



Creating Your Travel Plan

Mini
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Guide

WHAT'S IN THIS MINIGUIDE?

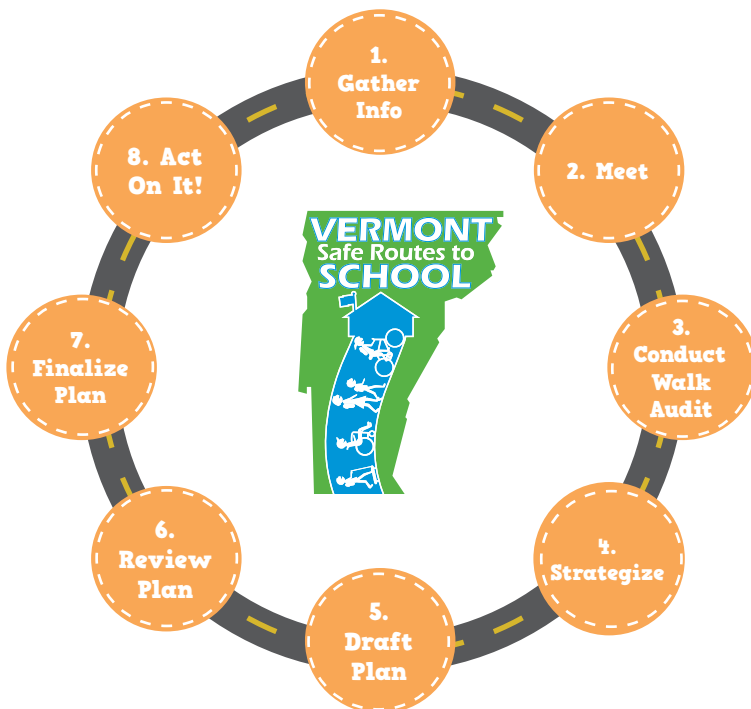
This VT Safe Routes to School (SRTS) MiniGuide explains how to develop a Travel Plan to document and guide your SRTS program and initiatives.

In this MiniGuide, you will find:

- Basic Steps
- Travel Plan Contents
- What's Your Non-Infrastructure Solution?
- What's Your Engineering Solution?
- Real World Examples

Click this icon  to access the listed resource.

WHAT TO EXPECT



What is it?

A Travel Plan documents specific challenges to walking and biking to school and identifies strategies to address these challenges. Travel Plans often include strategies from each of the 5 E's (education, encouragement, enforcement, evaluation, and engineering).

Why is it important?




The Travel Plan is the guiding document for your program. It outlines your activities and next steps for supporting walking and biking to school. The engineering portion outlines infrastructure improvements which may be implemented by the school, municipality, or state. Perhaps most importantly, this document helps maintain program momentum if you have volunteer or staff turnover.

What is the level of effort involved?

Moderate: Planning and coordination with municipal/ Regional Planning Commission staff, completion of a Walk Audit, coordination with a SRTS Travel Plan Team and the local community.

RESOURCES PREVIEW

Additional resources from VT SRTS and the National SRTS Resource Center are linked from this document and available for download on the VT SRTS website.

- **Travel Plan Template** : This editable template provides an outline and structure for you to create your Travel Plan.
- **Walk Audit MiniGuide** : This MiniGuide provides instructions on conducting a Walk Audit, a key exercise in creating a Travel Plan.
- **Infrastructure Glossary** : This guide describes school zone signage and facilities (such as sidewalks) that support safe walking and biking around schools.

Basic Steps

Creating a Travel Plan is an important way to formally identify challenges to walking and biking to school and plan strategies around the 5 E's (education, encouragement, enforcement, evaluation, engineering) to address these challenges. Travel Plans incorporate some activities that your school has most likely already conducted, such as collecting Travel Tallies.

FOLLOW THESE STEPS

1. Gather Information

Collect Travel Tallies and Parent Surveys. Request map of student residences and data about related plans or projects, and any speed studies on adjacent streets from Regional Expert (Technical). This data provides a baseline for walking and biking activity and identifies routes to school. See the [Measuring Success MiniGuide](#).

2. Meet

Recruit a Travel Plan Team. This team should include at a minimum the School Champion, principal, Regional Expert (Technical), and school nurse or P.E. teacher. Hold a meeting to identify goals for your plan, share information on walking and biking behaviors and known issues, and assign tasks for team members.

