Safe Routes to School
Travel Plan
Charles H. Bullock Elementary School

Prepared By:

RBA

In Association with:

March 2013
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INTRODUCTION

The purpose of the Charles H. Bullock Elementary School Safe Routes to School (SRTS) Travel Plan is to identify measures including both infrastructure projects and programmatic activities aimed at improving and/or encouraging walking and biking to school. These measures will serve as part of an implementable action plan which, when carried out by the school community and its partners, will encourage more Bullock students and parents to walk, bike or otherwise engage in active ways to getting to school. This travel plan will focus on the area within a one mile radius of Bullock Elementary School (Grades K – 5).

Bullock Elementary School is one of 10 schools in the Township of Montclair’s Safe Routes to School (SRTS) Program. In 2008, the Township of Montclair, through its SRTS Task Force, applied for and received funding through NJDOT for the development of three (3) E’s of its district-wide Safe Routes to School program (Engineering, Encouragement and Enforcement). The Montclair SRTS Task Force’s goal was to augment their non-infrastructure application by expanding the program into all of the Township’s elementary and middle schools. As part of this effort, the Township selected a consultant team lead by The RBA Group and assisted by Arterial and Meadowlink TMA (project team) to conduct SRTS workshops and develop travel plans. The travel plans stemming from the workshops compliment the work already undertaken by the Montclair SRTS Task Force, and reflect the Township’s desire to create safer, healthier, active and sustainable school environments town-wide.

In developing the Bullock Travel Plan, the project team confirmed preliminary walking and bicycling routes and analyzed the basic elements required for safe walking and bicycling routes. Information was gathered from local stakeholders – staff, parents, as well as community members such as the Township Engineer, local police, health and bicycle advocates, board of education transportation representatives, and local crossing guards through interviews, travel surveys and the community workshops. In these workshops, stakeholders worked with the project team to identify existing barriers that limit walking and biking and opportunities that could prompt an increase in walking and biking to the school. The results of this collaboration is a list of potential projects and/or activities (action items)
Montclair Safe Routes to School Program

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intended to make walking and biking to Bullock a safer and more appealing option than taking the car.

The Bullock Elementary School Travel Plan actively promotes the five E’s of a successful SRTS program – engineering, education, enforcement, encouragement, and evaluation. These categories provide the framework for the action items identified in the plan. At the conclusion of the project, the goal is to have the school community take an active role in improving their SRTS program goals for getting students to and from school safely using active modes of travel. This Travel Plan should be adopted by the school and updated on an annual basis to reflect changes in priorities, leadership and conditions.
A key element in the planning process was for the project team to foster partnerships within the school community. The first goal was to establish a SRTS Team Leader at each school. The project team worked with the SRTS Team Leader to gain a better understanding of the challenges families face in getting their students to and from school safely. In working closely with the SRTS Team Leader, the project team was able to set the stage for the Team Leader to move forward on his own and maintain ownership of the SRTS program. Each SRTS Team Leader was given several tasks:

- Prepare an introductory letter/email to inform parents of the SRTS program and the need to fill out the parent/caregiver survey.
- Disseminate survey.
- Identify for the consulting team the major routes to the school, and any important issues related to arrival and dismissal.
- Coordinate workshop locations, times, distribute flyers and provide snacks the day of the workshop.
- Collect data from the school via the Stakeholder Interview Sheet.
- Invite stakeholders to the workshop meeting.
- Discuss and brainstorm with the project team any incentives to use for encouragement throughout the year.
- Attend the workshops as a participant/parent and share thoughts and concerns.
- Attend the classroom presentations conducted with students by the project team, if possible.
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Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

Having established the SRTS Team Leader, the project team needed to assemble active community groups and organizers whose missions and abilities complement the goals of the Montclair SRTS Program in the hopes that they will be able to support and sustain the SRTS program over time. These local stakeholders were continuously invited to be a part of the development of each of the schools’ travel plans. The Bullock Elementary School SRTS Partner Organizations List includes:

Bullock Elementary SRTS Partner Organizations

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Role/Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bullock Elementary School</td>
<td>Nami Kuwabara, Principal</td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td></td>
<td>P: (973) 509-4255 E: <a href="mailto:nkuwabara@montclair.k12.nj.us">nkuwabara@montclair.k12.nj.us</a></td>
<td></td>
</tr>
<tr>
<td>Bullock Elementary School</td>
<td>Lisa Siegartel, SRTS Team Leader, Health and Wellness Committee E: <a href="mailto:healthandwellness@bullockpta.org">healthandwellness@bullockpta.org</a></td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td>Bullock Elementary School</td>
<td>Dina Aronson and Jennifer Gannett, Health and Wellness Committee E: <a href="mailto:healthandwellness@bullockpta.org">healthandwellness@bullockpta.org</a></td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td>Bullock Elementary School</td>
<td>Stacey Cermak, PTA President E: <a href="mailto:ptpres@bullockpta.org">ptpres@bullockpta.org</a></td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td>Montclair Township</td>
<td>Alex Kent, Safe Routes to School Coordinator P: (917) 841-1516 E: <a href="mailto:akent@montclairnjusa.org">akent@montclairnjusa.org</a></td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td>Montclair SRTS Task Force</td>
<td>Janice Talley, Township Planner, SRTS Task Force Coordinator P: (973) 509-4953</td>
<td>Township SRTS Coordination</td>
</tr>
<tr>
<td>Montclair Township</td>
<td>Kimberli Craft, Township Engineer P: (973) 509-5707 E: <a href="mailto:kcraft@montclairnjusa.org">kcraft@montclairnjusa.org</a></td>
<td>Engineering Project Implementation</td>
</tr>
<tr>
<td>Montclair Police Department</td>
<td>Sergeant Stephanie Egnezzo, Traffic Bureau P: (973) 509-4718 E: <a href="mailto:segnezzo@montclairnjusa.org">segnezzo@montclairnjusa.org</a></td>
<td>Safety Education, Enforcement, and Crossing Guard Assignment</td>
</tr>
<tr>
<td>Montclair Board of Education</td>
<td>Felice Harrison, BOE Special Projects E: <a href="mailto:fharrison@montclair.k12.nj.us">fharrison@montclair.k12.nj.us</a></td>
<td>BOE SRTS Coordination</td>
</tr>
</tbody>
</table>
# Montclair Safe Routes to School Program

## Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Role/Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montclair Board of Education – Transportation Office</td>
<td>Gisela Aultmon, Transportation Manager P: (973) 509-4055 E: <a href="mailto:gaultmon@montclair.k12.nj.us">gaultmon@montclair.k12.nj.us</a></td>
<td>School Bus Coordination</td>
</tr>
<tr>
<td>Meadowlink Transportation Management Association</td>
<td>Nora L. Shepard, SRTS Program Manager P: (201) 939-4242 E: <a href="mailto:nshepard@ezride.org">nshepard@ezride.org</a></td>
<td>Travel Plan Implementation, Programmatic Activity, SRTS Program Assistance/Resource, Grant Writing Assistance</td>
</tr>
<tr>
<td>Meadowlink Transportation Management Association</td>
<td>Ryan Cerbone, Associate, Safe Routes to School Program P: (201) 939-4242 E: <a href="mailto:rcerbone@ezride.org">rcerbone@ezride.org</a></td>
<td>Travel Plan Implementation, Programmatic Activity, SRTS Program Assistance/Resource, Grant Writing Assistance</td>
</tr>
<tr>
<td>Voorhees Transportation Center/NJ SRTS Resource Center</td>
<td>Leigh Ann Von Hagen, Research Specialist P: (848) 932-7901 E: <a href="mailto:srts@ejb.rutgers.edu">srts@ejb.rutgers.edu</a></td>
<td>Web-based resources, Technical Assistance, SRTS Recognition Program, Helpdesk assistance, and SRTS Tools, Tips and Training</td>
</tr>
<tr>
<td>Safe Routes to School National Partnership</td>
<td>Laura Torchio, NJ Advocacy Organizer P: (973) 783-5939 E: <a href="mailto:laura@saferoutespartnership.org">laura@saferoutespartnership.org</a></td>
<td>Advocacy, Event and Encouragement Activities, Policy Change, Best Practices &amp; Technical Assistance, Publications</td>
</tr>
<tr>
<td>Bike&amp;Walk Montclair</td>
<td>Rika Alper, President P: (973) 866-5028 E: <a href="mailto:info@bikewalkmontclair.org">info@bikewalkmontclair.org</a></td>
<td>Advocacy, Event, Education and Encouragement Activities</td>
</tr>
<tr>
<td>NJ Department of Transportation - SRTS</td>
<td>Elise Bremer-Nei, NJDOT SRTS Program Coordinator P: (609) 530-2765 E: <a href="mailto:elise.bremer-nei@dot.state.nj.us">elise.bremer-nei@dot.state.nj.us</a></td>
<td>State SRTS Program Assistance; Non-Infrastructure Grant Funding</td>
</tr>
<tr>
<td>Essex County Planning Department</td>
<td>David Antonio, County Planner P: (973) 226-8500 E: <a href="mailto:dantonio@essexcountynj.org">dantonio@essexcountynj.org</a></td>
<td>SRTS Program Assistance</td>
</tr>
<tr>
<td>Essex County Board of Chosen Freeholders</td>
<td>Brendan W. Gill, Freeholder, District 5 P: (973) 621-4479 E: <a href="mailto:bgill@freeholders.essexcountynj.org">bgill@freeholders.essexcountynj.org</a></td>
<td>County SRTS Coordination</td>
</tr>
</tbody>
</table>
**SCHOOL PROFILE**

