



Hawaii Department of Transportation Guidance for Safe Routes to School Plans

A Safe Routes to School (SRTS) Plan does not need to be lengthy, but at a minimum should include the following information.

I. Introduction

The introduction will explain your understanding of and motivation for completing a SRTS Plan. Briefly explain your school's main motivations for wanting to improve walking and bicycling to school.

II. The SRTS Team

List the members of your SRTS Team and provide contact information (name, organization/title, phone, e-mail). Identify any designated program champion(s) or local coordinator(s), as well as any committee(s) or taskforce(s).

III. School Description / Current Travel Characteristics

Discuss whether the SRTS Plan addresses the needs of a single school, a school district, a municipality, a county, a region, or some other area. Describe the community type (urban, suburban, rural, etc.) Provide relevant information such as traffic counts, speed limits, number of traffic lanes, width of lanes and shoulder (if present), environmental factors, land owner issues, etc. as appropriate.

Include the following information for all schools included in the plan. Indicate dates travel surveys or tallies were conducted if any.

- 1) School name
- 2) Grades of students at school
- 3) Number of students at school
- 4) Distance eligibility for riding a bus (radius) in miles, as well as a description of any hazard bussing
- 5) Number of students who currently walk to school
- 6) Number of students who currently bicycle to school
- 7) Number of students currently driven to school
- 8) Number of students currently bussed to school
- 9) Number of students eligible for bussing
- 10) Number of students living within two miles of the school

- 11) Explain the current arrival/dismissal procedures by which students arrive and leave the school each day, whether by walking, by bike, on a bus or via family vehicle. Include any special procedures involving teachers, staff or students, including crossing guards and JPOs. Details may include the time periods for each, which/how many doors are used, number of personnel involved, morning line-up procedures, etc. In addition, cite any official or unofficial policies of the school relating to student travel, such as bicycling bans, early dismissal of walking/cycling students, age restrictions or special permissions related to walking/bicycling, etc.
- 12) Describe the location of parking lots, school bus and private vehicle pick-up and drop-off zones, bike parking areas, etc. Mapping can be used to complement descriptions.
- 13) Does the school have a current Traffic Safety Plan, Traffic Engineering Assistance Program (TEAP) study, and/or a previous SRTS Plan? If so, attach a copy.
- 14) Describe any existing programs at the school that provide education and encouragement for walking and bicycling to school.

IV. Obstacles and Issues

Discuss in detail the perceived and physical obstacles to providing a safe environment for walking and biking. Provide any supporting information as needed. Include a description of the affected school population and the neighborhood traffic issues.

V. The Action Plan

Create a priority list of strategies involving the 4 E's (Engineering, Education, Enforcement, and Encouragement) of SRTS 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.

VI. Map

Provide a map of the area that is covered by the SRTS Plan. Indicate the location of all schools included in the plan, proposed infrastructure projects, neighborhoods served by each school, etc.