

**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE  
MEETING AGENDA**

Wednesday, February 15, 2012  
1:30 p.m. to 3:00 p.m.

Solano Transportation Authority  
1 Harbor Center, #130  
Suisun City, CA 94585

**REVISED 02/13/12**



<u>ITEM</u>	<u>ACTIVITY</u>	<u>ADMINISTRATOR</u>
I.	<b>CALL TO ORDER—SELF INTRODUCTIONS &amp; OPPORTUNITY FOR PUBLIC COMMENT</b>	Mike Segala
II.	<b>APPROVAL OF AGENDA: February 15, 2012</b>	Committee
III.	<b>APPROVAL OF MEETING MINUTES FROM November 16, 2011-PG.1-5</b>	Danelle Carey
IV.	<b>ACTION ITEMS</b>	
A.	<b>New SR2S Website Layout/Interactive Mapping Tool/Mapping Methodology- PG. 6, 8-12</b>	Casey Hildreth Alta Planning Brian Fulfroost, BFA Mike Segala
B.	<b>SR2S FY (11/12) &amp; FY (12/13) Amendments</b> <b>This item has been tabled until a future meeting.</b>	
V.	<b>INFORMATION ITEMS</b>	
A.	<b>SR2S Program Update (Enforcement/Public Health)- PG. 6, 13-31</b>	Judy Leaks
B.	<b>Alta Planning &amp; Design, Status Update on Planning/Mapping Project- PG. 6, 8-12</b>	Casey Hildreth Alta Planning & Design
C.	<b>Caltrans Cycle 10 call for projects/ City of Dixon's West B Street Pedestrian Undercrossing Project- PG. 6, 32-40</b>	Sam Shelton
D.	<b>One Bay Area Grant (OBAG)- PG. 6, 41-43</b>	Sam Shelton
E.	<b>Future Meeting Agenda Items</b>	Mike Segala
VI.	<b>ADJOURNMENT</b>	Mike Segala
	The next SR2S-AC meeting will be scheduled for May 2012, based on a poll of committee member availability.	

**SR2S-AC MEMBERS**

<u>Mike Segala</u> SR2S-AC Chair Bicycle Advisory Committee Rep	<u>Jeff Knowles</u> SR2S-AC Vice Chair City of Vacaville Deputy Public Works Director	<u>Jim Antone</u> Yolo-Solano Air Quality Management District	<u>Garland Wong</u> Fairfield Traffic Engineer	<u>Jay Speck</u> Solano County Superintendent of Schools
<u>Tim Mattos</u> Commander, Suisun City Police Dept.	<u>Lt. Bob Oettinger</u> Benicia Police, Traffic Unit	<u>Mike Hudson</u> Pedestrian Advisory Committee Rep.	<u>Mel Jordan</u> Vallejo USD Asst. Superintendent	<u>Robin Cox</u> Solano County Public Health

This page intentionally left blank.



**SAFE ROUTES TO SCHOOL ADVISORY COMMITTEE**  
**Meeting minutes of**  
**November 16, 2011**

**I. CALL TO ORDER**

The Safe Routes to School Advisory Committee (SR2S-AC) was called to order at approximately 1:30 p.m. in the STA Main Conference Room.

**SR2S-AC Members**

<b>Present:</b>	Mike Segala	Chair/ Bicycle Advisory Committee
	Garland Wong	City of Fairfield, Traffic Engineering (Alt)
	Jim Antone	Yolo-Solano Air Quality Management District
	Edd Alberto	City of Vallejo (Alt)
	Jay Speck	Solano County Office of Education
	Tracy Nachand	Solano County Dept. of Public Health (Alt)
	Tim Mattos	City of Suisun, Police Department

<b>STA Staff Present:</b>	Sam Shelton	STA
	Danelle Carey	STA
	Judy Leaks	STA
	Sara Woo	STA
	Jessica McCabe	STA

<b>Others Present:</b>	Robert Marin	City of Fairfield Police Department
	Lindsey Sanford	City of Suisun, Police Department (Alt)
	Casey Hildreth	Alta Planning & Design
	Brett Hondorp	Alta Planning & Design

**SR2S-AC Members**

<b>absent:</b>	Mike Hudson	Pedestrian Advisory Committee Rep.
	Bob Oettinger	City of Benicia, Police Department
	Robin Cox	Solano County Dept. of Public Health
	Mel Jordan	Assistant Superintendent, Vallejo USD
	Jeff Knowles	Vice Chair/City of Vacaville, Public Works

**II. APPROVAL OF AGENDA: NOVEMBER 16, 2011**

Agenda item V.B. has been moved before Action Item IV.

With a motion from Jay Speck and a second from Garland Wong, the SR2S-AC unanimously approved the agenda.

**III. APPROVAL OF SEPTEMBER 23, 2011 MEETING MINUTES**

Minutes on hold, not enough voting members.

**IV. ACTION ITEMS**

**A. Walking Audits/Mapping Design Subcommittee**

Mike Segala stated that the subcommittee will consist of 3-4 members to work with Alta planning and Design on the Mapping design. Tracy Nachand volunteered one member from Public Health. Sam Shelton stated those who are interested in the mapping methodology should attend the first subcommittee meeting. Mr. Segala volunteered himself to become a member of the subcommittee. Robert Marin volunteered to be a part of the subcommittee. Mr. Segala asked how long the meetings would last. Casey Hildreth stated that the meetings would be approximately an hour long. Jay Speck stated that he would volunteer or select a designee from the schools to be a part of the subcommittee.

**B. SR2S Advisory Committee Future Meetings/Scheduling**

Danelle Carey announced that the SR2S Advisory Committee will meet quarterly with the next meeting being held in February 2012. Ms. Carey stated that she will send out an invitation to all members with dates to cover the rest of the year.

**V. INFORMATION ITEMS**

**A. SR2S Program Update**

Judy Leaks provided an overview of the SR2S Program. Mrs. Leaks provided a progress report attachment to all members and attendees. Mrs. Leaks stated that the comprehensive progress report indicates progress on each of the five E's; education, encouragement, enforcement, engineering and evaluation. All progress will be indicated on the progress report and will be provided to the Advisory Committee quarterly. Mrs. Leaks explained, under the evaluation area tallies and parent surveys were conducted in October 2011 and 23 schools submitted hand tally surveys and 3 schools participated in the parent survey. Under education, we had participation from over 279 students and held 3 bike rodeos during the months of September-October 2011. Danelle Carey stated that we should include the years under pilot for clarification. Mrs. Leaks stated, under safety assemblies and bike rodeos, some schools have indicated EOY which means they only want to participate every other year.

Judy Leaks stated, under encouragement we have walk and rolls events and have received a \$500,000 grant for the Walking School Bus program and are currently working out the details with Solano County Public Health. Under enforcement, Fairfield-Suisun Police Departments will provide us with an update on their directed enforcement program. Mike Segala requested that the year be indicated with EOY for planning purposes. Mr. Segala asked what the costs were for school districts when these events are done. Tracy Nachand stated that there isn't a cost for these events; they are done before and after school with parent volunteers. The bike trailer is STA's property and some equipment is provided by Solano County

Public Health, so there is no cost to the schools. Mr. Nachand added, as far as the safety assemblies, the only potential cost is educational loss during assemblies.

Mrs. Leaks added, under engineering progress with radar signs in 2010 are noted, in addition to the Alta Planning consultant work on the mapping & plan update. Sam Shelton stated that he needs to double check with TAC members and engineering staff to make sure this information regarding the radar speed signs are accurate. Casey Hildreth stated that they will capture that during data collection. Jay Speck stated that he can take this information back to the superintendents monthly so they know what is going on at their sites. Sam Shelton stated that he will work with Jay Speck and Tracy Nachand to create specific reporting for the superintendents. Tracy Nachand offered to provide a presentation on the free program events to the superintendents.

Judy Leaks stated, the STA is working with Solano County Public Health to develop the scope of work for the walking school bus program. Mrs. Leaks stated that we have had a couple of lessons learned from our walking school bus pilots that we can incorporate in the implementation of the work scope for this grant. Mrs. Leaks explained that this grant will cover 56 schools. Sam Shelton stated that this will occur over three years. Jay Speck commented that this will be a good presentation for the Superintendents.