**School Description**

The Charles H. Bullock Elementary (formerly known as Rand Elementary School) is a newly constructed school facility located at 55 Washington Street in the Elm Street/Elmwood neighborhood in the southern section of town. This section of Montclair is known as Montclair Town Center and is the central commercial district of Montclair, running along Bloomfield Ave. for more than a mile from the Glen Ridge border to Mountain Avenue. The school is bordered by two county routes, Bloomfield Avenue (CR506) to the north and Elm Street/Grove Street (CR669) to the west, which serve as important regional connectors to Route 280, the Garden State Parkway, and Route 3.

Bullock is part of the Montclair Public School District and has a school population of approximately 443 students in grades K-5. In Montclair’s magnet school system, all schools have a theme. Bullock’s theme is “Environmental Science” which plays into the school’s construction as a “green” building and its environmentally conscious school environment.

The primary entrance for students walking or bused is located along Washington Street across from the faculty/visitors’ parking lot. **Map 1 – School Location** identifies key features of the school neighborhood such as the location of crossing guards, primary and secondary walking routes and crosswalks.
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Safe Routes to School Travel Plan

Charles H. Bullock Elementary School

Map 1 - School Location Map
Montclair Safe Routes to School Program  
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School Demographic Information

Because Bullock is a fairly new school, annual information on student demographics and free and reduced-price lunch is not yet available through the National Center for Educational Statistics (NCES); however, information from its NJ Department of Education 2010-2011 School Report Card provides other school demographics.

- **Individualized Education Programs (IEPs)**

These statistics show the percentage of students with Individualized Education Programs (IEPs) as reported by the state. IEPs are specialized educational programs created for students with disabilities. When planning for activities related to SRTS, we want to make sure to think about all members of the student population, including students with IEPs.

<table>
<thead>
<tr>
<th>Students with Disabilities</th>
<th>Bullock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of students with IEPs (Individualized Education Program) regardless of placement/programs</td>
<td>15.7%</td>
</tr>
<tr>
<td>Source: NJDOE 2010-2011 Report Card</td>
<td></td>
</tr>
</tbody>
</table>

- **Language Diversity**

<table>
<thead>
<tr>
<th>Limited English Proficient (LEP)</th>
<th>Bullock</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Limited English Proficient students</td>
<td>No number reported</td>
</tr>
<tr>
<td>Source: NJDOE 2010-2011 Report Card</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language Spoken At Home</th>
<th>Bullock</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>99.5%</td>
</tr>
<tr>
<td>Spanish</td>
<td>0.5%</td>
</tr>
<tr>
<td>Source: NJDOE 2010-2011 Report Card</td>
<td></td>
</tr>
</tbody>
</table>
Transportation to and from school is available for students in the Montclair Public Schools system who meet the eligibility requirements that are based on the distance from the child's residence to the school he/she is attending. According to Board policy, transportation will be provided for the following students:

1. All elementary students who reside more than 1 mile from their assigned school.
2. All middle school students who reside more than 1 mile from their assigned school.

EVALUATING OPPORTUNITIES AND CONSTRAINTS

The information gathering process for the Bullock Elementary School followed a series of steps conducted by the project team including stakeholder interviews, data collection, workshop previews, student classroom activity and a SRTS workshop. Together, these steps allowed the project team to develop an Action Plan listing recommendations to be implemented in the school neighborhood to improve conditions for students on their way to and from school.

Stakeholder Interviews

In the spring of the year prior to the workshops, Montclair’s SRTS Coordinator Alex Kent met with the PTAs and the Principals of all the Montclair schools, and talked to them about the barriers they have to walking or biking to school, safety or otherwise. In the Bullock School, some areas of concern (“hot spots”) within the school neighborhood were identified. Their verbatim thoughts are included below:

PTA/Parent Wish List

- Crosswalk on Washington Street in front of the school needs “Stop for Pedestrian Crossing” sign to be placed in crosswalk
- Need permanent “Children Crossing” sign for where cars pass through gate and cross sidewalk
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

**Neighborhood Mapping**

**Team Observation**

Prior to the community workshop, the project team performed a field investigation to observe the conditions around the Bullock Elementary School. Observations were made of the physical conditions all around the school campus and surrounding neighborhood; parking patterns and restrictions; auto and foot traffic and circulation using the Crosswalk ® data collection and assessment system.

Summaries and results of these collection efforts and field investigations are summarized in Appendix A. This summation includes detailed maps annotated with comments about the school commute dynamics and conditions for walking or bicycling to and from school. Photos of each major issue are included and keyed to the maps by number.
School Community Observation

**STUDENT CLASSROOM ACTIVITY**

Members of the project team met with 5th grade members of Bullock's Principal Advisory Council (PAC) to discuss obstacles to walking and bicycling in their school neighborhood. Students participated in a walkabout to help the project team identify issues and general concerns of safety around the school neighborhood. As part of the exercise, students were given a series of exercises to help them identify issues verbally and in written form. After the observation, students were asked to identify their top issues. Here's what the students said:

### Identify Main Issues

- No crossing guard at Bloomfield Ave. intersection
- The sidewalks further from school are in disrepair
- Mission Street
  - Unsafe
  - Adults with nothing to do making students feel unsafe and uncomfortable
  - Sketchy vans and cars
- Crosswalks need to be more noticeable, repainted
- Cars speeding and rushing through neighborhoods not stopping at crosswalks

After giving them the opportunity to identify their issues, students were asked to think about “walking wishes” – the most important changes that they wanted to see in their school neighborhood. Here’s what the students said:

### Walking Wishes

- Bigger and safer sidewalks
- More crossing guards
- More state law pedestrian signs
- More greenery and less litter
- Drivers should look before they back out of driveways
- Cars should slow down
In calling out specific “hotspots’ here’s what the students had to say:

<table>
<thead>
<tr>
<th>Location</th>
<th>Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bloomfield Avenue and Elm Street</td>
<td>Thin sidewalk</td>
</tr>
<tr>
<td></td>
<td>No buffer from cars</td>
</tr>
</tbody>
</table>

I think the cars should slow down

I think Mission Street is unsafe

Make some crosswalks clearer for drivers
Community Workshop

**Observation of Student Arrival**
The project team met at the Bullock School at 8:15 am on Thursday, October 18th, 2012 to observe arrival of Bullock's students with parents and stakeholders. The purpose of this exercise was to allow workshop attendees the opportunity to have a first-hand observation of the existing and potentially hazardous behaviors within the school neighborhood.

