

2011-2013 Travel Plan



SAFE ROUTES TO SCHOOL



Oklahoma Department of Transportation



For questions contact Ernestine Mbroh at:
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The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

What to Know Before You Start

1. All Travel Plans proposals must be received by 4.00 pm May 26, 2011 to be eligible for funding. **There will be no exceptions.**
2. **All applications shall be stapled on the top left hand corner. Bound applications will not be accepted.**
3. The application documents are developed in Adobe Acrobat Professional which will enable you to download the application document on to your computer and type right in, however the latest Adobe Reader will be required. The latest version is available for downloading on the home page at www.okladot.state.ok.us/srts .
4. Applicants will receive a letter from ODOT instructing them to proceed to Phase II of the application process shortly after the Travel Plans have been evaluated. Refer to the “Travel Plan & Application Guidelines” for an approximate time line.
5. A Travel Plan is required for each stand alone project. Refer to the “Travel Plan & Application Guidelines” for detailed information.
6. Applicants must administer “The Student Arrival & Departure Tally Sheet Survey” and “The Parent Survey About Walking & Biking to School” electronically, and transmit to the National Safe Route to School Center www.saferoutesinfo.org (see details in the SRTS Administration Guide Appendix A-1) during the Travel Plan phase of the process. A notice to proceed letter will be sent to applicant after confirmation.
7. Submitted proposals must be in the application format in order to be considered for funding, unless otherwise approved by the Department of Transportation (ODOT) in writing. **Applications not following the format will be disqualified.**
8. Before completing the form(s), read and follow the “Travel Plan” & “Application Guide” to ensure compliance.
9. The Safe Routes to School (SRTS) Program is 100% federally funded, no matching funds required. However, it is a cost reimbursement program. Applicants must secure required working capital sufficient to support project implementation until approved costs are reimbursed by ODOT.
10. The Safe Routes to School (SRTS) Program is funded with Federal funds. Costs incurred prior to receiving a written “Notice to Proceed” letter from ODOT will not be a reimbursable expense.



11. Successful funding recipients must send at least two representatives to attend a free but required one day SRTS training workshop (location and date to be determined).
12. Successful funding recipients will be required to conduct SRTS surveys as part of an evaluation process to measure effectiveness of their program(s) (frequency of required surveys to be determined).
 - a) Successful funding recipients are strongly encouraged to:
 - A. incorporate the WalkSmart! curriculum for Grades K-2,
 - B. incorporate the Safe Cyclist curriculum for Grades 4-6,
 - C. establish the School Safety Patrol program sponsored by the American Automobile Association (AAA),
 - D. participate annually in International Walk to School Day,
 - E. initiate other programs designed to encourage children to walk and bike to school,
 - F. actively promote Safe Routes to School in all its aspects as part of the educational component of their program,
 - G. establish an educational program with a minimum cost of \$5,000.

APPLICANT CONTACT INFORMATION SHEET

Complete the information below and provide as the first page of your proposal. Read the "Travel Plan & Application Guidelines" prior to completing the application form. The person identified as the "Contact" person will be the main point of contact for ODOT staff, and must be able to answer questions regarding the application.

Title of Proposed Project (use same as name from SRTS Travel Plan): _____

Applicant (name of organization): _____

Federal Employment Identification Number (FEI#): _____

Sponsor Type: School District City County State Other

Sponsoring Public Authority (Contracting Agent): _____

Primary Contact Person (someone who can answer app. questions): _____

Title: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: _____ Fax: _____ Email: _____

School District(s): _____

School Name(s): _____

Secondary Contact Person: _____ Title: _____

Daytime Phone: _____ Fax: _____ Email: _____

Is Project(s) located in a Metropolitan Planning Organization's Jurisdiction? Yes No

Will you be submitting more than one project during this application cycle? Yes No

This program is a cost reimbursement program. Do you have funds in place to support spending prior to reimbursement by ODOT should your project get funding? Yes No

Anticipated Funding Amount Requested for this project(s)

Project Type Infrastructure – Amount Requested \$ _____

Project Type Non-Infrastructure (the educational component) – Amount Requested \$ _____

TOTAL \$ _____

I, _____ (print your name), admit to being authorized to sign for
(name of organization) _____
and that all information contained herein is true and correct to the best of my knowledge.

Signature and Title
of Person Submitting Proposal _____ **Date** _____

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET

SECTION 1: Introduction and Start of the Travel Plan (Do not exceed one additional page for this section)

(YOUR SCHOOL/COMMUNITY) is committed to ensuring that all students are able to utilize *active transportation alternatives*, such as walking and bicycling, for a safe and enjoyable trip to school. This School's Travel Plan will address the issues that impede active transportation, and seek Safe Routes to School (SRTS) strategies to solve the problems throughout the Community.

