Safe Routes to School
Travel Plan
Northeast Elementary School

Prepared By:

RBA

In Association with:

April 2013
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INTRODUCTION

Safe Routes to School is a national and international movement to create safe, convenient, and fun opportunities for children to bicycle and walk to and from schools. The program has been designed to reverse the decline in children walking and bicycling to schools and can also play a critical role in reversing the alarming nationwide trend toward childhood obesity and inactivity.

Montclair’s Safe Routes to School Program began in 2005 when the Rand School (now Renaissance at Rand) was one of New Jersey Department of Transportation’s pilot Safe Routes to School Demonstration Program schools. Since then, the Montclair Safe Routes to School Program has received over $700,000 in federal grants to improve infrastructure in all elementary and middle school neighborhoods, increase traffic safety enforcement, and encourage children and their families to get active on their way to and from school. This School Travel Plan is the result of that federal funding and identifies issues and solutions that are unique to the school’s culture and priorities.

The purpose of the Northeast 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 Northeast students and parents to walk, bike or otherwise engage in active ways to getting to school. Traditionally, SRTS programs look at a 2 mile radius. Because Montclair is a Magnet School System, students 1 mile or more from the school they attend are provided courtesy busing. This Travel Plan will focus on the area within a one mile radius of Northeast School (Grades K – 5).

Northeast 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 goal of the Montclair SRTS Task Force’s goal was to expand on the success of the Rand School SRTS Pilot and bring a sustainable Safe Routes to School Program to all of the

<table>
<thead>
<tr>
<th>Montclair Elementary Schools</th>
<th>Montclair Middle Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Bullock</td>
<td>1. Glenfield</td>
</tr>
<tr>
<td>3. Edgemont</td>
<td>3. Renaissance at Rand</td>
</tr>
<tr>
<td>4. Hillside</td>
<td></td>
</tr>
<tr>
<td>5. Nishuane</td>
<td></td>
</tr>
<tr>
<td>6. Northeast</td>
<td></td>
</tr>
<tr>
<td>7. Watchung</td>
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</tr>
</tbody>
</table>
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

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

The Northeast 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. This leader has not yet been established at Northeast but the project team worked with the Health and Wellness liaisons, in the interim, to gain a better understanding of the challenges families face in getting their students to and from school safely. In working closely with the Health and Wellness liaisons, the project team was able to set the stage for them to have the future SRTS Team Leader move forward on their own and maintain ownership of the SRTS program. Each interim SRTS Task 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.
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Northeast Elementary School

After gathering key information about the school through interim 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 Northeast School SRTS Partner Organizations List includes:

**Northeast SRTS Partner Organizations**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Role/Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast School</td>
<td>Joseph A. Putrino, Jr. Principal P: (973) 509-4242 E: <a href="mailto:jputrino@montclair.k12.nj.us">jputrino@montclair.k12.nj.us</a></td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td>Northeast School</td>
<td>Carol Apprendi and Jackie Mroz, Health and Wellness Committee E: <a href="mailto:healthandwellness@northeastpta.org">healthandwellness@northeastpta.org</a></td>
<td>Programmatic Activity and Implementation</td>
</tr>
<tr>
<td>Northeast School</td>
<td>Stephanie Parisi and Amy Budetti, Co-Presidents E: <a href="mailto:ptapres@Northeastpta.org">ptapres@Northeastpta.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 Dept. of Community Services (Public Works &amp; Parks)</td>
<td>Steve Wood, Director P: (973) 509-5711 E: <a href="mailto:swood@montclairnjusa.org">swood@montclairnjusa.org</a></td>
<td>Streets, public property and parks, snow and leaf removal, all community infrastructure, pothole repair</td>
</tr>
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</table>
## Montclair Safe Routes to School Program

### Safe Routes to School Travel Plan – Northeast Elementary School

<table>
<thead>
<tr>
<th>Organization</th>
<th>Contact</th>
<th>Role/Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montclair Board of Education</td>
<td>BOE Special Projects</td>
<td>BOE SRTS Coordination</td>
</tr>
<tr>
<td>Montclair Board of Education –</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>Transportation Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meadowlink Transportation</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>Management Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meadowlink Transportation</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>Management Association</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voorhees Transportation Center/NJ</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>SRTS Resource Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safe Routes to School National</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>Partnership</td>
<td></td>
<td></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 -</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>SRTS</td>
<td></td>
<td></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</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>
<tr>
<td>Freeholders</td>
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SCHOOL PROFILE

School Description
The Northeast Elementary School is located at 603 Grove Street in the Upper Montclair neighborhood. This section of Montclair is primarily residential. The school is bordered by Yantacaw Brook Road to the east, Grove Street (CR623) to the west, Windermere Road to the north and Buckingham Road to the south. The school also borders Yantacaw Brook Park, a 11.5-acre municipally-operated park. The school fronts Grove Street, a County road which provides access to and from heavily trafficked State Routes 46 and 3 and the Garden State Parkway.

Northeast Elementary is part of the Montclair Public School District and has a school population of approximately 430\(^1\) students in grades K-5. In Montclair’s magnet school system, all schools have a theme. Northeast’s theme is “Global Studies.”

The primary entrance for students walking or bused is located along Grove Street. 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.