**B. Alta Planning & Design, Scope of Work and Deliverables**

Sam Shelton introduced Alta Planning & Design staff Casey Hildreth and Brett Hondorp. Mr. Shelton stated that they will provide details about how they plan to deliver steps for the mapping project and the roles of the potential mapping subcommittee. Casey Hildreth stated that Alta Planning will be working on the Mapping and Planning Project and provided a PowerPoint presentation handout. Mr. Hildreth added that school walk audits are a way to build the plan and develop new concept plans for schools and leverage the mapping projects. Mr. Hildreth added, during the walk audits, outreach is done, data is collected and school staff is engaged. As more maps and concept plans are developed, Alta will develop individual school community project plans. Mr. Hildreth stated, on the mapping side the focus is on data collection and the mapping methodology.

Mr. Hildreth stated that once draft maps are done, a one-stop shop event for SR2S will be coordinated to discuss all the components of the program in an open house forum. Mr. Hildreth added that a subcommittee will be developed to engage the mapping methodology. In addition, toolkit modules to provide content on STA's website/facebook will be developed and the content will be updated on a regular basis. Mr. Hildreth explained that before the next Advisory Committee meeting, Alta will meet with the subcommittee on the mapping methodology. Mr. Hildreth noted that the online mapping capabilities will be available online to provide input to feed into the mapping process. Alta will continue to conduct walk audits, develop projects and update the toolkit. Mr. Hildreth stated that feedback from the public events will come back to subcommittee in May to debrief on the

marketing/draft maps and change the approach to finalize the maps. There will be an additional meeting in the fall to wrap everything together in the plan; reviewing maps, automated mapping manual and training. The adoption process will occur in the fall/early winter.

Garland Wong stated that there are many diverse areas and asked how the Hispanic community will be engaged to make sure they are involved. Casey Hildreth stated that he has a staff member who is a native speaker/planner that they will utilize. He recognizes the need for a Spanish speaking staff member and that it's a key element of the marketing and outreach and they also have a budget for one. Jay Speck asked who the Community Task force members in Vallejo are. Ed Alberto provided the names of the members of their committee. Jay Speck asked if the Vallejo committee meets on an ongoing basis. Mr. Alberto answered that they meet on an as needed basis to discuss projects. Jay Speck asked Sam Shelton if this occurs in every community. Sam Shelton advised that every city is different, some meet regularly, monthly/bi-monthly, quarterly and on an as needed basis.

Officer Marin asked Mr. Hildreth what walking audits consist of. Mr. Hildreth stated that the event is promoted to the school community; and several staff meet during school drop off/release period to observe and note both infrastructure deficiencies and the activities taking place. After, a debriefing is held to discuss what was observed. Officer Marin asked who attends walk audits. Bret Hondorp stated members of the public, parents, administrators, consultant staff and neighbors. Officer Marin asked for a heads up when there's walk audit in the city of Fairfield so he can address some areas to be looked at. Garland Wong stated, working closely with the school district they should be informed about any areas that data collection will occur so they can communicate to schools and enforcement.

Jim Antone asked the general radius that's being looked at during walk audits. Casey Hildreth stated that they are generally looking for data collection up to half mile. Mr. Hildreth added that they need to do more advance planning to identify the areas to capture the demand. Jim Antone asked if the audit results in the map/suggested route to school and future possible improvements. Casey Hildreth confirmed. Mike Segala asked if there was any benefit to make footnotes on the maps to give direction. Mr. Hildreth stated that it will be a tool in the tool kit under the park and walk strategy.

**C. Fairfield- Suisun Police Department, Safety Enforcement Update**

Judy Leaks stated that the Public Safety Enforcement grant of \$100,000 was granted to Fairfield-Suisun Police departments. Mrs. Leaks added that Officer Robert Marin of Fairfield Police Department will be working on enforcement strategies and that Lindsey Sanford with Suisun City Police Department will be developing a crossing guard manual and training DVD. Robert Marin stated that he is contacting elementary schools principals about what type of enforcement he plans on putting forth. Mr. Marin added that he has also been speaking with

parents regarding traffic enforcement to figure out what problems are occurring out there and also observing how the traffic is affecting the neighborhoods.

Lindsey Sanford provided an overview on the Crossing Guard Manual that she is developing. Ms. Sanford stated, from a law enforcement perspective the objective is to ensure that crossing guards understand that they are not traffic officers and are not to direct traffic. Judy Leaks asked when she would like feedback from the advisory committee on her crossing guard manual draft. Ms. Sanford stated that she would like to have feedback by November 30, 2011. Ms. Sanford added, with the help of Rodriguez High School she will be provided with equipment and students to film. In addition to the Crossing Guard video, a bike rodeo video will also be developed. Ms. Sanford added that she will update the Advisory Committee on her progress.

**D. Caltrans Cycle 10 Call for Projects for State SR2S Funds**

Sam Shelton provided an overview on the Cycle 10 Call for Projects. Mr. Shelton stated that Caltrans Cycle 10 is for engineering projects and the focus for the grant cycle is on low income school communities and includes a robust public participation planning process. Mr. Shelton stated that our SR2S planning process will help leverage some of our priority engineering projects to help compete well. Mr. Shelton added that the STA does have some priorities such as the Dixon West B Street Undercrossing project, where 700 students currently cross over the railroad tracks. The STA will help deliver and fund this 6 million dollar project. Mr. Segala asked if Caltrans robust process has a common component in every school district that can be put into regional package. Mr. Shelton stated that the Caltrans robust process focuses more on community input and public participation.

**E. Future Meeting Agenda Items**

Mike Segala stated that any agenda items that come up after the meeting can be emailed to him or Danelle Carey.

**VI. ADJOURNMENT**

The meeting was adjourned at 1:30 p.m. The next regularly scheduled meeting of the SR2S-AC will be February 15, 2012 at STA's Main Conference Room.



DATE: February 6, 2012  
TO: STA SR2S-AC  
FROM: Danelle Carey, Program Coordinator  
RE: Action and Information Item Summaries

**Action Item Summary:**

**Item IV. A. New SR2S Website Concept/Interactive Mapping Tool**

Alta Planning and Design is assisting the STA with the redesign of the Safe Routes to School website. The new structure and online content will drive website traffic and provide in-depth learning experiences for visitors of the site.

As a part of our mapping and planning project, an interactive mapping tool will be embedded on the website to allow stakeholders from all communities throughout Solano County the opportunity to comment and make suggestions on the draft maps. Once the maps are finalized, they will be available on our website as a tool to map routes to school.

Casey Hildreth and Brian Fulfrost will provide a summary about the development and concept behind the resign of the Safe Routes to School Website. (Attachment A).

**Item IV. B. SR2S FY (11/12) & FY (12/13) Amendments**

This item has been tabled until a future meeting.

**Information Item Summaries:**

**Item V. A. SR2S Program Update**

Judy Leaks will provide an update on the SR2S program progress such as partnerships with police departments and Solano County Public Health. (Attachment B) Tracy Nachand with Solano County Public Health provided a summary about the program's recent education and encouragement events (Attachment C).

Program elements and partnerships include:

- 1) Public Safety Enforcement with Suisun City and Fairfield Police Departments
- 2) SR2S Plan Update and Mapping Project
- 3) Pilot Walking School Bus Program

For the committee's review, attached is a Fairfield and Suisun City Police Department enforcement update (Attachment D).

Item V. B. Alta Planning & Design, Status Update on Mapping/Planning Project

Casey Hildreth will provide an overview on the SR2S Mapping & Plan Update progress.

For the committee's review, attached is the Alta Planning & Design Progress Summary on the SR2S Mapping & Plan Update (Attachment A).

Item V. C. Caltrans Cycle 10 call for projects/Dixon West B Project

Sam Shelton will provide information on the Caltrans Cycle 10 Call for projects and the grant opportunity for the City of Dixon's West B Street Undercrossing as a SR2S priority project.

For the committee's review, attached is a draft grant application for Caltrans Cycle 10 Call for Projects for State SR2S Funds (Attachment E).

Item V. D. OneBayArea Grant (OBAG)

Sam Shelton will provide information on the One Bay Area Grant for Safe Routes to School.

For the committee's review, attached is the OneBayArea Grant (OBAG) Funding Program Fact Sheet (Attachment F).