Our community is motivated to pursue Safe Routes to School because (check each that applies):

- We highly value student physical activity and health.
- We have a history of pedestrian or bicycle crashes around school(s).
- We wish to improve unsafe or insufficient walkways, bikeways, and crossings.
- We are committed to reducing speeding and reckless driving near school(s).
- Our students are threatened by illegal behaviors near school(s).
- We want to improve the air quality and reduce fuel consumption around our school(s).
- We want to build better partnerships between school(s) and the community.
- Other _____

SECTION 2: Team Members (Do not exceed one additional page for this section)

A diverse Safe Routes to School Team develops the most successful Travel Plans. Our team is comprised of a variety of stakeholders, each lending their own unique perspective and expertise in order to make walking and bicycling to school more safe, accessible and fun for our students. The members of our team include:

CHOICES INCLUDE, but are not limited to: school staff or official, student, parent, PTA/PTO or Local School Council member, local official, traffic Travel Planner/engineer, police/sheriff's department, health professional, neighbor, licensed daycare providers, community organization, senior citizens group, tribal, local business owner, bicycle/pedestrian advocate, other)

| Name | Title/Role (i.e. Teacher, Parent, etc.) | Organization/Affiliation |
|-------|---|--------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET (continued)

SECTION 3: The Public Input Process (Do not exceed one additional page for this section)

Our Team worked to include the entire community in developing our SRTS Travel Plan. The following were accomplished (check each that applies):

- | | |
|---|---|
| <input type="checkbox"/> Administered parent surveys | <input type="checkbox"/> Incorporated our School Wellness Policy objectives |
| <input type="checkbox"/> Administered student surveys | <input type="checkbox"/> We have no public input process at this time |
| <input type="checkbox"/> Interviewed key stakeholders | <input type="checkbox"/> Hosted public meetings |
| <input type="checkbox"/> Conducted engineering studies | <input type="checkbox"/> Solicited student opinions |
| <input type="checkbox"/> Conducted a community 'Walkabout' or 'Bikeabout' | <input type="checkbox"/> Publicized a public comment period |
| <input type="checkbox"/> Incorporated our town's existing bike or pedestrian plan recommendations | |
| <input type="checkbox"/> Other _____ | |

Some highlights of our public input activities included: _____

SECTION 4: Description of the School(s) (Do not exceed one additional page for this section)

Our SRTS Travel Plan addresses the needs of (check only one):

- | | |
|---|--|
| <input type="checkbox"/> An individual school | <input type="checkbox"/> A region (please describe: _____ _____ _____) |
| <input type="checkbox"/> Multiple schools in close proximity (2 miles radius or less) | |
| <input type="checkbox"/> A school district | |
| <input type="checkbox"/> A city/municipality | |
| <input type="checkbox"/> A county | <input type="checkbox"/> Statewide |
| <input type="checkbox"/> Other _____ | |

NOTE: For Travel Plans serving multiple schools, all remaining sections of the SRTS Travel Plan should address all schools collectively, using aggregate information.

The school(s) included in our School Travel Plan is/are:

| School Name | School Address/Location |
|-------------|-------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET (continued)

SECTION 5: Current School Travel Environment (Do not exceed one additional page for this section)

This is how our students travel to and from school (provide best available data):

The total School Membership is: _____

| TRAVEL MODE | WALK | BIKE | SCHOOL BUS | FAMILY VEHICLE | CARPOOL | PUBLIC TRANSIT | OTHER |
|------------------------|------|------|------------|----------------|---------|----------------|-------|
| Number of Students | | | | | | | |
| Percentage of Students | | | | | | | |

These are the distances our students live from school:

| DISTANCE LIVE FROM SCHOOL | 0 - 1/2 MILE | 1/2 - 1 MILE | 1 - 1 1/2 MILES | 1 1/2 - 2 MILES | OVER 2 MILES |
|--------------------------------|--------------|--------------|-----------------|-----------------|--------------|
| Number of Students | | | | | |
| Overall Percentage of Students | | | | | |

We have the following supports or activities in place during student travel times (check each that applies):

- | | |
|--|--|
| <input type="checkbox"/> Crossing guards | <input type="checkbox"/> Staff presence during drop-off/pick-up |
| <input type="checkbox"/> Speed zones | <input type="checkbox"/> Walking School Bus |
| <input type="checkbox"/> Crosswalks | <input type="checkbox"/> Bike Train |
| <input type="checkbox"/> Advance warning signs | <input type="checkbox"/> Police department support |
| <input type="checkbox"/> Traffic calming devices | <input type="checkbox"/> Crime or violence prevention program |
| <input type="checkbox"/> Student patrol | <input type="checkbox"/> Neighborhood Watch program |
| <input type="checkbox"/> Parent patrol | <input type="checkbox"/> Existing designated routes to school plan/map |
| <input type="checkbox"/> Other _____ | |

Our school arrival and dismissal procedures include (provide detail):

For Pedestrian and Bicyclist: _____

For School Buses: _____

For Carpools: _____

For private vehicle drop-off/pick-up: _____

For Teachers and Staff: _____

Other school travel policies include: _____

Our school does does not provide school busing service to students.