3. Conduct Walk Audit

Conduct a Walk Audit. At a minimum, the Champion and Regional Expert (Technical) should participate. Share findings from the Walk Audit with the rest of the team. See the [Walk Audit MiniGuide](#).

4. Develop Strategies

Develop strategies to address issues identified by the Parent Survey, SRTS Team, and Walk Audit. You can use non-infrastructure strategies listed in this guide to address many common issues. In addition to these strategies, you can work with the Regional Expert (Technical) to develop engineering or infrastructure recommendations.

5. Draft Plan

Draft your plan using the [Travel Plan template](#). The plan should include a point person for implementing each strategy. Each school may customize the [Travel Plan template](#) to meet their individual needs.

6. Review Plan

Circulate the plan among the Travel Plan Team for review.

7. Finalize Plan

The Regional Expert (Technical) should provide a final review of the plan. After the plan is finalized, the school should post it to the school's website and update it every 2-5 years.

8. Act on It!

Once approved, begin implementing strategies.

KEY POINTS

FREQUENCY

Update every 2-5 years, after initial plan development

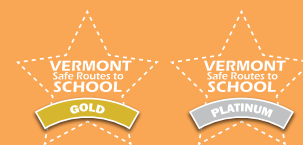
IMPLEMENTATION

1 - 4 months

TEAM MEMBERS

Champion, Regional Expert (Technical), principal, teachers, volunteers

REQUIRED FOR



Remember to update your Partner Progress Report once you've completed this activity to advance to the next level!

Travel Plan Contents

Your Travel Plan should include information about your school, goals for the plan, an assessment of issues, and recommended strategies to address those issues. You can use the editable [Travel Plan template](#), shown below, or create your own.

Who We Are and What Are Our Goals

Name of School / Travel Plan / Date

Who We Are and What Are Our Goals

Travel Plan Task Force Members
List all members of your Travel Plan Team.

Name	Address	Contact

Goals for the School
Write your goals for the School Travel Plan. You may use some of the sample goals to the right to create your own.

Our community is motivated to pursue Safe Routes to School because...

Sample Travel Plan Goals

1. We highly value student physical activity and health.
2. We have a history of walking and pedestrian routes around the school.
3. We seek to improve overall air quality, including walking, biking, and running.
4. We are committed to reducing speeding and reducing driving near the school.
5. We are committed to reducing illegal parking and other near the school.
6. We want to improve air quality and reduce fuel consumption.
7. We want to build better partnerships between the school and community.

What is Our Starting Point?

Name of School / Travel Plan / Date

What is Our Starting Point?

School Demographics and Overview
Write description of the school location and general context of surrounding area (road, urban, etc), building policies, and any other relevant information.

Student Distances / Locational Maps
Fill in data on student distances from school, either from the Parent Survey or the mapping student addresses. Regional Experts (Tollman) or staff from your Regional Planning Commission can help you with mapping. Include as many here as or the end of the assessment if possible.

These are the distances our students live from school:

Distance from school	0 miles to 1/4 mile	1/4 mile to 1/2 mile	1/2 mile to 1 mile	1 mile to 2 miles	Over 2 miles
Number of Students					
Percentage of Students					

Student Travel Tally Summary
Write a summary of your Travel Tally exercise.

These are the ways students that students get to school, based on our Travel Tally exercise:

Travel Mode	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of Students (ANS)							
Percentage of Students (ANS)							

Assessment (Walk Audit/Parent Survey)

Name of School / Travel Plan / Date

Assessment and Recommendations

Parent Survey Summary
List the most common concerns among parents, identified in the Parent Survey.

These are the top 5 concerns of parents in regards to walking and biking to school, based on the Parent Survey:

- 1.
- 2.
- 3.
- 4.
- 5.

Walk Audit Summary
Write a summary of findings from the Walk Audit. Include photos if available.

Assessment (Walk Audit Map)

Name of School / Travel Plan / Date

Walk Audit Map

Insert a map showing issues identified during your Walk Audit.

Infrastructure Recommendations

Name of School / Travel Plan / Date

Infrastructure Concerns and Recommendations

Work with the Regional Experts (Tollman) or Municipal/Regional Planning Commission staff to develop infrastructure solutions to issues identified in the Parent Survey and Walk Audit.

Location (Street/Intersection)	Concern	Infrastructure Recommendation	Notes
EXAMPLE: 123 Main Street	Excessive speed limit vehicles travel along this route.	Recommend speed limit sign to alert drivers to their traveling speed.	Work with town clerk to request sign from office.

