

2013

# Safe Routes to School Travel Plan

Charles H. Bullock Elementary School



Prepared By:

**RBA**

*In Association with:*



March 2013



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

**Table of Contents**

- I. Introduction.....3
- II. Montclair SRTS Team and Partnerships .....5
- III. School Profile .....8
  - School Description**.....8
  - Map 1 – School Location Map.....9
  - School Demographic Information** .....10
- IV. Current School Travel Environment .....11
- V. Evaluating Opportunities and Constraints .....12
  - Stakeholder Interviews**.....12
  - Neighborhood Mapping** .....13
    - Team Observation .....13
    - School Community Observation.....14
- VI. Creating Solutions for the School Neighborhood .....18
  - Top SRTS Priority Recommendations**.....18
    - Engineering.....18
    - Enforcement.....18
    - Education .....18
    - Encouragement.....19
    - Evaluation.....19
  - Incentives** .....20
- VII. Program Evaluation and Monitoring.....20
- VIII. Mapping Solutions for the School Neighborhood .....23
  - Map 2 – School Neighborhood Recommendations.....24
- IX. Action Plan Matrix.....25
- X. APPENDICES.....30
  - Appendix A. Crosswalk<sup>®</sup> Neighborhood Analysis.....31
  - Map 3 – Neighborhood Analysis .....45
  - Map 4 – School Campus Area Analysis.....48

Montclair Safe Routes to School Program

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

Appendix B. Student Travel Mode Survey..... 49

Appendix C. Traffic Count Instructions and Form ..... 51

Appendix D. Action Plan Matrix – Township-wide..... 54

Appendix E. Samples of SRTS Educational Materials ..... 61

    SRTS Curriculum..... 62

    SRTS Classroom Resources ..... 63

    Sample Door Tag Template ..... 64

    Sample Text for Door Tag..... 65

    Windshield Warning ..... 66

Appendix F. SRTS General Resources..... 67

    Student Pledge ..... 68

    Parent Pledge..... 69

    Community Pledge..... 70

    Bike Rack Considerations for Placement..... 71

    NJ SRTS Info Sheet..... 72

    NJ SRTS Recognition Program ..... 73

Appendix G. Township of Montclair Draft Bike Network Suitability Map..... 74

    Township of Montclair Draft Bike Network Suitability Map ..... 75

## **INTRODUCTION**

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

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

<b>Montclair Elementary Schools</b>	<b>Montclair Middle Schools</b>
1. Bullock	1. Glenfield
2. Bradford	2. Mount Hebron
3. Edgemont	3. Renaissance at Rand
4. Hillside	
5. Nishuane	
6. Northeast	
7. Watchung	

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

## Montclair Safe Routes to School Program

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

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

The Bullock Elementary School Travel Plan actively promotes the five E's of a successful SRTS program – engineering, education, enforcement, encouragement, and evaluation. These categories provide the framework for the action items identified in the plan. At the conclusion of the project, the goal is to have the school community take an active role in improving their SRTS program goals for getting students to and from school safely using active modes of travel. This Travel Plan should be adopted by the school and updated on an annual basis to reflect changes in priorities, leadership and conditions.

## **MONTCLAIR SRTS TEAM AND PARTNERSHIPS**

A key element in the planning process was for the project team to foster partnerships within the school community. The first goal was to establish a SRTS Team Leader at each school. The project team worked with the SRTS Team Leader to gain a better understanding of the challenges families face in getting their students to and from school safely. In working closely with the SRTS Team Leader, the project team was able to set the stage for the Team



**Bullock Workshop**

Leader to move forward on his own and maintain ownership of the SRTS program. Each SRTS Team Leader was given several tasks:

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

## Montclair Safe Routes to School Program

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

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

#### Bullock Elementary SRTS Partner Organizations

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

Montclair Safe Routes to School Program

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

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

## **SCHOOL PROFILE**

### *School Description*

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

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

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

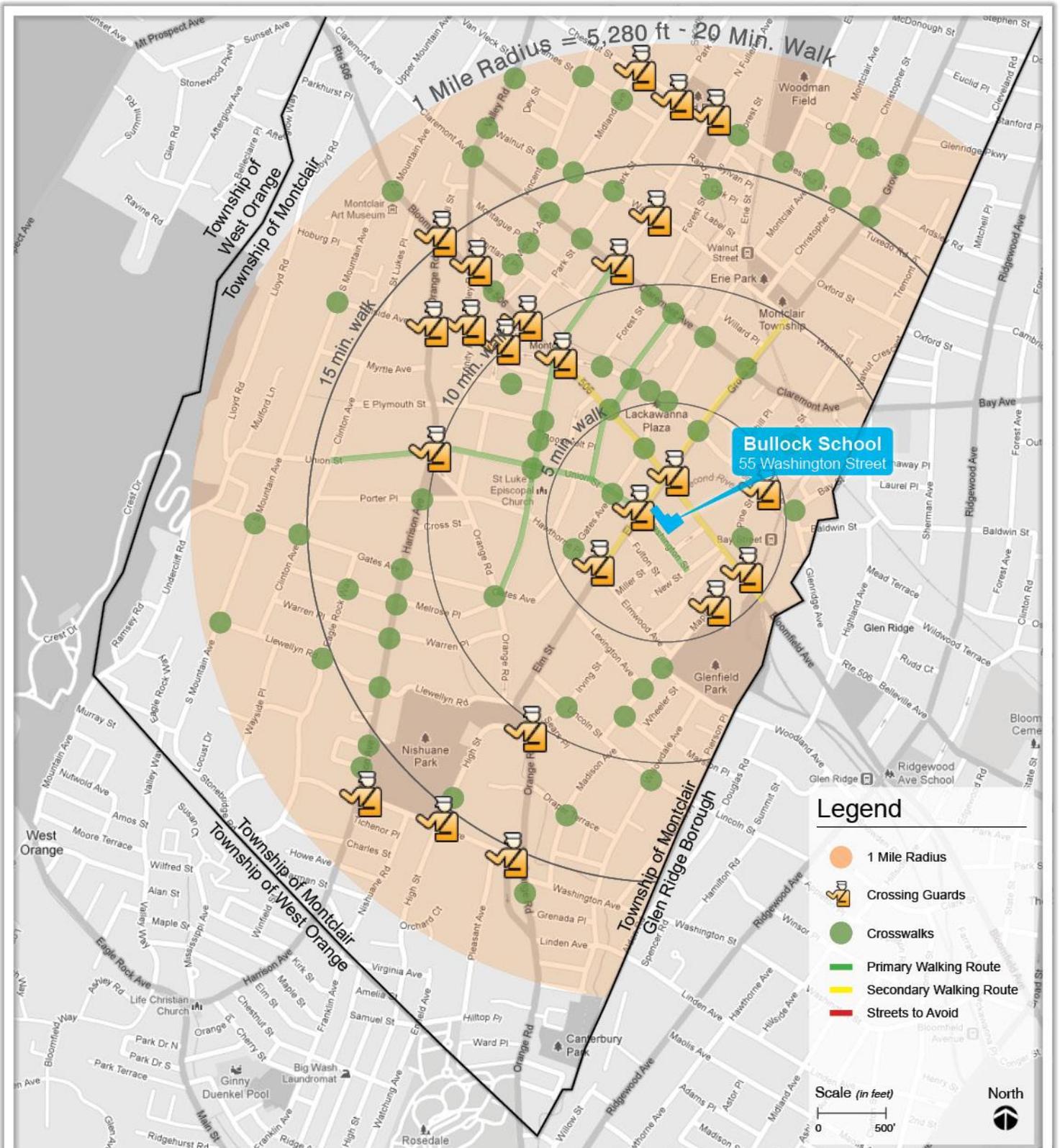


**At-grade rail crossing along Grove Street near Walnut Street**



**Front entrance and driveway on Washington Street**

# Charles H. Bullock School



Map 1 - School Location Map

*School Demographic Information*

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

➤ **Individualized Education Programs (IEPs)**

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

<b>Students with Disabilities</b>	<b>Bullock</b>
Percentage of students with IEPs (Individualized Education Program) regardless of placement/programs	15.7%

*Source: NJDOE 2010-2011 Report Card*

➤ **Language Diversity**

<b>Limited English Proficient (LEP)</b>	<b>Bullock</b>
Number of Limited English Proficient students	No number reported

*Source: NJDOE 2010-2011 Report Card*

<b>Language Spoken At Home</b>	<b>Bullock</b>
English	99.5%
Spanish	0.5%

*Source: NJDOE 2010-2011 Report Card*

## **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 seven (7) buses that provide service to the Bullock School.

### ***Drop-Off/Pick-Up Procedures***

There are 2 staff members that expedite students out of the cars as parents drop them off. The custodian sets up cones and signs for a half-hour prior to the start of school.

### ***School Hours***

The official hours of instruction at the school are 8:50am-3:05pm. The doors open 8:35am and the first bell rings 8:40 am. On early dismissal days, students are dismissed at 1:40 pm.

### ***Crossing Guards***

There are currently three crossing guards assigned to the school that are posted all along Elm Street at the intersections of Bloomfield Avenue, Union Street and Washington Street to provide assistance during arrival and dismissal.

Transportation to and from school is available for students in the Montclair Public Schools system who meet the eligibility requirements that are based on the distance from the child's residence to the school he/she is attending. According to Board policy, transportation will be provided for the following students:

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

**Source:** Montclair Board of Education website, <http://www.montclair.k12.nj.us/WebPage.aspx?Id=23>

## **EVALUATING OPPORTUNITIES AND CONSTRAINTS**

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

### *Stakeholder Interviews*

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

#### **PTA/Parent Wish List**

- Crosswalk on Washington Street in front of the school needs "Stop for Pedestrian Crossing" sign to be placed in crosswalk
- Need permanent "Children Crossing" sign for where cars pass through gate and cross sidewalk

### *Neighborhood Mapping*

#### Team Observation

Prior to the community workshop, the project team performed a field investigation to observe the conditions around the Bullock Elementary School. Observations were made of the physical conditions all around the school campus and surrounding neighborhood; parking patterns and restrictions; auto and foot traffic and circulation using the Crosswalk<sup>®</sup> 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 5<sup>th</sup> grade members of Bullock’s Principal Advisory Council (PAC) to discuss obstacles to walking and bicycling in their school neighborhood. Students participated in a walkabout to help the project team identify issues and general concerns of safety around the school neighborhood. As part of the exercise, students were given a series of exercises to help them identify issues verbally and in written form. After the observation, students were asked to identify their **top issues**. Here’s what the students said:



**Identify Main Issues**

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

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



**Walking Wishes**

- *Bigger and safer sidewalks*
- *More crossing guards*
- *More state law pedestrian signs*
- *More greenery and less litter*
- *Drivers should look before they back out of driveways*
- *Cars should slow down*

Montclair Safe Routes to School Program

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

In calling out specific “hotspots” here’s what the students had to say:

Location	Issues
<b>Bloomfield Avenue and Elm Street</b>	Thin sidewalk
	No buffer from cars



I think the cars should slow down

I think Mission Street is unsafe

Make some crosswalks clearer for drivers

# Montclair Safe Routes to School Program

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

### Community Workshop

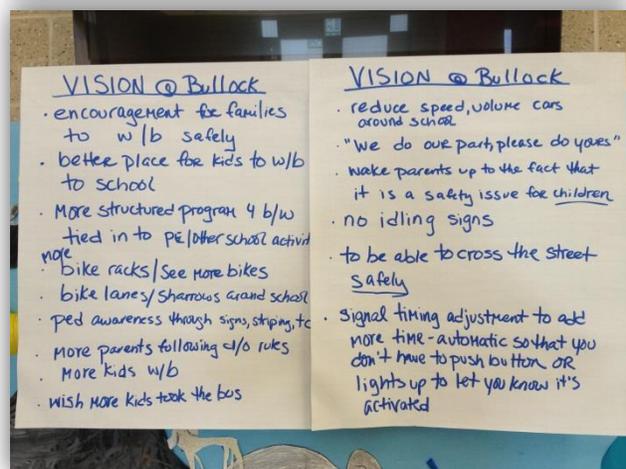
#### *Observation of Student Arrival*

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



#### *Community Workshop*

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



### *Vision*

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

We do our part, please  
do yours.



