

# CSBA Sample Board Policy

Students

BP 5142.2(a)

## SAFE ROUTES TO SCHOOL PROGRAM

Note: The following **optional** policy may be revised to reflect district practice. Districts are encouraged to review CSBA's policy brief, [Safe Routes to School: Program and Policy Strategies for School Districts](#), when developing policy on this topic. In addition, districts should consult legal counsel and/or the district's insurance provider regarding any potential liability issues.

Both state and federal grants are available to support local efforts to increase the number of students walking and bicycling to school and to make it safer for them to do so. The federal Safe Routes to Schools (SRTS) program supports both infrastructure and noninfrastructure projects and focuses on grades K-8 (23 USC 148). The state program, referred to as SR2S, provides funding to cities and counties for infrastructure projects in the vicinity of K-12 schools, with up to 10 percent expenditure allowable for noninfrastructure activities (Streets and Highways Code 2333.5). Funding for both federal and state programs is distributed through the California Department of Transportation's (Caltrans) Division of Local Assistance. Questions about program administration may be directed to the Caltrans regional coordinator.

Strategies to promote walking, bicycling, and other forms of active transport to school may be referenced in the district's school wellness policy, adopted pursuant to the federal Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (42 USC 1751 Note), which is required to include goals for physical activity; see BP 5030 - Student Wellness. Strategies may also be included in the district's comprehensive safety plan adopted pursuant to Education Code 32282; see AR 0450 - Comprehensive Safety Plan.

The Governing Board recognizes that walking, bicycling, and other forms of active transport to school promote students' physical activity and reduce vehicle traffic and air pollution in the vicinity of schools. As part of the district's coordinated approach to supporting student wellness and safety and enhancing student learning, the Superintendent or designee shall develop and implement strategies to establish and promote safe routes to school program activities.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3510 - Green School Operations)*

*(cf. 3514 - Environmental Safety)*

*(cf. 5030 - Student Wellness)*

*(cf. 5142 - Safety)*

The Superintendent or designee may identify a program coordinator or establish district and/or school site committees to oversee and coordinate related activities.

The Superintendent or designee may collaborate with local public works and public safety departments, transportation agencies, other city and county agencies, school staff, students, parents/guardians and parent organizations, health organizations, community organizations, and/or businesses in the development, implementation, and evaluation of strategies.

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

**SAFE ROUTES TO SCHOOL PROGRAM** (continued)

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 6020 - Parent Involvement)*

Strategies shall be based on the grade levels of the students and an assessment of the conditions and needs of each school and the surrounding neighborhoods.

Note: When local agencies partner together to apply for a state or federal grant, the city or county is generally the lead applicant for infrastructure funding. A school district may be named as the responsible agency for a federal grant if it partners with a city, county, or transportation agency. However, the district may collaborate to find funding sources and also may seek alternative funding sources for district projects and events that are not covered by a grant.

The Superintendent or designee shall explore the availability of grant funds and other sources of funding to support related projects and activities.

*(cf. 1260 - Educational Foundation)*

*(cf. 3100 - Budget)*

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 7110 - Facilities Master Plan)*

Note: The following **optional** paragraph may be revised to reflect indicators agreed upon by the Governing Board and Superintendent or designee to assess progress toward program goals. To assist with program evaluation, the National Center for Safe Routes to School (NCSRTS) has developed a standardized survey of parents/guardians' attitudes about allowing their child to walk or bicycle to school as well as student tally forms for recording the modes of travel that students use. NCSRTS recommends that a district use these forms both before and after implementation of a project in order to evaluate changes in attitudes and behaviors. NCSRTS also provides data analysis and report preparation of parent surveys and student tallies. Caltrans requires the use of these evaluation forms by grant recipients.

The Superintendent or designee shall periodically report to the Board on the implementation of program activities and progress toward program goals. Such reports may include, but not be limited to, levels of participation in promotional and educational activities, survey results of parent/guardian attitudes about allowing their child to walk or bicycle to school, tallies of the numbers of students using various modes of travel to and from school and how these numbers have changed over time, records of student attendance and on-time arrival, and injury data within the school and/or district attendance boundaries.

*(cf. 0500 - Accountability)*

*Legal Reference: (see next page)*

**SAFE ROUTES TO SCHOOL PROGRAM** (continued)

*Legal Reference:*

EDUCATION CODE

32283 *Comprehensive safety plan*

45450-45451 *Crossing guards*

GOVERNMENT CODE

65352.2 *General planning; communication between cities, counties and school districts*

STREETS AND HIGHWAYS CODE

2333.5 *Safe routes to schools construction program*

VEHICLE CODE

21200-21212 *Operation of bicycles, especially:*

21212 *Helmet required for bicycle, nonmotorized scooter, skateboard, skates*

21949-21971 *Pedestrian rights and duties*

UNITED STATES CODE, TITLE 23

148 *Highway safety improvement program*

UNITED STATES CODE, TITLE 42

1751 *Note Local wellness policy*

*Management Resources:*

CSBA PUBLICATIONS

*Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, August 2009*

*Building Collaboration: Tools and Ideas for Creating Active Living, Healthy Eating Communities,*