\(^1\) Source: NJDOE 2010-2011 Report Card
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Northeast Elementary School

Map 1 - School Location Map
School Demographic Information

- **Student Demographics**

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Northeast</th>
<th>State Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>53%</td>
<td>54%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>28%</td>
<td>17%</td>
</tr>
<tr>
<td>Hispanic or Latino</td>
<td>9%</td>
<td>20%</td>
</tr>
<tr>
<td>Asian</td>
<td>9%</td>
<td>8%</td>
</tr>
</tbody>
</table>

Source: [www.greatschools.net; NCES, 2008-2009](#)

- **Economic Diversity**

**Free and reduced-price lunch**

These statistics show the percentage of students eligible for the federal free and reduced-price lunch program as reported by National Center for Education Statistics (NCES). This percentage is one indication of the student economic level (or family income level) at a school.

<table>
<thead>
<tr>
<th>Free or reduced-price lunch program</th>
<th>Northeast</th>
<th>State Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students eligible for free or reduced-price lunch program</td>
<td>13%</td>
<td>30%</td>
</tr>
</tbody>
</table>

Source: [www.greatschools.net; NCES, 2008-2009](#)

- **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>Northeast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of students with IEPs (Individualized Education Program) regardless of placement/programs</td>
<td>10.6%</td>
</tr>
</tbody>
</table>

Source: [NJDOE 2010-2011 Report Card](#)
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

➤ **Language Diversity**

<table>
<thead>
<tr>
<th>Limited English Proficient (LEP)</th>
<th>Northeast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of Limited English Proficient students</td>
<td>3.6%</td>
</tr>
</tbody>
</table>

*Source: NJDOE 2010-2011 Report Card*

<table>
<thead>
<tr>
<th>Language Spoken At Home</th>
<th>Northeast</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>93.9%</td>
</tr>
<tr>
<td>Spanish</td>
<td>3.2%</td>
</tr>
<tr>
<td>Chinese</td>
<td>0.7%</td>
</tr>
<tr>
<td>German</td>
<td>0.5%</td>
</tr>
<tr>
<td>Cree</td>
<td>0.2%</td>
</tr>
<tr>
<td>French</td>
<td>1%</td>
</tr>
<tr>
<td>Haitian</td>
<td>0.2%</td>
</tr>
<tr>
<td>Other</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

*Source: NJDOE 2010-2011 Report Card*
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

CURRENT SCHOOL TRAVEL ENVIRONMENT

Student Travel Mode

Because Montclair is a magnet school system, courtesy busing is provided to students who live farther than one mile from the school.

There are approximately eight (8) buses and one (1) van for special needs students that provide service to the Northeast School.

Drop-Off/Pick-Up Procedures

Vehicular drop-off occurs in the horseshoe drop-off in front of the school and regulated, through signage, to occur between 8:00am-8:30am. School bus drop-off occurs in a cut-out along Windermere Road, where cars are not permitted, between these hours as well.

Staff is outside to ensure that all bussers go directly into the school using the gymnasium door. Bussers will be dismissed in front of the building from the circular driveway on Grove Street at 2:25 p.m. on a regular day and at 1:10 p.m. on an abbreviated day.

Dismissal of walkers/carpoolers takes place at the following locations:

- Kindergarten - Outside door across from storage shed; outside porch door
- First/Third Grade - Outside door near stairs (by field)
- Second Grade - Outside porch door
- Fourth/Fifth Grade - Outside door nearest Grove Street/parking lot

School Hours

The official hours of instruction at the school are 8:20am-2:35pm. On early dismissal days, students are dismissed at 1:40 pm.

Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

**Crossing Guards**

There are currently three crossing guards in the immediate school vicinity: one (1) located at the intersection of Bellevue Avenue and Grove Street, (1) Lorraine Avenue and Park Street and (1) in front of the school at Grove Street and Westview Road.
EVALUATING OPPORTUNITIES AND CONSTRAINTS

The information gathering process for the Northeast 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 Northeast Elementary School, some areas of concern (“hot spots”) within the school neighborhood were identified. Their verbatim thoughts are included below:

PTA/Parent Wish List

- “No Left Turn” sign out of driveway onto Grove Street during pick-up and drop-off times
- More crosswalk warning/children crossing signs
- A periodic police officer
- Incorporate biking into gym class

Parents’ Thoughts

- Fighting on buses [is a deterrent]
- Car line protocol is bad. People cut in line, drop students off at the curb, students dropped off at the curb walk through car line
- Back to School night and pre-school forms should include car line procedures
- Unlock and staff back door
- Consider putting buses at the front and cars on the side
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

Neighborhood Mapping

Team Observation

Prior to the community workshop, the project team performed a field investigation to observe the conditions around the Northeast 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 a classroom of students at Northeast to discuss obstacles to walking and bicycling in their school neighborhood. Students participated in a classroom activity in the form of a focus group to help the project team identify issues and general concerns of safety around the school neighborhood. As part of the exercise, students were asked to identify issues verbally and in written form. Here are notes from the students’ activity:

- 3 Students
  - 1 walker, 1 busser, 1 parent drops off
  - Student who gets dropped off lives in walking distance but likes to sleep as late as possible.
- Some students walk through park behind school
  - Graffiti mentioned as an issue
- Some bumpy and cracked sidewalks
- Crosswalk on Grove St. near Applegate Farm
  - Difficult to cross
  - Cars rarely stop at crosswalk
    - No traffic light or pedestrian signal
    - No crossing guard
    - Possible location for speed bump
- Grove St. speed limit is 35 mph
- More drivers need to obey laws
- Bus drop-off is on the side of the school, Windermere Rd.
- Car drop off
  - Loop in front of school
  - May be a little dangerous
  - Cars squeezing through
  - Teachers open doors
- Car pick up
  - Parents park and then walk and pick-up kids
  - Many times crossing Grove St. to get to car
  - There is a crossing guard
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

