



Walking School Bus ‘Kick-Start’ program

What is the Safe Routes to School Program?

The Safe Routes to School Program (SRTS) was created by the U.S. Congress as part of a federal transportation bill called SAFETEA-LU. The primary reason for developing this nationwide program is this country’s growing epidemic of childhood obesity and diabetes. One of the causes of the epidemic is children’s inability to get physical activity – biking and walking to school – due to the lack of safe and convenient ways to do so. To this end, the SRTS was created to accomplish three goals:

- 1) to enable and encourage children, including those with disabilities, to walk and bicycle to school;
- 2) to make bicycling and walking to school a safer and more appealing transportation alternative, thereby encouraging a healthy and active lifestyle from an early age; and
- 3) to facilitate the planning, development, and implementation of projects and activities that will improve safety and reduce traffic, fuel consumption, and air pollution near schools.

The program accomplishes this by providing funds for schools and communities to implement infrastructure projects (such as sidewalk improvements, trails, and ‘traffic calming’) and non-infrastructure programs (such as education campaigns, law enforcement efforts, and prize giveaways).

The goal of the Arizona SRTS Walking School Bus (WSB) Kick-Start Program (“Kick-Start”) is to increase – and sustain -- WSB efforts throughout Arizona by providing modest, short-term financial incentives to elementary and middle schools, school districts, and other eligible applicants.

What is a Walking School Bus?

A WSB is a group of kids walking to school escorted by adults. It’s a simple, effective, community-based way to get kids (and adults!) to walk to school. Kids arrive at school energized and ready to learn, plus, they get some of the recommended sixty minutes of valuable physical activity that they need – but likely aren’t getting -- every day.

Financial reimbursement and eligibility

SRTS and WSB Kick-Start are reimbursement programs – not “cash-up-front” programs. If you are selected, you first must spend funds that you already have secured from other sources – ADOT will not provide up-front cash. Selected applicants will be entitled to request reimbursements from the Arizona Department of Transportation (ADOT) for an amount specified in the WSB Kick-Start application.

There are two main criteria that will determine if your school and your project are eligible for funding under the SRTS program:

- Program funding is only for elementary and middle schools;
- Programs must be within a 2-mile radius of the school.

Eligible Applicants

State, local, and regional agencies, including non-profit organizations, that demonstrate an ability to meet the Arizona SRTS "Kick-Start" requirements, may apply for funding for schools that provide WSB services, education, and related encouragement for students between the Kindergarten and eighth grade levels.

Non-Availability of Funds

Every payment obligation of the State under this contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this contract, this contract may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

WSB Kick-Start Program

Funding Application

The goal of the “Walking School Bus (WSB) Kick-Start” Program is to increase WSB efforts throughout Arizona – and sustain them -- by providing modest, short-term financial incentives to schools, school districts, and other eligible applicants.

Getting Started:

STEP 1: Determine if you are eligible to apply.

If you represent a public or charter elementary school, middle school, city, town, county, tribal government, Bureau of Indian Affairs (BIA) or tribal school, school district, or a 501(c)3 non-profit organization, then you are eligible.

STEP 2: Select one or both WSB program funding options below:

A) Hire your own WSB Coordinator

Limitations:

1. The salary must be modest and consistent with prevailing wages/salaries for a comparable position (not to exceed \$18,000); the period of employment will be one school year or comparable twelve-month period;
2. A person already employed full-time by any of the above eligible entities is NOT eligible to fulfill a full-time WSB Coordinator position;
3. The applicant must provide a list of the Coordinator’s job duties (a job description) regardless of whether the position is full- or part-time. Include the names of WSB schools, the name of type of events that will be held at the schools, and a calendar of the events/dates.

B) Pay stipends to your WSB volunteers

Limitations:

1. The total amount of stipends will not exceed \$10,000, over one school year, or twelve-month period;
2. The stipends must be modest and consistent with prevailing wages/salaries for a position in a comparable position, individual stipends will not exceed \$1,500 per school year;
3. The applicant must provide a list of the volunteers’ job duties (a job description). Include the names of WSB schools, the name of type of events that will be held at the schools, names of volunteers to be paid stipends, and a calendar of the events/dates in which they will be involved.

STEP 5: Complete an Evaluation Plan

All SRTS/WSB programs are required to count the number of students who participate in their WSB events. This chart asks you to indicate who will be designated to collect this data. This chart is for names only – no walking/biking numbers are required.

In order to collect this walking/bicycling data you will need to use the Student Arrival and Departure Tally (SADT) Sheet that can be found at <http://www.azdot.gov/srts> -- click on 'Applications, Forms, and Guidance' and then 'Project Development Documents'.

You must collect this data during one of your fall WSB events and during one of your spring WSB events. Each fall and each spring, you must conduct the SADT for all participating classes twice during one week of your choice.

If your WSB events cover more than two schools, reproduce/recreate this page and attach as needed.