**Community Workshop**
The workshop began directly after the observation of student arrival in the Bullock Elementary School Library. Members of the Bullock school community and local community attended the workshop to discuss Safe Routes to School program at Bullock. The project team’s goal for this working meeting was to present sufficient information on Safe Routes to School programs to the community as well as supplying audience members with anecdotal information from their earlier discussion with students and their own observations of the schools’ arrival. Workshop participants identified barriers, areas of concerns and opportunities in the environment around Bullock in their discussion and through the mapping exercise facilitated by the project team.
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

Vision

- Encouragement for families to walk and bike safely
- Better place for kids to walk and bike to school
- More structured program for biking and walking tied into physical education/other school activities
- More bike racks/see more bikes
- Bike lanes/shared lane markings (sharrows) around school
- Pedestrian awareness through signs, striping, traffic calming
- More parents following drop-off rules
- More kids walking and biking
- More kids taking the school bus
- Reduce speed, volume, cars around school
- No idling signs
- Wake parents up to the fact that it is a safety issue for children
- To be able to cross the street safely
- Signal timing adjustment to add more time – make it automatic so that you don’t have to push the button or lights up to let you know it’s activated

We do our part, please do yours.
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

CREATING SOLUTIONS FOR THE SCHOOL NEIGHBORHOOD

Based on the experience and observations at Bullock Elementary School, the project team offers the following suggestions for priority actions related to building the Bullock SRTS program.

Top SRTS Priority Recommendations

A full listing of the recommendations are provided as options for the Bullock Elementary School to consider while implementing its SRTS plan and are included in the Action Plan Matrix, later in this Travel Plan. The top priority concepts for each of the 5 E’s (Engineering, Education, Encouragement, Enforcement and Evaluation) are also listed here:

Engineering
- Install roadway striping to define the drop-off area along the driveway and Washington Street including: Restripe stop line, crosswalk, align the stop sign with the stop line
- Update current drop-off/pick-up procedures with:
  - Map, rules and procedures for driving along local streets within school campus and any school driveway access
  - Signs on street
  - Signs for Cell Phone Free Zones
- Order and install "No Idling Zone" signs around the school

Enforcement
- Invite Montclair Police Department to give safety presentation at Back to School night
- Create and enforce “Cell Phone Free” Zones in and around the school
- Provide traffic cones and safety vests to teachers that assist with drop-off/pick-up traffic control
- Send out E-blast to reinforce bus/drop-off/pickup procedures

Education
- Invite NJ TRANSIT to give their SAFETY RULES! Assembly presentation every year
- Integrate walking and safety education into classroom curriculum. (see Appendix E for sample lesson plan information)
- Create and distribute "warm fuzzies" to thank parents and/or drivers for exhibiting model behavior.
- Promote Bike&Walk Montclair’s Courteous Driving Pledge
Encouragement

- Host a classroom activities focused on walking and biking safety.
- Utilize the school website to advance Safe Routes to School safety campaign/messages.
- Complete “Achievements” as part of the SRTS Recognition Program to reach the Gold Level
- Circulate Time Radius Map and Travel Plan Report on school website.

Evaluation

- Continue to conduct student travel surveys to measure how effective the SRTS program has been in increasing the number of students walking, biking, carpooling or taking transit to school
- Perform speed studies before and after the initiation of any physical or programmatic measures (Gates Avenue and Union Avenue traffic calming efforts)
- Conduct tracking exercises for distances students walk both on-line and in the classroom

NJ TRANSIT offers a no-cost, 45-minute statewide safety education program to public, non-public and charter schools, Grades PreK-12, highlight the need for safe behavior and caution around rail systems and buses. According to NJ TRANSIT, the presentation includes an age-appropriate video, safety tips and procedures, question and answer session, and free educational materials that reinforce important safety messages. For more information or to schedule presentations, go to the Safety Education Program site at: (http://www.njtransit.com/rg/rg servlet.srv?hdnPageAction=SafetyTo)
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Incentives
To encourage families to arrive by foot, bike or any other form of active transportation, Bullock’s SRTS Team Leader should continue to work with the SRTS team at Meadowlink (the Transportation Management Agency covering all of Montclair and the surrounding area), to develop a plan to best leverage the incentive items and other SRTS efforts.

Meadowlink will be providing bicycle and pedestrian safety themed incentives, such as stickers, to Bullock and all of the other Montclair Schools participating in the SRTS program. Going forward, Meadowlink will offer assistance in the implementation of further SRTS initiatives such as, a walking school bus or bike rodeo, and incentives for these events will be provided as necessary.

PROGRAM EVALUATION AND MONITORING
In order to continue the momentum and keep up with the growing needs of a changing school population, Bullock should use various data collection methods to evaluate the effectiveness of its SRTS Program over time. Some of those preliminary actions should be:

• **Conduct Student Travel Mode (Hands-Up) Surveys**
  Bullock Elementary should measure the number of children walking and bicycling to school by conducting Student Travel Mode (Hands-Up) Surveys at least twice a year. The results will be evaluated yearly to show if there has been a shift in the number of children walking and bicycling to school.

  For these surveys, Bullock can work with their SRTS Team Leader and Meadowlink TMA to coordinate this effort with Voorhees Transportation Center at Rutgers University to tabulate survey data. A copy of the Student Travel Mode Survey can be found in Appendix B.

• **Continue to conduct Parent Surveys**
  Bullock Elementary should continue to distribute parent/caregiver take-home attitudinal surveys to evaluate parents’ attitudes towards walking and bicycling to school over time. Using the 2012 New Jersey Safe Routes to School Parent/Caregiver Survey Report as a baseline measure, yearly surveys should be conducted to determine if there has been a shift in attitudes and/or actions since the implementation of actions related to the SRTS program. Bullock’s SRTS Team Leader and Meadowlink TMA can work together to ensure that the surveys are distributed, collected and then tabulated by Voorhees Transportation Center at Rutgers University.
• **Conduct School Traffic Counts**

School traffic counts can be a good way to collect baseline data on parent/student behavior during arrival. Unlike typical traffic counts that use automated traffic counting equipment, these visual counts involve using students to manually record how students are being dropped off to school. Bullock Elementary should institute a school traffic counts initiative to do these counts either as a single classroom activity or can use it as a school-wide motivator to get parents and students to walk and bike more often. These counts should be done at the beginning and the end of the school year to see if any of the SRTS activities have had an impact in reducing the number of cars dropping off students. It is important that the counts are done the same way each time to ensure that results can accurately compared.

The SRTS Team Leader should invite a representative from the Montclair Police Department, the Township Planner, or the Township Engineer to help kick-off the school’s traffic count initiative. The counts should be coupled with encouragement activities such as:

- Making a school-wide pledge to walk and bike more often
- Setting a school-wide goal and holding a celebration if the goal is met.
- Having class discussions on how to reduce the impacts of traffic by using alternative modes of transportation such as biking and walking.

A sample of a traffic count form can be found in Appendix C.

Before carrying out any of these activities, the Bullock SRTS Team should consider creating a mechanism for evaluation. As noted in the *Complete Safe Routes to School Guide*¹ there is a six-step process that works best for evaluating SRTS programs and is demonstrated in the following graphic:

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¹ This guide is maintained by the National Center for Safe Routes to School at [www.saferoutesinfo.org](http://www.saferoutesinfo.org).
Montclair Safe Routes to School Program

**Safe Routes to School Travel Plan – Charles H. Bullock Elementary School**

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<table>
<thead>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>• Plan the program /Collect Information</td>
</tr>
<tr>
<td>2</td>
<td>• Write Objectives</td>
</tr>
<tr>
<td>3</td>
<td>• Decide what, how and when to measure</td>
</tr>
<tr>
<td>4</td>
<td>• Conduct the program and monitor progress</td>
</tr>
<tr>
<td>5</td>
<td>• Collect Information and interpret findings</td>
</tr>
<tr>
<td>6</td>
<td>• Use results</td>
</tr>
</tbody>
</table>

Creating a plan at the onset of the program will be most beneficial in setting goals for your program and determining strategies to will help you attain those goals.
The walking environment around Bullock Elementary is generally in good condition. With some minor changes, the walking routes to school can be very attractive to nearby families.