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>Along Grove Street</td>
<td>Difficult to cross</td>
</tr>
<tr>
<td></td>
<td>Cars rarely stop at crosswalk for pedestrian</td>
</tr>
</tbody>
</table>

People should be more careful

I wish there were more crossing guards

Lower the speed limit
Community Workshop

Observation of Student Arrival
The project team met at the Northeast Elementary School at 9:00 am on Tuesday, October 23rd, 2012 to observe arrival of Northeast’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 Library. Members of the Northeast school community and local community attended the workshop to discuss Safe Routes to School program at Northeast. 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 Northeast 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 – Northeast Elementary School

**Vision**

- Incorporate back of the school as access point
- Enhancing the bus route convenience
- More enforcement about the rules at the front during arrival

---

*Stairs from school leading to playground and Yantacaw Park in the rear of the school*
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

CREATING SOLUTIONS FOR THE SCHOOL NEIGHBORHOOD

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

Top SRTS Priority Recommendations

A full listing of the recommendations are provided as options for the Northeast 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 “Pull Forward” signage to reinforce use of the entire curb length
- Install “No Left Turn” and “Do Not Enter” signs at driveway exit
- Open and staff the back entrance as another access point
- Address access and grade issues at the school’s back entrance
- Stripe school front entrance driveway with channelized lanes and designations for drop-off and thru traffic

Enforcement

- Create a student safety patrol to monitor the “red zone”
- Reinforce “No Parking” areas during school commute times
- Evaluate crossing guard locations

Education

- Update and reinforce current Parent Handbook’s drop-off/pick-up procedures with:
  - Map, rules and procedures for driving along local streets within school campus and any school driveway access.
  - Share the updated handbook/map of drop-off/pick-up procedures with the school community via the school and PTA websites.
  - Create and distribute “warm fuzzies” to thank parents and/or drivers for exhibiting model behavior.
Montclair Safe Routes to School Program

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- Create and distribute fake windshield "tickets" to reprimand drivers for their behavior
- Invite Meadowlink TMA and Bike&Walk Montclair to help with bicycle and pedestrian education at assemblies or weekend Bike Rodeos.

Encouragement
- Assign a Northeast SRTS Team Leader
- Encourage bicycling along Yantacaw Brook Road
- Circulate Travel Plan on school and PTA websites, especially the School Location Map of Major Walking Routes with Time Radius

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
- 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, a Northeast SRTS Team Leader should be identified. This Team Leader would 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 Northeast 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, Northeast 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**
  Northeast 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, Northeast 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**
  Northeast should continue to distribute parent/caregiver take-home/online attitudinal surveys to evaluate parents’ attitudes towards walking and bicycling to school over time. The 2012 New Jersey Safe Routes to School Parent/Caregiver Survey Form is included in Appendix B. Using survey information on the number of children that currently walk and bike to Northeast as a baseline measure, these 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. Northeast’s SRTS Team Leader and Meadowlink...
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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. Northeast 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 Northeast SRTS Team should consider creating a mechanism for evaluation. As noted in the *Complete Safe Routes to School Guide* there is a six-step process that works best for evaluating SRTS programs and is demonstrated in the following graphic:

---

2 This guide is maintained by the National Center for Safe Routes to School at [www.saferoutesinfo.org](http://www.saferoutesinfo.org).
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.
MAPPING SOLUTIONS FOR THE SCHOOL NEIGHBORHOOD

The walking environment around Northeast Elementary School 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 27), 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: “Sign and strip”, “No Left Turn” and “Do Not Enter”
2. Enhance: Put bike rack at base of hill
3. Traffic & Circulation: Enhance the rear entrance as another access point
4. Traffic & Circulation: Encourage bicycling along Yentacaw Brook Road
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ACTION PLAN MATRIX

The following Action Plan Matrix for implementing the Northeast 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 Northeast School campus and the immediate area, partners, a time frame and a level of cost for implementing each recommended action.

