

# Provo City School District

## Policy Series 6000: Finance and Operations



6605 P3

### Safe Travel to and from School

#### Safe Routes to School

Elementary and Secondary School Community Councils are to work with building administrators annually to prepare or update Safe Routes Plans. The planning process involves addressing concerns to ensure safe school routes for all students walking to school. These concerns may include the need for review of additional crossing guards, school zone additions or changes and requests for possible traffic revisions. Provo City Officials will review annual recommendations for further study and consideration for approval and implementation. Principals and Community Council members are expected to communicate the Safe Routes to School information and suggested changes with their community members to ensure an open and transparent process.

#### Recommended Timeline – Department Responsible:

##### August (Principal Retreat)

1. Safe Routes to School Calendar of Expectations – Business Services
  - a. A yearlong calendar will be created for principals and School Community Councils that details expectations and due dates for completion of Safe Routes Plans activities. The list of expectations include: Program Goal, School Information, Walking/bicycling Numbers, Safety Issues, Survey Comments, Recommendations, Maps.
2. Understanding of state laws regarding bussing and bus routes – Business Services
  - a. Principals engage in a short discussion related to bus routes and the state guidelines regarding reimbursement.
3. Overview of principal responsibilities regarding Safe Routes Plans – School Supervisors
  - a. Review expectations of principals in leading School Community Councils in the completion Safe Routes Plans.

##### September (Principal Meeting - Annually as Needed)

1. State official trains on Safe School Routes software. – Business Services
  - a. Business Services schedules a presenter for a principals meeting to train on use of Safe Routes to School software.
2. Experienced principals share how to use Safe Routes Maps – School Supervisors
  - a. Principal from elementary and secondary to give a 5-minute presentation on how they have developed their school plans in the past. A short time will be allowed for questions and answers.
  - b. Principals will bring last year's plans to this meeting and after the state officials and experienced principals presentations will ask any clarifying questions to the experienced principals.

### Fall (Community Council Chair Training)

1. Combined meeting of Principal, Community Council President, City Engineer, School Resource Officer, PCSD Transportation – Supervisor over School Community Councils, School Supervisors, Business Services
  - a. Review of School and Community Council expectations in creating Safe Routes Plans and timelines for completion.
  - b. Review of PCSD Transportation expectations once schools have submitted Safe Routes Plans.
2. Outline expectations of reviewing Safe Routes Plans and any suggested changes needed to support the routes. – Provo City Engineer and SRO Sergeant
  - a. Present on what their responsibilities and expectations are in reviewing Safe Routes Plans once submitted from schools.
  - b. Review the city’s Safety and Security Committees work and processes used in determining changes requested by schools.
  - c. Review the timelines for city review, and the communication process that will be used to inform schools regarding approval or disapproval of suggested changes to existing Safe Routes Plans.
3. Questions and Answers – City Engineer, School Resource Officer, School Supervisors
  - a. Time will be designated to answer School Community Council questions following the presentations. This will include possible community survey to seek feedback in the formulation of plan, what to look for in requesting possible plan changes, and any other questions that will support in the develop of Safe Routes Plan.

### Mid-Year (Principal Meeting)

1. Final review of Principal expectations for creation of Safe School Routes – School Supervisors
  - a. Expectations and calendar for completion with School Community Council will be reviewed and discussed.
  - b. Questions and Answers on problems or concerns with Safe Routes to Schools Program.
2. Site Reviews – School Supervisors
  - a. Supervisors monitor progress during January and February to ensure that Safe School Routes will be completed by due dates.

### Spring (Principal Meeting)

1. City Engineer comes to a principal meeting to discuss Provo City Safety and Security Committee’s review of Safe School Routes and suggested changes – Business Services
  - a. Business Services will coordinate with the City Engineer to come to a spring principals meeting and review findings and decisions (or plans for decisions) from submitted plans.
2. Communication plan developed to inform Community Councils – School Supervisors
  - a. Supervisors will lead a discussion with their principals on how best to communicate City Engineer decisions to their School Community Councils and community overall.

## **Safe Routes to School - Principal Checklist**

Elementary and Secondary School Community Councils are to work with building administrators annually to prepare or update Safe Routes Plans. The following form outlines the planning and execution process involved in addressing concerns to ensure safe school routes for all students walking to school.

### August (Before School Starts):

- Review yearlong calendar that details expectations and due dates for completion of Safe Routes to School Plans activities.
- Understand Safe Routes to School Program expectations: Program Goal, School Information, Walking/bicycling Numbers, Safety Issues, Survey Comments, Recommendations, Maps.
- Understanding of state laws regarding bussing and bus routes
- Prepare to lead School Community Councils in the completion Safe Routes Plans.

### Fall - Winter

- Review use of Safe Routes to School software and how to update and submit plans.
- Review with School Community Council expectations in creating Safe Routes Plans and timelines for completion (Community Council Training)
- Review and refine school Safe Routes Plan how they have developed their school plans in the past.
- Review of PCSD Transportation expectations once schools have submitted Safe Routes Plans.

### Spring

- Submit revised/updated plan by Spring Deadline communicated by Business Services.
- Review findings and decisions (or plans for decisions) from submitted plans.
- Review requested revisions with City Engineer, and communicate decisions to their School Community Councils and community overall.