## **CREATING SOLUTIONS FOR THE SCHOOL NEIGHBORHOOD**

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

### *Top SRTS Priority Recommendations*

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

#### Engineering

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



Source: <http://www.mydoorsign.com>

#### Enforcement

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

#### Education

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



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](http://www.njtransit.com/rg/rg_servlet.srv?hdnPageAction=SafetyTo) site at:

[http://www.njtransit.com/rg/rg\\_servlet.srv?hdnPageAction=SafetyTo](http://www.njtransit.com/rg/rg_servlet.srv?hdnPageAction=SafetyTo)

### Encouragement

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

### Evaluation

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

### *Incentives*

To encourage families to arrive by foot, bike or any other form of active transportation, Bullock's SRTS Team Leader should continue to work with the SRTS team at Meadowlink (the Transportation Management Agency covering all of Montclair and the surrounding area), to develop a plan to best leverage the incentive items and other SRTS efforts.

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

## **PROGRAM EVALUATION AND MONITORING**

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

- **Conduct Student Travel Mode (Hands-Up) Surveys**

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

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

- **Continue to conduct Parent Surveys**

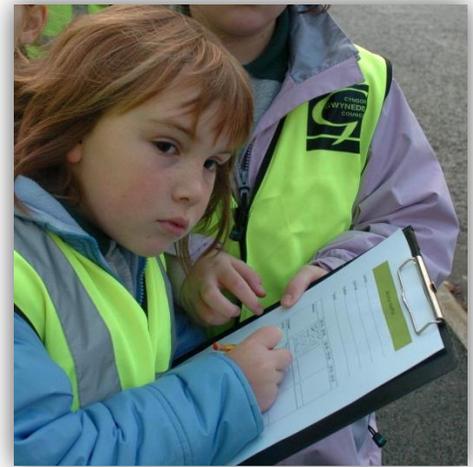
Bullock Elementary should continue to distribute parent/caregiver take-home attitudinal surveys to evaluate parents' attitudes towards walking and bicycling to school over time. Using the 2012 New Jersey Safe Routes to School Parent/Caregiver Survey Report as a baseline measure, yearly surveys should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

## Montclair Safe Routes to School Program

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

- **Conduct School Traffic Counts**

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



Children of the Ganllwyd School in England counting passing vehicles as part of their Junior Road Safety Officers Program.

Source: <http://www.jrsocymnu.org.uk/en/1100.htm>

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

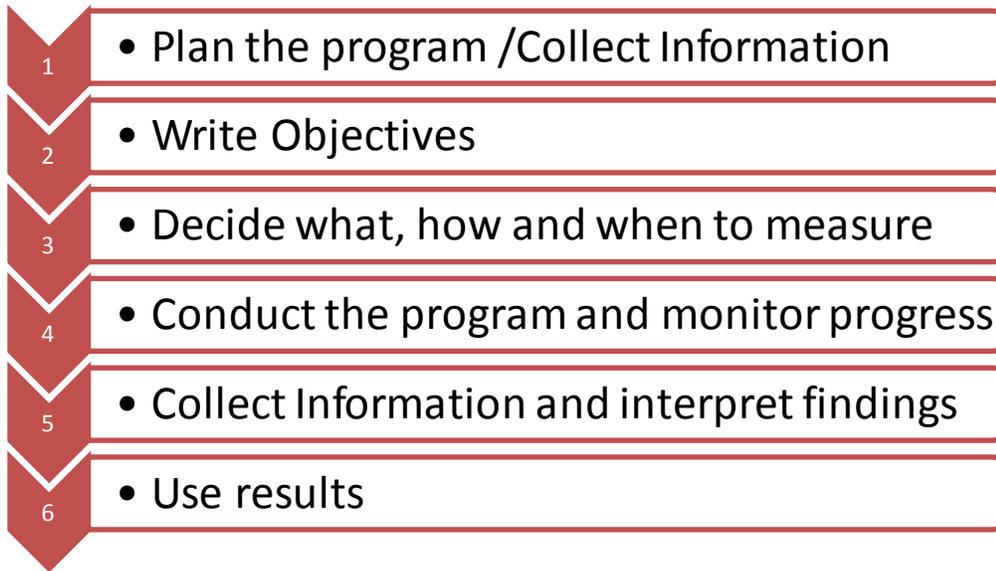
- Making a school-wide pledge to walk and bike more often
- Setting a school-wide goal and holding a celebration if the goal is met.
- Having class discussions on how to reduce the impacts of traffic by using alternative modes of transportation such as biking and walking.

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

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

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<sup>1</sup> 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 Bullock Elementary is generally in good condition. With some minor changes, the walking routes to school can be very attractive to nearby families.

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



## Map 2 - School Neighborhood Recommendations

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

## **ACTION PLAN MATRIX**

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

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

Montclair Safe Routes to School Program

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

**Action Plan Matrix – Bullock School Neighborhood Specific**

<b>Timeframe Definition</b>	<b>Cost Definition</b>
<b>Short-term</b> = less than 3 months	<b>Low</b> = Less than \$2,000
<b>Mid-term</b> = between 3 to 6 months	<b>Medium</b> = between \$2,000 and \$10,000
<b>Long-term</b> = longer than 6 months	<b>High</b> = more than \$10,000

<b>No.</b>	<b>Action</b>	<b>Partners</b>	<b>Timeframe</b>	<b>Cost</b>	<b>Notes</b>
<b>Lead Entity: Principal</b>					
1	Install roadway striping to define the drop-off area along the driveway and Washington Street including: <ul style="list-style-type: none"> <li>- Restripe stop line</li> <li>- Crosswalk</li> <li>- Align stop sign with stop line</li> </ul>	Board of Education/ Montclair Engineering	Short-term	Low	
2	Create and enforce "Cell Phone Free" zones in and around the school	PTA	Short-term	Low	Should be enforced in school and outside during arrival and dismissal
3	Update current drop-off/pick-up procedures with: <ul style="list-style-type: none"> <li>- Map, rules and procedures for driving along local streets within school campus and any school driveway access</li> <li>- Signs on street</li> <li>- Sign "Cell phone free" zones</li> </ul>	PTA/ Montclair Engineering	Short-term	Low	Share the plan/map via school web site
4	Order and install "No Idling Zone" signs around the school	Township/NJDEP/ Board of Education	Short-term	Low	<a href="http://www.nj.gov/dep/stophthesoot/sts-no-idle-sign.htm">http://www.nj.gov/dep/stophthesoot/sts-no-idle-sign.htm</a>
5	Provide traffic cones and safety vests to teachers that assist with drop-off/pick-up traffic control	Board of Education/ Meadowlink TMA	Short-term	Low	
6	Send out E-blast to reinforce bus/drop-off/pickup procedures	PTA	Short-term/ Ongoing	Low	
7	Install additional state of the art bike racks	Montclair Engineering/Bike&Walk Montclair	Short-term	Medium	See Appendix F for bike rack considerations

Montclair Safe Routes to School Program

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

No.	Action	Partners	Timeframe	Cost	Notes
8	Invite NJ TRANSIT to give their SAFETY RULES! Assembly presentation every year	Board of Education	Short-term/ ongoing	Low	<a href="http://www.njtransit.com/rg/rg_servlet.srv?hdnPageAction=SafetyTo">www.njtransit.com/rg/rg_servlet.srv?hdnPageAction=SafetyTo</a>
9	Utilize the school website to advance Safe Routes to School safety campaign/messages	Board of Education	Short-term/ ongoing	Low	
10	Continue the SRTS team/group	PTA	Short-term/ ongoing	Low	
11	Host classroom activities focused on walking and biking safety	SRTS Coordinator/PTA/ Meadowlink TMA	Short-term/ ongoing	Low	Include rail safety
12	Integrate walking and safety education into classroom curriculum	Meadowlink TMA / Board of Education/PTA/Safety Coordination	Short-term	Low	See Appendix E for sample lesson plans
13	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	Board of Education/ Meadowlink TMA	Mid-term/ ongoing	Low	
14	Invite Montclair Police Department to give safety presentation at Back to School night	Montclair Police	Short-term/ ongoing	Low	Contact Sgt. Egnezzo
15	Circulate Time Radius Map and Travel Plan Report on school website	Board of Education	Short-term	Low	
16	Designate walking school bus meeting points and have them mapped, signed and posted on school website	Township/Police Department/Board of Education	Short-term	Low	
<b>Lead Entity: PTA</b>					
17	Share current arrival and dismissal procedures with map via PTA website	Principal	Short-term	Low	
18	Utilize the PTA website to advance SRTS safety campaign/messages	Principal/Board of Education	Short-term/ ongoing	Low	

Montclair Safe Routes to School Program

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

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

Montclair Safe Routes to School Program

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

No.	Action	Partners	Timeframe	Cost	Notes
<b>Lead Entity: Township Engineering</b>					
29	Conduct a parking utilization and circulation study and investigate options for school staff and family drop-off and pick-up procedures	Board of Education/Principal/Meadowlink TMA	Mid-term	Medium	
30	Upgrade traffic signals along Bloomfield Avenue at Elm Street and along Elm Street at Union Street/Washington Street <ul style="list-style-type: none"> <li>- Add countdown signal heads</li> <li>- Check pedestrian crossing timing</li> </ul>	Essex County	Mid-term	High	Possible location for information placards about signal operation
31	Add Centerline “Stop for Pedestrians” signs, along Elm Street at Hawthorne Place	Board of Education/Principal	Short-term	Low	
32	Develop concepts for traffic calming on Gates Avenue at Union Street	Montclair Police/Principal/Board of Education	Mid-term	Mid-High	Many families park on Union and walk from there
33	Investigate striping bike lanes or shared lane markings along Union Street, Elm Street and other neighborhood school commute roadways	PTA/Principal/Board of Education	Short-term	Low	
34	Investigate the reconfiguration of Lackawanna Avenue at Bloomfield Avenue. Consider: <ul style="list-style-type: none"> <li>- Curb extension</li> <li>- Align and shorten crossing</li> </ul>	Essex County	Mid-Long-term	Mid-High	
35	Change “Do Not Enter” sign on Washington Street to “No Thru Traffic”	Montclair Council	Short-term	Low	
36	Resurface colorized crosswalk treatment on Union Street at Gates Avenue	Montclair DPW	Short-term	Mid	Patch in crosswalk pavement due to utility work.
37	Evaluate the sidewalk network for potential curb extensions or other traffic calming concepts	PTA/Board of Education/Principal/Meadowlink TMA	Short-Mid-term	Low-Medium	