_Map 2 - School Neighborhood Recommendations_ (on the following page) illustrates the suggested physical improvements that are aimed at improving the overall conditions for families walking and biking to school. If implemented in conjunction with the other strategies outlined in the Action Plan Matrix (page 25), these physical improvements will offer walking and/or biking as a safe and more convenient option to getting to school.
Map 2 - School Neighborhood Recommendations

1. Signage & Striping: Install roadway striping to define the drop-off area
2. Enforcement: Update drop-off and pick-up procedures
3. Signage & Striping: Install "No Idling Zone" signs
ACTION PLAN MATRIX

The following Action Plan Matrix for implementing the Bullock Elementary School SRTS program is intended to increase safety for students on their journey to and from school and, where appropriate encourage more students to walk or bike. The tables below are organized by the logical lead entity and identify those preliminary recommendations, specific to the Bullock Elementary School campus and the immediate area, partners, a time frame and a level of cost for implementing each recommended action.

To give the Bullock SRTS program more depth, it is recommended that these concepts be reinforced beyond the immediate school neighborhood. Bullock’s SRTS program can best realize full success if its community and municipal partners implement the township-wide action items that support Bullock’s SRTS program. These township-wide recommendations have been identified in Appendix D and are organized by the 5 E format (Engineering, Education, Encouragement, Enforcement and Evaluation) for implementing the SRTS program.
## Action Plan Matrix – Bullock School Neighborhood Specific

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Partners</th>
<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Install roadway striping to define the drop-off area along the driveway and Washington Street including: - Restripe stop line - Crosswalk - Align stop sign with stop line</td>
<td>Board of Education/Montclair Engineering</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Create and enforce “Cell Phone Free” zones in and around the school</td>
<td>PTA</td>
<td>Short-term</td>
<td>Low</td>
<td>Should be enforced in school and outside during arrival and dismissal</td>
</tr>
<tr>
<td>3</td>
<td>Update current drop-off/pick-up procedures with: - Map, rules and procedures for driving along local streets within school campus and any school driveway access - Signs on street - Sign “Cell phone free” zones</td>
<td>PTA/ Montclair Engineering</td>
<td>Short-term</td>
<td>Low</td>
<td>Share the plan/map via school web site</td>
</tr>
<tr>
<td>4</td>
<td>Order and install “No Idling Zone” signs around the school</td>
<td>Township/NJDEP/Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td><a href="http://www.nj.gov/dep/stothesoot/sts-no-idle-sign.htm">http://www.nj.gov/dep/stothesoot/sts-no-idle-sign.htm</a></td>
</tr>
<tr>
<td>5</td>
<td>Provide traffic cones and safety vests to teachers that assist with drop-off/pick-up traffic control</td>
<td>Board of Education/Meadowlink TMA</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Send out E-blast to reinforce bus/drop-off/pickup procedures</td>
<td>PTA</td>
<td>Short-term/Ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Install additional state of the art bike racks</td>
<td>Montclair Engineering/Bike&amp;Walk Montclair</td>
<td>Short-term</td>
<td>Medium</td>
<td>See Appendix F for bike rack considerations</td>
</tr>
<tr>
<td>No.</td>
<td>Action</td>
<td>Partners</td>
<td>Timeframe</td>
<td>Cost</td>
<td>Notes</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
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<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>9</td>
<td>Utilize the school website to advance Safe Routes to School safety campaign/messages</td>
<td>Board of Education</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Continue the SRTS team/group</td>
<td>PTA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Host classroom activities focused on walking and biking safety</td>
<td>SRTS Coordinator/PTA/Meadowlink TMA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>Include rail safety</td>
</tr>
<tr>
<td>12</td>
<td>Integrate walking and safety education into classroom curriculum</td>
<td>Meadowlink TMA / Board of Education/PTA/Safety Coordination</td>
<td>Short-term</td>
<td>Low</td>
<td>See Appendix E for sample lesson plans</td>
</tr>
<tr>
<td>13</td>
<td>Continue to conduct student travel surveys to measure how effective the SRTS program has been in increasing the number of students walking, biking, carpooling or taking transit to school</td>
<td>Board of Education/Meadowlink TMA</td>
<td>Mid-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Invite Montclair Police Department to give safety presentation at Back to School night</td>
<td>Montclair Police</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>Contact Sgt. Egnezzo</td>
</tr>
<tr>
<td>15</td>
<td>Circulate Time Radius Map and Travel Plan Report on school website</td>
<td>Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Designate walking school bus meeting points and have them mapped, signed and posted on school website</td>
<td>Township/Police Department/Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>

**Lead Entity:** PTA

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Partners</th>
<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Share current arrival and dismissal procedures with map via PTA website</td>
<td>Principal</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Utilize the PTA website to advance SRTS safety campaign/messages</td>
<td>Principal/Board of Education</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Action</td>
<td>Partners</td>
<td>Timeframe</td>
<td>Cost</td>
<td>Notes</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------</td>
<td>-------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>19</td>
<td>Circulate Travel Plan on PTA website, especially the Map of Major Walking Routes with Time Radius</td>
<td>Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Have designated walking school bus meeting points posted on PTA website</td>
<td>Principal/Montclair Engineering/Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Complete “Achievements” as part of the SRTS Recognition Program to reach the Gold Level</td>
<td>Meadowlink TMA/SRTS Coordinator</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>See Appendix F for details on achievements</td>
</tr>
<tr>
<td>22</td>
<td>Create and distribute “warm fuzzies” to thank parents and/or drivers for exhibiting model behavior</td>
<td>SRTS Team Leader</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>This can be given to any parent/guardian setting a good example whether on foot, bike or in a car.</td>
</tr>
<tr>
<td>23</td>
<td>Promote Bike&amp;Walk Montclair’s Courteous Driving Pledge</td>
<td>Bike&amp;Walk Montclair/Township</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Conduct bicycle rodeo for all students to improve their cycling skills</td>
<td>Meadowlink TMA/Bike&amp;Walk Montclair</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>Designed for those wanting to enhance their cycling skills</td>
</tr>
<tr>
<td>25</td>
<td>Host learn to ride a bicycle event</td>
<td>Meadowlink TMA/Bike&amp;Walk Montclair</td>
<td>Short-term</td>
<td>Low</td>
<td>Designed for those learning to ride for the first time</td>
</tr>
<tr>
<td>26</td>
<td>Report any crossing guard issues to Traffic Bureau (973-744-1234)</td>
<td>Board of Education/Montclair Police</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Start a “Walking School Bus” and a “Bicycle Train” – can be started on I-Walk day, or any day</td>
<td>SRTS Team Leader/ Meadowlink TMA</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Conduct tracking exercises for distance students walk</td>
<td>SRTS Team Leader/PTA/ Meadowlink TMA</td>
<td>Mid-term/ongoing</td>
<td>Low</td>
<td>See the web site: <a href="http://www.saferoutesnj.org/partners/">http://www.saferoutesnj.org/partners/</a></td>
</tr>
</tbody>
</table>
## Montclair Safe Routes to School Program

### Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Partners</th>
<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Conduct a parking utilization and circulation study and investigate options for school staff and family drop-off and pick-up procedures</td>
<td>Lead Entity: Township Engineering, Board of Education/Principal/Meadowlink TMA</td>
<td>Mid-term</td>
<td>Medium</td>
<td>Possible location for information placards about signal operation</td>
</tr>
</tbody>
</table>
| 30  | Upgrade traffic signals along Bloomfield Avenue at Elm Street and along Elm Street at Union Street/Washington Street  
  - Add countdown signal heads  
  - Check pedestrian crossing timing | Essex County                                                            | Mid-term     | High       | Possible location for information placards about signal operation                      |
| 31  | Add Centerline “Stop for Pedestrians” signs, along Elm Street at Hawthorne Place | Board of Education/Principal                                               | Short-term   | Low        |                                                                                         |
| 32  | Develop concepts for traffic calming on Gates Avenue at Union Street   | Montclair Police/Principal/Board of Education                             | Mid-term     | Mid-High   | Many families park on Union and walk from there                                         |
| 33  | Investigate striping bike lanes or shared lane markings along Union Street, Elm Street and other neighborhood school commute roadways | PTA/Principal/Board of Education                                          | Short-term   | Low        |                                                                                         |
| 34  | Investigate the reconfiguration of Lackawanna Avenue at Bloomfield Avenue. Consider:  
  - Curb extension  
  - Align and shorten crossing | Essex County                                                             | Mid-Long-term | Mid-High   |                                                                                         |
| 35  | Change “Do Not Enter” sign on Washington Street to “No Thru Traffic”    | Montclair Council                                                        | Short-term   | Low        |                                                                                         |
| 36  | Resurface colorized crosswalk treatment on Union Street at Gates Avenue | Montclair DPW                                                            | Short-term   | Mid        | Patch in crosswalk pavement due to utility work.                                       |
| 37  | Evaluate the sidewalk network for potential curb extensions or other traffic calming concepts | PTA/Board of Education/Principal/Meadowlink TMA                           | Short-Mid-term | Low-Medium |                                                                                         |
APPENDICES
Appendix A. Crosswalk© Neighborhood Analysis

