS leaders to start and sustain safe routes programming.

This work falls under a large umbrella of concepts from health and wellness to community safety, from solutions to obesity and diabetes rates to benefits for our environment. Thank you for your work to encourage people to slow down and consider those around them, making this world a better and safer place for kids to get to school safely and actively.

Sincerely,



Nicole Perry, Outreach Coordinator
Clackamas County Safe Routes to School

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Introduction

What is Safe Routes to School?

Safe Routes to School (SRTS) makes school communities safer, healthier, and more fun. SRTS combines improvements to walking routes, traffic law enforcement, safety education, and activities to encourage students to walk and roll (bike, skate, travel by wheelchair) to school. SRTS education and encouragement activities create a comfortable, fun environment for students and families to walk and roll.

This handbook outlines ways staff from cities, counties, school districts, and schools can work together with community members, families, students, and law enforcement to build and run a successful SRTS program.

How to use this handbook

You can use this handbook as a complete guide to implement and operate a SRTS program, or review individual sections to learn about a specific activity. The handbook includes information about the benefits of SRTS, logistics, and links to resources and ideas for SRTS activities. Contact information for all the resources in each section are listed beginning on page 31.

Community Champions

Community champions are people like you -- parents, family members and other community members who want to start, improve, or volunteer with a SRTS program. You are critical for the success of SRTS programs in Clackamas County!

School & District Staff

People who work in education have a valuable role in leading and supporting SRTS efforts. You can use this handbook to start and administer a SRTS program at your district or school, recruit volunteers, engage families, incorporate SRTS in the classroom, or plan events.

County Staff

Local government staff can support SRTS by working with school districts and schools to coordinate transportation safety messages and infrastructure planning projects. You can use this handbook to understand the variety of SRTS outreach opportunities the county can support and develop resources such as suggested route maps, safety tips sheets, and other communications around active transportation and transportation safety.

Safe Routes to School in Clackamas County

Program Overview

Clackamas County SRTS is a collaboration between transportation planners, school principals and staff, family volunteers, school district transportation staff and community members to improve traffic safety for K-8 students through education and encouragement activities and events.

Clackamas County SRTS supports schools and school districts as they implement education and encouragement activities and develop their School Action Plans to guide work and support funding opportunities.

SRTS Activities

Schools in Clackamas County are already involved in many SRTS-related activities:

Walk + Roll to School Day involves fun activities to encourage families to try walking, bicycling, or rolling to school.

Walk + Roll to School Month is an entire month of fun activities and events that encourage families to integrate active travel in their daily lives.

Crossing Guards are trained adults who help students cross the road and encourage motorists to drive safely in school zones.

School Action Plans identify specific concerns around a school, recommend infrastructure improvements to make it safer to walk and roll to school, and highlight activities that can help overcome barriers to walking and rolling.

Suggested Route Maps show preferred walking and biking routes for students to take, as well as hazard areas to avoid.

Student Hand Tallies & Parent Surveys collect information about how students travel to and from school, and parents' attitudes about walking and biking.

Incentive Give-aways create awareness and excitement about walking and rolling. Bike fairies are one example, where volunteers leave treats on students' bikes.

Safety Outreach at Back-to-School Nights, open houses, and PTA meetings raises awareness of SRTS programs and safety issues around school zones.



Success Stories

Oak Grove Elementary

For Walk and Bike to School Day, Clackamas SRTS handed out dozens of prize packs to students who walked or bike to school, including bike care packages for students who rode.

Linwood Elementary and Sojourner Elementary

Students participated in the Walk and Bike Month Challenge, logging walking and biking trips to school, as well as to sports practice, dance class, playing after school, and walking with a parent. At schools where safety concerns are a barrier to walking, the program focused on general health and wellness activities.

Bilquist Elementary

Bilquist has been participating in Walk and Bike Days for several years. Each fall the school organizes community meet-up spots for students to convene with school staff and parent leaders to make their way to school on foot. Bus riders earn a prize by taking a lap around the building after getting off the bus.



Get Involved!

The Clackamas County SRTS program supports local school SRTS efforts. Learn more at the [County's SRTS website](#).

Want to learn more about what's happening outside of Clackamas County? Join the quarterly Portland Regional SRTS Practitioners Meeting, hosted by Kari Schlosshauer of the SRTS National Partnership. Get in touch with Kari at kari@saferoutespartnership.org



Starting a SRTS Program at Your School

Starting Your Program

Any elementary or middle school can participate in Clackamas County SRTS. Funding is not currently available for high schools. Schools with existing community champions or leaders are great candidates. The program can be started by a parent, teacher, or school staff member.

Contact the School Principal and District

A comprehensive SRTS program should involve district-level staff from several departments. Depending on your district, talk to the following people: Superintendent, Assistant Superintendent, Director of Elementary Schools, Director of Middle or Secondary Schools, and people in Social Services, Curriculum, Student Life, Transportation, and Communications departments.

Secure School Support

The first step towards organizing a SRTS Team is securing school support. To do this:

- Set up a meeting with the school principal. Come prepared with talking points and initial program ideas. Ask for the support you need.
- Tell teachers and parent groups about the importance of SRTS by sharing materials and SRTS success stories from around Clackamas County. Tell them how SRTS could benefit our school.
- Enlist others to help you spread the word about next steps for SRTS efforts.

Why form a district-wide SRTS program?

Convening a SRTS program at the district level is a good way to bring different departments into the program, to share resources, and to efficiently promote SRTS at multiple schools. A district level program can authorize and support events at individual schools, promote shared templates and materials, and publicize events. District SRTS programs should coordinate with staff and volunteers at individual schools who are the on-the-ground implementers and experts in their own school's community.