To give the Northeast SRTS program more depth, it is recommended that these concepts be reinforced beyond the immediate school neighborhood. Northeast’s SRTS program can best realize full success if its community and municipal partners implement the township-wide action items that support Northeast’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 – Northeast 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>Create bike route leading to bike rack in back of school from Yantacaw Brook Road</td>
<td>PTA/Montclair Engineering</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>Install signs, and pavement markings</td>
</tr>
<tr>
<td>2</td>
<td>Open and staff the back entrance</td>
<td>Board of Education/PTA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Update and reinforce current Parent Handbook’s drop-off/pick-up procedures with: - Map, rules and procedures for driving along local streets within school campus and any school driveway access</td>
<td>PTA/Meadowlink TMA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>Share the updated handbook/map via school web site</td>
</tr>
<tr>
<td>4</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>5</td>
<td>Evaluate crossing guard locations</td>
<td>Montclair Police Department/PTA</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Assign a Northeast SRTS Team Leader</td>
<td>PTA/SRTS Coordinator/Meadowlink TMA</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Create a student safety patrol to monitor the &quot;red zone&quot;</td>
<td>PTA/SRTS Team Leader</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>9</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>No.</td>
<td>Action</td>
<td>Partners</td>
<td>Timeframe</td>
<td>Cost</td>
<td>Notes</td>
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<tr>
<td>10</td>
<td>Invite Meadowlink TMA and Bike&amp;Walk Montclair to help with bicycle and pedestrian education at assemblies or weekend Bike Rodeos</td>
<td>Meadowlink TMA/Bike&amp;Walk Montclair/PTA/SRTS Coordinator</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Create walking contests with prizes for most distance walked</td>
<td>PTA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Create and display walking school bus program, mapped and signed and posted on school website</td>
<td>Township/Police Department/Board of Education/PTA</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>13</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>14</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>15</td>
<td>Replace obsolete bike rack with state-of-the-art bike rack</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>16</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>17</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>18</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>19</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>20</td>
<td>Reinforce “No Parking” areas during school commute times</td>
<td>Montclair Police/Montclair Engineering</td>
<td>Short-term</td>
<td>Low</td>
<td>Consider curb striping and/or traffic cones</td>
</tr>
<tr>
<td>No.</td>
<td>Action</td>
<td>Partners</td>
<td>Timeframe</td>
<td>Cost</td>
<td>Notes</td>
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<tr>
<td>21</td>
<td>Incorporate SRTS into the afterschool enrichment program</td>
<td>Principal/Meadowlink/Bike&amp;Walk Montclair</td>
<td>Short-term</td>
<td>Low</td>
<td></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/Principal</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 the car</td>
</tr>
<tr>
<td>23</td>
<td>Create and distribute fake windshield &quot;tickets&quot; to reprimand drivers for their behavior</td>
<td>SRTS Team Leader/Principal</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td>This can be given to any parent/guardian setting a bad example whether on foot, bike or in the car</td>
</tr>
<tr>
<td>24</td>
<td>Start a &quot;Walking School Bus&quot; and a &quot;Bicycle Train&quot; program</td>
<td>SRTS Team Leader/Meadowlink TMA</td>
<td>Short-term</td>
<td>Low</td>
<td>Can be started on I-Walk day, or any day</td>
</tr>
<tr>
<td>25</td>
<td>Create walking contests with prizes for most distance walked</td>
<td>Principal</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Participate in International Walk to School Day in October and National Bike to School Day in May and NJ Walk and Bike to School Day in May</td>
<td>Principal/ Meadowlink/SRTS Coordinator/SRTS Team Leader</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Include Crossing Guard Appreciation Day with every bike/walk to school event</td>
<td>Principal/ Meadowlink/SRTS Coordinator/SRTS Team Leader</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Evaluate crossing guard locations</td>
<td>Montclair Police Department/Principal</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Create and display walking school bus program, mapped and signed and 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>30</td>
<td>Share current arrival and dismissal procedures with map via PTA website</td>
<td>Principal/Board of Education</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 – Northeast 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>31</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>32</td>
<td>Circulate Travel Plan on PTA website, especially the Map of Major Walking Routes with Time Radius</td>
<td>Principal/Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>33</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>34</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>35</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></td>
<td>- Schedule</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Procedure</td>
<td></td>
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</tr>
</tbody>
</table>

**Lead Entity: Township Engineering**

<p>| 36  | Stripe high visibility ladder-style crosswalks along Park Street and Grove Street at the intersections of Westview Road, Inwood Avenue and Windermere Road | Montclair Police Department/Montclair DPW | Short-term | Low   |
| 37  | Install “Stop for Pedestrian” sign at crosswalk near Applegate Farm at the intersection of Grove Street and Fairview Place | Montclair Police Department/Montclair DPW | Short-term | Low   |
| 38  | Address bus speeds on Windermere Road and develop potential traffic calming concepts | Board of Education – Transportation Office/Principal/PTA/Montclair Police Department/PTA | Long-term | Medium |
| 39  | Address access and grade issues at school’s back entrance              | Board of Education/Principal     | Long-term         | High  | Currently only stairs, may require ramps.                             |
| 40  | Install “No Left Turn” and “Do Not Enter” signs at driveway exit        | Montclair Engineering/Montclair DPW | Short-term         | Low   |                                                                       |</p>
<table>
<thead>
<tr>
<th>No.</th>
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<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Install &quot;No turn on RED&quot; signs at all corners of the intersection of Grove and Westview</td>
<td>Montclair Police Department/Montclair Township Council/Montclair DPW</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>42</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>Board of Education/Meadowlink TMA</td>
<td>Mid-term</td>
<td>Medium</td>
<td>Should also investigate additional access points</td>
</tr>
<tr>
<td>43</td>
<td>Investigate traffic speeds around the school, posted limits, traffic calming concepts such as speed humps or curb extensions, and flashing beacons on the speed limit signs</td>
<td>Board of Education/Meadowlink TMA</td>
<td>Short-term</td>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Stripe school front entrance driveway with channelized lanes and designations for drop-off and thru traffic</td>
<td>Board of Education/Principal/Montclair DPW</td>
<td>Short-term</td>
<td>Low</td>
<td>Striping only</td>
</tr>
<tr>
<td>45</td>
<td>Install &quot;Pull Forward&quot; signage to reinforce use of the entire curb length</td>
<td>Board of Education/Principal/Montclair DPW</td>
<td>Short-term</td>
<td>Low</td>
<td>Reinforces use of full curb length available</td>
</tr>
<tr>
<td>46</td>
<td>Investigate striping bike lanes or shared lane markings along neighborhood school commute roadways</td>
<td>PTA/Principal/Board of Education</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Evaluate the sidewalk network for potential curb extensions or other traffic calming concepts</td>
<td>PTA/Board of Education/Meadowlink TMA</td>
<td>Short-Mid-term</td>
<td>Low-Medium</td>
<td>Consider filling in sidewalk gap along Fairview Place from Buckingham Road</td>
</tr>
</tbody>
</table>
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
Primary Destinations

1. **Vehicular Drop-Off Entry.** This is the front entrance and is used by walkers and drop-offs.

