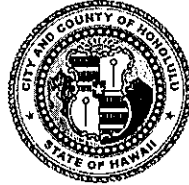


DEPARTMENT OF TRANSPORTATION SERVICES
KA 'OIHANA LAWELAWE 'ŌHUA
CITY AND COUNTY OF HONOLULU

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TS25.035

April 8, 2025

MEMORANDUM

TO: Kathleen Rooney, Chair
Safe Routes to School Advisory Committee

FROM: J. Roger Morton, Director
Department of Transportation Services

A handwritten signature in black ink, appearing to read "J. Roger Morton", is written over the printed name and title of the Director of Transportation Services.

SUBJECT: Request for Funding for Safe Routes to School (SRTS) Program

I am writing to request \$235,864 for three years of funding for the City and County of Honolulu's Safe Routes to School (SRTS) Coordinator. The coordinator runs the City's SRTS program which promotes children and families safely walking and biking to school.

There are approximately 165,000 students enrolled in 185 schools island-wide from kindergarten to 12th grade (Department of Education enrollment counts 2024-2025). Having a SRTS program has been an effective way for us to prioritize walking and biking amongst children and families. It is a program we would like to continue to provide for the people of O'ahu. The program has been made possible by the SRTS special funds we received from the Hawai'i Department of Transportation from 2014 to 2020. As we have spent all of these funds, we are inquiring to see if the SRTS Advisory Committee can approve additional SRTS special funds for our program.

I have attached a brief scope of work, funding request, and schedule for the committee's consideration. Your support of the program is greatly appreciated.

Should you have any questions, please call Yamato Sasaki at 808-768-8312 or email yamato.sasaki@honolulu.gov.

cc: Tara Lucas, HDOT SRTS Coordinator

City and County of Honolulu Safe Routes to School Coordinator

I. Scope of Work

The City's Safe Routes to School (SRTS) Coordinator will be responsible for continuing the City's SRTS program. The intent of the SRTS program is to increase the number of students who walk or bicycle to school. The Coordinator will work under the supervision of the Traffic and Mode Safety Branch within the Traffic Engineering Division of the Department of Transportation Services. Duties include creating policies, procedures, and objectives for implementing and evaluating the program. This includes promoting walking and cycling among students and staff by providing resources and knowledge of SRTS; applying for and managing SRTS funds; and coordinating program tasks with schools, law enforcement, government agencies, and elected officials.

II. Funding Request

Budget Item	Part-Time Base Salary	Fringe Benefits (77.41%)	Indirect (15.81%)	Subtotal
Salary Year 1	\$40,000	\$30,964	\$6,324	\$77,288
Salary Year 2	\$40,000	\$30,964	\$6,324	\$77,288
Salary Year 3	\$40,000	\$30,964	\$6,324	\$77,288
Total				\$231,864

Ongoing Training: 2026 National SRTS Conference held by Safe Routes Partnership
\$4,000

Total Funding Requested: **\$235,864**

III. Schedule

The SRTS program utilizes six E's to create a comprehensive and integrated approach. Below are the initiatives that will occur between July 1, 2025 and June 30, 2028 on a monthly or as needed basis.

Engagement

- Host monthly School Traffic Safety Committee meetings
- Attend monthly Hawaii Department of Transportation (HDOT) SRTS Advisory Committee meetings
- Attend monthly Hawaii Department of Health (DOH) Statewide SRTS Working Group meetings

- Attend biweekly Hawaii Public Health Institute (HIPHI) SRTS Working Group meetings
- Present to schools and/or parent groups

Equity

- Engage with schools that have chronic absenteeism
- Obtain HDOT SRTS special funds for DTS projects

Engineering

- Establish school zone map for all Department of Education (DOE) schools
- Establish school routes and crossings for all DOE elementary schools
- Assist Engineering staff and coordinate with stakeholders on infrastructure design projects, including Quick Builds
- Assist in identifying Quick Build locations within school zones
- Review and provide comments on roadway markings and signage plans

Encouragement

- Provide monetary support or safety items for non-infrastructure SRTS initiatives (funding permitted) such as
- roadway murals, walking school buses, lower speed yard signs/banners, activity booklets
- Assist Department of Health in hosting a Crossing Guard Symposium

Education

- Provide information to school officials, school families, or students who are interested in non-infrastructure initiatives
- Provide pedestrian safety education

Evaluation

- Produce a SRTS annual progress report
- Conduct parent surveys and student tallies

Continuing Training

- Attend 2026 National SRTS Conference (location TBD)