Talk about the Benefits of Active Transportation and Transportation Safety

You can use these points to support SRTS activities when talking with a parent, decision-maker, or other stakeholder:

- **Health:** Many students fall short of the recommended 60 minutes of physical activity a day.¹ The percentage of students walking or biking to school has decreased 73 percent over the past decade.² By walking or rolling to school, students get more physical activity, reduce their risk of obesity and diabetes, and improve their overall health.³
- **Safety:** Approximately 15-25% of morning traffic is generated by parents driving their kids to school.⁴ More traffic means more congestion and less safe travel environments for everyone. If more children walked, bicycled or rolled to school, it would reduce the number of cars near the school at pick-up and drop-off times.
- **Learning:** When students exercise before school, they arrive focused and ready to learn.⁵ By adopting SRTS programs, schools can improve students' readiness to learn without taking time away from existing school-day activities or placing additional burdens on teachers.
- **Environment:** In Oregon, 38% of carbon dioxide emissions stem from transportation (primarily cars and trucks).⁶ Exposure to these air pollutants can cause short-term health problems like headaches; nausea; skin and eye irritation; and nose, throat and lung inflammation, and can also aggravate and intensify long-term respiratory and cardiovascular health problems, such as asthma and heart disease.⁷ Annually, more than 14 million school days in the United States are lost due to childhood asthma.⁸
- **Community:** By walking, bicycling and rolling to school, children and families meet each other and their other neighbors on the way to school, increasing the feeling of community and social support. Programs such as walking school buses also help get students to school and decrease rates of absenteeism.
- **Equity:** Families with incomes under \$50,000 per year spend an average of 30% of their budget on transportation.⁹ In addition, lower income communities tend to have fewer sidewalks; only 49% of streets in low income communities have sidewalks compared to almost 90% of streets in high income communities.

1 Center for Disease Control. www.cdc.gov/physicalactivity/basics/children/index.htm

2 McDonald, Noreen, Austin Brown, Lauren Marchetti, and Margo Pedroso. 2011. "U.S. School Travel 2009: An Assessment of Trends." American Journal of Preventive Medicine.

3 <http://activelivingresearch.org/walking-and-biking-school-physical-activity-and-health-outcomes>

4 National Center for Safe Routes to School. 2011. "How Children Get to School: School Travel Patterns from 1969 to 2009." www.saferoutesinfo.org/sites/default/files/resources/NHTS_school_travel_report_2011_0.pdf

5 <http://activelivingresearch.org/active-education-physical-education-physical-activity-and-academic-performance>

6 https://19january2017snapshot.epa.gov/climatechange_.html

7 <https://cfpub.epa.gov/ncea/risk/recordisplay.cfm?deid=216546>

8 <https://www.nrdc.org/stories/air-pollution-everything-you-need-know>

9 <http://www.changelabsolutions.org/safe-routes/about-benefits>

Identify Transportation Issues and Concerns

Record key transportation issues and concerns facing students and families who want to walk and roll to school. You can use a parent survey or hold informal conversations with school staff, families, students, and other community members. See the sections in this handbook on Walk and Bike Audits (page 22) and Evaluation Activities (page 24) for guidance about collecting data.

Organize a SRTS Team

Once your school and district administration have approved beginning a SRTS program and you have some understanding of the community's issues and concerns, it can be helpful to convene a group of people – an SRTS team -- that meet regularly to discuss school transportation issues.

The SRTS team can provide direction for the program, coordinate projects, fundraise, recruit volunteers, and organize events. The team members could include:

- School personnel (e.g. Principal or Secretary)
- Parent group representatives
- Parents/guardians/caregivers
- Students
- Elected officials
- Traffic engineers
- Police officers
- County planners
- Health officials
- Non-profit organizations

- Business and community leaders
- Representatives of neighborhood associations or community planning organizations (CPO)

Invite people on your list to a kick-off meeting to learn about SRTS, brainstorm program ideas and identify next steps. Schedule the meeting before or after another school event that brings people to school grounds, such as Back-to-School Night, parent-teacher conferences, etc.

Gather Information and Resources

After the first team meeting, continue gathering information and resources about SRTS best practices and the specific needs of your school. SRTS resources are listed beginning on page 31.

Consider the following questions to guide your research:

- Are students currently walking and rolling to school? If not, why not? If so, what do they like about the experience? What are the challenges?
- Is the school already participating in SRTS events? What events and programs would meet the school's needs? (See SRTS Activities for specific ideas and resources beginning on page 13.)
- Which of the 6 E's should be prioritized at the start of the program? (The 6 E's are Equity, Education, Engineering, Encouragement, Enforcement and Evaluation. See page 13 for more information on the 6 E's.)
- What funding is available? Do you need more funding?

Launching Your Program

Now it's time to formally launch your SRTS program. Focus on getting more families involved in the program: walking and rolling to school regularly, participating in events, and creating a school action plan.

Outreach at School Events

Previously-scheduled school events present great opportunities to spread the word about SRTS and how people can get involved.

Consider these options:

- A 'meet & greet table'.
- Schedule a few minutes to speak at school year kick-off events.
- Provide suggested route maps (if available) for your school, walking or biking maps of the neighborhood, walking and biking safety tips, Clackamas County SRTS brochures, and information about your school's transportation policies.
- Collect contact information for people who want to get involved.



Organize Walk + Roll Events

- Organizing Walk + Roll to School Day is a great first big event for your school's SRTS program. Every October and May schools from all 50 states and over 40 countries organize students, families, and staff to walk or roll to school for one day. It's a great way to build momentum and get publicity. Check out Plan a SRTS Event, page 25, for planning tips and the Activities section, page 12, for more event ideas.

