

# GEORGIA SAFE ROUTES TO SCHOOL WORKBOOK

## for Resource Center Partners

A Publication of the Georgia Safe Routes to School Resource Center  
Georgia Department of Transportation

This is a companion workbook (Second of two documents).  
Go to <http://www.saferoutesga.org> and click on "Program Toolkit"  
to download the Georgia Safe Routes to School Guide.



# Georgia

GEORGIA DEPARTMENT OF TRANSPORTATION

## How to Use this Workbook

This workbook will assist you in developing a Safe Routes to School Travel Plan (SRTS Travel Plan). The workbook consists of a series of templates that will help you plan, organize and complete your SRTS Travel Plan. The 'Sections' in the workbook correspond to the 'Sections' in the Georgia Safe Routes to School Guide, Chapter 4, Creating Sustainability: Gold Level Partner.

All templates are included at the end of this Workbook for you to use in creating your Travel Plan.

Prepare your schools SRTS Travel Plan according to the following outline:

1. Introduction
  - a. Background on SRTS program at school
  - b. School Description
  - c. School Team and other Partners
2. Vision statement and program goals
3. Existing Conditions (including infrastructure and non-infrastructure)
4. Current Plans, Policies, Programs
5. Issues (Barriers and Obstacles)
6. Strategies
  - a. Non-infrastructure, including 12-month team activity calendar
  - b. Infrastructure treatments
7. Documentation

The Georgia Safe Routes to School Guide is organized by partnership level and provides detailed information on activities appropriate for each level. Information on completing a Travel Plan is included in Chapter 3, Silver Level Partnership. The Guide is available for download at <http://www.saferoutesga.org> under "Program Toolkit".

## Section 1. Introduction and Start of the SRTS Travel Plan

The introduction to your SRTS Travel Plan will explain your understanding of and motivation for completing your plan. Make your introduction brief and encapsulate the essence of what your community hopes to accomplish through the plan.

### Basic Information.

Provide basic information about your school in template 1BA, Basic Information.

### Reasons for the Travel Plan.

Use the template 1RE to help you identify reasons for developing a SRTS Travel Plan.

**Plan Goals.** The goals of your plan are statements that express the overall focus of your School Travel Plan. Goal statements answer the question, "What do I want to achieve?"

## Section 2: Your SRTS Team

### Team members.

List your team leader and each member of your team.

## Section 3: Current School Travel Environment

This section paints a picture of how students and families currently make the trip to and from school. This includes important baseline data that will help your school measure the effectiveness of your initiatives, as part of your Evaluation strategy.  
Current Modes.

Record the number of students traveling to school by mode.

### Distance from School.

Record the distances our students live from school.

### Activities when Students Travel to/from School.

Summarize all activities supporting student travel.

### Arrival/Dismissal Policies.

List and summarize policies and procedures that govern arrival and dismissal.

## Section 4: Collect Data on Existing Conditions and Barriers

### Organizing, Collecting and Displaying Information

Use the template 4EX to plan what data to collect for the Existing Conditions section of your plan, and to record what the data once it is in hand. Expand and modify the template as needed to capture all the information around your school. Use the column on the left to prioritize your data collection (H – High – must get; M – Medium – should get; L - Low – get if possible, not critical). Once you have completed this template, start your data collection by focussing on those items you have rated as 'high'.

Most of the data can easily be collected by simply taking a walk (walkabout) or bike ride (bikeabout) around your school area on streets commonly used by students. Write down anything you think is important under "Notes," such as "observed lots of kids using this sidewalk" or something to address such as "this crosswalk needs to be re-striped." Appendix A contains additional templates that can be used to collect and organize your data (highly recommended).

### How to Display Your Information

Consider how to organize and display the information you collect. Consider the two approaches described below. You may use one or a combination of both.

### Existing Conditions Template.

Use a “cleaned up” version of the existing conditions template to display the information you collect. This is a simple way to have all the data in a single place without doing much more formatting or writing.

### Maps.

It may be easier to display conditions around your school by putting them on maps. This approach provides a visual image of existing conditions and where there are problems or needs.

Obtain or prepare two maps to display the information: a school neighborhood map and a school site map. The maps may be simple, hand drawn creations. Alternatively, they can be GIS maps or more sophisticated, interactive web based maps that allow you to record your information directly on the map via a computer. Regardless of the way the maps are created, they should be a fairly large size, so that there is enough room to make notes of the observations directly on the maps.

## Section 5: Creating Solutions

In this section, identify solutions to the barriers you have identified in Sections 3 and 4, and contribute to achieving your team’s vision and plan goals. As a Silver Level Partner, you may already have started several SRTS activities or programs at your school and developed an activity calendar. If so, check these on the lists below and add others activities or programs you plan to start and update your activity calendar.

Identifying solutions to barriers is a 3-step process:

**Step 1:** Review this list of strategies by “E” in Templates 5EN, 5ED, 5EF, 5EG and 5EV. Check those to include in your plan. Use the blank lines to add strategies you plan to do, but are not listed.

**Step 2:** Use the column on the right to indicate a timeframe for each strategy, circling Short Term; Medium Term; or Long Term. The timeframe for Engineering strategies and other Es are shown below are typical:

**Step 3:** Write a summary of what you expect to accomplish with each group of strategies. Note the activities already underway and new activities. This is where you identify ways to measure the success of your SRTS program. So, determine what information and data to collect both before and after implementing each strategy.

*A note about Engineering Recommendations:* The Resource Center will assist you identify locations for physical changes to support walking and biking to school. This assistance includes recommendations for changes and may include conceptual drawings of these changes. In this section, your team will confirm goals for engineering changes, i.e., slower traffic and sidewalks on all blocks surrounding the school, and the types of physical changes you believe will support these goals.

## Section 6: The Action Plan

This is the section where you put everything together into a single chart that details the strategy, responsible party, timeframe, status and necessary resources. Once you have completed all strategies, you may want to rearrange their order, placing immediate items first. You may also want to highlight strategies that are low cost or can move forward immediately because of an opportunity to “piggy back” onto another project or program.

### Activity Calendar.

Use template 6AC to create a 12-month plan to implement strategies that are most important for germinating the SRTS program at your school. An activity calendar will help you plan and implement your strategies. The template below may be helpful. Note that an “owner” for each activity is included and when the activity needs to be planned are included. This information will help you stay on track. Update the activity calendar periodically so that it remains current. An example of a completed template appears in the Guide.

If you completed an activity calendar as a Silver Level Partner, add new strategies (including Engineering strategies) to the calendar.

## Section 7: Plan Approval

### Approvals and Endorsements.

Use template 7PA to capture approvals and endorsements.

## Section 8: Supporting Documents

Here is the place to include everything that supports your SRTS plan. Remember, additional documents can be added over time.

**Congratulations!**  
You have just completed a SRTS Travel Plan for your school.