Item V. E. Future Meeting Agenda Items

Advisory Committee members will recommend any items/topics they would like to discuss on future agendas.

Attachments:

- A. Alta Mapping Method Memorandum
- B. SR2S Program Progress Report
- C. Solano County Public Health Program Events Update
- D. Fairfield-Suisun PD Enforcement Update
- E. Caltrans Cycle 10 Draft Grant Application
- F. OneBayArea Grant (OBAG) Funding Fact Sheet



2560 9<sup>th</sup> Street, Suite 212  
 Berkeley, CA 94710  
 (510) 540.5008 Phone  
 (510) 540.5039 Fax  
[www.altaplanning.com](http://www.altaplanning.com)

## MEMORANDUM

To: Sam Shelton and Danelle Carey, *Solano Transportation Authority*

From: Casey Hildreth - Alta Planning + Design, Brian Fulrost - BFA

Date: February 8, 2012

Re: SR2S Mapping & Plan Update – Progress Report/Technical Summary #1

### Progress Summary

The Alta Team, with Brian Fulrost & Associates, is actively collecting and processing school site data for use in developing Safe Routes to School maps and updating the STA Safe Routes to School Plan. We are approximately half-way through the data collection process (both virtual and in-field), and have met with all eight (8) jurisdictional/school district task forces to identify the 14 formal walk audit schools as identified in the Scope of Work<sup>1</sup>. Alta and STA staff, school task force members, and various school principals have already met and conducted six (6) of these audits while continuing to formally review and discuss the SR2S project and program priorities and desirable outcomes. Despite sending a promotional SR2S mailer in advance of most audits, parent and general public participation has been limited thus far.

Alta has been coordinating with STA to redesign the SR2S website with new public engagement tools (including new social media and blog content), and has developed a web mapping application to solicit parent input on routes and conditions (see link below). This mapping tool will be integrated into the website and comprehensively promoted to students and parents.

(DRAFT) Interactive Public Comment Mapping Tool: [www.cynfal.com/brian](http://www.cynfal.com/brian)

Feedback from the task force meetings, walk audits, and online mapping tool will be used to augment an automated mapping process refined from the 2009 pilot project; and to complement more direct parent outreach efforts planned for April/May. The Alta team is formally requesting approval of this methodology from the SR2S-AC, described in greater detail below, before proceeding with the GIS-software analysis and draft route map development activities (Task 3.3 in the Scope of

<sup>1</sup> A preliminary list of priority schools were discussed at the Dixon SR2S Task Force Meeting, and is pending review/approval by the School District.

Work). Review and discussion of Suggested Route Map marketing concepts and the SR2S Plan Update Progress Report will also be included as an informational item.

## Route Mapping Criteria

There are three primary types of features or criteria (herein, data) being collected/assessed to develop potential routes:

1. **Trails/Paths** (includes school and park paths, Class I trails, grade-separated crossings)
2. **Sidewalks** (width, condition, presence of barriers/buffers, and information about adjacent streets and traffic)<sup>2</sup>
3. **Intersection Crossings** (crosswalks, curb ramps, crossing guards, and traffic control)

Data is being collected within ½ mile “walksheds” along the street and trail network from the main access point(s) of each school, which have been identified and confirmed by school administrators. Data collection greater than ½ mile from school entrances will be addressed on a case-by-case basis considering enrollment boundaries and student locations, unique network features, and demonstrated need through outreach. Particular efforts will be made to include potentially relevant bicycle facilities (presence/absence, type) up to 2 miles from school sites.

Criteria will be used to rank “suitability” for each sidewalk segment and intersection crossing within the ½ mile school walkshed. Less suitable (or lower ranking) sidewalk segments and crossings will be less likely to be used for routing than more suitable (higher ranking) sidewalks and crossings. Trails are assumed by default to be the “most suitable” of all routes due to the lack of conflicts, although public input may result in modifications to the ranking of specific trail segments. The combination of trails/paths, sidewalks, streets and intersections that are the “most suitable” (or most walkable or bikable) will be used to identify potential SR2S routes.

We will characterize the “suitability” of each sidewalk segment using the following criteria, which will be weighted based on documented travel behavior influence and specific feature combinations<sup>3</sup>:

---

<sup>2</sup> In GIS, sidewalk segments are being generated from buffered street centerlines.

<sup>3</sup> For example, the lack of a crosswalk across a major arterial with higher traffic speeds and volumes will be ‘penalized’ more so than the lack of a crosswalk across a low speed, low volume residential roadway.

### *Sidewalk Criteria*

1. Type of Sidewalk
  - detached (discontinuous)
  - attached (continuous)
  - enhanced (wider, pedestrian amenities)
  - no sidewalk
2. Buffers from Traffic
  - landscape strip
  - on-street parking
  - landscape strip and on-street parking
  - none
3. Condition of Sidewalk
  - good
  - fair
  - poor
4. Commercial Driveways and Alleyways (presence/absence)
5. Major Obstructions (presence / absence)
6. Obstruction Type (the most common)
  - telephone pole
  - fire hydrant
  - tree
  - light post
  - sign post
  - other

### *Other Sidewalk Criteria (from web mapping and walk audits)*

7. Perception of Condition/Safety of Sidewalk and/or Trail
  - good
  - fair
  - poor

Street Criteria (as part of sidewalk)

8. Posted Speed Limit

- ≤ 20 mph, 25 mph, 30 mph, 35 mph, > 35 mph

9. Number of Travel Lanes

- 1,2,3,4,5,6

10. Roadway Median (presence /absence)

11. Bicycle Lanes (presence/absence)

Other Street Criteria (from web mapping and walk audits)

12. Perception of Condition/Safety (for walking or biking)

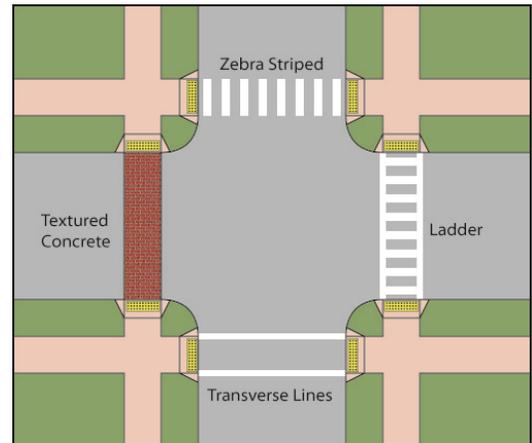
- good
- fair
- poor

13. Perception of Traffic Volume

- heavy
- medium
- light

14. Perception of Speed Limit

- appropriate
- too high
- too low, other



**All but the “Transverse Lines” crosswalks are considered an enhanced marked crosswalk and will be given a greater suitability score for this particular feature.**

Intersection Crossings

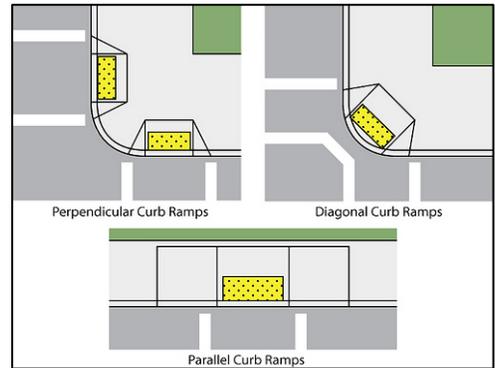
1. Traffic Control Devices

- signal or all-way stop controlled intersections
- side-street stop controlled intersection
- uncontrolled intersection

2. Crosswalks

- enhanced marked crosswalks with rapid-flashing beacon or in-pavement lights
- enhanced marked crosswalks
- marked crosswalks
- no marked crosswalk

- no marked crosswalk with barrier
- 3. Curb Ramps
  - in the middle (used for both crosswalks)
  - individual (used for only one crosswalk)
  - no curb ramps
- 4. Crossing Guards (presence /absence)



**Curb Ramp Types. The Alta team is including curb ramp type in the route suitability model to capture accessibility issues and constraints.**

Other Intersection Criteria

- 5. Perception of Condition/Safety of Intersection (for walking or biking)
  - poor, fair, good
- 6. Perception of Condition/Safety of the Crosswalks
  - poor, fair, good
- 7. Perception of Condition/Safety of the curb ramps
  - poor, fair, good





Solano County Public Health  
Education/Encouragement Update  
Provided by: Tracy Nachand

We held the WSB volunteer training at Markham on January 18<sup>th</sup> and had two participants that will be on the same route. The plan is to have the route run on Monday's starting January 30. The Joe Henderson WSB has been put on the back burner until the spring. The PTA president said that they are very overwhelmed at this moment and cannot commit to another project until then.