Create a School Action Plan

To be eligible for state SRTS funding, a school must have a School Action Plan. Oregon Department of Transportation's (ODOT) [Action Plan Template](#) describes how to develop the action plan and what information to include. Infrastructure projects, such as new traffic signals, sidewalks, or other structural changes, may be eligible for state funding without a School Action Plan if they are documented in another plan, such as the County Transportation System Plan (TSP).

School Action Plans:

- Identify key players who will help develop and implement the plan
- Assess how students currently travel to and from school, including results from a student hand tally

- Assess current pedestrian and bicycle facilities near schools, including identifying any hazards
- Identify solutions to physical hazards
- Identify potential programs to implement at the school

Creating an action plan also has the following benefits:

- **Team camaraderie.** Build trust and shared investment among SRTS team members
- **Clear communication.** Avoid future conflicts and confusion.
- **Established timeline.** Keep everyone on the same schedule and keep tasks moving forward.

Completed Clackamas County School Action Plans are available for review at the [County's SRTS Website](#).



Sustaining Your Program

A sustainable SRTS program involves keeping the right people active and involved, short-term and long-term strategic planning, and funding for both infrastructure and programs.

Fund Your Program

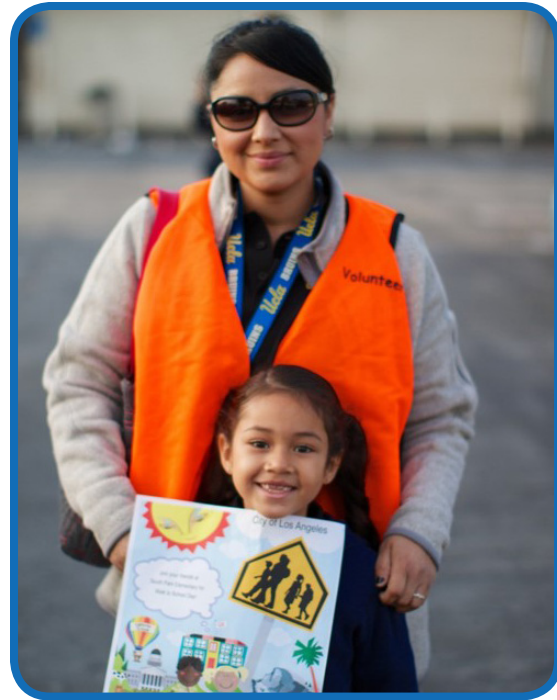
The following funding opportunities are available for schools in Clackamas County:

- You can apply for ODOT [SRTS grants for non-infrastructure projects](#). The annual grants provide up to \$50,000 per year over three years.
- The [ODOT STIP Enhance](#) process is also available to fund SRTS engineering enhancements.
- In 2017, the Oregon state legislature allocated a new dedicated funding source for SRTS infrastructure projects. Funds will be available for bicycle and pedestrian improvements on public rights-of-way. The program is funded at \$10 million annually from 2018 to 2021, increasing to \$15 million annually beginning in 2022.
- The Portland area's metropolitan planning organization, Metro, has [Regional Travel Options](#) (RTO) funding to support agencies sharing information about and promoting alternatives to driving. Starting in 2019, the RTO has \$1.5 million dedicated to SRTS non-infrastructure programs, which will support SRTS coordinators, events, activities, and outreach. See the [Metro Regional SRTS Framework](#) for more information and analysis of existing conditions throughout the region.
- [Commute Options](#) (the technical service provider for SRTS in Oregon) offers [Action Plan Mini-Grants](#) for schools with a SRTS team that have already assessed current conditions.
- Commute Options also offers a free [Train the Coordinator Program](#) for schools with an Action Plan to learn more about event planning and organizing walking school buses and bike trains.
- [The Street Trust](#) offers a jump start program, which provides a fleet of bikes, bike safety instructor training and basic information for how to get funding to maintain a bike fleet.

Reward Hard Work

Rewarding the volunteer and staff time put into SRTS keeps people motivated and helps grow the program.

- Recognize and thank contributors at public meetings on the school or program website, bulletin boards, or in the newspaper or through social media.
- Plan volunteer recognition events, such as a lunch or prize drawings.
- Pay people for their time when possible, or provide other benefits such as child care, meals/snacks at events, or a transit voucher for families to attend events.





SRTS Activities



The Six E's of SRTS

SRTS makes school communities safer by combining improvements to sidewalks and streets with enforcement and education about safety and activities to enable and encourage students to walk and roll to school.

SRTS activities focus on the "Six E's:"

1



Equity ensures that efforts connect with all populations by including communities of color, addressing families' diverse needs, reaching low-income communities, and interacting with non-English speakers.

4



Encouragement events and activities help make walking, biking, and rolling easy and fun.

2



Education programs inform families about transportation choices, teach walking and biking safety skills, and promote driver safety campaigns near schools.

5



Enforcement activities remind everyone to follow traffic laws near schools.

3



Engineering efforts address the physical environment around schools to create safe and accessible places for walking, biking, and rolling.

6



Evaluation forms and reports monitor program outcomes to help improve activities in the future.

Equity

All SRTS activities should be comfortable and safe for every student regardless of race, cultural identity, immigrant or refugee status, gender or sexual identity, income, religion, or whether a student receives special education, has a physical or mental disability, or is homeless.