	Fall WSB events 2012 <small>(Indicate dates of 2-day collection period)</small>	Spring WSB events 2013 <small>(Indicate dates of 2-day collection period)</small>	Fall WSB events 2013 <small>(If nec.)</small> <small>Indicate dates of 2-day collection period)</small>
School 1 <small>(name)</small> <hr/> — Walking/bicycling data collected for: <input type="checkbox"/> Entire school <input type="checkbox"/> Grade level(s) only List: <hr/> <hr/> <input type="checkbox"/> Some classes only List: <hr/> <hr/>	<u>Evaluator:</u> (Indicate the name)	<u>Evaluator:</u> (Indicate the name)	<u>Evaluator:</u> (Indicate the name)
School 2 <small>(name)</small> <hr/> — Walking/bicycling data collected for: <input type="checkbox"/> Entire school <input type="checkbox"/> Grade level(s) only List: <hr/> <hr/> <input type="checkbox"/> Some classes only List: <hr/> <hr/>	<u>Evaluator:</u> (Indicate the name)	<u>Evaluator:</u> (Indicate the name)	<u>Evaluator:</u> (Indicate the name)

STEP 7: Gather your program signatures

School/site official (required):

(Principal, assistant principal, teacher-in-charge, P.E. teacher)

Name: _____ Title: _____

Signature: _____ Date: _____

School district official (required):

Name: _____ Title: _____

Signature: _____ Date: _____

City, town, county representative (if the applicant is one of these, this is a required signature):

Name: _____ Title: _____

Signature: _____ Date: _____

Parent/teacher organization representative:

Name: _____ Title: _____

Signature: _____ Date: _____

Law enforcement official:

Name: _____ Title: _____

Signature: _____ Date: _____

Health/wellness professional:

(School/district nurse, dietitian, other, etc.)

Name: _____ Title: _____

Signature: _____ Date: _____

Others:

Name: _____ Title: _____

Signature: _____ Date: _____

Name: _____ Title: _____

Signature: _____ Date: _____

STEP 8: Understand your post-selection responsibilities

If your project is selected you will be required to do the following:

1. Enter into a written contract with ADOT working in a timely manner to complete it.
2. Receive an Environmental Review from ADOT.

NOTE: You CAN NOT begin your reimbursable WSB events until 1. and 2. are complete! If you begin your project work before this time, federal law prohibits ADOT from reimbursing you for that work. ADOT SRTS will provide you with an official Notice To Proceed.

3. Begin your WSB Program/activities during fall 2012.
4. Communicate regularly with the ADOT Safe Routes to School Program coordinator.
5. On a monthly or quarterly basis (the period of your choice), complete and mail your reimbursement request forms to ADOT. We will provide you with the Progress Payment Report template used for these purposes.
6. During the first and last quarter of the school year, conduct surveys of your participating classes by using the Student Arrival and Departure Tally (SADT) Sheet (see www.azdot.gov/srts), and enter your data into the National Center for Safe Routes To School (NCSRTS) on-line data collection tool at www.saferoutesdata.org.

NOTE: ADOT SRTS will continue to evaluate your program based on a) your regular submittal of evaluation data and b) the number of participating students. Should either of these not be met, ADOT SRTS maintains the right to discontinue your award.

6. Submit to ADOT/SRTS the cover/front page of your NCSRTS output as verification of your surveys; Also submit the page entitled "Evaluation -- Semi-Annual Data" (see next page for this and other eligible data collections). In order for your reimbursements to be processed, you must submit this.
7. On a **quarterly** basis submit a report of your program's progress. The report should not be more than one page in length. In the quarter that you submit a reimbursement request and data verification, you must also attach your Progress Report.
8. Use the funds in a timely manner. ADOT has the right to discontinue reimbursements to the applicant, unless the applicant can prove that sufficient progress has been made.

STEP 9: Submit this application by April 6, 2012

Mail, deliver, or e-mail your completed application to:

**Brian Fellows
Safe Routes To School Program Coordinator
Arizona Department of Transportation
1615 W. Jackson St. EM10
Phoenix, AZ 85007
bfellows@azdot.gov**

STEP 10: Post-selection responsibilities. Submit your reports and evaluation

If you're selected, you will be required to submit quarterly progress reports and input your walking and bicycling data into the on-line evaluation tool developed by the NCSRTS. It can be accessed at www.saferoutesdata.org. Evaluate and document the participation of your events using the Student Arrival and Departure Tally (SADT) Sheet (See www.saferoutesinfo.org or www.azdot.gov/srts).

Each evaluation period will be two days in duration, and should include at least one of your 'event days'. Avoid Mondays, Fridays, and other school early release days. ALL classes that participate in your WSB are to be evaluated on BOTH days.

If you receive a WSB Kick-Start award, you will also complete and submit the following 'WSB counts' form twice a year attached to your reimbursement request (Progress Payment Report) form. You can simply use the same numbers from your SADTs from your events to fill out the grid:

WSB counts:

Fall 2012	Spring 2013	Fall 2013
List dates of 2-day period:	List dates of 2-day period:	List dates of 2-day period:
# of WSB participants:	# of WSB participants:	# of WSB participants:

WSB Progress Reports:

Each quarter (the three-month period of your choice) you will need to tell us how you're doing. There is no recommended format for your quarterly progress report. A report of one page or less is sufficient. Digital photos of your events are always appreciated!

Other statistics:

In addition to the above, applicants are strongly encouraged to evaluate one or more of the following:

- Safety benefits
- Parent or child behavioral changes (See 'Parent Survey' on NCSRTS or ADOT SRTS web sites)
- 'Champions,' volunteers, partnerships nurtured (people, groups involved)
- Student health, air quality, congestion, or other potential benefits

If you are selected, we will send you the Progress Payment Report form/file. Mail your quarterly reimbursement request – with the above counts and Progress Reports attached – to:

Debbie Hernandez
Arizona Department of Transportation
205 S. 17th Avenue, Mail Drop 614E
Phoenix, Arizona 85007