



Creating a Safe Routes to School Plan

For information on how to create a Safe Routes to School (SRTS) program, refer to the Safe Routes to School Guide, Steps to Creating a Safe Routes to School Program, developed by the Pedestrian and Bicycle Information Center (PBIC) and maintained by the National Center for Safe Routes to School. This guide is available at http://guide.saferoutesinfo.org/pdf/SRTS-Guide_Steps.pdf.

Creating a Safe Routes to School (SRTS) plan is an important step in creating a SRTS program. The plan does not need to be lengthy, but the Hawaii Department of Transportation (HDOT) suggests the following information be included as a minimum.

1. Title Sheet

- Name of school(s) and/or community the plan is being prepared for.
- Date the plan was created or updated.

2. Introduction

- Briefly explain the motivations for implementing a SRTS program.

3. SRTS Team

- Summarize efforts to create a SRTS team and build community support for your SRTS program.
- List the members of your SRTS team and their affiliations. Identify any designated program champion(s) or local coordinator(s), as well as any committee(s) or taskforce(s).

4. Existing Conditions

- Provide the following information about student population for each school that is covered by the plan.
 - School name
 - Grades of students at school
 - Number of K-8 students enrolled at school
 - Number of K-5 students living within one mile of the school
 - Number of grade 6-8 students living within 1.5 miles of the school
- Describe the current conditions for walking and bicycling to/from school. What are the obstacles and issues (physical or perceived) which prevent more students from walking and bicycling to/from school?
- Summarize the results of any parent surveys and student tallies that were conducted, including:
 - Date data was collected
 - Number of K-8 students who currently walk to or from school
 - Number of K-8 students who currently bicycle to or from school
 - Number of K-8 students currently driven to or from school
 - Number of K-8 students currently bussed to or from school

Parent surveys and student tallies forms and instructions are provided by the National Center for Safe Routes to School at <http://www.saferoutesinfo.org/data-central>. HDOT requests that data collected using these forms be submitted to the National Center for Safe Routes to School.

- Provide a map of the area that is covered by the SRTS plan. Indicate a two-mile radius around affected school(s) and identify the location of neighborhoods served by the school(s) and any other relevant information such as designated routes or locations of existing obstacles. Please limit map size to no larger than 11"x17".

5. Action Plan

- Create a priority list of strategies involving the 5 E's (Engineering, Education, Encouragement, Enforcement and Evaluation) to address the obstacles to walking and bicycling in your school community.
- For each proposed strategy, include an estimated cost and proposed implementation schedule (short term, mid term, long term), and identify the individual or organization responsible for leading the effort. Information may be presented in table form.