The following maps and notes are a record of the issues identified both during initial field observations and during the workshops as noted by participants:

**Assessment Categories:**

- School Location/ Crossing Guard Location
- Ideas/ Primary Destination/ Secondary Destination
- Pedestrian Issues – Good/ Minor/ Major
- Bicycling Issues - Good/ Minor/ Major
- Driver Behavior – Good/ Poor/ Bad
- Intersection Issues - Good/ Poor/ Bad
- Environmental Issues - - Good/ Poor/ Bad
1. **Vehicular Entry.** This is the entrance for parents dropping off students.

2. **Bus Student Entrance.**

3. **Bus Drop Off.**

4. **Faculty Parking.**

5. **Playground and multipurpose field.**

6. **Major Student Bus Stop.**
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

Secondary Destination

1. Bike Rack.

2. Street Closure.
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

Crossing Guard Location

1. Crossing Guard

2. Crossing Guard

3. Crossing Guard
1. **Illegal Student Drop-off.** Parents drop off students here, leaving them to cross the parking and street.


3. **Drop-off procedures.** Cars pull up Washington, drop-off then make a u-turn.

4. **Parent drop off.**
1. **Litter.** Litter and poorly maintained sidewalk make this area feel less safe.

2. **Litter.**

3. **Feeling of being "Unsafe".**
1. **Dangerous Intersection.** This intersection is particularly dangerous due to the current roadway alignment. This causes a wide crossing and allows cars to make this turn at high speeds.

2. **Crossing Distance.** This is a long crossing distance due to the angle of the crosswalk/roadway alignment.

3. **Crosswalks crumbling.** Fading and crumbling crosswalks are not clearly visible and create a tripping hazard.

4. **Crosswalks crumbling.** Crosswalks are faded and cracked causing a tripping hazard.

5. **Crosswalk / Curb Ramp.** Misaligned intersection with ramps but no crosswalks or connections.
1. Good pedestrian crossing.
1. **Faded Crosswalk.** Crosswalks are faded and not highly visible.

2. **Crossing Distance.** Long crossing distance and heavy traffic make this intersection very intimidating for students.

3. **Curb Ramps.** Proper curb ramps are not provided at this intersection.

4. **Faded Crosswalk.** Decorative crosswalks on Elm Street are faded.

5. **Faded Crosswalk.** Decorative crosswalks on Elm Street have faded.

6. **Curb Ramps.** No curb ramps provided.
1. **Good Pedestrian Conditions.** The zone between here and Union Ave are very nice pedestrian conditions. The closer you get to Bloomfield Avenue, the worse it gets.

2. **Good Pedestrian Conditions.** Most students prefer to walk down Union Street rather than Bloomfield Avenue due to this comfortable pedestrian environment.
1. **N/A** (Testing project team equipment).

2. **Train Track X-ing.** Driveways, asphalt and an undefined sidewalk area make this crossing uninviting for pedestrians.

3. **Driveway Aprons.** Driveways associated with car wash, auto shop and office nearly eliminate any consistent sidewalk.

4. **Driveway Aprons and obstructions.** Driveway aprons, poor sidewalk conditions and undefined car parking zones create an unsafe and uncomfortable pedestrian environment.
5. Driveway Aprons. Driveway aprons from the adjacent business and municipal parking lot create a long gap in the sidewalk.

6. Obstructed Sidewalk. Sidewalks are obstructed through this area by large driveway aprons and trucks associated with the adjacent towing business.

7. Driveway Aprons.
Pedestrian Issue – Minor

1. **Obstructed Sidewalk.** Shrubs are overgrown blocking sidewalk.

2. **Cracked Sidewalk.** Sidewalks are cracked in a few locations due to cars crossing into driveway.

3. **Sidewalk buffer.** A lack of sidewalk buffer along with fast, reckless driving makes pedestrians feel unsafe.

4. **Narrow Sidewalk.** Sidewalk is narrow across this area.

5. **Driveway Aprons and obstructions.** Driveway aprons associated with adjacent business and cars parking on the sidewalks create uncomfortable pedestrian environment.
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

6. **Heaving Sidewalk.** Some areas along this walk have heaving sidewalks due to trees.

7. **Obstructed Sidewalk.** As you approach Elm Street and the school there are some sidewalk obstructions and excessive driveway aprons.

8. **Cracked/Heaving Sidewalk.** Cracked and heaving sidewalks are more prevalent in this area close to the school.
Neighborhood Area Photography

1. Driveway aprons, poor sidewalk conditions and undefined car parking zones create an unsafe and uncomfortable pedestrian environment.

2. Crosswalks are faded and not highly visible.

3. Sidewalks are cracked in multiple locations.

4. Crosswalks are faded and cracked causing a tripping hazard.

5. Sidewalks are obstructed through this area by large driveway aprons and trucks associated with the adjacent towing business.

6. Sidewalks are narrow in this area along with many obstructions such as driveway aprons and parked cars.

7. Long crossing distance and current roadway alignment allowing cars to make this turn at high speeds make for a dangerous pedestrian crossing.

8. Long crossing distance and heavy traffic make this intersection very intimidating for students.

9. Some areas along this walk have heaving sidewalks due to trees and other factors.
School Area Photography

10. Proper curb ramps are not provided at this intersection.

11. Major student bus stop at the Elmwood Ave & Elm Street intersection.

12. Proper curb ramps are not provided at this intersection.

13. Misaligned intersection with ramps but no crosswalks or connections.

14. Feeling of being ‘Unsafe’
Map 4 - School Campus Area Analysis

Legend
- School Boundary
- Primary Destination
- Pedestrian Issue - Major
- Driver Behavior - Bad
- Intersection - Poor
- Intersection - Bad

Scale (in feet)
0 100'

Map of School Campus Area Analysis with markers for Faded Crosswalks, Vehicular Entry, Drop-off Procedures, Illegal Drop-off, and North orientation.
Appendix B. Student Travel Mode Survey
## Safe Routes to School Students Arrival and Departure Tally Sheet

### Step 1.
Fill in the weather conditions and number of students in each class.

<table>
<thead>
<tr>
<th>Key</th>
<th>Weather</th>
<th>Student Tally</th>
<th>Walk</th>
<th>Bike</th>
<th>School Bus</th>
<th>Family Vehicle</th>
<th>Carpool</th>
<th>Transit</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sunny</td>
<td>Number in class when count made</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>Only with children from your family</td>
<td>Riding with children from other families</td>
<td>City bus, subway, etc.</td>
<td>Skateboard, scooter, etc.</td>
</tr>
<tr>
<td>Sample AM</td>
<td>S</td>
<td>N</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>8</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Sample PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Tues. AM</td>
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<tr>
<td>Tues. PM</td>
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<td>Wed. PM</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step 2.
AM – "How did you arrive at school today?" Record the number of hands for each answer.
PM – "How do you plan to leave for home after school?" Record the number of hands for each answer.

### Source:
Appendix C. Traffic Count Instructions and Form
INSTRUCTIONS FOR TRAFFIC COUNT FORM

1. Have kids pair up in teams of two to count walkers and bicyclists. Car counters need teams of three.
2. Each team is assigned a location where children are arriving at school.
3. One person is the counter and the other is the recorder. When counting cars, one person counts cars and another counts the number of children in each car.
4. The counters call out a car (biker or walker) when it (they) arrives. The recorder makes a mark for the number of cars and writes out the number for the number of children per car. (Make sure they keep the tic marks in groups of five). The bike and walking counters should make marks for each child.
5. At the end they total the number of marks. Then they count how many cars that had more than one child in the car, which counts the number of carpools. Note: If the class has learned how to average, then have them compute the number of children per carpool.
6. Combine all the forms to find out how many children walked to school, biked to school, came in a carpool, or came alone in a car.
7. Return the forms to the Safe Routes to School box in the office or contact _____________ at _____________.

