



## CALL FOR APPLICATIONS

# Safe Routes to School National Course

## First Round of Courses for Communities and States

Spring and Fall 2005

**Deadlines:** Applications for spring courses accepted through February 11, 2005  
Applications for fall courses accepted through May 1, 2005

The Pedestrian and Bicycle Information Center (PBIC) is pleased to announce a call for communities and states to apply for the Safe Routes to School (SR2S) National Course. This course provides participants with the knowledge and skills to develop sound SR2S programs based on community needs and conditions, best practices and responsible use of resources. The course concludes with participants developing an action plan.

The PBIC will cover 25% of the costs of the delivery of this course for up to ten communities and five states in 2005. Up to ten additional courses are available for communities or states not applying for the subsidy. Applicants can request one to five days of courses to be delivered during a one-week period. The course can be taught in a one-day or two-day format.

How communities might use the course:

- Identify issues and solutions at a particular school.
- Bring representatives from several schools or a school district together to address issues at multiple schools.
- Hold multiple one-day courses at schools in a city, county or other geographic area.

How states might use the course:

- Engage state agencies and form partnerships to create state-level SR2S action plans.
- Bring together leaders from around the state to create local champions.

Applicants are not limited to these suggested uses. Communities and states are encouraged to identify ways in which the course could best help them accomplish their goals.



U.S. Department  
of Transportation  
**Federal Highway  
Administration**



Pedestrian and Bicycle Information Center

## Background of the SR2S National Course

- Communities with SR2S programs work toward making walking and bicycling safe and appealing ways for children to get to school.
- Created by the PBIC in collaboration with SR2S experts from around the country, the course combines safety, health and transportation issues.
- The SR2S National Course, taught by a team of two instructors, is designed to help communities and states create sound programs that are based on community conditions, best practices and responsible use of resources.
- The course is designed for 20 - 40 participants. The one-day or two-day format is customized for the audience's needs and interests and uses lectures and interactive activities to inform participants of engineering, enforcement, education and encouragement strategies and to generate a plan of action.
- The course is supported through a partnership of funding from the Federal Highway Administration, the National Highway Traffic Safety Administration, the Centers for Disease Control and Prevention and the Environmental Protection Agency.

## Overview of course agenda

- Setting the context: Safety, health and transportation
- Process for developing and implementing a SR2S program
- Engineering strategies
- Perspectives from local stakeholders
- Walk audit of school campus and surrounding area
- Identifying problems and solutions
- Encouragement and education strategies
- Enforcement strategies
- How communities are making it happen
- An action plan for your community
- School siting issues (available fall 2005)

## One-day and two-day delivery options

Both the one-day and two-day courses cover the same topics and include an observation of students arriving or departing from the school. The two-day course allows more time to cover topics, includes the observation of both a student arrival and departure from school, and gives participants more time for discussion, planning and developing next steps. However, many communities will find the one-day course preferable for getting the right mix of people to attend the full course. It can be difficult for professionals to commit two work days and it is important that those participants who begin the course are the ones who develop the action plan in the closing session.

## Delivery options and costs

Number of Course Days	Unsubsidized	Subsidized	
	Course Cost	Sponsor's Cost-Share	PBIC Cost-Share
1	\$7,000	\$5,250	\$1,750
2	\$11,000	\$8,250	\$2,750
3	\$15,000	\$11,250	\$3,750
4	\$18,000	\$13,500	\$4,500
5	\$21,000	\$15,750	\$5,250

Note: Only one workshop can be delivered per day.  
A two-day course is the same as two course days.

## **Responsibilities of local coordinators and the PBIC**

The success of the course begins with the up-front work of the site host. The PBIC will work with the local coordinators and provide guidance on how to hold a successful course.

Local coordinators will:

1. **Select the course location(s).** This includes a school for the walk audit exercise and a classroom for the course (at or near the school).
2. **Get the right people to the course.** The course accommodates 20 – 40 participants. Key participants include: school administrators and transportation staff, parents, transportation engineers, city or town planners, local government officials, law enforcement officers, public health professionals and bicycle/pedestrian coordinators as well as others that have an interest in safety, obesity prevention, physical activity promotion, transportation, bicycling, walking, children's health or the school neighborhood.
3. **Provide refreshments and lunches for participants.** Lunch on-site is a necessary part of the course.
4. **Obtain images and maps** of the school and surrounding neighborhoods.
5. **Provide course equipment and supplies** including: LCD projector, extension cords, butcher paper, nametags, markers and an attendance list.
6. **Secure community representatives** such as the school principal or local transportation engineer who can speak to the group about current conditions.
7. **Keep momentum going after the course.** Send to all participants a summary of their commitments, the action plan created in the closing session and participant contact information.