On January 12<sup>th</sup> I presented the WSB program to the Dixon USD and followed up with the principals from Anderson, who wants to discuss with her PTA first before she commits. They plan on meeting in February. I also met with the principal at Tremont on January 19<sup>th</sup> and said that he wants to set up some dates but would like to meet with me when he has more time. I will follow up with a phone call next week.

We have scheduled events at Pennycook in Vallejo. I met with her on Monday, the 23<sup>rd</sup> to listen to her concerns on traffic flow issues. My primary promotion was to set up a WSB to see if this could alleviate some of those issues. I have had contact with Touro volunteers from Wiedemann's health clinic and they are looking at dates in the spring. I received an email from Principal Hawke from Dan Mini and she wants to set up events this spring as well but is waiting for their leadership team meeting next week to confirm dates.

The principal from David Weir has also contacted me to set up dates in the spring and I dropped off the at a glance brochure that Danelle gave me to the principal at KI Jones. This is the school that Robin has expressed her concerns. I will talk to the principals at Anna Kyle and Ruth Sheldon tomorrow to set up dates since we have a history with them.

I am slowly trying to visit each of the schools in Fairfield and Vallejo to reintroduce the program.

Fairfield-Suisun Police Department  
*Enforcement Update*  
Provided by: Lindsey Sanford & Robert Marin

**Fairfield Enforcement Update (Robert Marin)**

For the month of January I had completed contacting all of the elementary school principals in Fairfield and advised them of my enforcement plans. At the present time all of the schools principals contacted are on board and will help in any way they can and would refer any complaints to me from parents per my instructions. I have also contacted residents of surrounding school neighborhoods and discussed problems with traffic (pedestrian and vehicle) and solicited them for solutions. I have made plans to begin maximum enforcement, starting the week of February 6th thru the 10<sup>th</sup> at B. Gale Wilson School.

I had made note of all ingress and egresses of schools that I contacted and will adjust enforcement to meet the needs of that school and adjacent neighborhoods.

**Suisun City Police Department Update (Lindsey Sanford)**  
*Attached: Crossing Guard Training Manual*

Since December I've been working on a crossing guard training manual that's to be distributed throughout Solano County's school districts and law enforcement agencies. The purpose of this manual is to have a standardized training on the best techniques for crossing students. This manual has been through multiple rough drafts and is almost completed. The manual consists of the following:

- Introduction
- Contact Information
- Crossing Guard General Information
- General Crossing Instructions
- Specific Crossing Instructions
- Children's behaviors/rules for children
- Violations to report
- Accidents
- Do & don't suggestions
- Index

Along with the manual I've created a test which consists of questions from information found inside the manual. The test contains 20 multiple choice questions. I've had a few officers take the test; the average time for one to complete the test is approximately 8-10 minutes. The test also comes with an answer key and an explanation for the majority of the answers. Explaining answers on the answer key will allow more certified individuals to have the ability to give training classes and not restricting it to only law enforcement agencies. A rough draft of the test and answer key has been released and is currently in the process of being reviewed.

I'm in the process of writing a video script which will be turned into a crossing guard training video to go along with the training manual and training test. This video will take all the sections from the manual and make a visual picture for better understanding. I plan to release the video script on Thursday, February 9<sup>th</sup> for review.

I've been working with Debbie Cook, the multimedia teacher from Rodriguez High School who has generously loaned her equipment to help produce the crossing guard training video. I'm scheduled to film the first scene which consists of the introduction to the crossing guard training on Wednesday, February 15<sup>th</sup>. On Friday, February 17<sup>th</sup>, I'm scheduled to start editing the first scene at Rodriguez High School. Mrs. Cook is allowing her students to help me with editing the various scenes and making it into one training video. Mrs. Cook has given me permission to use her students for help on editing the video every Tuesday and Friday as needed, until all the scenes in the video has been completed. I plan on taking a couple scenes at a time and bringing them to the STA's staff meetings for review. I plan on having a scene ready for review by the STA's staff members on Thursday, February 23<sup>rd</sup>.

# School Crossing Guard Training Manual 2012



# Table of Contents

School Crossing Guard Introduction.....	1
Contact Information.....	2
Crossing Guard General Information.....	3
General Crossing Instructions.....	4
Specific Crossing Instructions.....	5
Children's Behavior.....	6
Violations to Report.....	7
Accident's at the Crossing.....	8
Do's.....	9
Don'ts.....	10
California Vehicle Code Index.....	11-12

# School Crossing Guard

## Introduction

Many cities recognize the need to help protect children on their way to and from school. Adult crossing guards have become a primary part in school crossing protection and safety patrol programs. Child safety is an immense responsibility; protecting school children often can be difficult due to vehicular traffic and children's behavior and experience. Traffic patterns aren't always the same and each location may have its own distinctive traffic pattern. This is where school crossing guards experience, skills, and expertise makes all the difference between an increasingly safe crossing and a hazardous crossing.

The primary purpose of school crossing guards is to ensure the pedestrian right of way. In addition, crossing guards teach children the proper way to cross a road by using safe and proven crossing techniques such as always remembering to look both ways and making sure a vehicle is completely stopped before walking into the roadway. Crossing guards oversee the safe crossing of school children at designated crossing points, and in some locations, oversee the safe movement of school busses as they enter and exit school property.

Crossing guards must keep in mind that very young children lack skills, physical development and experience with traffic and street crossings. Older children are likely more capable of making successful crossings, but can be easily distracted while crossing and, thus, be vulnerable to risk. Adults who serve as school crossing guards play important roles in educating children and helping them develop reliable behavior in traffic.

# Contact Information

Thank you for offering your services as a school crossing guard and helping protect the lives of children in Solano County as they make their way to and from school. Solano Transportation Authority-Safe Routes to School, Solano Public Health, Fairfield Police Department, Suisun City Police Department, and numerous other agencies within the county have worked together to provide a detailed training manual and training video to ensure the best practices of school crossing guards. Please feel free to use contact information listed below for any additional questions and concerns you might have; or for additional program information.

**Danelle Carey**

Program Coordinator, SR2S  
Solano Transportation Authority  
707-399-3219

**Tracy Nachand**

Health Education Specialist (SR.)  
Solano County Public Health  
Safe Routes to School Program (SR2S)  
707-553-KKID (5543)

**Robert Marin**

Police Officer  
Traffic Division  
Fairfield Police Department  
707- 428-7551

**Lindsey Sanford**

School Safety Officer  
Suisun City Police Department  
707-421-7373

**School Contact Information**

# Crossing Guard General Information

## **Conduct:**

As a school crossing guard you are in the public eye. In your official duties, your actions reflect upon you, the school, and the School District. Be helpful and courteous at all times. Your attitude will largely determine your success in gaining the cooperation of the motoring public, student's, and parents. Always conduct yourself as a professional.

## **Personal Interest:**

Show a personal interest in your work by learning and using names of as many students and parents as possible. Using names may help promote a positive attitude with the general public and will help when giving directions to students.

## **Equipment:**

Equipment shall include a handheld stop sign, safety vest, and whistle.

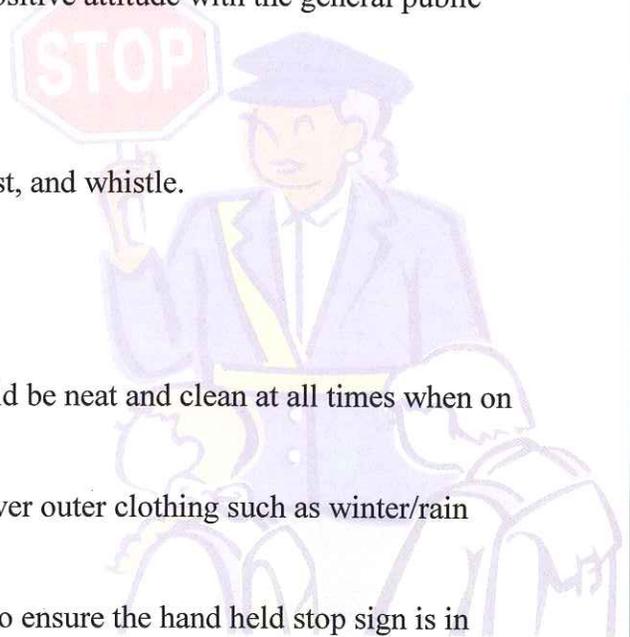
**Optional:** Note pad, pencil, and hand held radio.