Thanks for helping out the Safe Routes to School program

Safe Routes to School is a project of:
NAME OF SCHOOL, ADDRESS, PHONE, E-MAIL
### Montclair Safe Routes to School Program

**Safe Routes to School Travel Plan – Charles H. Bullock Elementary School**

<table>
<thead>
<tr>
<th>Road Name or Location</th>
<th>Date</th>
<th>Weather</th>
<th>Start Time</th>
<th>End Time</th>
<th>Name(s) of Counters &amp; Recorders</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COUNT THE NUMBER OF CARS</th>
<th>HOW MANY CHILDREN IN EACH CAR?</th>
<th>COUNT THE BICYCLISTS (WITH HELMETS)</th>
<th>COUNT THE BICYCLISTS (WITHOUT HELMETS)</th>
<th>COUNT THE NUMBER OF CHILDREN WALKING</th>
</tr>
</thead>
</table>

Appendix D. Action Plan Matrix – Township-wide
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

Action Plan Matrix – Township-wide

<table>
<thead>
<tr>
<th>Timeframe Definition</th>
<th>Cost Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short-term</strong> = less than 3 months</td>
<td>Low = Less than $2,000</td>
</tr>
<tr>
<td><strong>Mid-term</strong> = between 3 to 6 months</td>
<td>Medium = between $2,000 and $10,000</td>
</tr>
<tr>
<td><strong>Long-term</strong> = longer than 6 months</td>
<td>High = more than $10,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Action (Township-wide)</th>
<th>Partners</th>
<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Install pedestrian countdown signal heads and R10-3e placards with instructions for use at appropriate locations</td>
<td>County</td>
<td>Short-term</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>Install pedestrian crossing signs with school children symbols at unsignalized school crossings</td>
<td>County</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>Establish, through ordinance, all school zones as “Zero Tolerance” areas where fines for speeding are doubled</td>
<td>County</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A4</td>
<td>Post “Zero Tolerance” signs in all school zones</td>
<td>County</td>
<td>Mid-term</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>Evaluate appropriate locations for pedestrian scale lighting paying special attention to existing and future sidewalks</td>
<td>County</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A6</td>
<td>Install pedestrian scale lighting - paying special attention to existing and future sidewalks</td>
<td>County</td>
<td>Short-term</td>
<td>Medium - High</td>
<td></td>
</tr>
<tr>
<td>A7</td>
<td>Conduct a sidewalk assessment and create a prioritized list of locations for installation of ADA-compliant curb ramps with detectable warning surfaces at locations where they are missing</td>
<td>County</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

<table>
<thead>
<tr>
<th>No.</th>
<th>Action (Township-wide)</th>
<th>Partners</th>
<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A8</td>
<td>Install ADA-compliant curb ramps with detectable warning surfaces at locations where they are missing</td>
<td>County</td>
<td>Short-term</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>A9</td>
<td>Provide high visibility crosswalks fluorescent, yellow-green advanced school crossing and school warning signs within school zones and along designated school routes</td>
<td>County</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A10</td>
<td>Install signage within the school zones clearly denoting the school zone speed limit, associated fines for speeding and applicable hours</td>
<td>Township</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>

**Education**

| A11 | Sponsor and host bicycle rodeos for all students to improve their cycling skills                                                                                                                                                                                                                                                                  | Meadowlink TMA/Bike Shops/Bike&Walk Montclair/PTA | Short-term/ongoing | Low    |       |
| A12 | Provide better training for aides on the school bus                                                                                                                                                                                                                                                                                              | SRTS Coordinator/Board of Education               | Short-term/ongoing | Low    |       |
| A13 | Introduce bicycle and pedestrian safety into the school curriculum through programs such as WalkSafe™ or BikeSafe™ or event based programs through SafeKids or the Brain Injury Association of New Jersey                                                                                                                                               | School Superintendent                           | Short-term       | Low    |       |
| A14 | Provide educational materials about the dangers of speeding or other violations, especially in the school area, at major community gathering locations such as the Library, Montclair BID, churches, bike shops and Township buildings                                                                                                                   | Meadowlink TMA/Bike&Walk Montclair              | Short-term       | Low    |       |
## Montclair Safe Routes to School Program
### Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

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</thead>
<tbody>
<tr>
<td>A15</td>
<td>Circulate school walking and bicycling event information with municipal utility or tax bills.</td>
<td>Board of Education</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A16</td>
<td>Include the health benefits of conducting a SRTS program in Teacher Training programs</td>
<td>School Superintendent/SRTS Coordinator</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A17</td>
<td>Promote Bike&amp;Walk Montclair’s Courteous Driving Pledge</td>
<td>Bike&amp;Walk Montclair/PTA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>Should have pledges and magnets on hand at the Municipal Bldg &amp; Community Services Bldg</td>
</tr>
<tr>
<td>A18</td>
<td>Create a doortag or flyer for property owners and businesses with information on Chapter 297 STREETS AND SIDEWALKS of the Township’s Code, including fines associated with violations and the importance of keeping the pedestrian passageway free from obstructions</td>
<td>Township Code Enforcement</td>
<td>Short-term</td>
<td>Low</td>
<td>See Appendix E for sample</td>
</tr>
<tr>
<td>A19</td>
<td>Educate parents to let their children out of the car curbside instead of in the street</td>
<td>SRTS Team Leader/PTA/Meadowlink TMA/School Safety Patrol</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A20</td>
<td>Create web-based traffic safety quizzes that include bicyclist, pedestrian and motorist safety questions on the school website</td>
<td>Board of Education/Meadowlink TMA</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>
### Montclair Safe Routes to School Program

**Safe Routes to School Travel Plan – Charles H. Bullock Elementary School**

<table>
<thead>
<tr>
<th>No.</th>
<th>Action (Township-wide)</th>
<th>Partners</th>
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</tr>
</thead>
<tbody>
<tr>
<td>A21</td>
<td>Initiate a public education program/campaign, such as Street Smarts, that uses a dual approach of media and community relations to educate and raise community awareness about traffic safety issues for all users</td>
<td>Meadowlink TMA</td>
<td>Short-term</td>
<td>Low - Medium</td>
<td></td>
</tr>
<tr>
<td>A22</td>
<td>Provide better training for the aid on the school bus</td>
<td>SRTS Coordinator/Board of Education/</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A23</td>
<td>Conduct a series of &quot;pedestrian decoy&quot; operations at conflict intersections to strongly reinforce that Montclair takes its motor vehicle laws and pedestrian rights seriously. Consider repeating every six weeks until driver behavior is perceived to be more respectful of pedestrian's right to travel safely</td>
<td>Police Department/ NJHTS/Rutgers University</td>
<td>Short-term</td>
<td>Low - Medium</td>
<td></td>
</tr>
<tr>
<td>A24</td>
<td>Continue bicycle and pedestrian safety education within the school system</td>
<td>Board of Education/Police Department/Meadowlit TMA/Bike&amp;Walk Montclair</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A25</td>
<td>Use crossing guards to hand out safety information and information on the NJ Pedestrian Crossing Law</td>
<td>Police Department</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A26</td>
<td>Create a zero tolerance traffic enforcement program and assign extra patrol to these areas during arrival and dismissal</td>
<td>Police Department</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
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</table>