# APPENDICES

## **Appendix A. Crosswalk<sup>©</sup> 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**

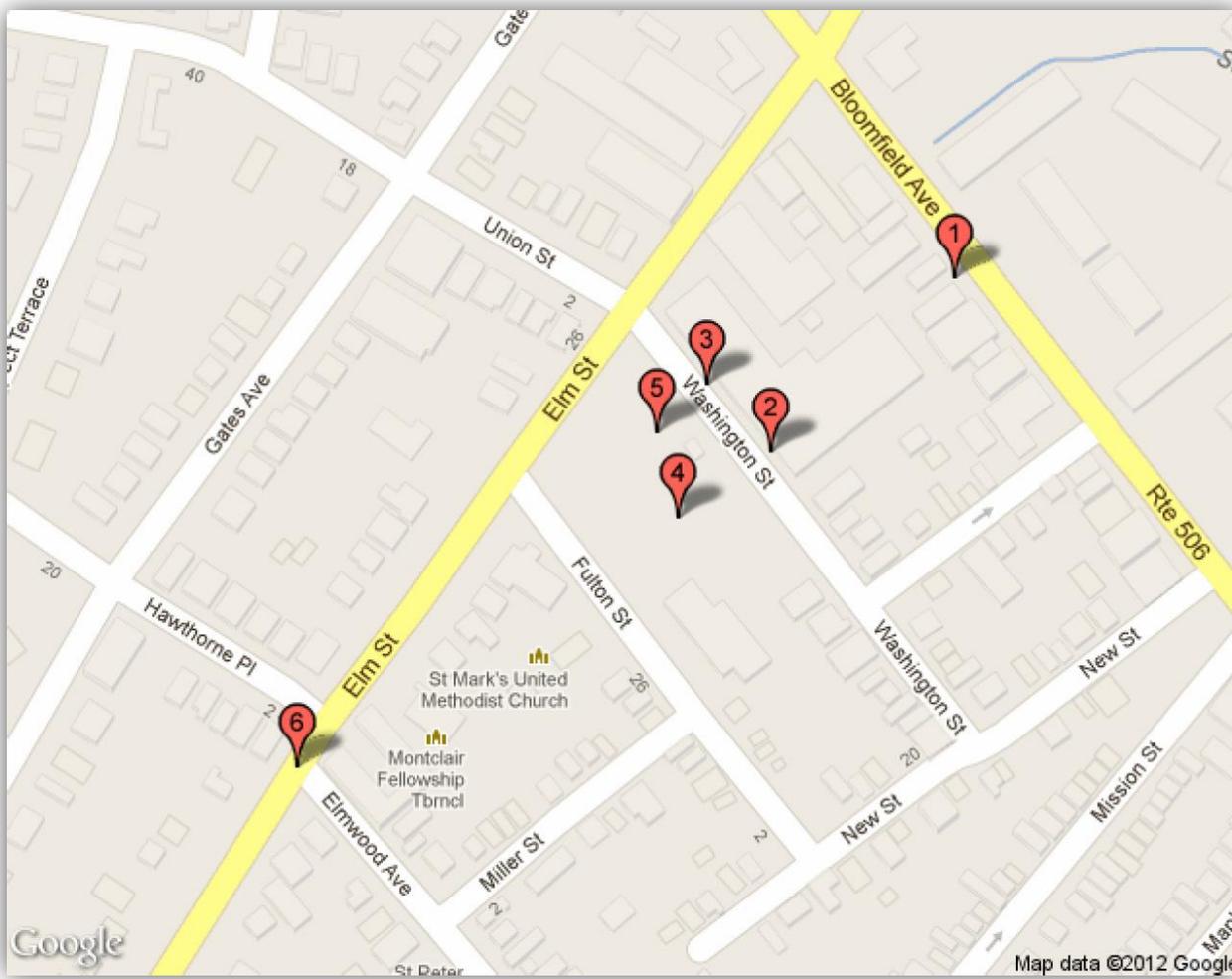


**Intersection Issues - Good/ Poor/ Bad**



**Environmental Issues - - Good/ Poor/ Bad**

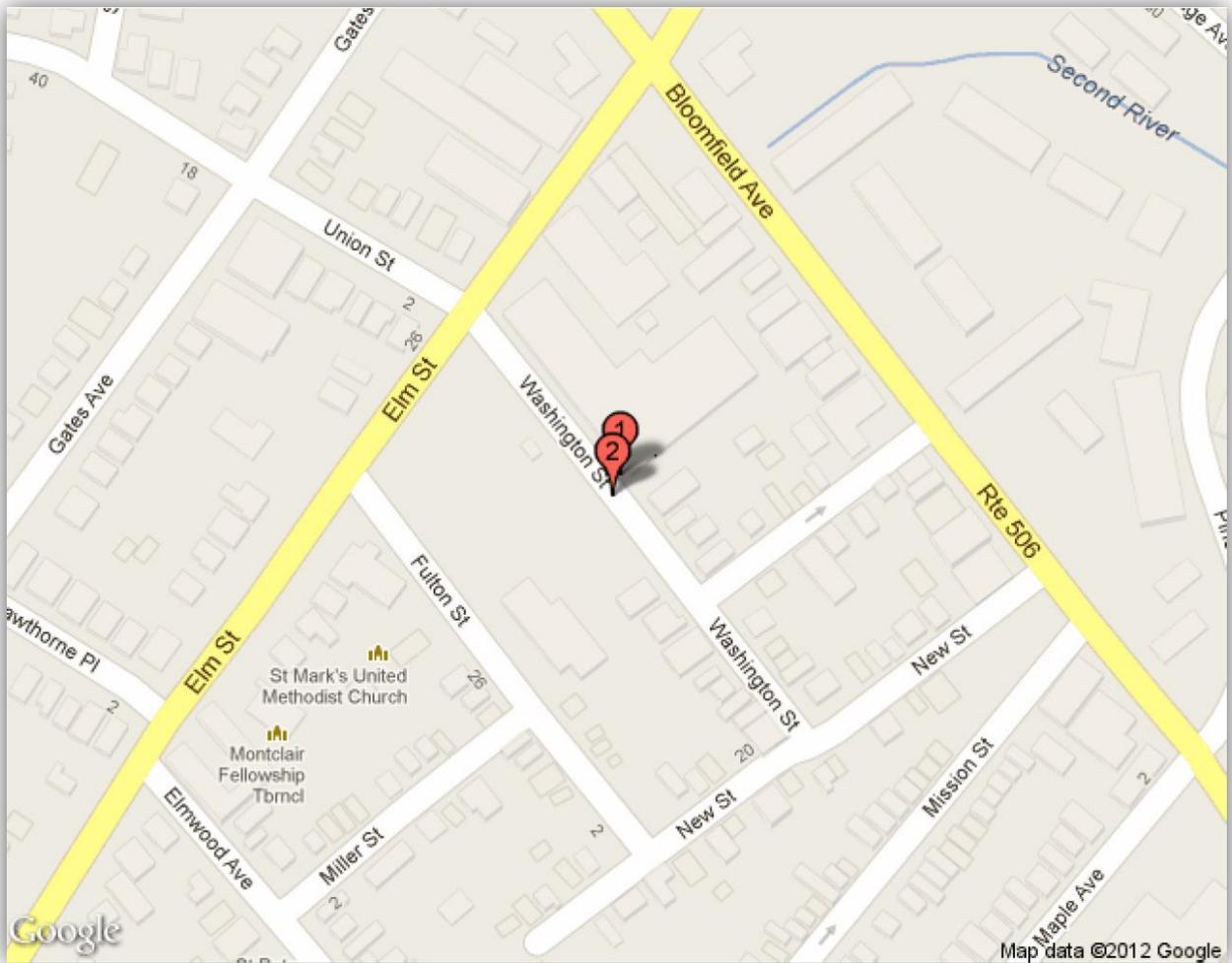
 **Primary Destinations**



- 1. Vehicular Entry.** This is the entrance for parents dropping off students.
- 2. Bus Student Entrance.**
- 3. Bus Drop Off.**
- 4. Faculty Parking.**
- 5. Playground and multipurpose field.**
- 6. Major Student Bus Stop.**