## **Appearance:**

Dress to suit weather conditions. Your appearance should be neat and clean at all times when on duty. Remember, you are in the public eye.

Your safety vest must be visible at all times and worn over outer clothing such as winter/rain coat.

Guards **shall** not use an umbrella while on duty; this is to ensure the hand held stop sign is in clear view of the motoring public.



# General Crossing Instructions

1. Your primary duty is to ensure the pedestrian right of way by safely assisting students across a roadway, **within a marked crosswalk** (21368 CVC).
2. You are **NOT** a traffic officer. You are not to disrupt normal vehicular traffic patterns or direct traffic. Watch for breaks in the traffic flow and take advantage of such periods to cross students. You could be held liable for any collisions caused by your attempts to control traffic instead of assisting students with crossing the street.
3. In many cases, the same motorist will pass your crossing at the same time daily. Give motorists advance warning of your intended action by making eye contact, using bold exaggerated arm signals, and blowing the whistle once before entering the crosswalk.
4. Be attentive to your job at all times and display confidence in your actions to do your job.

**For example:** Don't give the motoring public the impression you're going to step out into the crosswalk if you're not intending to. This can cause confusion to the motoring public and students, which could result in a hazardous situation.

5. Never leave your crossing assignments during hours of duty. The safety of students is your responsibility.



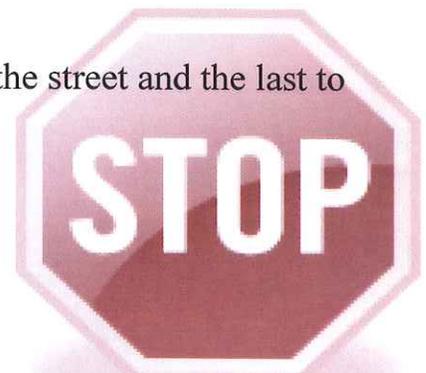
CVC-California Vehicle Code, see Index page 11

# Specific Crossing Instructions

1. Always look both ways before moving into the street.
2. Instruct students to remain on the curb until you direct them to cross.  
\*Watch for stragglers approaching before stepping into the roadway; this will help ensure that groups of students cross together and decrease traffic congestion.
3. Make eye contact with drivers stopped at the crossing before stepping onto the roadway. This will help ensure that they see you and that you intend to cross children. Don't assume a motorist sees you and is aware of your intentions.
4. When a break in the flow of traffic is observed, you should raise the stop sign to the side and slightly above your head, make one loud whistle blow, and advance to a position in the center of the crosswalk in the center of the roadway (21950 (a) CVC).
5. When you are certain all traffic movement has ceased and it's safe for students to cross, you will make a clear and distinctive signal for students to cross. Arm signals **SHALL** be given with the arm extended toward the students and then brought across your body in a bold sweeping motion in conjunction with two loud blows of the whistle.
6. Maintain your position in the center of the roadway until all students have reached a place of safety. Be sure all students in the group have crossed safely and watch for stragglers.
7. After all students have crossed safely, return to the curb and prepare to cross the next group of students.
8. Even if no vehicles are in sight, always use the same procedure of advancing to the center of the roadway with the stop sign raised before allowing students to cross.
9. Crossing guards may only stop traffic for a maximum of 2 minutes.

**\*\* Crossing guards should be the first person to enter the street and the last to leave \*\***

CVC-California Vehicle Code, see Index page 12



# Children's Behavior

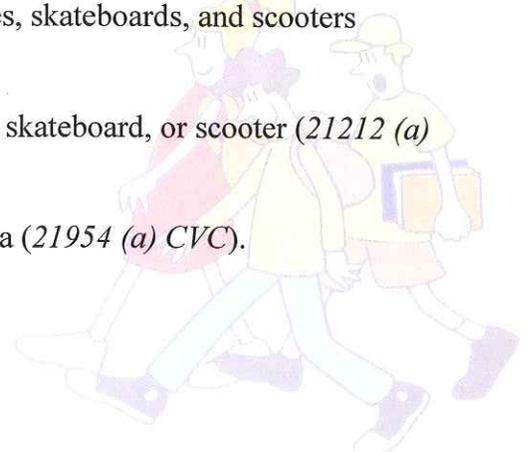
## Children:

- Are forced to respond to an adult world, a child's logic may not be appropriate for an adult world.
- Interpret situations differently; the eyesight of a young child is capable of only two-thirds of the peripheral vision of an adult.
- Assume that if they can see a car, the driver must be able to see them. However, children are easily hidden from view by parked cars and other objects.
- Cannot readily tell from which direction a sound is coming.
- Concentrate on only one thing at a time. This is not likely to be traffic.
- Overestimate their abilities; this could affect their timing and lead to an accident.
- Treasure near misses, a child may do something dangerous to give themselves bragging rights later.

Because of these behaviors in children, it's important to give only verbal commands while crossing children at the crosswalk:

1. Do not allow children to cross by themselves.
2. Do not allow children to run across the street.
3. Do not allow children to ride bicycles, skateboards, or scooters inside the crosswalk. Do verbally instruct them to dismount and walk/carry their bicycles, skateboards, and scooters across the street (21967, 21968, 21969 CVC).
4. Do instruct children to wear a helmet while riding a bicycle, skateboard, or scooter (21212 (a) CVC).
5. Do instruct children to stay within the marked crosswalk area (21954 (a) CVC).

CVC-California Vehicle Code, see Index page 11&12



# Violations to Report

Any action by anyone that threatens the safety of children or you, such as repeated failure to follow your directions (2815 CVC).

**\*\* Make sure to write down your observations as soon as it is safe to do so. If a situation occurs where it's life threatening, report to the proper authority immediately. Remember, you do not have enforcement powers; you are to observe and report only.**

## **Motorist:**

State what you observed; date, time, location.

Obtain vehicle license plate and brief description of vehicle. Example: Color, make, model.

Obtain description of driver. Example: Sex, approximate age, clothing, hair color, and facial characteristics.

## **Children:**

Children who consistently fail to cooperate with you should be reported to the school principal. Obtain their name, age, or grade level and school attendance. If the child refuses to supply this information, obtain a complete description of the child.

Include date and time the violation occurred and the nature of the violation.

## **Suspicious Characters:**

Obtain a completed description of the individual(s) as possible. If a vehicle is involved, obtain a complete description. Do not approach or confront the individual(s). Note carefully all points that arouse your suspicion. If circumstances warrant, request the assistance of a law enforcement officer.

*CVC-California Vehicle Code, see Index page 11*

# What if an Accident Occurs at the Crossing?

1. What if a traffic accident occurs at the crossing?

If traffic accidents occur at your assigned crossing that do not involve school children or jeopardize the safety of other school children, then it is not your first responsibility. Your primary responsibility is still to safely cross the school children across the street.

2. What if students are already in the crosswalk with me when the accident occurs?

If conditions at the crossing permit, children must still be escorted safely across. If it is not safe to continue to escort children across, move them away to safe locations until it is safe to cross.

3. What if one of my students is injured by a vehicle?

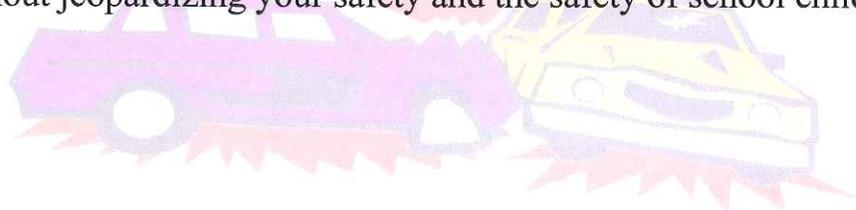
If a school child is injured at your assigned crossing, the principal of the nearest school and proper authority (911) must be notified immediately.