**Enforcement**

<table>
<thead>
<tr>
<th>No.</th>
<th>Action (Township-wide)</th>
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<tr>
<td>A24</td>
<td>Continue bicycle and pedestrian safety education within the school system</td>
<td>Board of Education/Police Department/Meadowlit TMA/Bike&amp;Walk Montclair</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A25</td>
<td>Use crossing guards to hand out safety information and information on the NJ Pedestrian Crossing Law</td>
<td>Police Department</td>
<td>Short-term/ongoing</td>
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</tr>
<tr>
<td>A26</td>
<td>Create a zero tolerance traffic enforcement program and assign extra patrol to these areas during arrival and dismissal</td>
<td>Police Department</td>
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<td>Timeframe</td>
<td>Cost</td>
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<tr>
<td>A27</td>
<td>Strictly enforce the 25 mph speed limit on all Township streets</td>
<td>Police Department</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Encouragement</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>A28</td>
<td>Host a poster contest for International Walk and Bike to School Day</td>
<td>SRTS Coordinator</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A29</td>
<td>Circulate school walking and bicycling event information with municipal utility or tax bills.</td>
<td>SRTS Coordinator</td>
<td>Short-term/On-going</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A30</td>
<td>Create a pamphlet/palm card/ and/or any other print or web material geared towards parents highlighting the benefits of walking and biking to school</td>
<td>SRTS Coordinator/NJ SRTS Advocacy Organizer</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A31</td>
<td>Have designated walking school bus meeting points mapped and signed for all elementary and middle schools</td>
<td>Police Department/ Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A32</td>
<td>Create and publish a press release detailing the school’s involvement in the SRTS program and the Travel Plan developed for the school.</td>
<td>SRTS Coordinator</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A33</td>
<td>Use Channel 34 and the Township website to provide public safety information, events, messages to residents related to bicycling and walking such as bike and walk to school day</td>
<td>SRTS Coordinator</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A34</td>
<td>Apply for funding to create a transportation matching and participation program at each school that will link parents/students interested in carpooling, biking, or walking to and from school.</td>
<td>Board of Education/SRTS Coordinator/Meadowlink TMA/NJDOT</td>
<td>Short-term</td>
<td>Low</td>
<td><a href="#">Use Florida DOT's SchoolPool as an example.</a></td>
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Montclair Safe Routes to School Program  
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

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<tbody>
<tr>
<td>A35</td>
<td>Create and sign a joint powers agreement for maintenance of bike/pedestrian facilities</td>
<td>County</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A36</td>
<td>Adopt a resolution endorsing the Bullock SRTS Travel Plan</td>
<td>Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A37</td>
<td>Market/brand Montclair’s SRTS Program as “Montclair’s Active &amp; Safe Routes to School Program”</td>
<td>SRTS Coordinator/Board of Education/SRTS Team Leader</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>

**Evaluation**

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
<th>Partners</th>
<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A38</td>
<td>Conduct student travel surveys in all schools to determine and measure how students travel to school</td>
<td>Board of Education/Rutgers VTC</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A39</td>
<td>Designate weeks on the school calendar to conduct traffic counts at the beginning and end of the school year</td>
<td>SRTS Coordinator/Board of Education/SRTS Team Leader</td>
<td>Short-term/On-going</td>
<td>Low</td>
<td></td>
</tr>
</tbody>
</table>
Appendix E. Samples of SRTS Educational Materials
SRTS Curriculum


Message:
- The adoption of a pedestrian/bicycle curriculum by a school or school district helps assure that children will receive repeated age-appropriate education.
- The Walk to School web site has a list of downloadable free pedestrian and bicycle safety education programs, including a recently developed national curriculum developed by the National Highway Traffic Safety Administration (NHTSA).

Background:
NHTSA’s Child Pedestrian Safety Curriculum teaches and encourages pedestrian safety for students grades Kindergarten through 5th Grade. It is organized into five lessons: walking near traffic, crossing streets, crossing intersections, parking lot safety, and school bus safety. Each lesson builds upon previous set of skills learned.
SRTS Classroom Resources

Source: Coldfall Primary, London, UK provided by [www.iwalktoschool.org](http://www.iwalktoschool.org);

**Message:**
In the classroom, SRTS education can be integrated into existing topics. A few examples of integrating SRTS education are:

- Safety education can be infused into traditional classroom subjects such as language arts or science taught by the classroom teacher.
- Math: calculating average walking speeds or distances.
- Biology: walk to collect samples, observe nature.
- Reading: read about nature, walking.
- Language arts: write about walking, what see on way to school, design posters to encourage walking.
- Geography: track mileage and plot on a map. Learn about places that the school or class “visits.”
- Arts: Photography contests, drawing contests where students depict their routes to school
For further information regarding File Preparation click on the link below:

http://www.48hourprint.com/preparing-files.html
SHOVELING YOUR SIDEWALK
IT’S THE NEIGHBORLY THING TO DO!
(IT’S ALSO THE LAW)

Make Chicago safe for everyone by clearing snow and ice from the public sidewalks around your property.

We are all pedestrians at some point in the day, whether walking to the bus, to a car, or to a neighborhood store. Without a wide, clear path, snow and ice on the sidewalk make it difficult for everyone -- especially people with disabilities, seniors, and children -- to walk safely.

Be a good neighbor and offer help to those in your community who are physically unable to clear their own sidewalks.

Chicago Municipal Code, sections 4-4-310 and 10-8-180, specifies that both homes and businesses must clear snow from sidewalks next to their property.

Please help make Chicago safe for everyone!

Source: www.cityofchicago.org
Windshield Warning

Source: Los Alamitos, CA, provided by David Parisi
Appendix F. SRTS General Resources
Student Pledge

As a Pedestrian/Bicyclist Safety Smart Student
I Promise to always...

1. Stop and Look Left, Right, and Left again before I cross the street.

2. Wear and buckle a bicycle helmet every time I ride my bicycle.

3. Stay alert when walking and bicycling - I will watch out for all other traffic around me.

4. Wear bright colors if I am walking or bicycling during the day so I can be seen.

5. Take extra care if walking or bicycling in low visibility conditions or at night. I will wear retro-reflective gear and carry/wear a bright light or have required bike lights.

6. Walk on a sidewalk if one is present, if not, walk facing traffic.

7. Always bicycle in the same direction as traffic whether riding on the sidewalk or road.

8. Stay 5 giant steps away from the street when I’m waiting for a bus.

9. Stop, Look and Listen before I cross railroad tracks and never play on or near the tracks.

_________________________________________  ___________________________
Student’s Name                                           Date

Colorado Safe Routes to School - www.saferoutesinfo.org - srts@dot.state.co.us - (303) 757-9088
Parent Pledge

As a Pedestrian/Bicyclist Safety Smart Parent
I Promise to set a good example for my children and all children by making sure that....

1. My children know to Stop, Look Left, Right, and Left again before crossing the street.

2. All family members must wear and buckle a properly fitted bicycle helmet every ride.

3. Family members must always stay alert for traffic (no cell phones or earphones), especially when walking and bicycling.

4. Everyone stays 5 giant steps away from the street when waiting for a bus.

5. My family wears bright colors and reflective markers to be seen in the dark.

6. My children know to Stop, Look and Listen before crossing railroad tracks and never to play on or near the tracks.

7. My child walks/bicycles to school with me or with a group of children led by a responsible parent, adult or older sibling.

8. I lead and encourage others around my child to lead by example by demonstrating smart and safe pedestrian and bicycle behavior at all times.

9. I ensure the safety of all pedestrians and bicyclists by driving cautiously, especially around children of all ages.

Parent’s Name ___________________________ Date ___________________________

Colorado Safe Routes to School ~ www.saferoutesinfo.org ~ srts@dot.state.co.us ~ (303) 757-9088
Community Pledge

Safe Routes to School
Pledge to Bullock Elementary School’s Children

Take the Pledge
In the last 35 years, our children have lost a lot of the freedom and independence they once had to explore our neighborhoods. As we have designed our communities around automobiles, activities like walking or bicycling to school have declined dramatically. *We believe it’s time for a change. We pledge that by the time the kindergarten class of 2013 graduates high school, the majority of school trips will once again be made safely by foot or bicycle.*

To our children, we pledge to make your health and safety our number one priority, including to:

- Make the streets safe, convenient and attractive enough to let you walk or bicycle to schools.
- Ensure the streets around your schools have frequent, safe places to cross.
- Drive slowly through school zones.
- Enforce traffic laws in school zones and neighborhoods to slow down motor vehicle traffic.
- Locate schools within walking and bicycling distance of as many pupils as possible.
- Reduce the amount of traffic around your schools.
- Provide secure bicycle parking at your schools.
- Teach traffic safety skills routinely throughout your school career: first as a pedestrian, next as a bicyclist, and then as a motorist.
- Encourage staff and students at your schools to walk and bicycle more often.