**Secondary Destination**



**1. Bike Rack.**

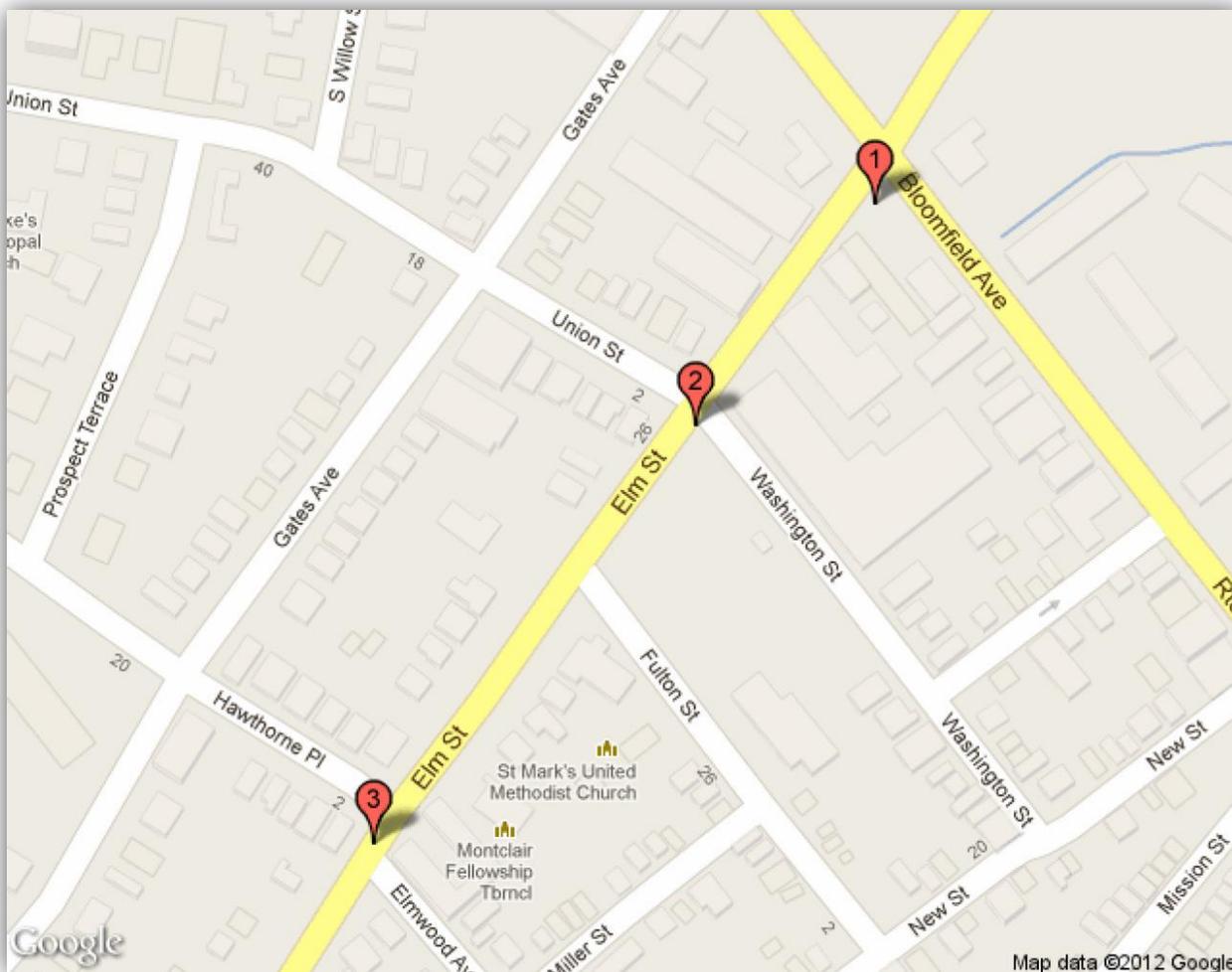
**2. Street Closure.**

# Montclair Safe Routes to School Program

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



### Crossing Guard Location



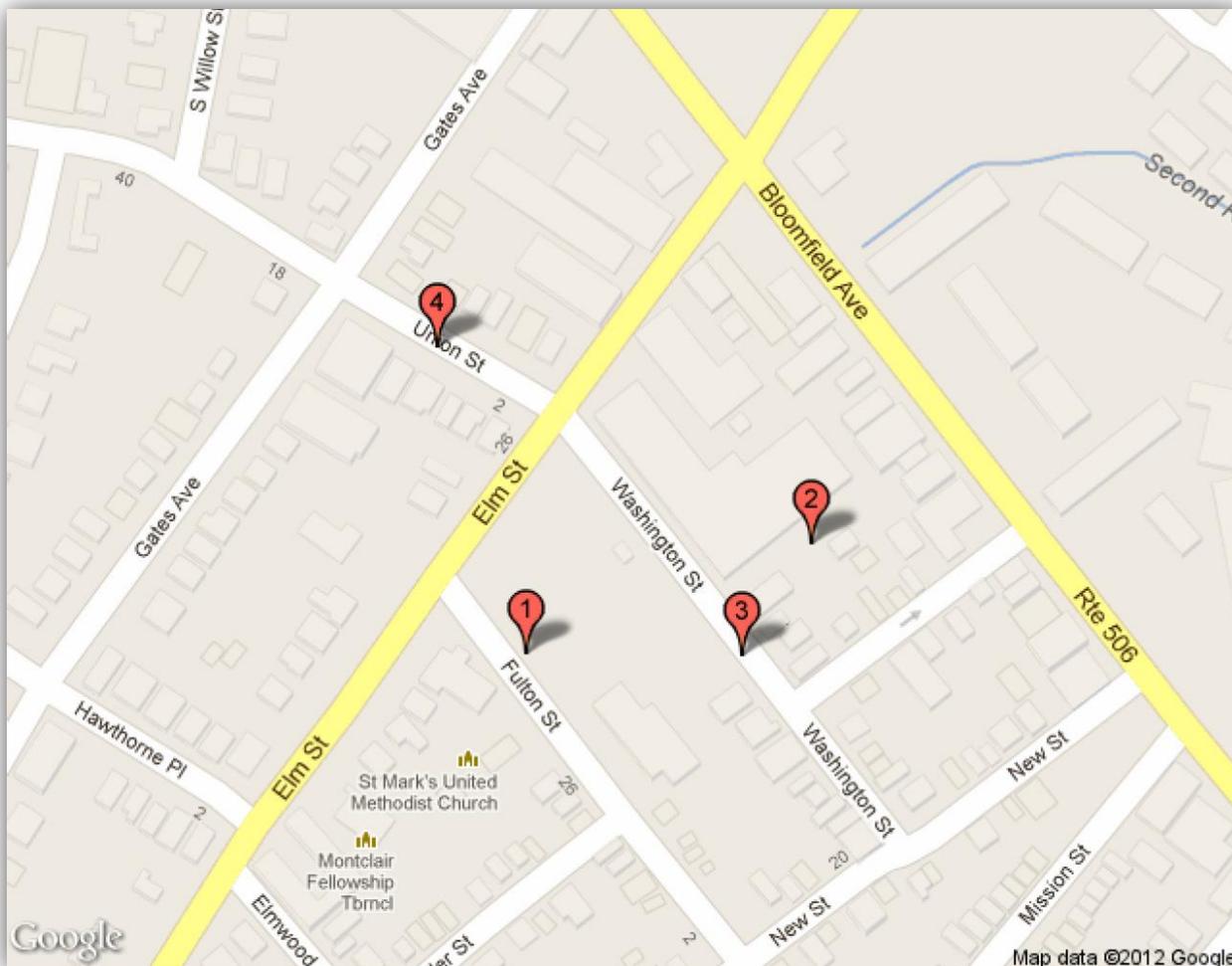
**1. Crossing Guard**

**2. Crossing Guard**

**3. Crossing Guard**



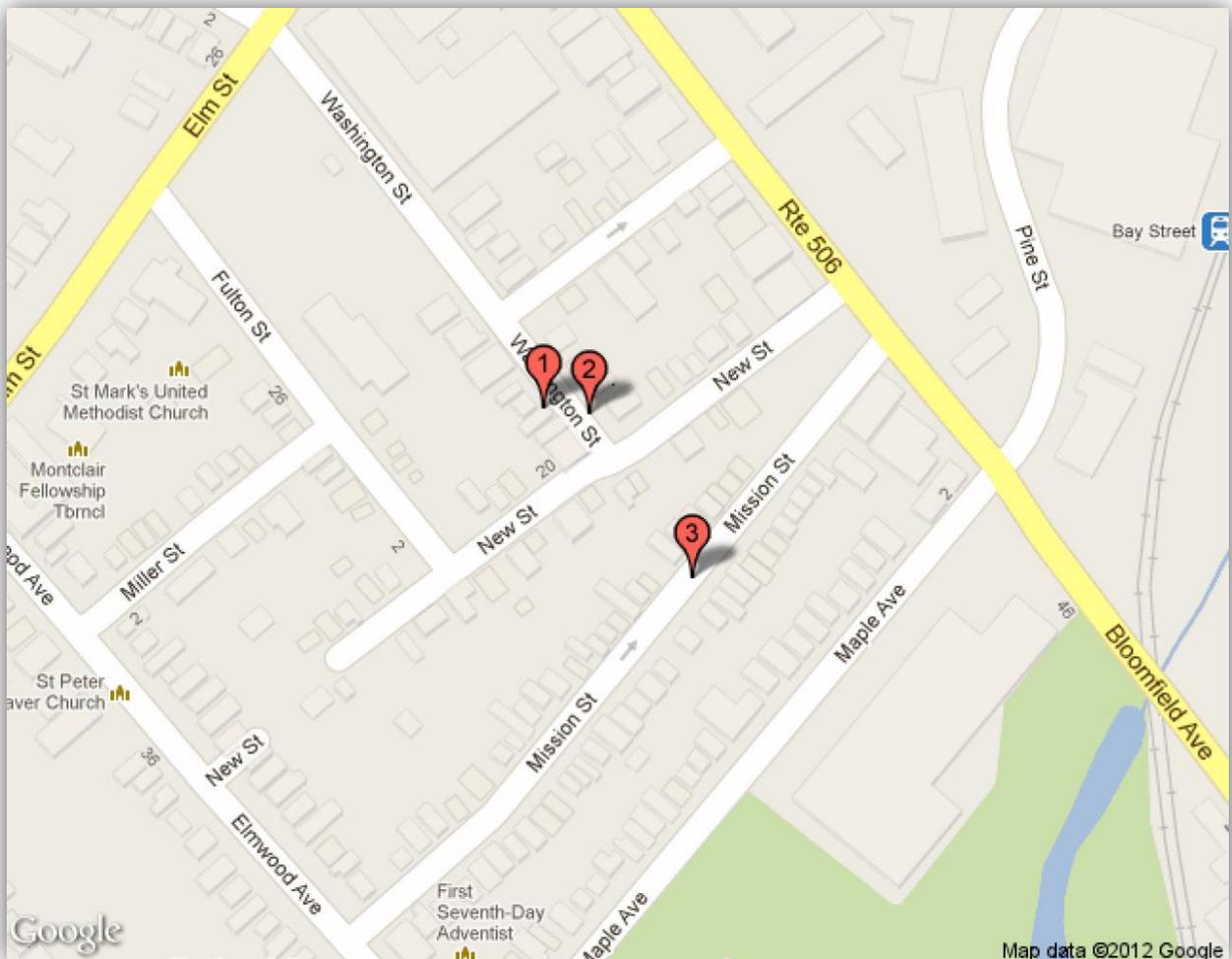
**Driver Behavior - Bad**



- 1. Illegal Student Drop-off.** Parents drop off students here, leaving them to cross the parking and street.
- 2. Drop-off procedures.** Cars drop-off in advance of doors. Cars do not stop at stop sign.
- 3. Drop-off procedures.** Cars pull up Washington, drop-off then make a u-turn.
- 4. Parent drop off.**



**Environment - Bad**



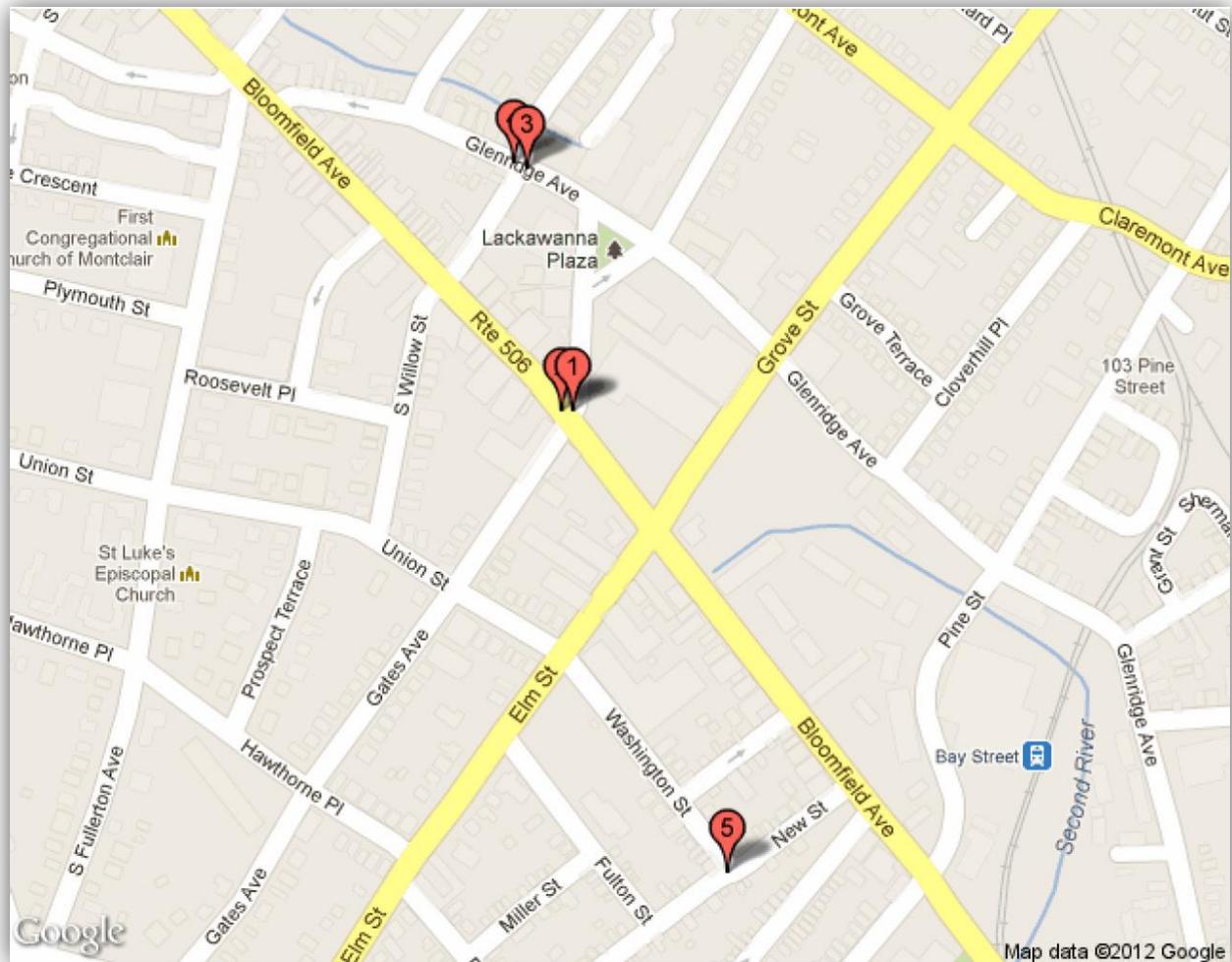
**1. Litter.** Litter and poorly maintained sidewalk make this area feel less safe.

