



TIPSHEET MODEL POLICIES



WHY WRITE POLICIES? - *Written policies help SRTS programs evolve into more permanent change. Policies may also lead to more support for programs and more funding opportunities. Strong policies build the foundations for sustainable SRTS programs to exist throughout the future.*

INSTRUCTIONS - *See the model policies below and customize them for your school, school district, agency, municipality, or department.*



EDUCATION

BEGINNER



INTERMEDIATE

Safety Education

Our school requires a comprehensive education curriculum with a focus on traffic safety education and active transportation skills. The curriculum shall include:

- Implementing the [Minnesota Walk! Bike! Fun! Pedestrian and Bicycle Curriculum](#) for all students age 5-13
- Conducting pedestrian safety workshops for all students in grades K-2nd
- Hosting bicycle skills and safety workshops for all students in 5th grade
- Holding 'How to use public transit' classes in 6th grade
- Promoting safe-driving skills to 10th graders, with an emphasis on avoiding injuries to pedestrian and bicyclists

Safety Education

In addition to the policy above, our school shall host a traffic safety education and active transportation skills workshop with the [Bicycle Alliance of Minnesota](#) at the beginning of each school year to train and educate teachers and school personnel on using the [Minnesota Walk! Bike! Fun! Pedestrian and Bicycle Curriculum](#).

LOCAL EDUCATION SUCCESS: The Arrowhead Regional Development Commission (ARDC) implemented the **Helmet Hero** program in 2007. 3rd grade students throughout northeast Minnesota receive 30-45 minutes of in-class instruction on bicycle safety, as well as receive a helmet at no charge. Rewards are then given to students seen using their helmets.

EVALUATION

Beginner

Establishing a School Team

Our school shall establish a Safe Routes to School Task Force to develop and implement strategies grounded in the “Five E’s” that address Safe Routes to School planning, funding, and policies. Specifically, the Task Force shall:

- Evaluate current SRTS policies to determine 1) whether they are being fully implemented, 2) how to improve implementation, and 3) what is needed to improve the policies’ success
- Ensure that Safe Routes to School resources are distributed equitably in the school
- Identify and pursue funding opportunities.

In the first year of its formation, the Task Force shall meet every two months. Thereafter, it shall meet quarterly.

Data Collection

The Task Force shall coordinate annual SRTS data collection. This collection process may include:

- SRTS Student Travel Mode Tallies
- SRTS Parent Surveys on Transportation Preferences and Concerns
- Walk Audits and Maps of Active Transportation Routes
- Plotting student addresses with assistance from local GIS departments



ENCOURAGEMENT

BEGINNER	INTERMEDIATE	ADVANCED
<p>Minimize Driving</p> <p>Because automobile collisions are a leading cause of death among school-aged children, we support efforts to increase traffic safety by minimizing driving to and from school. Decreasing the number of automobile trips, whether by engaging active transportation, taking public transportation, or carpooling, will reduce automobile congestion and create a safer environment for active transportation.</p> <p>Safe Routes to School Events</p> <p>We shall promote at least two active transportation events per school year. Events will promote active, healthy lifestyles for the community and may include Walk to School Days, Bike to School Days, and School Walk-a-Thons.</p>	<p>Walking School Bus and Bike Trains</p> <p>Our school will establish and promote regular Walking School Bus or Bicycle Train programs. Such programs shall occur on a regular basis, at least once per week.</p> <p>Arrival and Dismissal</p> <p>Our school recognizes that promoting student safety is especially critical during arrival and dismissal times due to 1) increased automobile and bus traffic volume, and 2) the potential for conflicts between different modes of transportation. Accordingly, our school will separate active transportation from the other forms of transportation, to the extent possible. To achieve this end, one or more of the following strategies must be adopted:</p> <ul style="list-style-type: none"> ● Remote drop-off locations ● Car-free zones ● Carpool lanes for drop-offs and pick-ups ● Early dismissal for active transporters 	<p>Busing</p> <p>Our school acknowledges that busing may play a significant role in supporting student learning and meeting educational and equity objectives. However, we also support integrating active transportation into our existing busing policies. Options may include:</p> <ul style="list-style-type: none"> ● Voluntary or mandatory remote drop-offs for buses ● Safe Routes to Bus Stops programs ● Training for bus drivers on how to drive safely on routes frequented by users of active transportation (e.g., biking, walking)

LOCAL ENCOURAGEMENT SUCCESS: Minneapolis Public Schools are encouraged to implement **Bus Stop & Walk programs**. With Bus Stop & Walk, school buses unload away from the school campus and walk along a designated route to school together to complete their trip. Learn about **Loring Community School's** Bus Stop & Walk program here.