2. **Side Entrance.**

3. **Side Entrance.**

4. **Rear Entrance.**
1. **Vehicular Drop-off.** This is the vehicular "horseshoe" drop-off for students.

2. **Vehicular Drop-off.** This is the queuing area for vehicular drop off.

3. **Bus Drop-off.** This is the beginning of the bus drop-off area.

4. **Bus Drop-off.** This is the end of the bus drop-off zone.

5. **Bus Drop-off.** This is the bus drop-off area from 8-8:30am.

6. **Children’s Playground.**

7. **Athletic Field.**
8. Bicycle Racks. No bicycles were seen on or around the racks during the site visit.

9. Pedestrian Access. Pedestrian access is provided from the rear of the school via "Yantacaw Brook" trail.

10. Yantacaw Brook.

11. Yantacaw Brook Park.
1. Speeding / Ignoring Pedestrians. This intersection is very difficult to cross due to cars speeding and not stopping for pedestrians.

2. Speeding / Ignoring Pedestrians. Cars speed through this segment of Grove Street and do not stop for pedestrians making it dangerous to cross.

3. Speeding / Large vehicles. Large commercial trucks and tractor trailors are speeding on Grove Street within the school zone.


5. Queuing of Cars. Cars back-up out of drop-off area onto Grove Street. On bad weather days it can extend a block or more.
Driver Behavior - Good

1. School Zone Speed. Limit changes but there is no way to express this in the Field Report for this specific section of Grove Street (and/or any other street that has differentiating speed limits along itself).
1. **Crosswalk / Curb Ramp.** There are a lack of crossing areas along Grove Street.

2. **Intersection queuing.** This intersection gets backed-up in various directions due to back-ups in the drop-off area. This is due in part from drop-off procedures and in part by volume.
1. **Good visible intersection.** Intersection appears to be in good condition with visible crosswalks, curb ramps and signals.

2. **Good visible intersection.** Crosswalks and ramps are in good condition.

3. **Good visible intersection.** Crossing at the school is visible and has pedestrian countdown timers.
1. **Lacking Signage.** Crosswalk and ramps are good but due to high traffic volume this crossing needs more signage or other indicators.
1. **Sidewalk Gap.** There are no sidewalks on Fairview Place from Buckingham Road to Westview Road.

2. **Steep Grade Change.** Access to the school from Yantacaw Brook is hindered by steep grade change and is therefore inaccessible to people with disabilities.

3. **Sidewalk Gap.** Sidewalk ends abruptly at this driveway.

4. **Sidewalk Gap.** Sidewalk ends at street intersection.

5. **Sidewalk Gap.** Sidewalk ends at this corner and does not connect to park or trail.
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6. **Sidewalk Gap.** Sidewalk ends abruptly at this residence and does not connect to trail or park.

7. **Pedestrian Crossing into traffic.** Cars are stopping along Grove Street and parents are walking students across vehicular traffic.
Pedestrian Issue – Minor

1. **Narrow sidewalk / heaving.** Sidewalks along Park Street are consistent but are narrow and heaving in some areas.

2. **Narrow sidewalk / obscured.** Sidewalks along Grove Street are narrow and obscured by overgrown vegetation.

3. **Narrow sidewalk / obscured.** Sidewalks along Grove Street are narrow and obscured by overgrown vegetation.

4. **Heaving Sidewalk.** Sidewalk in front of school is heaving and zig-zagging around tree.

5. **Obstructed Sidewalk.** Overgrown vegetation obstructing sidewalks.

6. **Obstructed Sidewalk.** Overgrown vegetation obstructing sidewalks.
7. Short-cut. This is a pedestrian short-cut from Yantacaw Brook but the path is narrow and crumbling.

8. Narrow Sidewalk. Meandering path along Yantacaw Brook Park is a nice walk but the paved area is very narrow (maybe 2’ wide).
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Neighborhood Area Photography

1. Many activities occur at the neighboring University.
2. There are a lack of crossing areas along Grove Street.
3. Cars speed through this segment of Grove Street and do not stop for pedestrians making it dangerous to cross.
4. Meandering path along Yantacaw Brook Park is a nice walk but the paved area is very narrow (maybe 2’ wide).
5. Sidewalks along Grove Street are narrow and obscured by overgrown vegetation.
6. There is no sidewalk provided on these streets in this area.
7. Sidewalks along Park street are consistent but are narrow and heaving in some areas.
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Appendix B. Surveys – Travel Mode & Attitudinal
Montclair Safe Routes to School Program
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Classroom Travel Mode Survey for Students