**2. Litter.**

**3. Feeling of being "Unsafe".**



**Intersection - Bad**



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

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

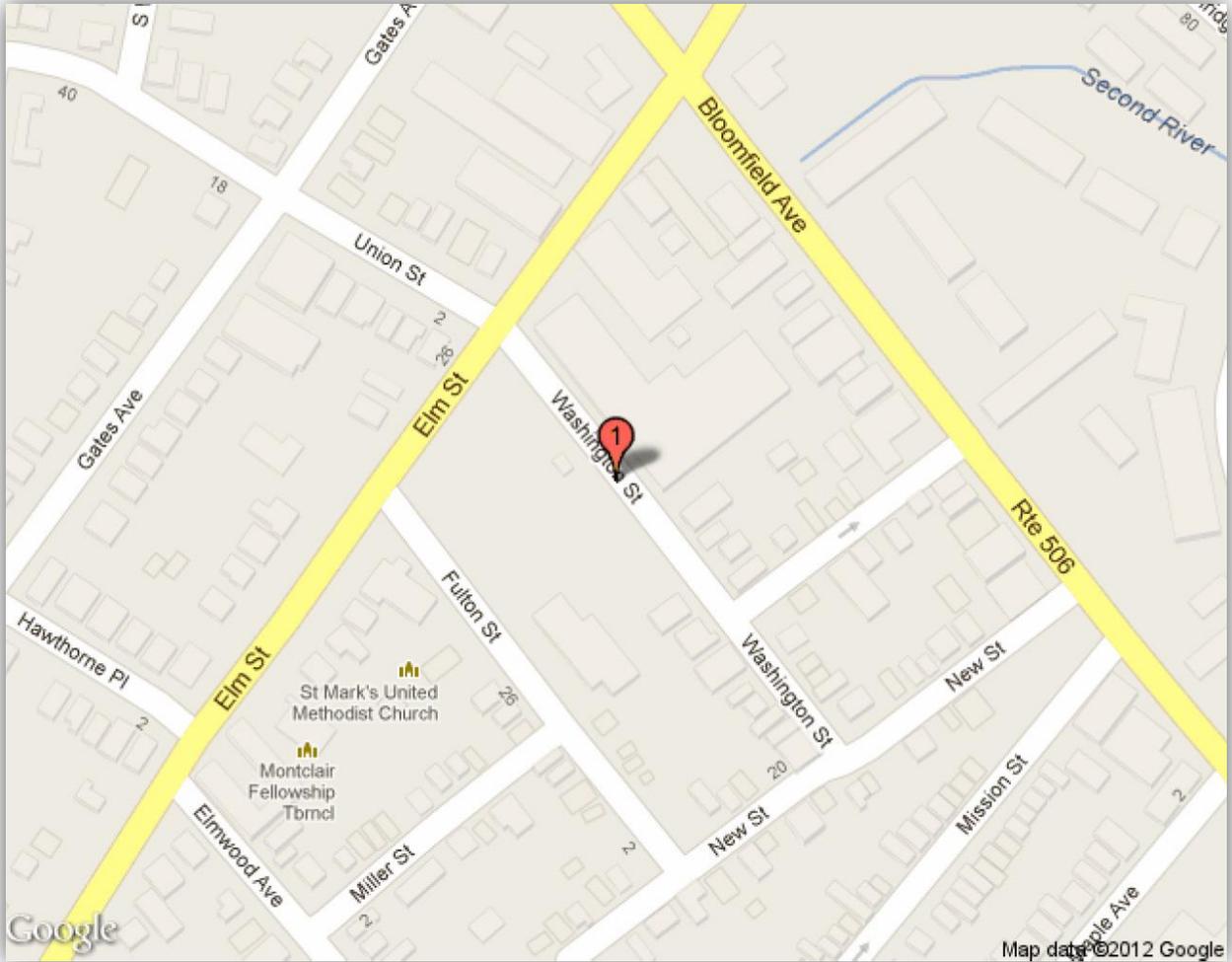
**3. Crosswalks crumbling.** Fading and crumbling crosswalks are not clearly visible and create a tripping hazard.

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

**5. Crosswalk / Curb Ramp.** Misaligned intersection with ramps but no crosswalks or connections.



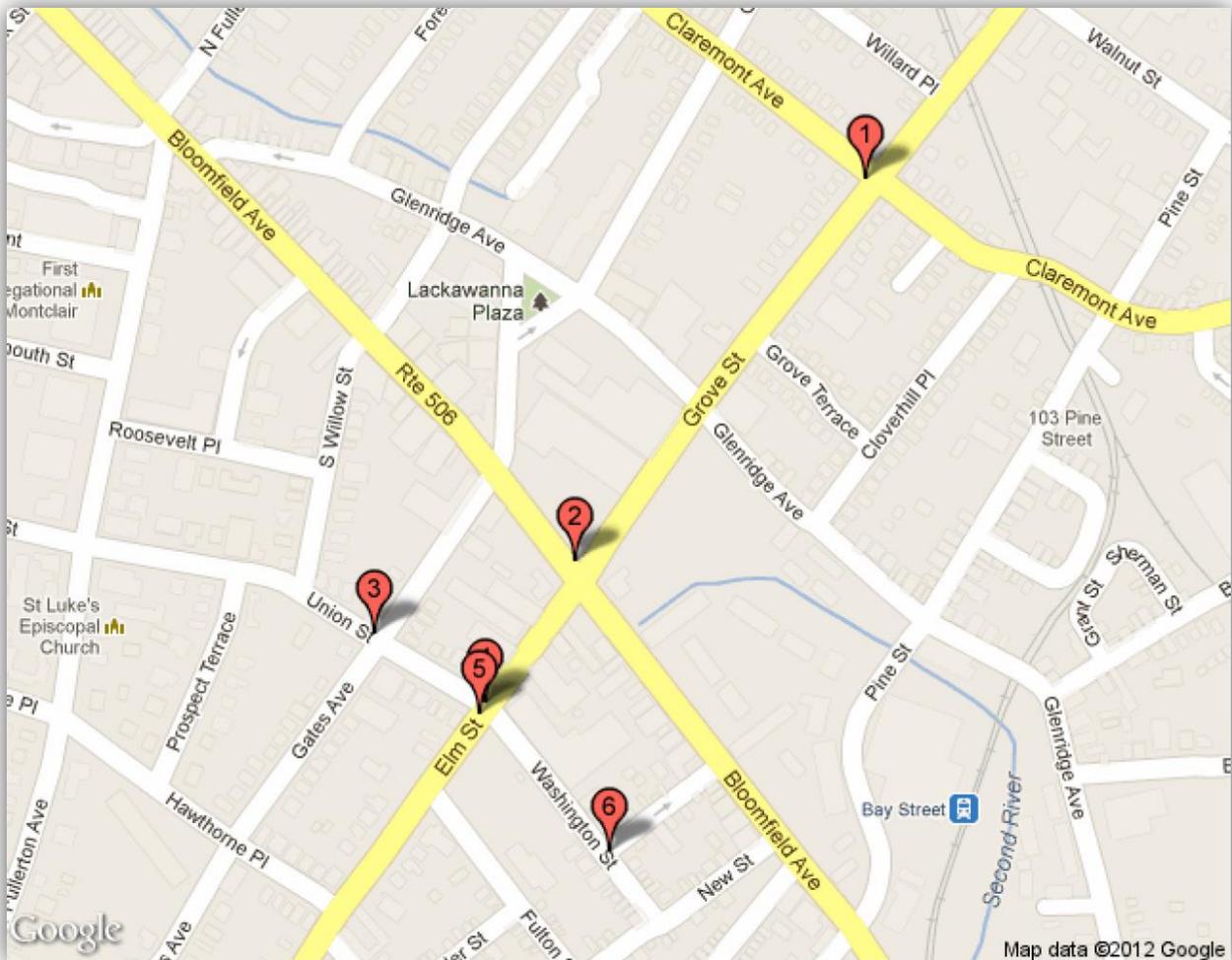
**Intersection – Good**



**1. Good pedestrian crossing.**



**Intersection - Poor**



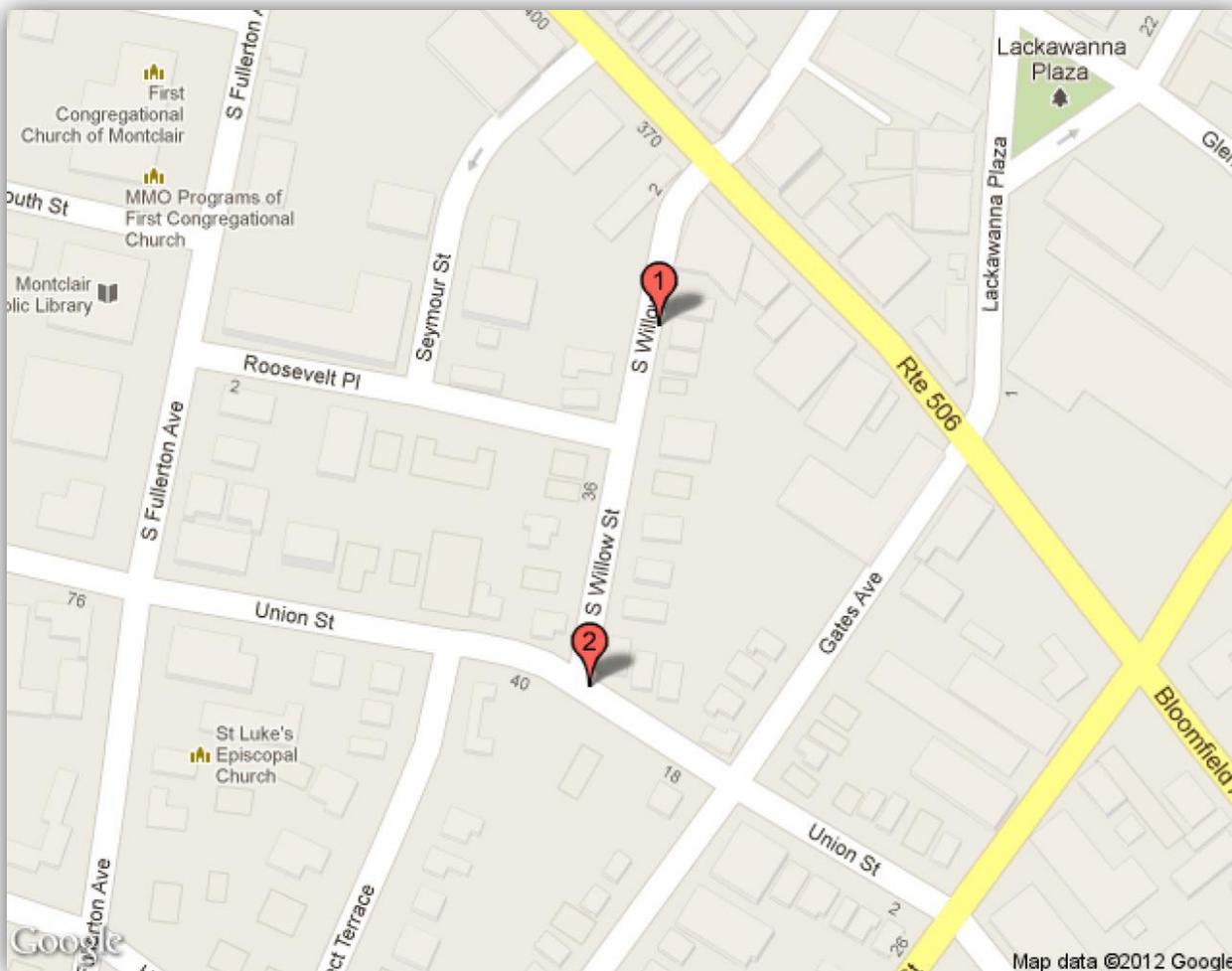
- 1. Faded Crosswalk.** Crosswalks are faded and not highly visible.
- 2. Crossing Distance.** Long crossing distance and heavy traffic make this intersection very intimidating for students.
- 3. Curb Ramps.** Proper curb ramps are not provided at this intersection.
- 4. Faded Crosswalk.** Decorative crosswalks on Elm Street are faded.
- 5. Faded Crosswalk.** Decorative crosswalks on Elm Street have faded.
- 6. Curb Ramps.** No curb ramps provided.