**\*You should have the schools phone number along with a direct number to the school's principal in your cell phone, so it's readily available in case of an emergency.**

4. Should I collect information from witnesses of the accident?

Do not interview witnesses or those involved in the accident. Leave that to the law enforcement officer.

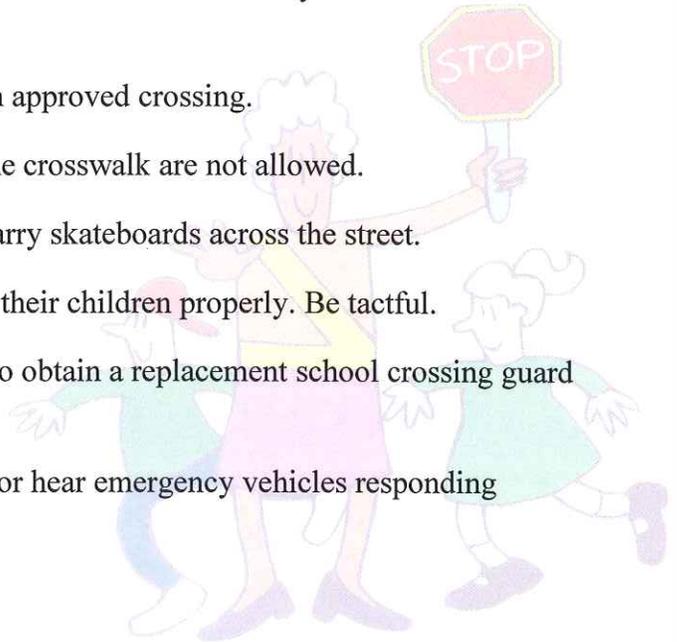
\*\* Remember, don't become involved in an accident unless school children are involved or their safety is jeopardized. Provide assistance only if you can do so without jeopardizing your safety and the safety of school children.



# Do's & Don'ts

## **Do:**

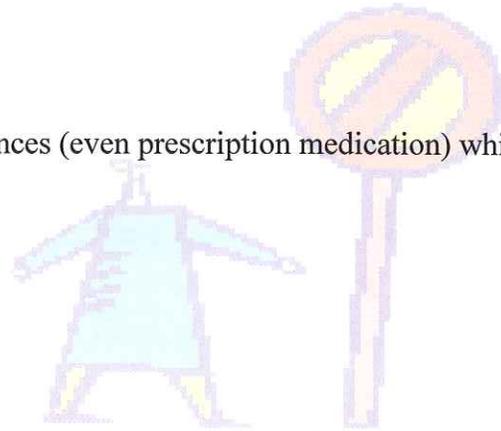
- ☺ Be on time and attentive to duty. Arrive at your post a minimum of five minutes before starting time to assess conditions.
- ☺ Wear clean, neat clothes. The public often judges the entire agency by one member's appearance.
- ☺ Assist any person wishing to cross the street at your post (primarily children or the occasional adult). Remember that directing vehicle traffic is not your job. Your assignment is helping pedestrians safely across the street.
- ☺ Be sure to wait for adequate wide gaps in traffic to cross any person, adult or child.
- ☺ Be especially watchful for turning motorists.
- ☺ Remind children to look left, right, left and then over their shoulder for turning traffic before proceeding into the crosswalk.
- ☺ Be sure that approaching vehicles are stopped, stopping, or not near enough to constitute a hazard before crossing children.
- ☺ Remind children to remain one full step back of the curb and to wait for your 2 whistles and hand signal to cross.
- ☺ Remind children to cross only at a corner or at an approved crossing.
- ☺ Remind children that horseplay and running in the crosswalk are not allowed.
- ☺ Remind students to walk bicycles/scooters and carry skateboards across the street.
- ☺ Ask parents or adults to cross properly and cross their children properly. Be tactful.
- ☺ Notify a supervisor at least 24 hours in advance to obtain a replacement school crossing guard if you cannot be at your post.
- ☺ Be sure that the crosswalk is clear when you see or hear emergency vehicles responding through your area on emergency runs.



# Do's & Don'ts

## **Don'ts:**

- × Direct motor vehicle traffic.
- × Leave your post for any reason.
- × Transfer your responsibilities to children.
- × Eat or drink while on duty.
- × Drink alcoholic beverages or use narcotic substances (even prescription medication) while on duty or before reporting to duty.
- × Smoke or use tobacco products while on duty.
- × Use profanity.
- × Strike or place your hands on the children.
- × Jump or dart out into the street or take unnecessary chances.
- × Stand in the street except when crossing children.
- × Don't park your vehicle in restricted areas.
- × Invite or allow children to sit in your private vehicle.
- × Don't obstruct your vision or freedom of movement.
- × Motion any vehicle through a school "STOP" sign or any other traffic control, as you do not have the authority to do so.
- × Stop vehicles for violations or become involved in arguments with motorists or citizens walking or bicycling; report problems to your supervisor.
- × Use your personal cell phone while on duty, unless there's an emergency.



# Index

## **2815 CVC-Disregard of Nonstudent Crossing Guard**

Any person who shall disregard any traffic signal or direction given by a nonstudent school crossing guard, appointed pursuant to Section 21100, or authorized by any city police department, any board of supervisors of a county, or the Department of the California Highway Patrol, when the guard is wearing the official insignia of such a school crossing guard, and when in the course of the guard's duties the guard is protecting any person in crossing a street or highway in the vicinity of a school or while returning thereafter to a place of safety, shall be guilty of an infraction and subject to the penalties provided in Section 42001.1

## **21212 (a) CVC-Youth Bicycle Helmets**

A person under 18 years of age shall not operate a bicycle, a nonmotorized scooter, or a skateboard, nor shall they wear in-line or roller skates, nor ride upon a bicycle, a nonmotorized scooter, or a skateboard as a passenger, upon a street, bikeway, as defined in Section 890.4 of the Streets and Highways Code, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC), or standards subsequently established by those entities. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

## **21368 CVC- Crosswalks near Schools**

Whenever a marked pedestrian crosswalk has been established in a roadway contiguous to a school building or the grounds thereof, it shall be painted or marked in yellow as shall be all the marked pedestrian crosswalks at an intersection in case any one of the crosswalks is required to be marked in yellow. Other established marked pedestrian crosswalks may be painted or marked in yellow if either (a) the nearest point of the crosswalk is not more than 600 feet from a school building or the grounds thereof, or (b) the nearest point of the crosswalk is not more than 2,800 feet from a school building or the grounds thereof, there are no intervening crosswalks other than those contiguous to the school grounds, and it appears that the facts and circumstances require special painting or marking of the crosswalks for the protection and safety of persons attending the school. There shall be painted or marked in yellow on each side of the street in the lane or lanes leading to all yellow marked crosswalks the following words, "SLOW-SCHOOL XING," except that such words shall not be painted or marked in any lane leading to a crosswalk at an intersection controlled by stop signs, traffic signals or yield right-of-way signs. A crosswalk shall not be painted or marked yellow at any location other than as required or permitted in this section.

# Index

## **21950 (a) CVC- Right-of-way- at Crosswalks**

The driver of a vehicle shall yield the right-of-way to a pedestrian crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection.

(b) This section does not relieve a pedestrian from the duty of using due care for his or her safety. No pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close as to constitute an immediate hazard. No pedestrian may unnecessarily stop or delay traffic while in a marked or unmarked crosswalk.

(c) The driver of a vehicle approaching a pedestrian within any marked or unmarked crosswalk shall exercise all due care and shall reduce the speed of the vehicle or take any other action relating to the operation of the vehicle as necessary to safeguard the safety of the pedestrian.

## **21954 (a) CVC-Pedestrian's outside Crosswalks**

Every pedestrian upon a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway so near as to constitute an immediate hazard.

## **21967 CVC- Skateboards on highways, sidewalks, or roadways**

A local authority may adopt rules and regulations by ordinance or resolution prohibiting or restricting persons from riding or propelling skateboards on highways, sidewalks, or roadways.

## **21968 CVC- Motorized Skateboards**

No motorized skateboard may be propelled on any sidewalk, roadway, or any other part of a highway or on any bikeway, bicycle path or trail, equestrian trail, or hiking, or recreational trail.