PBIC will provide:

1. Assistance with development of marketing materials.
2. Guidelines regarding topics for local experts to present.
3. Technical assistance before the course to assist the local coordinator with successful preparation.
4. Course presentation by two trained instructors.
5. Course materials.
6. Technical assistance after the course.

## **Who should apply?**

This call for applications is open to all. Likely lead organizations include local health agencies, transportation departments, schools, school districts, Metropolitan Planning Organizations (MPOs), city or county governments, state health, education or transportation departments, coalitions and public service groups. Agencies may partner in submitting an application.

Applications will be evaluated based on two primary criteria: 1) the need for the course or why the community/state wants the course and what they want to accomplish; and 2) the commitment to continue activity after the completion of the course.

The subsidized courses are intended to reach a variety of settings with coordination from a mix of local and state agencies. Applications will be selected to represent urban, suburban and rural settings across the country and will be led by a range of organizations.

## **Application process**

**To apply for a subsidized course**, see the next page for instructions. The PBIC SR2S team along with course sponsors will review the applications and select course recipients. Selected applicants for spring course delivery will be notified by March 11, 2005. Selected applicants for the fall course delivery will be notified by June 1, 2005.

For more information, call the PBIC at 919 843-7577 or e-mail [pbic@pedbikeinfo.org](mailto:pbic@pedbikeinfo.org).

**To apply for an unsubsidized course**, contact the PBIC directly at the above number or e-mail address.

## **Not planning to apply for spring round?**

We are shaping our future delivery processes and want to better understand audience needs.

- If you plan to apply for a fall course, we would appreciate hearing from you.
- If the course does not fit your community or state needs, we would like to know why and hear your suggestions for ways for it to be improved.

Please call 919 843-7577 or e-mail [pbic@pedbikeinfo.org](mailto:pbic@pedbikeinfo.org).

A P P L I C A T I O N

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**Instructions:**

There are three parts to this application. Limit responses to Part 3 to no more than three pages.

Please include a letter of support from the sponsoring organization that will fund the community or state's portion of the cost of the course.

Submit applications via e-mail to [pbic@pedbikeinfo.org](mailto:pbic@pedbikeinfo.org) with subject line "SR2S National Course Application." To allow sufficient time for course coordination and promotion, applicants will be notified a minimum of two months prior to course delivery. Selected applicants for spring courses will be announced by March 11, 2005. Fall courses will be announced by June 1, 2005.

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**Part 1 – General Information**

Sponsoring agency:

Type of agency/organization:

Contact:

(Agency representative who will coordinate the course delivery)

Position:

Phone:

Email Address:

Address:

Co-sponsors (if any):

Describe current SR2S activities (if any):

SEE NEXT PAGE →

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## Part 2 - Request

The course is being offered in one- and two-day formats for a total of up to five course days per application. Check ALL that apply to this application:

Request for:	Type of course:	Total # of course days:
<input type="checkbox"/> spring 2005* (May/June)	<input type="checkbox"/> one-day course(s)	<input type="checkbox"/> 1
<input type="checkbox"/> fall 2005 (Sept/Oct)	<input type="checkbox"/> two-day course(s)	<input type="checkbox"/> 2
<input type="checkbox"/> either time	<input type="checkbox"/> state-level course(s)	<input type="checkbox"/> 3
	<input type="checkbox"/> community-level course(s)	<input type="checkbox"/> 4
		<input type="checkbox"/> 5

*\*July or August course delivery will be considered for year-round schools and states. Please use the spring deadline for these requests.*

1. Please describe your request below. Include in your description the course(s) desired (for example, three one-day courses). For each course, identify the city and whether it is suburban, urban or rural.

2. For state-level courses only: If you plan to hold the course as part of a conference or meeting, please specify the desired date(s) and a brief description of the event.

SEE NEXT PAGE →

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### **Part 3 – Your needs and plans**

Respond to all four questions in no more than three total pages.

1. Why is this course needed in your community or state?

(For example: Are there specific problems, issues or barriers you want to address? Are there opportunities for walking or bicycling that are being missed? Are there data to help you identify these needs? Is your community or state about to initiate changes for which the course might be helpful? )

2. Who would you invite to participate in the course? (List by occupation or organization, not by name.) Why are they important participants? Are there existing groups working to make it safe for children to walk and bike to school or encourage children to walk and bike to school?

3. What do you want this course to accomplish? What changes do you envision for your community as a result of this course?

4. What motivates your agency to act as the coordinator for this course delivery?

5. What role will you and/or your agency play after the course?