As a SRTS team, it is important to understand how barriers to walking and rolling disproportionately affect students of color, English-language learners, students living in lower income households, and students with disabilities. Use the following tips and resources to make sure your SRTS activities are equitable and inclusive:

- Make sure students can participate in SRTS programs for free, and that there are ways a student can participate without a parent in attendance.
- For a bike activity during the school day, have bikes available and include students in wheelchairs as appropriate.
- For students who can't walk or roll to school because they live too far away or face other barriers, incorporate activities into the school day or establish park-and-walk locations.
- Translate program materials and provide interpretation at events for English-language learners. In Clackamas County, many families speak Spanish, Russian or Vietnamese.

- Provide food, childcare, and transit vouchers to make it easy for families to attend events and meetings.
- Invite people from different communities and backgrounds to join the SRTS Team to help steer the program and plan events.
- Educate yourself and your team about the barriers and challenges faced by different groups. The SRTS National Partnership [Equity Resources page](#) has reports and toolkits that address working in low-income schools, using SRTS to combat violence, why fighting for equitable transportation matters, and more.
- You can learn more about equity in SRTS in this blog post from Sara Zimmerman from the SRTS National Partnership: [The 6 E's of SRTS: Embracing Equity](#).



Education

Education classes and other activities inform families about transportation choices; teach walking, biking, and skating safety skills; promote driver safety campaigns near schools, and communicate the benefits of active transportation.

Bicycle and pedestrian safety education should be structured for the appropriate grade and age levels. Pedestrian safety courses or programs will be most effective with grades K-3, and bicycle safety courses or programs will be most effective with grades 4-8.

Safety curriculum can be brief or more intensive, providing in-depth instruction and practice sessions for students. Offer safety training to both students and families, as family members will help make sure students travel to and from school safely and serve as important role models for their children.

The SRTS National Partnership maintains a [list of national bicycle and pedestrian safety curricula](#) that is a good starting place for lesson planning inspiration.

Family Information and Outreach

Make sure that families are aware of SRTS events, and understand the personal and community benefits of participating in SRTS programming.

- Distribute materials to students during drop-off and pick-up.
- Post information prominently on school grounds and on school and partner organization websites.
- Present information at back-to-school events to encourage students and family members to participate and volunteer.



Encouragement

Encouragement activities are events and campaigns that inspire families to get involved. These programs reward participation, and make walking and rolling normal and fun. Activities can be combined and used to create campaigns during Walk + Roll Challenge Month or a Back-to-School Blitz to shape transportation habits at the beginning of the year.

To organize year-round events, incorporate seasonal themes such as:

- Fall:
 - » Back to School (September)
 - » Walk the Vote
- Winter:
 - » Winter Walk to School Day
 - » “Be Safe, Be Seen, Be Green”
 - » Make a Change (January)
 - » Cupid for Carpools (February)
 - » Penguin (Happy Feet) Day
 - » Crazy Sock Day
- Spring/Summer:
 - » March into Spring
 - » Earth Day
 - » Spring Forward
 - » Stay Active in the Summer

Back to School Nights

Promoting SRTS at Back-to-School Night is a perfect opportunity to reach the majority of the school community at the beginning of the year.

Perform a skit, make a short presentation, and/or set up a booth to get people excited about the SRTS program, sign up volunteers, help families plan routes, and answer general questions.

Outfit the booth with SRTS resources and materials. See Outreach at School Events on page 8 for more information. If possible, have a fun activity for students, like adding leaves to a mural, drawing with sidewalk chalk, or a prize drawing to attract interest.



October and May Walk + Roll to School Days

Walk + Roll to School Day events in October and May are great ways to get students and families to give walking or rolling to school a try. These events can be simple or elaborate. Either way, the camaraderie, safety tips, and additional support create a festive atmosphere and inspire people to try out a new way to get to school. Here are some tips for planning the day:

- Arrange ways for all students to participate, even if they [live too far from school to walk or bike](#).
- [Register your event](#) with Walk + Roll and [The Street Trust](#) to join thousands of others participating in the event around the country, tap into their resources, get free incentives, and publicize your hard work.
- Check out “Plan a SRTS Event” on page 25 and the [Walk and Bike to School website](#) for more event planning resources and ideas.



May Walk + Roll Challenge Month

Students all around the region participate in May Walk + Roll Challenge Month. In this friendly competition, students walk, bike, skate, or use a wheelchair or other mobility device to travel to and from school as often as possible. These campaigns are similar to Walk + Roll Day, but they are spread out over the month and include the element of competition. Participation can help families change transportation habits, make social connections, and see health and academic improvements.

- Include fun events like a parade to school, Crazy Hat Walk to School Day, Pajama Walk Day, and Crossing Guard Appreciation Day.
- Check out The Street Trust [Walk+Roll Challenge page](#) for information and resources to support your school's participation. The Street Trust provides Oregon-specific posters, coordinator packets, scorecards (individual and classroom), tips for writing an opinion/editorial for your local newspaper, and media messaging.

Walking School Buses and Bike Trains

Many families would like to walk or roll to school, but are worried about traffic, have personal safety concerns, or don't have the time to walk with their children to school. Sharing the trip with other families provides adult supervision for groups of students, reassures parents that their children can get to school safely and on time, and builds community in the neighborhood.

A Walking School Bus (WSB) or Bike Train is an organized group of students who walk or bike to and from school with adults, with a designated

route and stops where students gather or get dropped off near their homes. These are a great way for students to get daily physical activity while traveling to school and having fun with their classmates. Students learn how to be safe while walking or biking, gain confidence exploring their communities, and protect the environment by reducing greenhouse gas emissions.

- The City of Portland has information about the [benefits of a Walking School Bus](#) and [instructions for how to create cute Walking School Bus cut-outs](#) for photos. Portland also has information on [how to start a Bike Train](#), including a short video about a festive [Bike Train in Portland](#).
- The SRTS National Partnership [WSB Primer](#) is a comprehensive resource for those organizing a WSB for the first time.
- El Monte, California, which is starting a new Walking School Bus pilot program, has a [concept plan](#) with ideas and marketing material examples.