ENFORCEMENT

BEGINNER	INTERMEDIATE	INTERMEDIATE
<p>Law Enforcement Partnership</p> <p>On an annual basis, our school provide our SRTS Plan and policies to our local public safety and police departments. Our school shall partner with these agencies to ensure that they 1) understand the details of this policy, 2) provide rigorous traffic safety enforcement in the vicinity of schools, and 3) understand the rights and responsibilities of those engaging in active transportation.</p>	<p>Crossing Guards</p> <p>Our school, in partnership with the administrator of the crossing guard program, shall work together to implement an effective process for hiring, funding, training, locating, supervising, and properly equipping crossing guards. If the number of crossing guards at our school is insufficient, we shall, in partnership with the crossing guard agency, seek additional funding or resources to increase the number of crossing guards.</p>	<p>No Idling</p> <p>Our school acknowledges that motor vehicles idling on or near campus increase air pollution, negatively affecting the health of everyone in the vicinity of the school. Accordingly, our school prohibits all motor vehicles from idling on campus. "No Idling" signs shall be posted on campus to alert drivers of this policy. In extreme weather, bus drivers will be allowed to wait in a temperature-controlled room until students are dismissed.</p>

LOCAL ENFORCEMENT SUCCESS: The Minneapolis City Council adopted an Anti-Idling Vehicle Ordinance for the city in June 2008. The ordinance is enforced with educational warning tickets and flyers disseminated to families through the local schools. The local Metro Transit agency stated that the new ordinance will save the public transit buses nearly 66,000 gallons of gasoline each year.

LOCAL ENFORCEMENT SUCCESS: In 2008, The Duluth-Superior Metropolitan Interstate Council (MIC) worked with the Duluth Police Department to conduct a training session for Duluth school staff on how to properly issue parking tickets to motor vehicles parked illegally in bus zones.



ENGINEERING

BEGINNER	INTERMEDIATE	ADVANCED
<p><i>Assessing Routes</i></p> <p>Our school will perform an annual walk audit to 1) assess traffic and safety conditions in the vicinity of the school, 2) identify safety conditions needing mitigation, and, based on those assessments, 3) begin to identify recommended active transportation routes to school. Findings will be shared with the appropriate entities to mitigate concerns and hazards. Maps will be produced that 1) identify the hazards or travel conditions needing mitigation, and 2) show recommended routes from surrounding neighborhoods.</p>	<p><i>Bike Parking</i></p> <p>Our school shall provide sufficient storage facilities for bicycles, scooters, skateboards, or similar devices to encourage active transportation. The quantity of storage facilities will increase in proportion to demand, and we will seek input from active transportation advocates to ensure that the quality and quantity of facilities is satisfactory.</p> <p>To ensure convenience and protection from theft or vandalism, storage facilities shall be located in visible areas, near school entrances, and when deemed appropriate, in locked facilities. All storage facilities shall provide protection from the elements. Our school will also provide repair tools such as air pumps and other common tools to help students repair minor equipment failures.</p>	<p><i>School Travel Plans</i></p> <p>Our school will adopt a School Travel Plan that addresses all modes of active transportation and related safety, access, and parking issues. The plans shall also include goals, strategies, and objectives for increasing active transportation among students and staff, including those with disabilities. At a minimum, the School Travel Plan shall contain a map identifying the school, streets surrounding the school, existing traffic controls, established pedestrian and bicycle routes, pedestrian crossings, school and municipal bus routes and bus stops, with the goal of minimizing risk of injury and maximizing safety and convenience for active transportation.</p> <p>School travel plans shall be updated regularly with input from various stakeholders and should seek opportunities to incorporate the Travel Plan into local municipalities' comprehensive plans.</p>

LOCAL ENGINEERING SUCCESS: In 2009, the Arrowhead Regional Development Commission (ARDC) worked with the Fond du Lac Reservation and the Ojibwe School to develop a SRTS Travel Plan. In 2010, The Fond du Lac Reservation incorporated the Travel Plan into their comprehensive plan, and secured funding for a multi-use path in 2013. According to Jason Hollinday, the Director of Planning at ARDC, the SRTS planning process was an important factor in being awarded the Transportation Enhancement (TE) funds to implement the trail project.

LOCAL ENGINEERING SUCCESS: In 2012, the City of Brooklyn Center received a grant to create a SRTS Plan. The Plan established prioritized routes and engineering recommendations. The City of Brooklyn Center incorporated some of the upgrades and improvements into plans for reconstruction projects. The City's Public Works Director and City Engineer, Steve Lillehaug, has since successfully used the Plan to receive Transportation Alternatives Program (TAP) funding from the Metropolitan Council.

Resources:

- <http://changelabsolutions.org/safe-routes/welcome>
- <http://saferoutespartnership.org/sites/default/files/pdf/Primer-to-Understanding-the-Role-of-School-Boards-and-Principals.pdf>
- <http://www.saferoutespartnership.org/sites/default/files/pdf/EducatorsGuide.pdf>
- http://www.saferoutespartnership.org/sites/default/files/pdf/Local_Policy_Guide_2011.pdf
- <http://www.portlandoregon.gov/transportation/article/373691>
- <http://saferoutesinfo.org/program-tools/find-state-contacts/minnesota>
- <http://saferoutespartnership.org/sites/default/files/pdf/Fond-du-Lac-SRTS-Minnesota-Active-Living.pdf>