### Safe Routes to School Students Arrival and Departure Tally Sheet

**CAPITAL LETTERS ONLY – BLUE OR BLACK INK ONLY**

<table>
<thead>
<tr>
<th>School Name:</th>
<th>Teacher's First Name:</th>
<th>Teacher's Last Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grades (PK, K, 1, 2, 3, ...):</th>
<th>Monday’s Date (Week count was conducted):</th>
<th>Number of Students Enrolled in Class:</th>
</tr>
</thead>
</table>

- Please conduct these counts on two of the following three days Tuesday, Wednesday, or Thursday.
- Please do not conduct these counts on Mondays or Fridays.
- Before asking your students to raise their hands, please read through all possible answer choices so they will know their choices. Each student may only answer once.
- Ask your students as a group the question “How did you arrive at school today?”
- Then, record each answer choice and count the number of students that raised their hands for each. Place just one character or number in each box.
- Follow the same procedure for the question “How do you plan to leave for home after school?”
- You can conduct the counts once per day but during the count please ask students both the school arrival and departure questions.
- Please conduct this count regardless of weather conditions (i.e., ask these questions on rainy days, too).

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

#### 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.

<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 counted</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>R</td>
<td>1</td>
<td>0</td>
<td>3</td>
<td>3</td>
<td>8</td>
<td>1</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Tues. AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues. PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed. AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed. PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs. AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs. PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list any disruptions to these counts or any unusual travel conditions to/from the school on the days of the tally.

Source: [http://saferoutesnj.org/documents/SRTS_Tally_Sheet-1.pdf](http://saferoutesnj.org/documents/SRTS_Tally_Sheet-1.pdf)
Dear Parent or Caregiver,

Your child’s school has partnered with the NJ Department of Transportation, New Jersey’s Transportation Management Associations, and researchers at the Rutgers University Voorhees Transportation Center to learn your thoughts about children walking and biking to school.

Purpose of Survey

Safe Routes to School (SRTS) is a nationwide effort to encourage more and safer walking and bicycling to school. The goal of this study is to understand any issues or concerns you have about allowing your child to walk or bike to and from school. The information gathered will be used to assess your local, state and national Safe Routes to School programs.

Please note that all responses will be kept anonymous and neither your name nor your child’s name will be associated with any results. If you have any questions about your rights as a participant in this study, you may contact the Institutional Review Board administrator at Rutgers University at 732-932-0130 ext. 2104.

Your participation in this study is completely voluntary; however, your opinions are highly valued. If you have any questions about the survey, please contact Leigh Ann Von Hagen of the NJ Safe Routes to School Resource Center at Rutgers University at lavh@ejb.rutgers.edu, or 732-932-6812, extension 613.

Thank you for participating!

Sincerely,

Elise Bremer-Nei
State Safe Routes to School Coordinator
New Jersey Department of Transportation

To take this survey online, visit:
www.NJSafeRoutes.org

The online version of the survey can be found here:
https://rutgersbcsr.us2.qualtrics.com/SE/?SID=SV_8uZQeguvLZ7cjRP
Survey Directions
Please answer the questions below for the child who brought home this survey. We ask that each family complete only one survey per school your children attend. This survey will take about 5 - 10 minutes to complete. Remember, all the requested information will be anonymous.

1. What is the name of your child’s school? ________________________________

2. In what grade is your child currently enrolled? ________________

3. Is your child:  □ Male  □ Female

4. Does your school district provide your child with busing?
   □ Yes
   □ No

5. Does your child have a disability that prevents her/him from walking or biking to school?
   □ Yes
   □ No

6a. What town do you live in? ____________________________________________

6b. What is the street intersection nearest your home? _________________________

7. During a typical 5-day school week, how many days does your child go to school and leave from school using these types of transportation:

<table>
<thead>
<tr>
<th></th>
<th>Walk</th>
<th>Bike</th>
<th>School Bus</th>
<th>Family Vehicle</th>
<th>Carpool</th>
<th>Public Transit</th>
<th>Other</th>
<th>Total = 5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td>2 days</td>
<td>1 day</td>
<td>2 days</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>= 5 days</td>
</tr>
<tr>
<td>Goes to School by...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave from School by...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. If your child walks or bikes to school, with whom do they usually travel? (Check all that apply.)
   □ Alone  □ Sibling  □ Parent or Guardian  □ Other Adult  □ Other Children  □ My child does not walk or bike to school

9. What is the driving distance between your home and school in minutes and miles? (please give your best estimate)
   a. minutes: ________  b. miles: __________  □ Don’t Know

10a. When your child walks, bikes, or takes a school bus to school, how long, on average, does it take her or him to travel from your home to school?

<table>
<thead>
<tr>
<th></th>
<th>Number of Minutes</th>
<th>Does not...</th>
<th>Don’t Know</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk</td>
<td></td>
<td>walk... 0</td>
<td>0</td>
</tr>
<tr>
<td>Bike</td>
<td></td>
<td>bike... 0</td>
<td>0</td>
</tr>
<tr>
<td>School Bus</td>
<td></td>
<td>take school bus... 0</td>
<td>0</td>
</tr>
</tbody>
</table>
10b. How does your child usually get to and from school? (Check all that apply)
   - ☐ Walk
   - ☐ Bike
   - ☐ Ride the School Bus
   - ☐ Drive/Ride in Car
   - ☐ Other