On-Campus Walk Programs

In situations where distance, safety concerns, or a disability prevents students from walking or biking to school, SRTS can encourage walking at school during the school day. For example, SRTS officials and other school staff can organize walks at the beginning of the day, during lunch or recess, or as a part of physical education or health class. This will require a coordinator and may take time to work into the school day.

Some quick steps for planning on-campus walking activities:

- Identify a coordinator and get support from the school
- Determine who will be involved, when and where they will they walk, and for how long
- Set goals for walkers by accumulated distance, amount of time or number of days walked
- Get incentives/prizes (optional)
- Promote
- Kick off
- Track participation
- Make changes as needed

Saferoutesinfo.org provides resources to plan on-campus walk programs.

Bike Fairy or Other Surprise Giveaways

The Bike Fairy visits schools while students are in class to leave small surprises on bikes, scooters, and skateboards parked on campus. This is a great way to say “thanks for riding” and encourage more students to give it a try. Surprises can be bookmarks, pencils, stickers, information cards, and other treats. A Bike Fairy Event or other surprise party or giveaway is a great addition to Walk + Roll to School Month.

- Several schools in Clackamas County, including Oak Grove Elementary, participate in a Bike Fairy Program.
- The [City of Portland’s Bike Fairy Program](#) has been very popular and contributed to more students biking over the past several years.



Enforcement

These activities are intended to deter unsafe behavior and ensure everyone shares the road around schools. Safer traffic conditions make students and families more comfortable walking and rolling to school. School SRTS committees should include a representative from and communicate with law enforcement to coordinate these efforts.

Driver Safety Information

Share materials on safe driving behavior with all families. A wider public information campaign is an option to reach those outside the school community.

- Clackamas County [SRTS Safety Tip Sheet](#) includes safety information for people driving near schools, in addition to information about walking and biking safely.
- [Oregon Safe Routes to School website links](#) to safety brochures and posters to remind drivers to watch for kids.
- The National Safety Council [Back to School Tips for Drivers](#) outlines safe driving behavior while dropping off students at school, and sharing the road with students and with school buses.
- Clackamas County's [Drive to Zero](#) program focuses on reducing injuries and fatalities on roadways by promoting safe driving habits.

Crossing Guards and Student Safety Patrols

School crossing guards help students cross the road safely and offer a welcoming, friendly face as students arrive at or leave school. They also remind drivers about the presence of people walking and encourage safe driving.

Student safety patrols provide opportunities for students to develop leadership skills and practice safety skills.

Many Clackamas County schools are already implementing these programs.

- [AAA School Safety Patrol membership information](#) provides a description of student, teacher and parent roles.
- The Oregon Department of Education Oregon [Crossing Guard and Safety Patrol Program](#) includes trainings and role descriptions for adult crossing guards and student safety patrols.
- Saferoutesinfo.org [Adult School Crossing Guidelines](#) gives a comprehensive description of the elements of a crossing guard program and instructive scenario examples for training.



Engineering

Engineering addresses the physical environment around schools through infrastructure improvements (signage, crosswalks, signals, etc.) designed to improve the safety of people walking, bicycling, skating, rolling, and driving along school routes. Clackamas County received funding in 2016-2019 to develop School Action Plans for twelve schools in the County. The County is holding walk audits and identifying infrastructure improvements to increase safety and promote walking and bicycling around schools. The County is also developing [Suggested Route maps](#) that show the best, safest routes for students to walk and roll to school.

- The SRTS National Partnership study [“Putting Traffic Safety First”](#) outlines engineering approaches for improving the physical environment near schools.
- [Oregon SRTS](#) offers information on how to encourage walking and biking in more suburban and rural communities, including information about street improvements.

Walk and Bike Audits

These site assessments are systematic processes to gather information about the factors that help or hinder safe walking and biking, including, but not limited to: street lighting, sidewalk width and condition, traffic volume, bicycle lanes, topography, and other safety concerns. Audits are typically led by professionals with experience in pedestrian and bicycle issues, and include school leaders, local government officials, law enforcement, families, and students. The audit might focus on the school site, a key corridor, or a wider neighborhood.

The main focus of the observation portion of the audit is community outreach and soliciting feedback from the community, but it can also be used to collect and confirm data about infrastructure. Various walk and bike audit tools allow participants to collect different levels of data. Choose one to fit your school’s needs or draw from several to design a custom audit.



The data collected can help guide recommendations for infrastructure improvements and other SRTS programming.

- [SafeRoutesInfo.org](https://www.safeschoolroutes.org/) has a complete guide to organizing and reporting on walk and bike audits.
- Check out the National Center for SRTS [Walkability Checklist](#).

Action Plans

School action plans identify specific concerns around a school, recommend infrastructure improvements to make it safer to walk and roll to school, and highlight activities that can help overcome barriers to walking.

Route Mapping

Mapping is another way to assess how students travel to school. Create maps that show the walking and rolling routes near the school. If possible, include scatter maps showing concentrations of where students live.

These maps are required as part of the Oregon SRTS Action Plan and will be useful as you work with SRTS committee members and other stakeholders to identify barriers and opportunities for students walking or rolling to school. [Metro has created SRTS maps](#) for schools in Clackamas County that are in the Metro region, such as those in the [North Clackamas School District](#).



Evaluation

In order to monitor the success of your SRTS program, it is important to evaluate it at regular intervals both qualitatively and quantitatively. Depending on how your program is funded, you will be required to report on different program measurements.