Non-Infrastructure Recommendations

Name of School / Travel Plan / Date

Non-Infrastructure Concerns and Recommendations

Fill in data and non-infrastructure recommendations to address them. See the "Other's" Non-Infrastructure Solutions" section of the Creating Your Travel Plan MiniGuide for ideas on non-infrastructure strategies. Your school may develop different or additional strategies to meet the needs of your travel plan and address issues and barriers to walking and biking to school.

Issue	Non-Infrastructure Recommendation	Lead	Notes
EXAMPLE: Lack of access during parents and students dropping to school.	Provide after-school care and add to school day.	School Director	

KNOW YOUR ASSETS!

Creating a Travel Plan is as much about identifying your assets as it is identifying problems. Your school and community likely already have many great resources and opportunities to improve walking and biking to school. Does your school have any of the following?

- **Committed School Staff:** Physical education teachers, school nurses, and other academic staff can assist with events and implement curriculum.
- **Adjacent Infrastructure:** Some students likely live close enough to walk or bicycle to school assuming there is adequate infrastructure (sidewalks and crosswalks) in place.
- **Path Near School:** Paths and trails can be great routes for students to walk to school.
- **Active Parent Teacher Organization:** Your PTO can be a great source of volunteers and can be a liaison between the school and parents.

What's Your Non-Infrastructure Solution?

EDUCATION / ENCOURAGEMENT / ENFORCEMENT / EVALUATION

Use this Solution Guide to identify your challenges and strategies to address them. Once you have chosen which strategies to use, assign a leader for each strategy. Details on these strategies can be found in the MiniGuides, listed below. MiniGuides are all available, complete with downloadable resources, on the [VT SRTS website](#).
NOTE: This list is not comprehensive. You can find additional strategies in each MiniGuide and you may have your own great strategies to solve your school's individual concerns.

NO CULTURE OF WALKING / BICYCLING

1. **Walk and Roll to School Events**
School encourages and celebrates students and parents walking to school on a particular day. Often has a theme. ([Walk and Roll to School Days MiniGuide](#))
2. **Walking School Bus / Bike Train**
Supervised group of students who walk or bicycle along a designated route to school. ([Walking School Buses and Bike Trains MiniGuide](#))
3. **Outreach to Community and Local Media**
Sharing information about SRTS, safe travel behavior, special events, and other program information with local neighborhoods or the media. ([Working with Your Community MiniGuide](#))
4. **Competitions**
Contests to measure the number of students participating in an event, number of miles walked, or other goal. ([Contests and Incentives MiniGuide](#))
5. **Walk to School and Work Event**
Walk and Roll event where parents are encouraged to walk or bicycle to their job after walking to school. ([Walk and Roll to School Days MiniGuide](#))
6. **Parent Surveys**
Survey distributed to parents to assess their comfort levels with allowing children to walk or bike to school and identify barriers to doing so. ([Measuring Success MiniGuide](#))

STUDENTS UNFAMILIAR WITH RULES/SAFETY

1. **Pedestrian and Bicycle Curriculum**
Curriculum for multiple grade levels designed to teach students safe walking and bicycling skills and the rules of the road. Courses range in complexity. ([Teaching Walking and Biking Safety MiniGuide](#))
2. **Bicycle Rodeo**
Workshop designed to teach student bicycling skills, safety, and etiquette. ([Teaching Walking and Biking Safety MiniGuide](#))
3. **Safety Fair**
Educational event where students, parents, and community members can learn about a range of safety topics. ([Teaching Walking and Biking Safety MiniGuide](#))
4. **In-school Assembly**
Assembly on the topic of safe walking and bicycling. Often includes members of law enforcement or health organizations. ([Teaching Walking and Biking Safety MiniGuide](#))
5. **Workshop with Police**
Special workshop focused on safe behavior and rules of the road, led by local law enforcement. ([Safety and Enforcement MiniGuide](#))
6. **"Caught Being Good"**
Law enforcement officers give commendations or gift certificates to students displaying safe walking and bicycling behavior. ([Safety and Enforcement MiniGuide](#))

LACK OF SIDEWALKS

1. **Special Street Closure**
Police close or partially close a street or lane on a street to accommodate students walking or biking to school during special events or designated hours of the day. ([Walk and Roll to School Days MiniGuide](#))
2. **Walking School Bus**
Supervised group of students who walk or bicycle along a designated route to school. Walking School Buses can walk in the roadway, facing traffic on low-volume roads. ([Walking School Buses and Bike Trains MiniGuide](#))