## Montclair Safe Routes to School Program

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



#### Pedestrian - Good

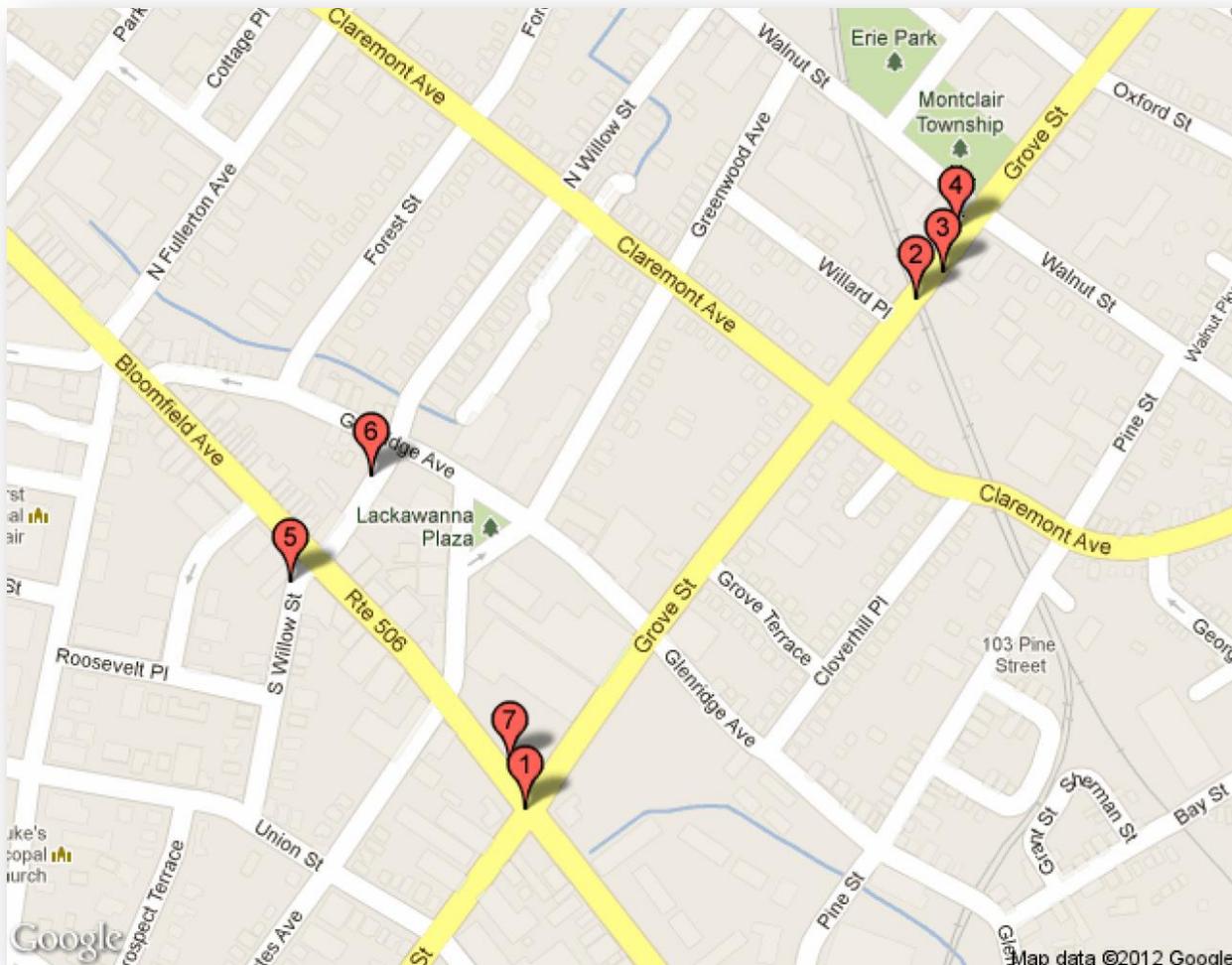


**1. Good Pedestrian Conditions.** The zone between here and Union Ave are very nice pedestrian conditions. The closer you get to Bloomfield Avenue, the worse it gets.

**2. Good Pedestrian Conditions.** Most students prefer to walk down Union Street rather than Bloomfield Avenue due to this comfortable pedestrian environment.



**Pedestrian Issue - Major**



**1. N/A** (Testing project team equipment).

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

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

**4. Driveway Aprons and obstructions.** Driveway aprons, poor sidewalk conditions and undefined car parking zones create an unsafe and uncomfortable pedestrian environment.

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

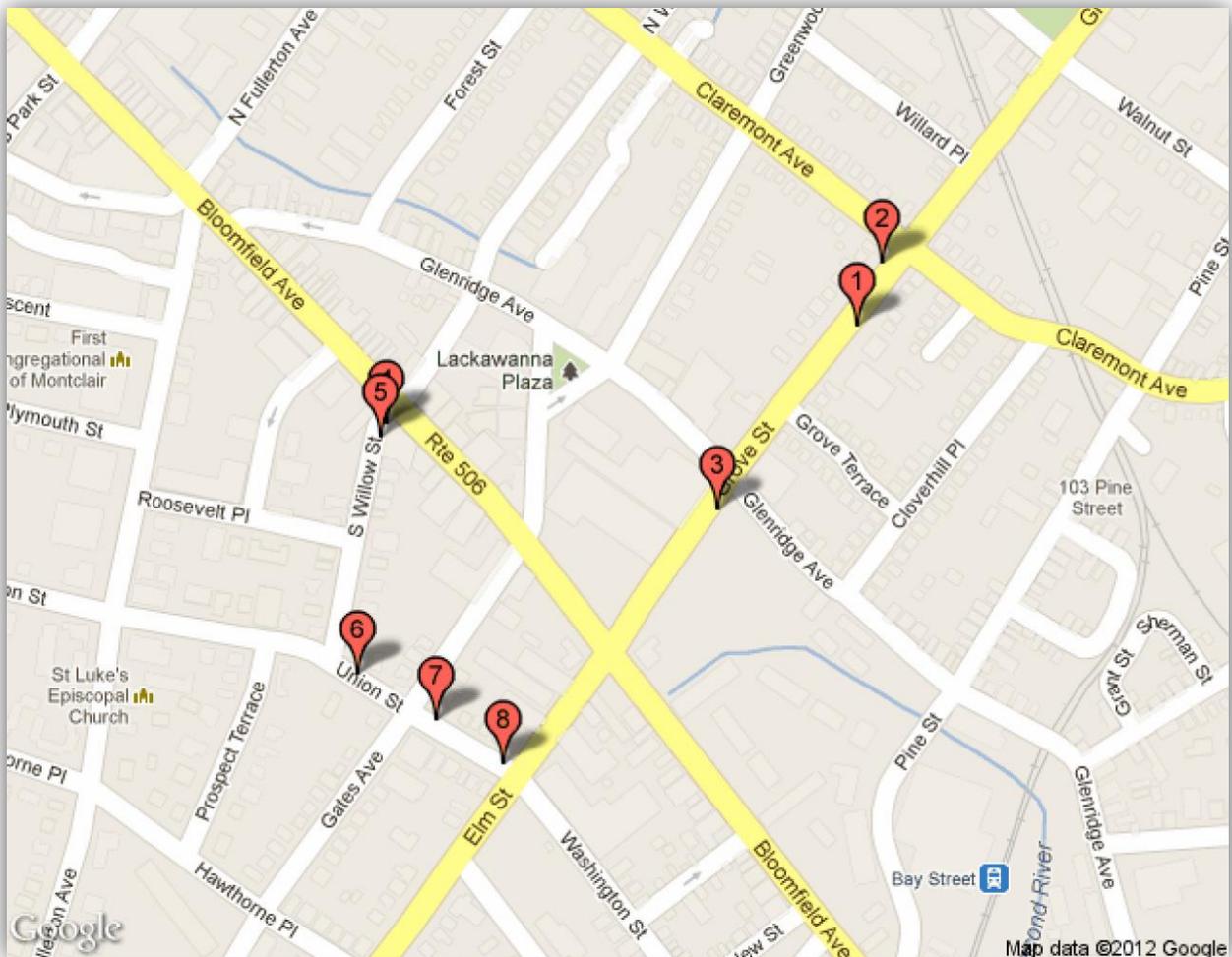
**5. Driveway Aprons.** Driveway aprons from the adjacent business and municipal parking lot create a long gap in the sidewalk.

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

**7. Driveway Aprons.**



**Pedestrian Issue – Minor**



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

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

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

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

**5. Driveway Aprons and obstructions.** Driveway aprons associated with adjacent business and cars parking on the sidewalks create uncomfortable pedestrian environment.

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

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

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

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

# Bullock School



Map 3 - Neighborhood Analysis

## Neighborhood Area Photography



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



**2** Crosswalks are faded and not highly visible.



**3** Sidewalks are cracked in multiple locations.



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



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



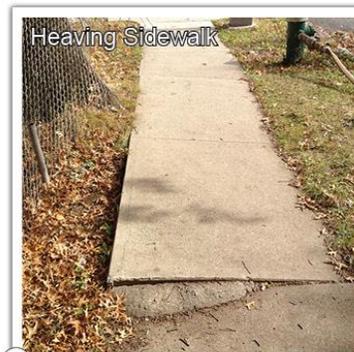
**6** Sidewalks are narrow in this area along with many obstructions such as driveway aprons and parked cars.



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



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



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

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

**School Area Photography**



10 Proper curb ramps are not provided at this intersection.



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



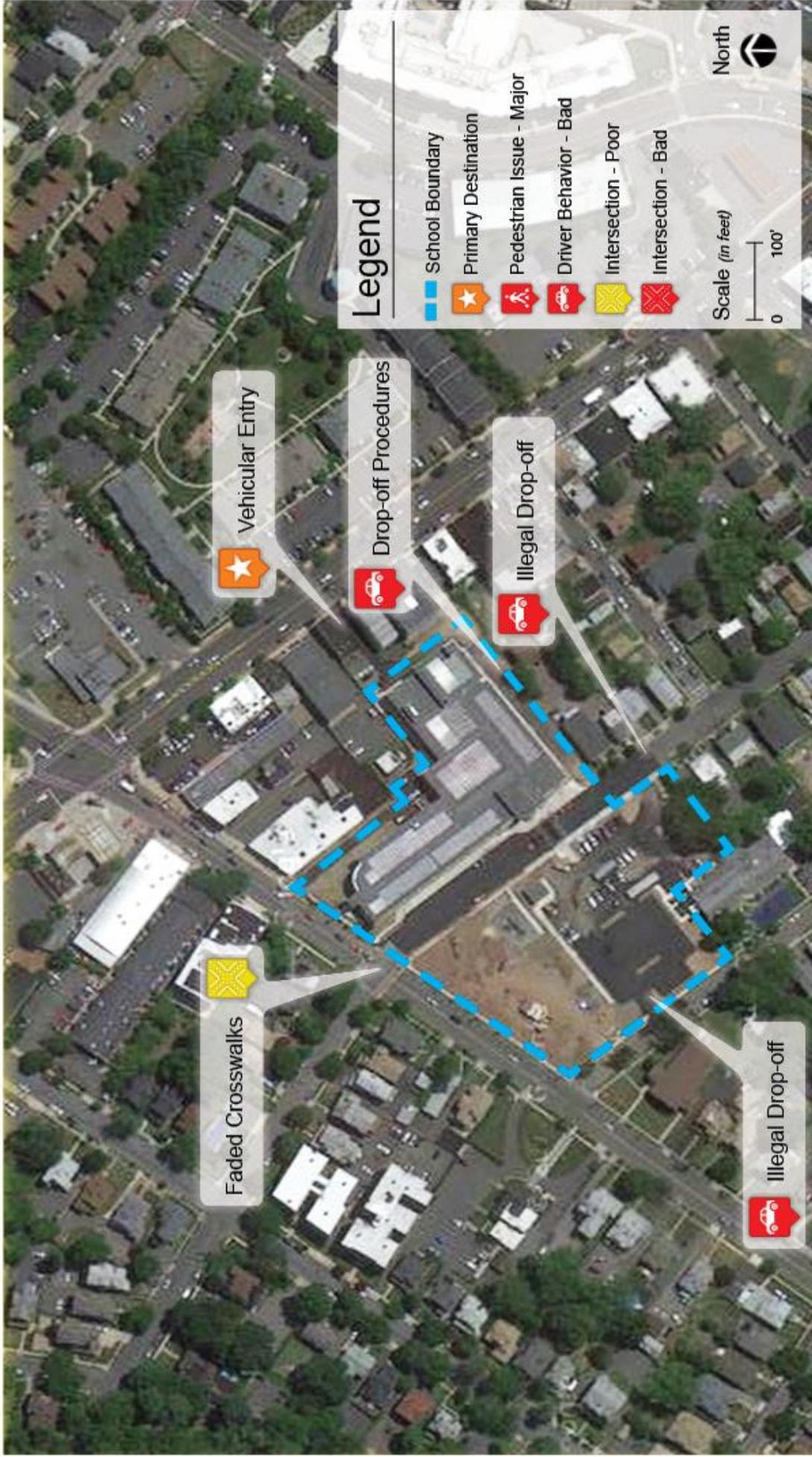
12 Proper curb ramps are not provided at this intersection.