Most programs track:

- The numbers of students walking and rolling before and during the SRTS program
- Challenges and barriers for walking and rolling to school
- Interest in trying out a new travel mode
- Feedback on ongoing SRTS programming.

Student and family surveys, student hand tallies, and mapping are important evaluation tools.

Student Hand Tallies

Take hand tallies twice a year in two classrooms per grade to find out how students are getting to school. Hand tallies are a quick and easy way to count the number of students participating in the program over a 2 - 3 day period. These can be used to track how SRTS activities affect behaviors over time. It is important to conduct one round of hand tallies before the SRTS program begins to establish baseline numbers. Just because few students currently walk or roll to school, does not necessarily indicate a lack of community interest in using active transportation. Safety or other concerns could be preventing people from walking or rolling to school.

[The National Center for SRTS provides a Student Hand Tally form](#) and guidelines for the process.

Safe Routes to School Students Arrival and Departure Tally Sheet

+ CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY +

School Name: _____ Teacher's First Name: _____ Teacher's Last Name: _____

Grade: (PK,K,1,2,3) _____ Monday's Date (week count was conducted) _____ Number of Students Enrolled in Class: _____

0 2 M H D D Y Y Y Y I S

• Please conduct these counts on two of the following three days Tuesday, Wednesday, or Thursday. (Three days would provide better data if counted)
 • Please do not conduct these counts on Mondays or Fridays.
 • Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each Student may only answer once.
 • Ask your students as a group the question "How did you arrive at school today?"
 • Then, reread each answer choice and record the number of students that raised their hands for each. Place just one character or number in each box.
 • Follow the same procedure for the question "How do you plan to leave for home after school?"
 • You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
 • Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

Step 1. Fill in the weather conditions and number of students in each class.
Step 2. AM – "How did you arrive at school today?" Record the number of hands for each answer.
 PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.

| Key | Weather | Student Tally | Walk | Bike | School Bus | Family Vehicle | Carpool | Transit | Other |
|-----------|---|---------------------------------|------|------|------------|-------------------------------------|--|------------------------|---------------------------|
| | S=sunny R=rainy O=overcast SN=snow | Number in class when count made | - | - | - | Only with Children from your family | Riding with children from other families | City bus, subway, etc. | Skate-board, roller, etc. |
| Sample AM | S R | 20 | 2 | 3 | 8 | 2 | | 3 | 1 |
| Sample PM | R | 19 | 3 | 3 | 8 | 1 | 2 | 2 | |
| Tues. AM | | | | | | | | | |
| Tues. PM | | | | | | | | | |
| Wed. AM | | | | | | | | | |
| Wed. PM | | | | | | | | | |
| Thurs. AM | | | | | | | | | |
| Thurs. PM | | | | | | | | | |

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

+ _____ +

Parent and Student Surveys

Parent and student surveys are a chance to get deeper, detailed community feedback on the SRTS program. Conduct a family and student participant survey every couple of years. The results will help determine how to improve the program and how family attitudes have shifted over time. However, surveys are labor intensive to administer and process, so they should be timed with larger program evaluation efforts and grant reporting.

- The National Center for SRTS provides a [parent survey template in English and Spanish](#), and additional resources for a successful survey.
- The Marin County SRTS [student survey](#) is a good starting place for a student survey for your school.



Plan a SRTS Event



Plan a SRTS Event

Putting on a SRTS event is a team effort and requires advance planning.

Events can be just a single day, once-a-week (e.g. Walking Wednesdays, Walk and Roll Fridays, Car-Free Friday), or a whole month (e.g. May Challenge). Use the following steps to guide your event planning.

Schedule Your Event

- Schedule as far in advance as possible.
- Coordinate with school principal and administrative staff to get the event on the school calendar.
- Make sure there isn't a conflict with another big school event, testing weeks or holiday.

Recruit Volunteers

- Use your SRTS network to recruit volunteers to help organize and staff the event.
- Communicate the benefits of volunteering.
- Reach out to parent and neighborhood groups, school staff, and other community members at meetings, after school, or at other community events.
- Younger students, high school students and college volunteer groups might be interested in getting involved.
- Keep a contact list of those interested to further follow-up.

Publicize Your Event

- Announce the event at school staff meetings, during school assemblies and over the school loudspeaker (as permitted by the school).
- Send fliers home with students and distribute them at family pick-up or during conferences. You can send safety information along with notice of events.
- Include information in the school newsletter.
- Post online on the school's website and any social media. Other websites like Nextdoor can also reach a wider audience.
- If possible, arrange for publication in the community newspaper and announcement on local radio stations.

Order Incentives and Seek Donations

- Arrange for incentives and any donations you need well in advance. While some in-kind donations can be processed quickly, others will take several weeks or more to get approved.
- Local businesses can be asked to contribute volunteer snacks/beverages, healthy snacks for participants, additional small prizes or large raffle items.
- Procure free incentives through partners such as The Street Trust, which offers stickers, temporary tattoos, pencils, bandanas, and helmets as part of registration.

Day of Event

- Get to school early to have enough time to accomplish everything. Recruit plenty of volunteers to come early, too.
- Set up a table with sign-in sheets, small take-aways like stickers and book marks, walking and biking maps, and more. Play music to create a festive atmosphere.

Reward Participants with Enthusiasm!

- Make sure to take lots of photos and remember good stories from the day.
- Ask for feedback from participants through a survey at the event or an online survey emailed after the event.

Track Participation

- Use sign-in sheets to track participation. Collect names and contact information for adult family members.
- For a one-time event or month-long challenge with physical activity logs, use punch cards to track participation.
- Organize names and contact information in a spreadsheet to track participation over time and for communication purposes.