Signed (any combination of the following),

Mayor
Township Council
Township Manager/Administrator
Township Engineer/Public Works
Township Planner
Township Police

School District Board of Education
School Principal
School Teacher(s)
School Nurse
PTA/Parents/Caregivers

Community Liaison
Other community groups

---

1 Pledge to Children is based on the Active Living Resource Center’s SRTS Pledge.
Bike Rack Considerations for Placement

Bike Racks
Students must have a functional, secure place to park their bike once they reach school. Not having a well planned bicycle parking option can lead to several undesirable outcomes, such theft, damage and locked bikes in or on critical safety infrastructure like emergency exits, hand rails and fire hydrants.

According to the Association of Pedestrian and Bicycling Professionals Bicycle Parking Guidelines, there are four elements to a bicycle rack system:

1. The Rack Element
   The rack element is the part of the bike rack that supports one bicycle. A good bike rack element holds the bike frame without bending the wheel and should have no moving parts. Rack elements are typically constructed of metal in an inverted ‘U’-shape, which allows for a variety of bicycle sizes and locks.

2. The Rack
   A rack is one or more rack elements joined on any common base or arranged in a regular array and fastened to a common mounting surface. Anchor the rack so that it cannot be stolen with the bikes attached and provides easy, independent bike access. Inverted ‘U’-shaped rack elements mounted in a row should be placed on 30” centers, allowing two bicycles to be secured to each rack element.

3. The Rack Area
   The rack area is a bicycle parking lot where racks are separated by aisles and may contain one or more racks. If possible, the rack area should be protected from the elements using any combination of structures, like a wall and awning. Try to avoid locating a bike rack area on grass or dirt as a rainy day can turn the bicycle parking lot into a mess. Instead, locate the bike rack area on a concrete pad.

4. The Rack Area Site
   The rack area site is the relationship of the rack area to a building entrance and approach. Locate the bike rack area within visibility of the building entrance it serves and consider the route cyclists’ use to approach that entrance. Bike rack areas should be sited in a space that minimizes vandalism and maximizes use, while avoiding conflicts with driveways, buses, and large numbers of pedestrians.

Ideally, rack areas should be sited as close, or closer, than the nearest car parking space and provided near all high traffic building entrances. When choosing between a larger bicycle rack area or multiple smaller rack areas, it is preferred to choose multiple locations that are more convenient to users.

<table>
<thead>
<tr>
<th><strong>Description:</strong></th>
<th><strong>NJ Department of Transportation (NJDOT)</strong></th>
<th><strong>Voorhees Transportation Center (VTC)</strong></th>
<th><strong>Transportation Management Associations (TMAs)</strong></th>
<th><strong>Safe Routes to School National Partnership</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NJDOT supports Safe Routes to School and Complete Streets initiatives in NJ.</td>
<td>VTC is the home of the NJ Safe Routes to School Resource Center and the New Jersey Bicycle and Pedestrian Resource Center</td>
<td>New Jersey's 8 TMAs each offer assistance in their service areas by forming alliances with non-profit, public/private sectors to assist local businesses, governments, and schools with transportation services and to solve transportation problems or issues.</td>
<td>The SRTS National Partnership is a non-profit organization providing assistance for safe walking and bicycling. The Partnership is a network of over 600 organizations, agencies, schools and professional groups.</td>
</tr>
<tr>
<td><strong>How does this affect New Jersey?</strong></td>
<td>N.JDOT provides the following resources to communities:</td>
<td>These centers provide primary research, education, and outreach about best practices in policy and design to create safer and more accessible walking and bicycling.</td>
<td>TMAs are familiar with all transportation in their service areas and can provide advice and assistance at the local level related to mass transportation, ride sharing, walking, and bicycling and walking.</td>
<td>New Jersey is one of 7 states in the National Partnership's State Network Project. Policy goals are:</td>
</tr>
<tr>
<td></td>
<td>- Statewide Bike/Ped coordinator</td>
<td>- Information on infrastructure grants</td>
<td>- TMA SRTS Coordinators provide:</td>
<td>- Leverage funding &amp; increase obligation rates of federal funding</td>
</tr>
<tr>
<td></td>
<td>- Statewide SRTS coordinator</td>
<td>- Information on state wide projects</td>
<td>- Technical Assistance</td>
<td>- Facilitate Complete Streets policies and implementation</td>
</tr>
<tr>
<td></td>
<td>- Grants administered through the Division of Local Aid</td>
<td>- Contact with the state SRTS Coordinator</td>
<td>- Assistance with walk and bike to school and education events</td>
<td>- Advance port-user/shared use agreements</td>
</tr>
<tr>
<td></td>
<td>- Contact with the state Bike/Ped Coordinator</td>
<td>- Websites:</td>
<td>- Guidance for creating School Travel Plans</td>
<td>- The partnership contributes to communities through:</td>
</tr>
<tr>
<td><strong>Contact if you are looking for:</strong></td>
<td>Websites:</td>
<td>- <a href="http://www.state.nj.us/transportation/community/srts">http://www.state.nj.us/transportation/community/srts</a></td>
<td>- Help with grant writing</td>
<td>- Advocacy</td>
</tr>
<tr>
<td>Websites and social media:</td>
<td>Websites:</td>
<td>- <a href="http://www.safeprograms.org/">http://www.safeprograms.org/</a></td>
<td>- Promote Complete streets policies</td>
<td>- Policy Change</td>
</tr>
<tr>
<td><strong>Contact Information:</strong></td>
<td>Websites:</td>
<td>- Contact:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Websites:</td>
<td>- Elle Bremer - State SRTS Coordinator</td>
<td></td>
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<tr>
<td></td>
<td>- Sheree Davis - Bicycle and Pedestrian Coordinator</td>
<td>- Leah Ann von Heigen - Senior Research Specialist</td>
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<tr>
<td></td>
<td>- David Kuhl - Assistant Commissioner, Capital Investment, Planning and Grant Administration</td>
<td>- Sean Meehan - Project Manager</td>
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<td></td>
<td>- Dorothy Djuna - Project Coordinator</td>
<td>- Maurice Johnston - Project Coordinator</td>
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<td></td>
<td>- Bike Advocate @ dot.state.nj.us</td>
<td>- <a href="mailto:bikeadvocate@dot.state.nj.us">bikeadvocate@dot.state.nj.us</a></td>
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<tr>
<td><strong>Funded by:</strong></td>
<td>Websites:</td>
<td>- Federal Highway Administration (FHWA)</td>
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<td></td>
<td>Websites:</td>
<td>- NJDOT/FHWA</td>
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<td></td>
<td>- The Robert Wood Johnson Foundation</td>
<td>- Hosted by the Bikes Belong Foundation</td>
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</tr>
</tbody>
</table>
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

NJ SRTS Recognition Program

<table>
<thead>
<tr>
<th>Level</th>
<th>Achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Get Going!</strong></td>
<td>Complete a nomination form online</td>
</tr>
<tr>
<td><strong>First Step</strong></td>
<td>Identify a SRTS champion</td>
</tr>
<tr>
<td><strong>Build Momentum!</strong></td>
<td>Get your SRTS program established.</td>
</tr>
<tr>
<td><strong>Bronze</strong></td>
<td>Complete First Step achievements</td>
</tr>
<tr>
<td><strong>Achieve Sustainability!</strong></td>
<td>Endorsement letter or Resolution of Support</td>
</tr>
<tr>
<td><strong>Silver</strong></td>
<td>Start annual traditions and build SRTS awareness.</td>
</tr>
<tr>
<td><strong>Gold</strong></td>
<td>Hold at least two SRTS programs or events such as walk to school day or a bike clinic</td>
</tr>
</tbody>
</table>

Get started! Visit us at saferoutesnj.org for more information and to contact your regional coordinator.

Nomination form deadlines: **December 1 and May 1.**

You can also **become a friend** of the New Jersey Safe Routes to School Program by completing an online enrollment form and agreeing to support, promote, and encourage SRTS programs.
Appendix G. Township of Montclair Draft Bike Network Suitability Map
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Charles H. Bullock Elementary School

Source: Montclair Engineering