(If busing is provided), The average daily haul (ADH): _____

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET (continued)

SECTION 7: Creating Solutions (Do not exceed one additional page for this section)

Goals

Our primary goal(s) for active school transportation are (check each that applies):

- Increase the number of students walking and bicycling to school
 - Improve the safety of walking and bicycling students
 - Other _____
-
-

Strategies

We have identified strategies involving the 5 “E’s” of Safe Routes to School to address the barriers to walking and bicycling in our school community and to achieve our stated goals. **We have selected all applicable strategies from each of the categories of Education, Encouragement, Enforcement and Evaluation**, in addition to any Engineering strategies that are indicated. The strategies we will use include:

a) Education Strategies (check all that apply)

- Create educational materials
 - Teach pedestrian and bicycle safety skills to students and parents by implementing:
 - The WalkSmart curriculum for Grades K-2 (free at www.okladot.state.ok.us/srts)
 - The Safe Cyclist curriculum for Grades 4-6 (free to teachers, health care providers & schools, a one day free certification training session required)
 - An annual International Walk to School Day event
 - Organize a Bicycle Rodeo or training course to teach on-bike skills
 - Teach personal safety skills to students and parents
 - Teach the health, environmental and sustainable transportation benefits of walking and bicycling to students and parents
 - Educate parents and caregivers about safe driving procedures at the school
 - Train school and community audiences about Safe Routes to School
 - Other _____
-
-

b) Encouragement Strategies (check all that apply)

- Start a Walking School Bus program
 - Start a Bike Train program
 - Host International Walk to School Day or other special event
 - Initiate a walking/biking mileage club or other contest
 - Create a park-and-walk program
 - Promote Safe Routes to School in the community
 - Initiate an incentive program for safe travel behaviors among students
 - Start a Neighborhood Watch initiative
 - Conduct a community safe driving awareness and education campaign
 - Other _____
-
-

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET (continued)

SECTION 7: Creating Solutions (Do not exceed one additional page for this section) *continued*

c) Enforcement Strategies (check all that apply)

- Create an adult crossing guard training program
 - Create a School Safety Patrol program sponsored by the American Automobile Association (free through AAA)
 - Create a parent or student patrol program
 - Utilize speed feedback trailers or signs
 - Conduct increased warning and ticketing efforts that target motorists
 - Other _____
-
-

d) Engineering Strategies within 2 miles of schools (check all that apply)

- Conduct speed study to see if speed reduction is warranted
 - Construct, replace, improve or repair sidewalks, signals, lighting, pedestrian crossings
 - Create on-street bicycle facilities (bike lanes, widened shoulders, etc.)
 - Build off-street walking/bicycling paths
 - Install street crossing improvements (crosswalks, curb extensions, median refuges, raised crossings, pedestrian bridges or tunnels)
 - Install new or improved lighting for walkways or bikeways
 - Install new or improved signage (school zone, speed limits, crosswalk)
 - Install new or improved pavement markings
 - Make existing walkways accessible to disabled students
 - Install bicycle parking near schools (bike racks, bike lockers, covered shelters)
 - Install traffic calming or speed reduction measures (curb extensions, speed humps, traffic circles, raised crosswalks, narrowing lanes, street closures)
 - Install traffic control devices (traffic signals, pedestrian signals, flashing beacons)
 - Design pick-up and drop-off procedures to increase safety and access
 - Divert traffic away from school zone or designated routes
 - Engineering strategies are not indicated at this time for our community
 - Other _____
-
-

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET (continued)

SECTION 7: Creating Solutions (Do not exceed one additional page for this section) *continued*

e) Evaluation Strategies (check all that apply, do not exceed 1 additional page for this section)

To gauge the success of our efforts, we will collect data **both before and after** implementation of our strategies. We will measure the impact of our SRTS Travel Plan by (check at least one):

- Counting the number of students who walk and bicycle to and from school
- Tracking the number of crashes within 2 mile radius of school
- Measuring parent/guardian perceptions of safety
- Obtaining planning services for expanding or improving an existing SRTS Travel Plan
- We have developed additional safety evaluation measures that include: _____

- Other _____

We will record our measurements in the following table:

| METHOD OF EVALUATION | "BEFORE" - MEASURE AND DATA COLLECTION |
|--|--|
| Count number of walking/ bicycling students | Date: _____ Percentage Walking: _____ Percentage Biking: _____ |
| Track number or crashes | Time Period: _____ Number of Crashes: _____ |
| Measure parent perceptions of safety | Date: _____ |
| Your method | Date: _____ Your measurement: _____ |

SECTION 8: Mapping Proposed Improvements/Targeted Location(s)

Provide a map which depicts the school's travel routes, existing infrastructure and proposed improvements within a 2 mile radius for Infrastructure applications. If applying for Non-Infrastructure funds, provide a map which defines the affected population for the proposal. Map size shall be no bigger than 8 1/2"X11". Color photos are also permitted (limited to 2 - 8 1/2" X 11" pages). Attach map and photos before Section 9.