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SRTS Resources

Clackamas County

Visit the [Clackamas County SRTS website](#) for up-to-date information and resources.

- Clackamas County SRTS Program brochure- includes a program overview, background info, and how to sign up to volunteer.
- Clackamas County SRTS Tip Sheet – information about how to be Safe Walking, Biking, & Driving in School Areas

SRTS Contacts in Oregon

ODOT SRTS -- [The Oregon Department of Transportation SRTS website](#) includes information on grants, school action plan templates, action plan webinar, and other helpful resources. ODOT's Traffic Safety Division partners with local agencies and law enforcement to improve road safety throughout the state. Contact: Program Manager, 503-986-4196

[SRTS National Partnership](#)-- A national non-profit that provides regional SRTS coordination and support. Contact: Kari Schlosshauer, Pacific Northwest Regional Policy Manager, kari@saferoutespartnership.org

[The Street Trust](#) -- A Portland-based non-profit that promotes bicycling and walking throughout the Metro region, and supports SRTS by providing bicycle and pedestrian safety education, and coordinating outreach events. Contact: LeeAnne Fergason, Deputy Director, leeanne@thestreettrust.org

[Oregon SRTS Network Leadership](#)

[Committee](#) -- A group of SRTS leaders that provides program assistance, and hosts an annual retreat and biannual Oregon SRTS Conference. Contact: Lynne Mutrie and LeeAnne Fergason, co-chairs, leeanne@thestreettrust.org and lynne@oregonsaferoutes.org

Metro SRTS Programs -- Metro supports SRTS throughout the region by providing funds through the Regional Travel Options (RTO) grant program. Metro's [Regional SRTS Framework](#) is an assessment of existing programs and recommendations for moving the program forward. Contact: RTO@oregonmetro.gov

Local SRTS Providers

The following agencies have significant experience planning and implementing SRTS programs and may be able to answer questions about your program.

- City of Gresham SRTS Program: greshamoregon.gov/Transportation-Safety/
- Clackamas County SRTS Program: clackamas.us/engineering/srts.html
- Portland Bureau of Transportation SRTS Program: portlandoregon.gov/transportation/68009
- Washington County SRTS Program: co.washington.or.us/LUT/TrafficSafety/schoolaccess.cfm

School Districts in Clackamas County

- Canby: canby.k12.or.us/
- Colton: colton.k12.or.us/
- Estacada: estacada.k12.or.us/
- Gladstone: gladstone.k12.or.us/
- Lake Oswego: losdschools.org/
- Molalla River: molallariv.k12.or.us/
- North Clackamas: nclack.k12.or.us/
- Oregon City: ocsd62.org/
- Oregon Trails: oregontrailschools.com/
- West Linn-Wilsonville: wlwv.k12.or.us/

National Resources

General Resources

- [National Center for Safe Routes to School](#): A great resource for training opportunities and program materials. It also houses tools for collecting data and can generate automatic summary reports.
- [Safe Routes to School National Partnership](#): A depth of expertise, a national support network and know-how to help make communities and schools safer, healthier and more active.
- The Center for Disease Control and Prevention and the Department of Health and Human Services [Kids Walk-to-School: A Guide to Promote Walking to School](#): A good general overview of a SRTS program with templates and lots of ideas for events.

Pedestrian Safety Curriculum

- The Street Trust teaches [Pedestrian Safety education](#) to second grade classes at area schools every year. Their typical curriculum involves several hours of in-class and outdoor instruction, including a group walk through the neighborhood. All materials are available online. [Download the curriculum](#) or reach out to The Street Trust directly about their education programs.
- The [National Highway Traffic Safety Administration](#) has developed [child pedestrian safety curriculum](#) for grades K-1, 2-3 and 4-5, with a teacher's guide, lesson plans, assessment guide, student response form, and family tip sheets in English and Spanish for each age group.

- [ODOT's Pedestrian Safety](#) page includes links to short instructional videos developed for Oregon SRTS.
- [Pedbikeinfo.org provides pedestrian safety lessons](#) with lessons, short videos and quizzes for children ages 5-9, 10-14 and 15-18.
- The Pedestrian and Bicycle Information Center [Guidelines for talking to children about pedestrian safety](#) are short and to the point; perfect for sharing with parents and volunteers.

Bicycle Safety Curriculum

- The Street Trust has engaging [bicycle safety curriculum](#) for students in grades 4-7. The Oregon-specific curriculum includes 10 lessons from the basics of bike safety, how to avoid hazards, how to ride with traffic, and much more.
- The League of American Bicyclists offers a series of [Smart Cycling videos](#) that teach how to ride safely, improve comfort, and have fun. They also offer an instructor certification program that could be of use to SRTS coordinators.
- SHAPE America's [Bikeology Curriculum and Parent Guide](#) is a ready-to-use safety curriculum for grades 6-12 that aligns with National Standards for K-12 Physical Education.