11. Does your child’s school encourage walking to and from school?
   - ☐ Yes
   - ☐ No
   - ☐ Don’t Know

12. Does your child’s school encourage biking to and from school?
   - ☐ Yes
   - ☐ No
   - ☐ Don’t Know

13. In what ways does your child’s school encourage walking or biking? (If applicable)

<table>
<thead>
<tr>
<th>Walking</th>
<th>Biking</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Walk to school days</td>
<td>☐ Bike to school days</td>
</tr>
<tr>
<td>☐ School walking club</td>
<td>☐ School bike club</td>
</tr>
<tr>
<td>☐ Walking School Bus program</td>
<td>☐ Bike rodeo</td>
</tr>
<tr>
<td>☐ Providing walking route maps</td>
<td>☐ Providing bike route maps</td>
</tr>
<tr>
<td>☐ Distributing informative materials on walking</td>
<td>☐ Distributing informative materials on biking</td>
</tr>
<tr>
<td>☐ Don’t know</td>
<td>☐ Don’t know</td>
</tr>
<tr>
<td>☐ Other: ___</td>
<td>☐ Other:</td>
</tr>
</tbody>
</table>

14. Does your child have a bike that they can ride to school?
   - ☐ Yes
   - ☐ No

15a. Currently, how important are the following in your decision to let your child walk or bike to school? *Please indicate below how important each of the following factors affects your decision and in the last column on the right, please indicate which one factor is the most important.*