*August 2009*

NATIONAL CENTER FOR SAFE ROUTES TO SCHOOL PUBLICATIONS

*Safe Routes to School Guide*

NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION PUBLICATIONS

*Safe Routes to School Toolkit, 2002*

SAFE ROUTES TO SCHOOL NATIONAL PARTNERSHIP PUBLICATIONS

*Safe Routes to School 2009 Policy Report: Moving to the Future: Building on Early Achievements,*

*March 2009*

WEB SITES

CSBA: <http://www.csba.org>

California Center for Physical Activity: <http://www.caphysicalactivity.org>

California Department of Transportation, *Safe Routes to School:*

<http://www.dot.ca.gov/hq/LocalPrograms/saferoutes/saferoutes.htm>

National Center for Safe Routes to School: <http://www.saferoutesinfo.org>

National Highway Traffic Safety Administration: <http://www.nhtsa.gov>

Safe Routes to School National Partnership: <http://www.saferoutespartnership.org>

U.S. Department of Transportation, Federal Highway Administration, *Safe Routes to School:*

<http://safety.fhwa.dot.gov/saferoutes>

# CSBA Sample Administrative Regulation

Students

AR 5142.2(a)

## SAFE ROUTES TO SCHOOL PROGRAM

Note: The following **optional** administrative regulation should be revised to reflect district practice. The strategies listed below are organized around the "five E's" (education, encouragement, enforcement, engineering, and evaluation) recommended for inclusion in all local programs by the U.S. Department of Transportation's Federal Highway Administration and the National Center for Safe Routes to School's online resource guide, the Safe Routes to School Guide.

District strategies to improve student safety along routes to school and to promote walking, bicycling, and other forms of active transport to school by students may include:

1. Education activities that promote safety and awareness, such as:
  - a. Instructing students about pedestrian, bicycle, and personal safety
  - b. Instructing students about the health and environmental benefits of walking, bicycling, and other forms of active transport to school
- (cf. 3510 - Green School Operations)*  
*(cf. 5030 - Student Wellness)*  
*(cf. 6142.7 - Physical Education and Activity)*  
*(cf. 6142.8 - Comprehensive Health Education)*

  - c. Offering driver safety education to high school students, parents/guardians, and the community
2. Encouragement strategies designed to generate interest in active transport to school, such as:
  - a. Organizing or facilitating "walking school buses" and/or "bicycle trains" whereby students walk or bike to school in groups escorted by parents/guardians or other volunteers as needed
  - b. Organizing special events and activities, such as Walk or Bike to School Day, International Walk to School Month, or year-round competitions
  - c. Publicizing the district's efforts in order to build support of parents/guardians and the community, including providing information about the district's safe routes to school program in parent/guardian communications and in any notifications about transportation options

*(cf. 1112 - Media Relations)*  
*(cf. 3540 - Transportation)*  
*(cf. 3541 - Transportation Routes and Services)*

**SAFE ROUTES TO SCHOOL PROGRAM** (continued)

3. Enforcement strategies to deter unsafe behaviors of drivers, pedestrians, and bicyclists, such as:

a. Initiating or expanding crossing guard, student safety patrol, and/or parent/guardian safety patrol programs

*(cf. 5142 - Safety)*

b. Partnering with local law enforcement to help ensure that traffic laws are obeyed in the vicinity of schools and to implement appropriate measures such as placement of speed feedback monitors, ticketing, and/or driver safety campaigns

c. Monitoring to ensure that students who bicycle to school or who use skateboards, skates, or nonmotorized scooters wear helmets in accordance with Vehicle Code 21212

4. Engineering strategies that address the design, implementation, operation, and maintenance of traffic control devices or physical measures, such as:

a. Working with local government agencies, parents/guardians, school staff, and others as appropriate to gather data about environmental conditions and hazards along routes to school

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

*(cf. 6020 - Parent Involvement)*

b. Working with local government agencies to make operational and physical improvements that reduce or eliminate hazards, such as reducing motor vehicle traffic speeds in the area and establishing safer and fully accessible crosswalks, walkways, trails, and bikeways

c. Assessing the adequacy, accessibility, and safety of bicycle parking at schools and making modifications as needed, such as increasing the number of or relocating bicycle racks and/or equipment storage areas

*(cf. 7111 - Evaluating Existing Buildings)*

**SAFE ROUTES TO SCHOOL PROGRAM** (continued)

- d. Considering safe routes to school when making decisions about siting and designing of new schools

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7150 - Site Selection and Development)*

Note: See the accompanying Board policy for additional information about program evaluation, including examples of indicators that may be used to measure program implementation and effectiveness.
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5. Evaluation to assess progress toward program goals, including:
  - a. Gathering and interpreting data based on indicators established by the Superintendent or designee and the Governing Board
  - b. Presenting data to the Board, program partners, and the public
  - c. Recommending program modifications as needed