

## Safe Routes to School Checklist

### Steps to success include:

#### Step One: Establish

- Complete and submit the Participation Request Form
- Meet with *MassRIDES* staff to develop the Safe Routes to School program
- Sign up as a *MassRIDES* partner

#### Step Two: Organize

- Form a task force that includes school representatives, parents, and police/safety officers
- Notify the school community of the SRTS program
- Hold a task force meeting to choose activities and allocate responsibilities

#### Step Three: Assess

- Walk around the school to assess safety using the Walkability Checklist
- Administer a Safe Routes to School Student and Parent Survey before the start of the program
- Examine the results of the checklist and the surveys to identify possible routes to school to understand behavior and attitudes at the school

#### Step Four: Plan

- Hold a follow-up task force meeting to discuss results and plan for the SRTS program
- Inform parents of the Safe Routes to School program and schedule of events
- Contact the media and/or local celebrities to be present at the kickoff

#### Step Five: Implement

- Sponsor a Safe Routes to School kick-off event
- Hold a task force meeting to follow the progress of the program and to refine the program for continued success
- Add program elements and continue initiatives to increase safety and the number of students walking and bicycling.

#### Step Six: Evaluate

- Keep the school informed about activities, results, and improvements to the program
- Distribute the Student Survey to track changes in behavior

#### Step Seven: Continue

- Develop the program by planning events and implementing new activities
- Promote the success of the program to the school and community
- Make it sustainable