## **21968 CVC-Roller Skating on highways, sidewalks, or roadways**

A local authority may adopt rules and regulations by ordinance regulating persons engaged in roller skating on a highway, sidewalk, or roadway.

---

**Exhibit A**

**APPLICATION FOR  
STATE-LEGISLATED SAFE ROUTES TO SCHOOL (SR2S) PROGRAM  
CYCLE 10**

**APPLICATION SUMMARY**

This summary page is filled out automatically once the application is completed.

**IMPORTANT:**

After the application is finalized, please save this PDF form using the Application ID as the file name.

---

**Application ID:** SR2S10-NA-NA-NA  
(Use this as the file name)

---

**Caltrans District:**

---

**Applicant (Agency):**

---

**Application No:** null out of null

---

**SR2S Funds Requested:**

---

**Project Description**

---

**Project Location**

---

## STATE-LEGISLATED SAFE ROUTES TO SCHOOL (SR2S) PROGRAM APPLICATION ( CYCLE 10)

Please read the Safe Routes to School Program Guidelines available on the SR2S web site and pay special attention to Application Form Instructions while preparing this application. An incomplete or altered application format will be disqualified from further review.

The agency must save the completed PDF form using the application ID as the file name. Please send the original, one color copy and a copy on CD of the application form and attachments to the DLAE by the due date of Friday, March 30, 2012 (by close of business or postmarked no later than this date) . Refer to the DLA's web site for the DLAE in your District and the mailing address: <http://www.dot.ca.gov/hq/LocalPrograms/dlae.htm>.

### I. Applicant Information

Applicant (Agency):

County:

Caltrans District:

Metropolitan Planning Organization (MPO):

Address:

City:

Zip Code:  (Enter only a 5-digit number.)

Name of Agency Contact Person (*Last, First*):

Phone Number:

Extension:

Email:

## II. School Information

\*All schools benefited by this SR2S Project are to be listed

---

**School No. 1** County-District-School Code (CDS)<sup>(1)</sup>  -  -

Full School Name:  School Address:

School District:  District Address:

Total Student Enrollment  Approximate number of Students living along school route proposed for improvement<sup>(2)</sup>

% of Students Eligible for the Free and Reduced Meals Program<sup>(1)</sup>:  % (Enter 0-100)

% of Students who Currently Walk or Bicycle to School:  % (Enter 0-100)

(1) Refer to the California Department of Education website: <http://www.cde.ca.gov/ds/sh/cw/filesafdc.asp>

(2) School route is defined as route students would take between home and school

### III. Project Information

**Project Description:** Provide a brief description of the proposed project improvements i.e. Construct new sidewalks, curb ramps, and crosswalks; install bicycle racks and lockers (limited to 250 characters).

**Project Location:** Provide a brief description of the general location(s) of the proposed project i.e. The intersection of First St and Second St. (limited to 250 characters).

State Legislative Districts of project location (*separate Districts by commas when there are multiple*):

Assembly District:

Senate District:

Number of project applications being submitted by the applicant (agency):

Priority of this application:

**Note:** Priority of this application is required. The application must be ranked and prioritized with the priority number starting from 1 ("1" is the highest priority. No two applications may have the same priority number. Also enter "1" if this is the only application from your agency.)

Improvement categories included in the proposed project: (check all that apply)

- Pedestrian Facilities
- Bicycle Facilities
- Traffic Control Devices
- Traffic Calming and Speed Reduction
- Public Outreach and Education
- Other (describe below, max 100 characters)

### IV. Project Cost Estimate

Please round all costs to the nearest hundreds.

Once all costs are entered, click "Check Cost Estimate" to perform validation. Click it to check again each time when the costs have been revised.

In some cases, the review committee may recommend that a project be funded providing certain components are removed from the project scope. Will the applicant proceed with the construction of the project if its scope and cost are reduced?

	SR2S Funds	Local/Other Funds <sup>(6)</sup>	Total Cost
<b>Preliminary Engineering<sup>(2)</sup></b>			
Environmental	<input type="text"/>	<input type="text"/>	<input type="text"/>
PS&E	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Right of Way</b>			
Engineering	<input type="text"/>	<input type="text"/>	<input type="text"/>
Appraisals, Acquisitions & Utilities	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Construction Engineering &amp; Construction</b>			
Construction Engineering <sup>(3)</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction <sup>(1)</sup>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Public Outreach &amp; Education and Minor Construction Improvements<sup>(4)</sup></b>			
Education, enforcement, and encouragement activities	<input type="text"/>	<input type="text"/>	<input type="text"/>
Construction on school grounds	<input type="text"/>	<input type="text"/>	<input type="text"/>
<hr/>			
<b>Total Project Cost<sup>(5)</sup></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- (1) For construction cost (including contingencies), provide a detailed Engineer's Estimate (use form provided on SR2S web site).
- (2) Total Cost of Preliminary Engineering may not exceed 25% of the Construction "Total Cost".
- (3) Total Cost of Construction Engineering may not exceed 15% of the Construction "Total Cost".
- (4) Total Cost of Public Outreach & Education and Minor Construction Improvements to Public School Grounds may not exceed 10% of the Construction "Total Cost".
- (5) SR2S funds may not exceed 90% of "Total Cost" or \$450,000.
- (6) Local match (10% or more) to be included by phase of work.

## V. Project Schedule

Estimated dates of completion for the major milestones shown below assuming the project is approved for funding on July 1, 2012. Refer to the SR2S Program Delivery Requirements in the Cycle 10 SR2S Guidelines.

*Please enter durations (in month) and estimated dates of completion will be calculated.*

	Duration (Months)	Estimated Date of Completion
Target Project Approval Date:		07/01/2012
Request Allocation of SR2S Funds:	<input type="text"/>	<input type="text"/>
Complete Environmental Document:	<input type="text"/>	<input type="text"/>
Obtain Right of Way Clearance:	<input type="text"/>	<input type="text"/>
Award Construction Contract:	<input type="text"/>	<input type="text"/>
Complete Construction:	<input type="text"/>	<input type="text"/>
Project Close-out:	<input type="text"/>	<input type="text"/>

## VI. Evaluation Criteria

The applicant's responses to the following questions will be used to evaluate the proposed project. Rating factors (RF) and the required statute in the Streets and Highways Code [SH] have been provided for each question. Scores from applicant responses to these questions will be totaled to yield the final score.

The scoring rubrics have been posted on the SR2S web site.

**1. Public participation and planning process that contributed to the development and selection of this proposed project.** Describe how the target school(s) were selected and prioritized among potential SR2S projects in the local community or region. Describe how community priorities were identified and community input was gathered to guide the development of the project included in the proposal, and what measures were taken to ensure that community priorities are reflected in the proposal. Describe how the process secured the support of relevant stakeholders, and involved a public participation process that included a public meeting involving the public, schools, parents, teachers, local agencies, the business community, key professionals and other relevant parties. Cite the stakeholder names and organizations/agencies and describe their participation. (RF 6&7) [SH 2333.5(b)(6)] (Max. Pts 20) (limited to 3,000 characters).

**2. Identification of current and proposed walking and bicycling routes to school.** Did the planning process develop into a school travel plan, safe routes to school plan, or school route plan? If yes, please describe briefly and attach a copy of the plan to this application. If no, please describe any future plans to develop one. (RF 5) [SH 2333.5(b)(5)] (Max Pts 5) (limited to 3,000 characters).

**3. Existing Safety Hazards and Demonstrated Needs of the Applicant.** Describe each safety risk/hazard that has been encountered at the project location when walking or bicycling to school and the extent and severity of each. Discuss how each item was determined to be a risk/hazard. (e.g. cite data such as accident reports, community observations, surveys, reports, walk or bicycle audits.) (RF 1&4) [SH 2333.5(b)(1)] (Max. Pts 30) (limited to 3,000 characters).

**4. Potential of the Proposal for Reducing Child Injuries and Fatalities.** Describe how the proposed project addresses each identified safety risk/hazard and how the project will improve bicycle and pedestrian safety and calm traffic. Explain why this proposed project is the best alternative for the situation. (RF 2) [SH 2333.5(b)(2)] (Max. Pts 30) (limited to 3,000 characters).