SPEEDING ALONG ROUTE TO SCHOOL

1. **Slow Down Signs**
Signs placed in lawns along school routes with "Slow Down / Watch for Children" messaging. ([Safety and Enforcement MiniGuide](#))
2. **Safe Driving Pledge for Parents**
Parents sign a pledge to drive safely, especially in school zones. ([Safety and Enforcement MiniGuide](#))
3. **Coordination with Law Enforcement**
Law Enforcement Officers monitor streets for speeding. ([Safety and Enforcement MiniGuide](#))

ARRIVAL/DISMISSAL SAFETY ISSUES

1. **Remote Drop-Off and Pick-Up**
Designated location within walking distance from school where students can be dropped off and walk the rest of the way to school. ([Arrival and Dismissal MiniGuide](#))
2. **Priority Dismissal for Walkers / Bicyclists**
Staggered dismissal times to allow students who walk and bicycle to leave the parking lot before vehicles begin exiting. ([Arrival and Dismissal MiniGuide](#))
3. **Drop-Off/Pick-Up Queue**
Designated area for vehicles to queue for pick-up and drop-off, often away from biking or walking areas. ([Arrival and Dismissal MiniGuide](#))
4. **Parking Lot Monitoring**
School staff or police monitor the parking lot and address drivers who may be breaking rules or driving unsafely. ([Arrival and Dismissal MiniGuide](#))
5. **Communication on Rules, Safety, and Etiquette**
Information for parents on parking lot rules and safety delivered via backpack fliers, PTO materials, discussion with teachers, etc. ([Arrival and Dismissal MiniGuide](#))

CRIME/BULLYING

1. **Walking School Bus / Bike Train**
Supervised group of students who walk or bicycle along a designated route to school. ([Walking School Buses and Bike Trains MiniGuide](#))
2. **Police Patrol During Arrival / Dismissal**
Police can patrol or park near the school to help discourage crime and unsafe driving, and serve as a resource for students in need of help. ([Safety and Enforcement MiniGuide](#))
3. **Safe Houses**
Designated houses along a route where students can go for assistance. ([Safety and Enforcement MiniGuide](#))
4. **Corner Captains**
Volunteers who stand at specific locations along a Walking School Bus route who can assist with walkers and serve as eyes on the street. ([Safety and Enforcement MiniGuide](#))

STUDENTS LIVE FAR AWAY

1. **Remote Drop-Off and Pick-Up**
Designated location within walking distance from school where students can be dropped off and walk the rest of the way to school. ([Arrival and Dismissal MiniGuide](#))
2. **Walk or Bike at School Event**
School organizes a group walk on school grounds to accommodate all students. Often themed. ([Walk and Roll to School Days MiniGuide](#))

DANGEROUS INTERSECTIONS

1. **Crossing Guard**
Adult crossing guard hired to assist with crossing locations adjacent to schools. ([Safety and Enforcement MiniGuide](#))
2. **Student Safety Patrol**
Middle school students who assist crossing guards or school staff at crossings or school parking lot. ([Safety and Enforcement MiniGuide](#))

What's Your Engineering Solution?

Working with your Regional Expert (Technical) or local planning staff, you can develop recommendations for improvements to signage and other infrastructure (crosswalks, sidewalks, bike lanes, paths, etc.) around your school. You can begin by reading the Infrastructure Glossary to learn about appropriate infrastructure for school zones. Some examples are illustrated below.



Rectangular Rapid Flashing Beacons alert drivers to pedestrians in the crosswalk.



School Zones Signs use retroreflective material to enhance visibility.



Curb Extensions help slow traffic at crosswalks.

Real World Examples

1

St. Albans City School worked with a team of school staff, municipal and health officials, and community members to develop a Travel Plan. The Town added signs and updated sidewalks near the school as a result of the Travel Plan recommendations. The Town also implemented a snow plow schedule that prioritizes school routes.



2

Lothrop Elementary developed a Travel Plan which recommended completing gaps in the sidewalk network, installing signs around the school, and improving a dangerous intersection. The Town of Pittsford conducted a feasibility study and raised funds to implement some of these recommendations.



3

Swanton Elementary School created a Travel Plan which recommended repainting crosswalks, adding pedestrian signage and rectangular rapid flashing beacons (RRFBs), and extending an existing sidewalk to connect to the recreation path. The school collaborated with the Vermont Department of Health to apply for grants to add signs, RRFBs, and crosswalks, and the Town constructed sidewalk segments, based on the plan's recommendations.