Links by Chapter

Starting a SRTS Program at Your School

- Clackamas County SRTS: clackamas.us/engineering/srts.html
- Oregon Safe Routes to School: oregonsaferoutes.org/oregon-safe-routes-to-school-walk-bike-day/
- Oregon Department of Transportation's (ODOT's) Action Plan Template: oregon.gov/ODOT/Safety/Documents/SRTSActPlanTemplate.pdf
- ODOT SRTS non-infrastructure grants: oregon.gov/ODOT/Safety/Pages/SRTS.aspx
- ODOT STIP Enhance: oregon.gov/odot/stip/pages/index.aspx
- Regional Travel Options: oregonmetro.gov/tools-partners/grants-and-resources/travel-options-grants
- Metro Regional SRTS Framework: oregonmetro.gov/regional-safe-routes-school-framework
- Commute Options: commuteoptions.org
- Action Plan Mini Grants: commuteoptions.org/action-plan-mini-grants/
- Train the Coordinator Program: commuteoptions.org/train-the-coordinator/
- The Street Trust: thestreettrust.org

SRTS Activities

Equity

- Equity Resource Page:
saferoutespartnership.org/resources/publications/equity
- The 6 E's of SRTS: Embracing Equity:
saferoutespartnership.org/blog/6-es-safe-routes-school-embracing-equity

Education

- List of national bicycle and pedestrian safety curricula:
saferoutespartnership.org/state/bestpractices/curriculum

Encouragement

- Live too far from school to walk or bike.
walkbiketoschool.org/plan/event-ideas/too-far-to-walk-or-bike/
- Register your event with Walk + Roll:
walkbiketoschool.org/registration/
- The Street Trust: thestreettrust.org/walkroll/
- Walk and Bike to School website:
thestreettrust.org/walkroll/#walkbike-challenge
- Benefits of a Walking School Bus:
portlandoregon.gov/transportation/article/536540
- How to Create Walking School Bus cut-outs:
portlandoregon.gov/transportation/article/567026
- How to Start a Bike Train:
portlandoregon.gov/transportation/article/536541

- Bike Train in Portland: vimeo.com/16552771
- Walking School Bus Primer:
saferoutespartnership.org/resources/website/walking-school-bus-program
- Walking School Bus Concept Plan:
walkelmonte.org/wp-content/uploads/2017/08/El-Monte-WSB-Concept-Plan.pdf
- Plan on-campus walk programs:
guide.saferoutesinfo.org/encouragement/on-campus_walking_activities.cfm
- City of Portland Bike Fairy Program:
portlandoregon.gov/transportation/article/577424

Enforcement

- Oregon Safe Routes to School:
oregonsaferoutes.org/
- National Safety Council Back to School Tips for Drivers:
nsc.org/learn/safety-knowledge/Pages/back-to-school-safety-tips-for-drivers.aspx
- AAA School Safety Patrol membership information:
schoolsafetypatrol.aaa.com/advisors/
- Oregon Crossing Guard and Safety Patrol Program: ode.state.or.us/search/page/?=3129
- Adult School Crossing Guidelines:
guide.saferoutesinfo.org/crossing_guard/

Engineering

- SRTS Maps:
library.ite.org/pub/e2660747-2354-d714-515a-6556275c8fdc
- Putting Traffic Safety First:
saferoutespartnership.org/sites/default/files/pdf/Safety_report_final.pdf
- Encourage walking and biking in more suburban and rural communities:
oregonsaferoutes.org/safe-routes-to-schools-in-rural-communities/
- Guide to Walk Audits:
guide.saferoutesinfo.org/engineering/walking_and_bicycling_audits.cfm
- National Center for SRTS Walkability Checklist:
archive.saferoutesinfo.org/sites/default/files/walkabilitychecklist.pdf

Evaluation

- Student Hand Tally Form:
archive.saferoutesinfo.org/program-tools/evaluation-student-class-travel-tally
- Metro SRTS Maps:
oregonmetro.gov/regional-safe-routes-school-framework
- North Clackamas School District Maps:
oregonmetro.gov/sites/default/files/North-Clackamas-RSRTS-School-Area-Maps.pdf
- Parent Survey Template:
archive.saferoutesinfo.org/program-tools/evaluation-parent-survey
- Student Survey:
saferoutestoschools.org/pdfs/StudentSurvey822.pdf

SRTS Resources

Oregon

- Clackamas County SRTS:
clackamas.us/engineering/srts.html
- Oregon Department of Transportation (ODOT) SRTS:
oregon.gov/ODOT/Safety/Pages/SRTS.aspx
- SRTS National Partnership:
saferoutespartnership.org/
- The Street Trust: thestreettrust.org/
- Oregon SRTS Network Leadership Committee:
oregonsaferoutes.org/oregon-safe-routes-to-school-leadership/
- Regional SRTS Framework:
oregonmetro.gov/regional-safe-routes-school-framework

National

- National Center for Safe Routes to School:
saferoutesinfo.org/
- Safe Routes to School National Partnership:
saferoutespartnership.org/
- The Center for Disease Control and Prevention and the Department of Health and Human Services Kids Walk-to-School: A Guide to Promote Walking to School:
stacks.cdc.gov/view/cdc/11316
- The Street Trust Pedestrian Safety education:
portlandoregon.gov/transportation/69810
- Pedestrian Safety Curriculum:
thestreettrust.org/get-involved/curriculum/

- National Highway Traffic Safety Administration child pedestrian safety curriculum:
nhtsa.gov/pedestrian-safety/child-pedestrian-safety-curriculum
- ODOT Pedestrian Safety:
oregon.gov/ODOT/Safety/Pages/Pedestrian.aspx
- Pedestrian and Bicycle Information Center pedestrian safety lessons:
pedbikeinfo.org/pedsaferjourney/index.html
- Pedestrian and Bicycle Information Center guidelines for talking to children about pedestrian safety:
walkingschoolbus.org/safety.pdf
- The Street Trust bicycle safety curriculum:
thestreettrust.org/tag/bses/
- The League of American Bicyclists Smart Cycling videos: bikeleague.org/ridesmart
- SHAPE America Bikeology Curriculum and Parent Guide:
shapeamerica.org/publications/resources/teachingtools/qualitytype/bicycle_curriculum.cfm

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This handbook was developed with funding from a Safe Routes to School non-infrastructure grant from the Oregon Department of Transportation.