13 Misaligned intersection with ramps but no crosswalks or connections.



14 Pedestrian Environment  
Feeling of being 'Unsafe'



**Map 4 - School Campus Area Analysis**

Montclair Safe Routes to School Program

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

## **Appendix B. Student Travel Mode Survey**



Montclair Safe Routes to School Program

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

## **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*

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

Road Name or Location \_\_\_\_\_

Date \_\_\_\_\_ Weather \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name(s) of Counters & Recorders \_\_\_\_\_

\_\_\_\_\_

COUNT THE NUMBER OF CARS	HOW MANY CHILDREN IN EACH CAR?	COUNT THE BICYCLISTS (WITH HELMETS)	COUNT THE BICYCLISTS (WITHOUT HELMETS)	COUNT THE NUMBER OF CHILDREN WALKING

Montclair Safe Routes to School Program

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

**Appendix D. Action Plan Matrix – Township-wide**

Montclair Safe Routes to School Program

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

**Action Plan Matrix – Township-wide**

<b>Timeframe Definition</b>	<b>Cost Definition</b>
<b>Short-term</b> = less than 3 months	<b>Low</b> = Less than \$2,000
<b>Mid-term</b> = between 3 to 6 months	<b>Medium</b> = between \$2,000 and \$10,000
<b>Long-term</b> = longer than 6 months	<b>High</b> = more than \$10,000

<b>No.</b>	<b>Action (Township-wide)</b>	<b>Partners</b>	<b>Timeframe</b>	<b>Cost</b>	<b>Notes</b>
<b>Engineering</b>					
A1	Install pedestrian countdown signal heads and R10-3e placards with instructions for use at appropriate locations	County	Short-term	Medium	
A2	Install pedestrian crossing signs with school children symbols at unsignalized school crossings	County	Short-term	Low	
A3	Establish, through ordinance, all school zones as "Zero Tolerance" areas where fines for speeding are doubled	County	Short-term	Low	
A4	Post "Zero Tolerance" signs in all school zones	County	Mid-term	Medium	
A5	Evaluate appropriate locations for pedestrian scale lighting paying special attention to existing and future sidewalks	County	Short-term	Low	
A6	Install pedestrian scale lighting - paying special attention to existing and future sidewalks	County	Short-term	Medium - High	
A7	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	County	Short-term	Low	

Montclair Safe Routes to School Program

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

No.	Action (Township-wide)	Partners	Timeframe	Cost	Notes
A8	Install ADA-compliant curb ramps with detectable warning surfaces at locations where they are missing	County	Short-term	Medium	
A9	Provide high visibility crosswalks fluorescent, yellow-green advanced school crossing and school warning signs within school zones and along designated school routes	County	Short-term	Low	
A10	Install signage within the school zones clearly denoting the school zone speed limit, associated fines for speeding and applicable hours	Township	Short-term	Low	
<b>Education</b>					
A11	Sponsor and host bicycle rodeos for all students to improve their cycling skills	Meadowlink TMA/Bike Shops/Bike&Walk Montclair/PTA	Short-term/ ongoing	Low	
A12	Provide better training for aides on the school bus	SRTS Coordinator/Board of Education	Short-term/ ongoing	Low	
A13	Introduce bicycle and pedestrian safety into the school curriculum through programs such as WalkSafe™ or BikeSafe™ or event based programs through SafeKids or the Brain Injury Association of New Jersey	School Superintendent	Short-term	Low	
A14	Provide educational materials about the dangers of speeding or other violations, especially in the school area, at major community gathering locations such as the Library, Montclair BID, churches, bike shops and Township buildings	Meadowlink TMA/ Bike&Walk Montclair	Short-term	Low	

Montclair Safe Routes to School Program

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

<b>No.</b>	<b>Action (Township-wide)</b>	<b>Partners</b>	<b>Timeframe</b>	<b>Cost</b>	<b>Notes</b>
A15	Circulate school walking and bicycling event information with municipal utility or tax bills.	Board of Education	Short-term/ ongoing	Low	
A16	Include the health benefits of conducting a SRTS program in Teacher Training programs	School Superintendent/SRTS Coordinator	Short-term	Low	
A17	Promote Bike&Walk Montclair's Courteous Driving Pledge	Bike&Walk Montclair/PTA	Short-term/ ongoing	Low	Should have pledges and magnets on hand at the Municipal Bldg & Community Services Bldg
A18	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	Township Code Enforcement	Short-term	Low	See Appendix E for sample
A19	Educate parents to let their children out of the car curbside instead of in the street	SRTS Team Leader/PTA/Meadowlink TMA/School Safety Patrol	Short-term/ ongoing	Low	
A20	Create web-based traffic safety quizzes that include bicyclist, pedestrian and motorist safety questions on the school website	Board of Education/Meadowlink TMA	Short-term	Low	

Montclair Safe Routes to School Program

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

No.	Action (Township-wide)	Partners	Timeframe	Cost	Notes
A21	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	Meadowlink TMA	Short-term	Low - Medium	
A22	Provide better training for the aid on the school bus	SRTS Coordinator/Board of Education/	Short-term	Low	

**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 – Charles H. Bullock Elementary School**

No.	Action (Township-wide)	Partners	Timeframe	Cost	Notes
A27	Strictly enforce the 25 mph speed limit on all Township streets	Police Department	Short-term	Low	
<b>Encouragement</b>					
A28	Host a poster contest for International Walk and Bike to School Day	SRTS Coordinator	Short-term	Low	
A29	Circulate school walking and bicycling event information with municipal utility or tax bills.	SRTS Coordinator	Short-term/On-going	Low	
A30	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	SRTS Coordinator/NJ SRTS Advocacy Organizer	Short-term	Low	
A31	Have designated walking school bus meeting points mapped and signed for all elementary and middle schools	Police Department/ Board of Education	Short-term	Low	
A32	Create and publish a press release detailing the school's involvement in the SRTS program and the Travel Plan developed for the school.	SRTS Coordinator	Short-term	Low	
A33	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	SRTS Coordinator	Short-term	Low	
A34	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.	Board of Education/SRTS Coordinator/Meadowlink TMA/NJDOT	Short-term	Low	<a href="#">Use Florida DOT's SchoolPool as an example.</a>

Montclair Safe Routes to School Program

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

<b>No.</b>	<b>Action (Township-wide)</b>	<b>Partners</b>	<b>Timeframe</b>	<b>Cost</b>	<b>Notes</b>
A35	Create and sign a joint powers agreement for maintenance of bike/pedestrian facilities	County	Short-term	Low	
A36	Adopt a resolution endorsing the Bullock SRTS Travel Plan	Board of Education	Short-term	Low	
A37	Market/brand Montclair's SRTS Program as "Montclair's Active & Safe Routes to School Program"	SRTS Coordinator/Board of Education/SRTS Team Leader	Short-term/ongoing	Low	
<b>Evaluation</b>					
A38	Conduct student travel surveys in all schools to determine and measure how students travel to school	Board of Education/Rutgers VTC	Short-term	Low	
A39	Designate weeks on the school calendar to conduct traffic counts at the beginning and end of the school year	SRTS Coordinator/Board of Education/SRTS Team Leader	Short-term/On-going	Low	

Montclair Safe Routes to School Program

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

## **Appendix E. Samples of SRTS Educational Materials**

**Child Pedestrian Safety Curriculum**

The 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.

**Resources**

**Child Pedestrian Safety Curriculum**  
**Teacher's Guide**

 <p><b>K-1</b></p> <p>Lesson Plans Assessment Guide Student Response Form</p>	 <p><b>2-3</b></p> <p>Lesson Plans Assessment Guide Student Response Form</p>	 <p><b>4-5</b></p> <p>Lesson Plans Assessment Guide Student Response Form</p>
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<http://www.nhtsa.gov/ChildPedestrianSafetyCurriculum>

**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.



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

**Message:**

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

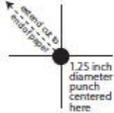
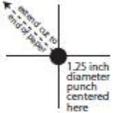
- Safety education can be infused into traditional classroom subjects such as language arts or science taught by the classroom teacher.
- Math: calculating average walking speeds or distances.
- Biology: walk to collect samples, observe nature.
- Reading: read about nature, walking.
- Language arts: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

Sample Door Tag Template



For further information regarding File Preparation click on the link below:

<http://www.48hourprint.com/preparing-files.html>

	
<p><b>SHOVELING YOUR SIDEWALK</b></p> <p><b>IT'S THE NEIGHBORLY THING TO DO!</b></p> <p><b>(IT'S ALSO THE LAW)</b></p> <p>Make Chicago safe for everyone by clearing snow and ice from the public sidewalks around your property.</p> <p>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.</p> <p>Be a good neighbor and offer help to those in your community who are physically unable to clear their own sidewalks.</p> <p><b>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.</b></p>	<p><b>LIMPIE LA NIEVE DE LA ACERA</b></p> <p><b>¡ES LO QUE DEBE HACER UN BUEN VECINO!</b></p> <p><b>(TAMBIEN ES LA LEY)</b></p> <p>Ayude a hacer que Chicago sea una ciudad segura para todos y limpie la nieve y el hielo de las aceras públicas alrededor de su propiedad.</p> <p>En algún momento del día, todos somos peatones, cuando caminamos al autobús, al carro o a la bodega. Es difícil para todos pero especialmente para personas con discapacidades, personas de la tercera edad y niños caminar con seguridad por la acera sin un camino ancho y limpio de nieve y hielo.</p> <p>Sea un buen vecino y ofrezca ayuda a las personas en su comunidad que no tienen la capacidad física de limpiar las aceras alrededor de sus propiedades.</p> <p><b>Código Municipal de Chicago, secciones 4-4-310 y 10-8-180, especifica que las casas y los negocios deben limpiar la nieve de las aceras públicas alrededor de su propiedad.</b></p>
<p><b>Please help make Chicago safe for everyone!</b></p>   	<p><b>¡Por favor, ayude a hacer que Chicago sea un lugar seguro para todos!</b></p>   

Source: [www.cityofchicago.org](http://www.cityofchicago.org)

Windshield Warning



Source: Los Alamitos, CA, provided by David Parisi

Montclair Safe Routes to School Program

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

## **Appendix F. SRTS General Resources**

Student Pledge

**SafeRoutes**

Colorado Safe Routes to School



**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](http://www.saferoutesinfo.org) ~ [srts@dot.state.co.us](mailto:srts@dot.state.co.us) ~ (303) 757-9088

Parent Pledge

# SafeRoutes

Colorado Safe Routes to School



## 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](http://www.saferoutesinfo.org) ~ [srts@dot.state.co.us](mailto:srts@dot.state.co.us) ~ (303) 757-9088

Community Pledge

**Safe Routes to School**

**Pledge to Bullock Elementary School’s Children**

**Take the Pledge**

In the last 35 years, our children have lost a lot of the freedom and independence they once had to explore our neighborhoods. As we have designed our communities around automobiles, activities like walking or bicycling to school have declined dramatically. *We believe it’s time for a change. We pledge that by the time the kindergarten class of 2013 graduates high school, the majority of school trips will once again be made safely by foot or bicycle.*<sup>2</sup>

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

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<sup>2</sup> Pledge to Children is based on the Active Living Resource Center’s SRTS Pledge.

Bike Rack Considerations for Placement

**Bike Racks**

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

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

**1. The Rack Element**

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

**2. The Rack**

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

**3. The Rack Area**

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

**4. The Rack Area Site**

The rack area site is the relationship of the rack area to a building entrance and approach. Locate the bike rack area within visibility of the building

entrance it serves and consider the route cyclists' use to approach that entrance. Bike rack areas should be sited in a space that minimizes vandalism and maximizes use, while avoiding conflicts with driveways, buses, and large numbers of pedestrians.