<table>
<thead>
<tr>
<th></th>
<th>Very Important</th>
<th>Somewhat Important</th>
<th>Neither Important or Unimportant</th>
<th>Somewhat Unimportant</th>
<th>Very Unimportant</th>
<th>Most Important Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance to and from school</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Availability of sidewalks</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Availability of bike paths and/or trail</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Availability of bike parking</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Amount of traffic on roads</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Speed of traffic on roads</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Availability of crossing guards</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Weather</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Availability of school bus</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Unsafe crossings or intersections</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
15b. Currently, how important are the following in your decision to let your child walk or bike to school? Please indicate below how important each of the following factors affects your decision and in the last column on the right, please indicate which one factor is the most important.

```
<table>
<thead>
<tr>
<th>Factor</th>
<th>Very Important</th>
<th>Somewhat Important</th>
<th>Neither Important or Unimportant</th>
<th>Somewhat Unimportant</th>
<th>Very Unimportant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age of my child</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child’s before and after school activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight of book bag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of adult supervision</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bullying</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal safety (theft, gangs, abandoned buildings, etc...)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

Tell Us About Yourself...
These questions are asked so that we can group your responses together with those of everyone we interview.

16. What is your age as of today?
   ______ age

17. Are you male or female?
   □ male
   □ female

18. Please indicate how many people in your household, including yourself, are in each of the following age categories. [Fill in number]
   ______ Under 4 years
   ______ 5 to 11 years
   ______ 12 to 16 years
   ______ 17 to 19 years
   ______ 20 to 35 years
   ______ 55 years or older
19. What is the highest level of education you’ve completed?
   - □ Less than high school graduate
   - □ High school graduate (or GED)
   - □ Some college (or technical vocational school/professional business school)
   - □ Two-year college degree (AA: Associate in Arts)
   - □ Four-year college degree (BA or BS: Bachelor of Arts/ Science degree)
   - □ Graduate work, but no advanced degree
   - □ Graduate degree (Masters, PhD., Lawyer, Medical Doctor)

20. Which ONE of these descriptions of race and ethnic backgrounds most applies to you:
   - □ White Hispanic
   - □ White not Hispanic
   - □ Black Hispanic
   - □ Black not Hispanic
   - □ Asian
   - □ Native American
   - □ Other

21. What is your total annual household income?
   - □ Less than $25,000
   - □ $25,000 to $50,000
   - □ $50,000 to $100,000
   - □ $100,000 to $150,000
   - □ $150,000 or more

22. How many motor vehicles are kept at home for use by members of your household?
   - ______ vehicles

23. What is your marital status?
   - □ Single/Never Married
   - □ Married/Civil Union
   - □ Divorced
   - □ Widowed
   - □ Living with a partner

24. What type of residence do you live in? Is it a...
   - □ Single family home
   - □ Multi-family home
   - □ Townhouse
   - □ Apartment building
   - □ Condominium
   - □ Other, specify ________________

THANK YOU FOR PARTICIPATING IN THIS SURVEY
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 – Northeast 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 – Northeast Elementary School

**Action Plan Matrix – Township-wide**

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

<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>A11</td>
<td>Sponsor and host bicycle rodeos for all students to improve their cycling skills</td>
<td>Meadowlink TMA/Bike Shops/Bike&amp;Walk Montclair/PTA</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A12</td>
<td>Provide better training for aides on the school bus</td>
<td>SRTS Coordinator/Board of Education</td>
<td>Short-term/ongoing</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A13</td>
<td>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</td>
<td>School Superintendent</td>
<td>Short-term</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>A14</td>
<td>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</td>
<td>Meadowlink TMA/Bike&amp;Walk Montclair</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 – Northeast 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>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 – Northeast 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>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>
</tbody>
</table>

**Enforcement**

| A23 | Conduct a series of "pedestrian decoy" 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 | Police Department/ NJHTS/Rutgers University                             | Short-term | Low - Medium |             |
| A24 | Continue bicycle and pedestrian safety education within the school system                                                                                                                                              | Board of Education/Police Department/Meadowlink TMA/Bike&Walk Montclair | Short-term/ ongoing | Low         |             |
| A25 | Use crossing guards to hand out safety information and information on the NJ Pedestrian Crossing Law                                                                                                                | Police Department                                                        | Short-term/ ongoing | Low         |             |
| A26 | Create a zero tolerance traffic enforcement program and assign extra patrol to these areas during arrival and dismissal                                                                                              | Police Department                                                        | Short-term | Low         |             |
## Montclair Safe Routes to School Program

### Safe Routes to School Travel Plan – Northeast Elementary School

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<tbody>
<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>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>Use Florida DOT’s SchoolPool as an example.</td>
</tr>
</tbody>
</table>

**Encouragement**
## Montclair Safe Routes to School Program
### Safe Routes to School Travel Plan – Northeast Elementary School

<table>
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<tr>
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<th>Cost</th>
<th>Notes</th>
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</thead>
<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 Northeast 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>
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</tbody>
</table>

### Evaluation

<table>
<thead>
<tr>
<th>No.</th>
<th>Action</th>
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<th>Timeframe</th>
<th>Cost</th>
<th>Notes</th>
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</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>
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Northeast Elementary School

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;

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
Sample Door Tag Template

For further information regarding File Preparation click on the link below:
http://www.48hourprint.com/preparing-files.html
Sample Text for Door Tag

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
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

Windshield Warning

NOTICE

YOU HAVE PARKED YOUR CAR IN A SCHOOL BUS LOADING ZONE AND PREVENTED ONE OR MORE BUSSIES FROM ACCESS

PLEASE USE PARKING SPACES OR PARK ON ONE OF THE SIDE STREETS

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 Northeast 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.³

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

³ 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 as 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 binding 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, bus bays, 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>NJ Department of Transportation (NJDOT)</th>
<th>Voorhees Transportation Center (VTC)</th>
<th>Transportation Management Associations (TMAs)</th>
<th>Safe Routes to School National Partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>N JDOT 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>
</tbody>
</table>
| NJDOT provides infrastructure SRTS federal grant funding to schools and communities and provides assistance with non-infrastructure programs through the SRTS Resource Center. | These centers provide primary research, education, and outreach about best practices in policy and design to create safer and more accessible walking and bicycling. | 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. | New Jersey is one of 7 states in the National Partnership's State Network Project. Policy goals are: |}
| How does this affect New Jersey? | The NJ SRTS Resource Center provides: | TMA SRTS Coordinators provide: | The partnership contributes to communities through: |
| Statewide Bike/Ped coordinator | Web-based resources on SRTS in New Jersey | Technical Assistance | Advocacy |
| Statewide SRTS coordinator | Regularly updated NJ SRTS blog | Assistance with walk and bike to school and education events | Policy Change |
| Grants administered through the Division of Local Aid | A recognition program to acknowledge SRTS success | Guidance for creating School Travel Plans | Best Practices & Technical Assistance |
| Information on infrastructure grants | Primary research | Help with grant writing | Publications |
| Information on statewide projects | Helpdesk assistance | Promote Complete streets policies | |
Montclair Safe Routes to School Program
Safe Routes to School Travel Plan – Northeast Elementary School

NJ SRTS Recognition Program

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. Montclair-Specific Resources
Montclair Safe Routes to School Program

Safe Routes to School Travel Plan – Northeast Elementary School

Township of Montclair Draft Bike Network Map

Source: Township of Montclair Bike/Ped Action Plan, Michael Baker Associates, 2005
Smart Cycling Classes

Learn to Ride Kids
Is your child at that age where he or she wants to ride a two-wheeler? If so, this class is for you.

This class teaches a safe, easy, effective way to learn to ride. Using this "balance first" method, our facilitators help get these children rolling while the child does most of the work. Participants learn the basics of balancing, starting, stopping, and steering a bike, as well as proper helmet fit and adjustment. Most people learn to ride their bike while taking the class, but even if they don’t, they will leave with an easy, hands-free, crash-free, and low-stress way to learn to ride.

Learn to Ride Adults
This is the same course as the Kids Learn to Ride, but has been tailored specifically for adults.

Ride Rodeo Workshop
This workshop takes those who have demonstrated that they can ride their bikes, and enhances their skill levels to be able to ride on the streets and trails. This is for young people and adults alike.

This year we are also reaching out to Safe Routes to School (SRTS) initiatives, as well as School PTAs and Church Groups in our area to offer customized Ride Rodeos as part of a larger bike safety awareness program. Contact us for details.

Street Savvy Cyclist
Bike&Walk Montclair’s goal is more bikes and feet on every street. We start by showing you how to be visible, predictable and courteous to motorists, pedestrians, and other cyclists. You’ll see a short video about road safety from a "Kid’s Eye View" of the road. We’ll take you through the proper way to enter and progress through intersections. Most importantly, we all go out on a short ride through the streets of Montclair. We encourage families to take the class together. Learn the safe way to be smart cyclists, individually, and as a group. Once the class is over, we will help you find a group ride for your skill set and schedule.

Registration
Online registration is requested for the Learn to Ride classes prior to the class to insure enough instructors are on hand:
http://bikewalkmontclair.org/bike-edu/smart-cycling-course/

Registration at Rodeo Rodeos through the SRTS initiatives, and through Church groups will be handled through the school PTAs and the specific organizational bodies involved.

Contact
Education Committee
education@bikewalkmontclair.org
or phone (973) 280-9686
for more information