Note: Recommended for clarity - provide color photos and maps for all application copies.

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET (continued)

SECTION 9: A Plan for Action (Do not exceed one additional page for this section)

The Safe Routes to School Team is committed to realizing our vision for a safe, enjoyable and accessible walking and bicycling environment for our students. We will utilize the following Action Plan to keep our efforts focused and on track:

NOTE: List SRTS strategies you identified in Section 7 in the table below, and complete the remaining columns.

CHOICES INCLUDE:

Timeframe Selections: 3-6 months, 6-12 months, 12-24 months;

Status Selections: not yet begun, under development, being implemented, complete

Funding Source Selections: Oklahoma SRTS Program - current program cycle, Oklahoma SRTS Program - future program cycle, other funding source (identify the source), and none required.

| Strategy Type | Strategy Name | Strategy Detail | Time-frame | Responsible Party | Status | Funding Source |
|---------------|---------------|-----------------|------------|-------------------|--------|----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

SAFE ROUTES TO SCHOOL TRAVEL PLAN WORK SHEET

SECTION 10: Travel Plan Endorsement and Approval

We believe that building a strong partnership between schools and local government is fundamental to the success of a School Travel Plan. Our Travel Plan has been endorsed by the following representatives:

| | |
|--|--|
| <p style="text-align: center;">REQUIRED: SCHOOL OFFICIAL</p> <p>Name: _____</p> <p>Title: _____</p> <p>Representing: _____</p> <p>Signature: _____</p> <p>Date: _____</p> | <p style="text-align: center;">REQUIRED (if applying for Infrastructure project on ODOT Right-of-Way):</p> <p style="text-align: center;">OKLAHOMA DEPARTMENT OF TRANSPORTATION FIELD DIVISION</p> <p>Name: _____ Field Division Engineer or Approved Representative</p> <p>Title: _____</p> <p>Field Division No: _____ Date: _____</p> <p>Signature: _____</p> |
| <p style="text-align: center;">REQUIRED: SCHOOL DISTRICT OFFICIAL</p> <p>Name: _____</p> <p>Title: _____</p> <p>Representing: _____</p> <p>Signature: _____</p> <p>Date: _____</p> | <p style="text-align: center;">OPTIONAL: PARENT ORGANIZATION (PTA, PTO or Local School Council)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Representing: _____</p> <p>Signature: _____</p> <p>Date: _____</p> |
| <p style="text-align: center;">REQUIRED: (if applying for Infrastructure funding): LOCAL GOVERNMENT OFFICIAL</p> <p>Name: _____</p> <p>Title: _____</p> <p>Representing: _____</p> <p>Signature: _____</p> <p>Date: _____</p> | <p style="text-align: center;">OPTIONAL: HEALTH ORGANIZATION (local public health agency, hospital, the Oklahoma Turning Point Council, county Health Department, nonprofit, etc.)</p> <p>Name: _____</p> <p>Title: _____</p> <p>Representing: _____</p> <p>Signature: _____</p> <p>Date: _____</p> |

BEFORE TURNING IN THE PROPOSAL MAKE CERTAIN THAT ...



- The Applicant has necessary staff to administer federal funding.
- The Applicant has necessary funds to sustain project cost until reimbursed by ODOT.
- The Applicant has sufficient resources to support the continuation and maintenance of project.
- The Parent surveys and Student surveys administered have all been mailed or transmitted electronically to the SRTS National Center for processing.
- The SRTS Travel Plan application pages to be turned in are pages **3 -13 only**.
- The written answers to questions are brief, clear and single-spaced. Documents, which are hard to read, may compromise Committee review, and jeopardize your chance for funding.
- Additional page responses to questions are numbered in accordance to the appropriate section and question number.
- The appropriate documents are attached (i.e. colored maps, colored photographs, endorsement and approval form, etc.).
- The Proposals are received by 4:00 pm May 26, 2011.
- You mailed an original, 12 photocopies (with color maps & photo) and one CD containing all application information to:

Ernestine Mbroh, Safe Routes to School Program Director
Oklahoma Department of Transportation
200 N.E 21st Street, Rm 2D-4
Oklahoma City, OK 73105-3204