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



Engineering 3-36

Source: Safe Routes to School Guide, [www.saferoutesinfo.org](http://www.saferoutesinfo.org)

# Montclair Safe Routes to School Program

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

### NJ SRTS Info Sheet

#### Safe Routes to School in New Jersey Info Sheet

	NJ Department of Transportation (NJDOT)	Voorhees Transportation Center (VTC)	Transportation Management Associations (TMAs)	Safe Routes to School National Partnership
<b>Description:</b>	NJDOT supports Safe Routes to School and Complete Streets initiatives in NJ. NJDOT provides infrastructure SRTS <a href="#">Federal grant</a> funding to schools and communities and provides assistance with non-infrastructure programs through the <a href="#">SRTS Resource Center</a> .	VTC is the home of the NJ Safe Routes to School Resource Center and the New Jersey Bicycle and Pedestrian 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.	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.  TMAs are familiar with all transportation in their service areas and can provide advice and assistance at the local level related to mass transportation, ndesharing, walking, and bicycling and walking.  Each TMA employs a SRTS Regional Coordinator who is the point person for all SRTS activities and events in the area.	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.  New Jersey is one of 7 states in the National Partnership's State Network Project. Policy goals are:
<b>How does this affect New Jersey?</b>	NJDOT provides the following resources to communities: <ul style="list-style-type: none"> <li>Statewide Bike / Ped coordinator</li> <li>Statewide SRTS coordinator</li> <li>Grants administered through the <a href="#">Division of Local Aid</a></li> </ul>		<ul style="list-style-type: none"> <li>Leverage funding &amp; increase obligation rates of federal funding</li> <li>Facilitate Complete Streets policies and implementation</li> <li>Advance joint-use/shared use agreements</li> </ul>	
<b>Contact if you are looking for:</b>	<ul style="list-style-type: none"> <li>Information on infrastructure grants</li> <li>Information on statewide projects</li> <li>Contact with the state SRTS Coordinator</li> <li>Contact with the state Bike/Ped Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>The NJ SRTS Resource Center provides: <ul style="list-style-type: none"> <li><a href="#">Web-based resources on SRTS in New Jersey</a></li> <li><a href="#">Regularly updated NJ SRTS blog</a></li> <li><a href="#">A recognition program to acknowledge SRTS successes</a></li> <li><a href="#">Primary research</a></li> <li><a href="#">Helpdesk assistance</a></li> <li><a href="#">Technical Assistance</a></li> <li><a href="#">Tools Tips and Training</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>TMA SRTS Coordinators provide: <ul style="list-style-type: none"> <li>Technical Assistance</li> <li>Assistance with walk and bike to school and education events</li> <li>Guidance for creating School Travel Plans</li> <li>Help with grant writing</li> <li>Promote Complete streets policies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The partnership contributes to communities through: <ul style="list-style-type: none"> <li>Advocacy</li> <li>Policy Change</li> <li>Best Practices &amp; Technical Assistance</li> <li>Publications</li> </ul> </li> </ul>
<b>Websites and social media:</b>	<p>Websites:</p> <ul style="list-style-type: none"> <li><a href="http://www.state.nj.us/transportation/community/srts/">http://www.state.nj.us/transportation/community/srts/</a></li> <li><a href="http://www.state.nj.us/bikeped/">http://www.state.nj.us/bikeped/</a></li> <li><a href="http://www.state.nj.us/transportation/eng/completestreets/">http://www.state.nj.us/transportation/eng/completestreets/</a></li> </ul> <p>Facebook:</p> <ul style="list-style-type: none"> <li><a href="http://www.facebook.com/VTCrutgers">@VTC_Rutgers</a></li> </ul>	<p>Websites:</p> <ul style="list-style-type: none"> <li><a href="http://www.saferoutesnj.org/">http://www.saferoutesnj.org/</a></li> <li><a href="http://www.njbikeped.org/">http://www.njbikeped.org/</a></li> <li><a href="http://www.policy.rutgers.edu/vtcp">http://www.policy.rutgers.edu/vtcp</a></li> </ul> <p>Facebook:</p> <ul style="list-style-type: none"> <li><a href="http://www.facebook.com/VTCrutgers">@VTC_Rutgers</a></li> </ul>	<p>Websites:</p> <ul style="list-style-type: none"> <li><a href="http://www.saferoutespartnership.org/">http://www.saferoutespartnership.org/</a></li> </ul> <p>Blog:</p> <ul style="list-style-type: none"> <li><a href="http://www.saferoutespartnership.org/blog">http://www.saferoutespartnership.org/blog</a></li> </ul> <p>Facebook:</p> <ul style="list-style-type: none"> <li><a href="http://www.facebook.com/SRTS.NationalPartnership">http://www.facebook.com/SRTS.NationalPartnership</a></li> </ul> <p>Twitter:</p> <ul style="list-style-type: none"> <li>@SafeRoutesNow</li> </ul>	<p>Websites:</p> <ul style="list-style-type: none"> <li><a href="http://www.saferoutespartnership.org/">http://www.saferoutespartnership.org/</a></li> </ul> <p>Blog:</p> <ul style="list-style-type: none"> <li><a href="http://www.saferoutespartnership.org/blog">http://www.saferoutespartnership.org/blog</a></li> </ul> <p>Facebook:</p> <ul style="list-style-type: none"> <li><a href="http://www.facebook.com/SRTS.NationalPartnership">http://www.facebook.com/SRTS.NationalPartnership</a></li> </ul> <p>Twitter:</p> <ul style="list-style-type: none"> <li>@SafeRoutesNow</li> </ul>
<b>Contact Information:</b>	<p>Elise Bremer-Nei—State SRTS Coordinator</p> <p>Sherree Davis—Bicycle and Pedestrian Coordinator</p> <p>David Kuhn—Assistant Commissioner, Capital Investment, Planning and Grant Administration</p> <p><a href="mailto:srts@dot.state.nj.us">srts@dot.state.nj.us</a></p> <p><a href="mailto:bicycle_advocate@dot.state.nj.us">bicycle_advocate@dot.state.nj.us</a></p>	<p>Leigh Ann Von Hagen—Senior Research Specialist</p> <p>Sean Meehan—Project Manager</p> <p>Maewe Johnston—Project Coordinator</p> <p><a href="mailto:srts@eb.rutgers.edu">srts@eb.rutgers.edu</a></p> <p>848-932-7901</p>	<p>Most TMAs also have Facebook pages. Go to their websites for more information.</p>	<p>Deb Hubsmitth – Director</p> <p>415-454-7430</p> <p><a href="mailto:deb@saferoutespartnership.org">deb@saferoutespartnership.org</a></p> <p>Laura Torchio—NJ Advocacy Organizer</p> <p>973-783-5939</p> <p><a href="mailto:laura@saferoutespartnership.org">laura@saferoutespartnership.org</a></p>
<b>Funded by:</b>	Federal Highway Administration(FHWA)	NJDOT/FHWA	NJDOT/FHWA	The Robert Wood Johnson Foundation Hosted by the Bikes Belong Foundation



## Enroll in the New Jersey Safe Routes to School Recognition Program

Participants can be: Schools (public, private, or charter) and municipalities.

### Level

### Achievements



### Get Going!

Get your SRTS program established.

- Complete a nomination form online
- Identify a SRTS champion (champions can be PTA reps, principals, teachers, municipal reps, local bike/ped advocates, others.)



### Build Momentum!

Start annual traditions and build SRTS awareness.

- Complete First Step achievements
- Endorsement letter or Resolution of Support from municipal government, school board or other equivalent body
- Hold **at least two** SRTS programs or events such as walk to school day or a bike clinic



### Achieve Sustainability!

Help your municipality get Sustainable Jersey certified.

- Meet Bronze Level achievements
- Meet one of the following requirements:
  - Hold a total of 4 or more SRTS events
  - Create a School Travel Plan
  - Conduct SRTS tally, parent/caregiver survey or walk/bike assessment



### Keep it Going!

Make your SRTS program part of your school's identity.

- Meet Silver Level achievements
- Show ongoing support from PTA, PTO, Green Team, etc.
- Complete at least two higher level SRTS projects from the approved list

**Get started! Visit us at [saferoutesnj.org](http://saferoutesnj.org) for more information and to contact your regional coordinator.**

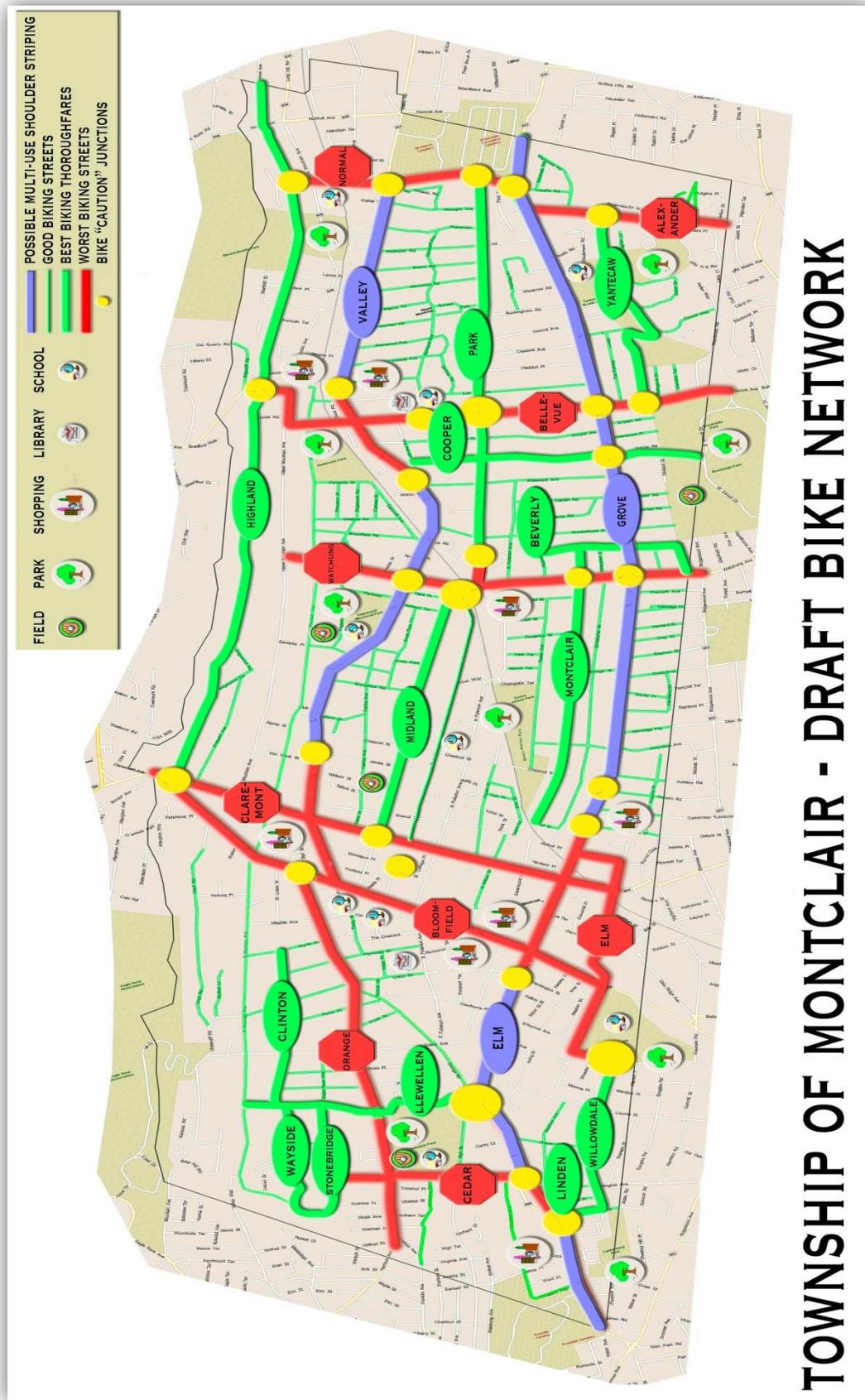
Nomination form deadlines: **December 1 and May 1.**

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.

Montclair Safe Routes to School Program

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

## **Appendix G. Township of Montclair Draft Bike Network Suitability Map**



# TOWNSHIP OF MONTCLAIR - DRAFT BIKE NETWORK

Source: Montclair Engineering