**5. Potential of the Proposal for Encouraging Increased Walking and Bicycling Among Students.** Describe how increased walking and bicycling among students will be encouraged and sustained after the project is completed. (e.g. partnership building, policy change, future funding, etc). Identify any specific education, encouragement, enforcement, and evaluation activities included in this project and attach a non-infrastructure activity worksheet, if applicable, to the application or explain any on-going efforts that support this project. (RF 3) [SH 2333.5(b)(3)] (Max. Pts 10) (limited to 3,000 characters).

**6. Benefit to one or more low-income schools.** Describe how the project will benefit low-income school(s) and what portion of the project funds will be directed towards providing this benefit. (RF 7) [SH 2333.5(b)(7)] (Max. Pts 5) (limited to 3,000 characters).

**The following attachments are required:**

- A. A general map showing the location of all proposed improvements and their proximity to the school and school routes.  
Note: The map should clearly identify the route that students take to school.
  - B. A site plan for each improvement location showing existing and proposed conditions.
  - C. Detailed Engineer's Estimate (Use form provided on SR2S web site)
  - D. Applicable 'warrants' for projects with traffic control devices as required by California MUTCD (include Worksheet 4K-101 for Rapid Flashing Beacons at School Crossings)
  - E. Non-Infrastructure Activity Worksheet, if applicable
- Photographs supplementing "A" and "B" above and letters of commitment and support from partners and advocacy groups are highly recommended.

### VII. Application Signatures

**Local Agency Official (City Engineer or Public Works Director):** The undersigned affirms that the statements contained in the application package are true and complete to the best of their knowledge.

Signature:	Date:	<input type="text"/>
Name (Last, First):	Phone:	<input type="text"/>
Title:	Email:	<input type="text"/>

**School Official:** The undersigned affirms that the school(s) benefited by this application is not on a school closure list that has been identified by the School District.

Signature:	Date:	<input type="text"/>
Name (Last, First):	Phone:	<input type="text"/>
Title:	Email:	<input type="text"/>

**Person to Contact for Questions**

Name (Last, First):	Phone:	<input type="text"/>
Title:	Email:	<input type="text"/>

**Caltrans District Traffic Operations Office Approval**

If the SR2S project application proposes improvements on a freeway or state highway that affects the safety or operations of the facility, it is required that the proposed improvements be reviewed by the district traffic operations office and either a letter of support from the traffic operations office be provided or the signature of the traffic personnel be secured below.

Signature:	Date:	<input type="text"/>
Name (Last, First):	Phone:	<input type="text"/>
Title:	Email:	<input type="text"/>

**California Highway Patrol Approval**

If the SR2S project application proposes improvements on a freeway, state highway, or county road having California Highway Patrol (CHP) enforcement authority, a CHP Officer must either write a letter of support or sign below to show support of the project

Signature:	Date:	<input type="text"/>
Name (Last, First):	Phone:	<input type="text"/>
Title:	Email:	<input type="text"/>

**Local Law Enforcement Agency Approval**

If the SR2S project application proposes improvements that is outside of CHP enforcement authority, it is recommended that the local law enforcement agency write a letter of support or sign below to show support of the project.

Signature:	Date:	<input type="text"/>
Name (Last, First):	Phone:	<input type="text"/>
Title:	Email:	<input type="text"/>



DATE: February 9, 2012  
TO: STA TAC  
FROM: Sam Shelton, Project Manager  
RE: OneBayArea Grant (OBAG) Funding Program

---

**Background:**

The Regional Transportation Plan (RTP) is the long-range transportation plan for the 9-county Bay Area. It is prepared every 4 years by the Metropolitan Transportation Commission (MTC). The RTP sets out a 25-year vision for the region's transportation system, establishes goals and milestones for achieving that vision, and lists projects that are designed to help meet those goals.

Senate Bill (SB) 375 is a measure designed to help implement the state's goals for reduction of Greenhouse Gas (GHG) emissions from cars and light trucks, and coordinate regional land use and transportation planning. SB 375 requires the development of Sustainable Community Strategies that act as the land use element of the RTP. The SCS and RTP must result in projected reductions of GHG emissions to levels set by the state and accommodate all of the projected growth in housing for the time period of the RTP/SCS. The Bay Area SCS is being developed by the Association of Bay Area Governments (ABAG), with input from MTC and other regional agencies.

In late December 2011, MTC released a preview of updated the guidelines for the OneBayArea Grant (OBAG) program. OBAG will combine funds for local streets and roads maintenance, Transportation for Livable Communities (TLC), regional bicycle network and Congestion Management Agency (CMA) Planning. Safe Routes to Schools (SR2S), formerly a part of the OBAG fund mix, will be funded separately.

**Discussion:**

OBAG Funds, Eligible Projects and Agency Requirements. The draft OBAG program proposes to direct \$16 million to Solano County for the three year federal Cycle 2 funding. The funding amount is based upon a formula using current share of the regional population, county allocation of housing units in the coming Regional Housing Needs Allocation (RHNA) and actual housing production during the previous RHNA cycle. Of the funds provided to Solano County, 50% would have to be spent in or directly supporting Priority Development Areas (PDAs), with the remainder eligible for expenditure anywhere in the county or cities.

The federal funds are a mix of Surface Transportation Program (STP) Congestion Mitigation and Air Quality (CMAQ) and Eastern Solano CMAQ (ECMAQ) funds. The STP funds are the most flexible and have therefore historically been used for Local Streets and Roads (LS&R) maintenance and CMA Planning, while CMAQ (including ECMAQ) funds are limited to programs and projects that contribute to air quality improvements and congestion relief.

Historically, CMAQ and ECMAQ fund ride-share programs, TLC and Bicycle and Pedestrian and SR2S projects.

In addition, the OBAG will include Transportation Enhancement (TE) funds, which are also federal funds. It is currently estimated that TE will be \$2 million of the Solano County \$16 million OBAG share. The percent of STP, CMAQ and ECMAQ has not been finalized, but MTC staff has estimated a range from 30%/70% (STP/CMAQ) to 40%/60% (STP/CMAQ).

MTC initially proposed a menu of conditions for agencies to qualify for OBAG funds. The recent revisions to the OBAG guidelines replaces that menu with two mandatory requirements: 1) Amendment of the agency General Plan to comply with the California Complete Streets Act of 2008 by June 30, 2013; and 2) Obtaining State Department of Housing and Community Development (HCD) certification of the agency Housing Element. As of this date, none of the local Solano agencies meet the Complete Streets requirements, and all but the City of Benicia meet the Housing Element requirement. Attachment A provides the most recent fund information generated by MTC.

OBAG Priority Conservation Area and Open Space Grants. MTC has proposed establishing a \$5 million pilot program for the preservation of open space and agricultural lands in the four North Bay counties of Solano, Napa, Marin and Sonoma. Access to the funds would be on a competitive basis rather than divided evenly between the four North Bay Counties. The allocation of these competitive funds would be based on the following:

- Planning
- Lane/easement acquisition
- Farm to Market capital projects (MTC has not provided a definition of Farm to Market)
- Open space access
- Ability of projects to secure matching funds from state agencies and/or private foundations

It is not yet clear whether the funds could only be spent for projects in or related to designated Priority Conservation Areas.

Other Funds: OBAG Competitive Grants, TFCA, CAF, TDA-Article 3. OBAG also provides funds, either allocated by formula or competitive, for:

- Safe Routes to Schools (formula allocation, \$600,000 to STA)
- Climate Strategy, including Electric Vehicle (EV) infrastructure (\$10 million, competitive)
- PDA Planning (\$15 million, focused on PDAs with high residential displacement potential, competitive)
- Affordable TOD (\$10 million, competitive)

The Bay Area Air Quality Management District (BAAQMD) annually provides STA funds for the Transportation Funds for Clean Air (TFCA) program in western Solano County. In 2011, BAAQMD provided STA with \$280,000 of TFCA funds. The 2011 TFCA funds were used for the Solano Napa Commuter Information program and Safe Routes to Schools projects and programs.

The Yolo Solano Air Quality Management District (YSAQMD) annually provides Clean Air Funds (CAF) for projects in the eastern portion of Solano County. In 2011, \$649,471 in CAF funds was available. The funds were used for vehicle replacement, bike racks on buses, bike and pedestrian paths, and public outreach and marketing. The 2012 CAF fund estimate have not been released, but recent trends are indicating that the available funds will be less than previous years.