Kids on the Move!
Bossier and Caddo Parish Schools

2008
Safe Routes to Schools Application
## Applicant Information

<table>
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<tr>
<th>Organization:</th>
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<td>Address:</td>
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<td>City:</td>
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<td>Contact Person:</td>
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<td>Phone:</td>
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<td>Fax Number:</td>
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<td>E-mail:</td>
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## Sponsor Information

<table>
<thead>
<tr>
<th>Sponsoring Agency Name:</th>
<th>Northwest Louisiana Council of Governments</th>
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</thead>
<tbody>
<tr>
<td>(Please note, Sponsor must be a governmental agency)</td>
<td></td>
</tr>
<tr>
<td>Type of Sponsor:</td>
<td>University</td>
</tr>
<tr>
<td>Local Public Works</td>
<td>☒ Other Regional government agency</td>
</tr>
<tr>
<td>Is the Sponsoring Agency willing to accept liability and maintenance of the project?</td>
<td>yes</td>
</tr>
<tr>
<td>Address:</td>
<td>401 Market Street, Suite 460</td>
</tr>
<tr>
<td>Phone:</td>
<td>318-841-5950</td>
</tr>
<tr>
<td>City:</td>
<td>Shreveport</td>
</tr>
<tr>
<td>State:</td>
<td>LA</td>
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<tr>
<td>Zip:</td>
<td>71101</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>J. Kent Rogers</td>
</tr>
<tr>
<td>Title:</td>
<td>Executive Director</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:kent.rogers@nlcog.org">kent.rogers@nlcog.org</a></td>
</tr>
<tr>
<td>Fax Number:</td>
<td>318-841-5952</td>
</tr>
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## Project Summary Information

<table>
<thead>
<tr>
<th>Name of Project:</th>
<th>Kids on the Move!</th>
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<tr>
<td>Brief description:</td>
<td>Kids on the Move! seeks to teach children from pre-kindergarten through fifth grade pedestrian and bicycle safety through the use of innovative classroom materials, school-wide events and incentives, and personal achievements. Selected 5th graders will take on leadership roles in their schools as Safety Patrol members who will monitor Walking School Buses and Bicycle Squads. Through the cooperation of the Parent Teacher Organizations/Associations and neighbors, children will move safely through the neighborhoods to reach school by walking and bicycling. Encouragement provides children with a sense of accomplishment and leads to building a foundation for a healthy lifestyle. The community benefits from reduced congestion around schools and in neighborhoods and increased air quality, as well as relationships that will form during this program.</td>
</tr>
<tr>
<td>Estimated cost:</td>
<td>$56,176.40</td>
</tr>
<tr>
<td>Project Location (City/Parish):</td>
<td>see below</td>
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**Date Rec’d:**

*(For office use only)*

**Application**
Project Location: Bellaire Elementary, Bossier City, Louisiana
Project is located in: State House District No. 8 State Senate District No. 37

Project Location: Central Park Elementary, Bossier City, Louisiana
Project is located in: State House District No. 8 State Senate District No. 37

Project Location: Cherokee Park Elementary, Shreveport, Louisiana
Project is located in: State House District No. 4 State Senate District No. 39

Project Location: University Elementary, Shreveport, Louisiana
Project is located in: State House District No. 5 State Senate District No. 38

See [http://www.legis.state.la.us/](http://www.legis.state.la.us/) to obtain district numbers.

**Other considerations for eligibility**

1. Is this project a part of a phased project? Yes ______ Which phase of the series? 1st ______
   
   List other phases: (2) Improvements of identified infrastructure needs at each school; (3) Implementation of SRTS program and curriculum at additional schools in Bossier and Caddo Parishes.

2. For Metropolitan Areas over 50,000 population, has the Metropolitan Planning Organization (MPO) endorsed the project? Yes ______ (If yes, please attach the MPO letter of endorsement.)

3. Has a local resolution endorsing the project and committing to provide any maintenance requirements been issued by the city or parish and included with this application? No maintenance needed for the first phase (requested for this application) of this project.

4. Does all right-of-way necessary for the project fall within public ownership or lease? Not applicable

5. If no, can the applicant/sponsor obtain the property by Fee Simple or 25 year lease within 1 year of acceptance in the program? Not applicable

6. Will all or part of the project be constructed inside State-Maintained Highway right-of-way? Not applicable

7. Does any part of the project encroach on or cross railroad ROW? Not applicable

8. Is the Sponsor aware that the project must conform to applicable requirements of Americans with Disabilities Act (ADA) or any other state or federal laws concerning accessibility? Yes

9. Indicate below the SRTS category that your project addresses? (check all that apply)

**INFRASTRUCTURE**

- Sidewalk improvements
- Traffic calming and speed reduction improvements:
- Pedestrian and bicycle crossing improvements
- On-street bicycle facilities
- Off-street bicycle and pedestrian facilities
- Secure bicycle parking facilities:
- Traffic diversion improvements:
- Other: Please explain __________________________________________________________________
NON-INFRASTRUCTURE

- Bicycle and pedestrian safety curricula, materials and trainers.
- Training, including SRTS training workshops that target school- and community-level audiences.
- Modest incentives for SRTS contests and incentives that encourage more walking and bicycling over time.
- Safety and educational tokens that also advertise the program.
- Photocopying, duplicating, and printing costs, including CDs, DVDs, etc.
- Pay for substitute teacher if needed to cover for faculty attending SRTS functions during school hours.
- Costs for additional law enforcement or equipment needed for enforcement activities.
- Equipment and training needed for establishing crossing guard programs.
- Stipends for parent or staff coordinators. (The intent is to be able to reimburse volunteers for materials and expenses needed for coordination and efforts, not to pay volunteers for their time. The maximum value of a stipend is $2000/school year.)

- Other: Please explain ____________________________________________________________
SCHOOL INFORMATION

School District: Bossier Parish  
Superintendent Name: Kenneth N. Kruithof

Address: P O Box 2000

City: Benton  
State: Louisiana  
Zip: 71006

Contact Person: Kenneth Kruithof  
Title: Superintendent

Phone: 318-549-5000  
Fax Number: 318-549-5004  
Email: Kenneth.Kruithof@bossierschools.org

(A letter of support must be attached)

(If more than one school is involved, photocopy this page, complete and attach to this section.)

School Name: Bellaire Elementary

School mailing address: 1310 Bellaire Boulevard, Bossier City, LA 71112

School physical address: 1310 Bellaire Boulevard, Bossier City, LA 71112

Parish: Bossier  
Elementary or Middle School? Elementary  
Grades: Pre-K through 3rd grade

Number of Students: 451  
Number of Teachers: ___________________

Principal's contact information: Name: Brenda Weaver  
Phone Number: 318-549-6300

(A letter of support must be attached, if application is not coming from the school.)

PTA/PTO contact information if applicable: _____________________________________________________________________

Who is your school's designated Safe Routes to School Coordinator? (Please give a name and email address) Lisa M. Frazier, NLCOG  lisa.frazier@nlcog.org

Are students allowed to walk to school? Yes  
If not, is the school proposing to change this policy? ___

Does the school currently have any Safe Routes to School Programs? No  
If yes, Please elaborate

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
SCHOOL INFORMATION

School District: Bossier Parish
Superintendent Name: Kenneth N. Kruithof

Address: P O Box 2000
City: Benton
State: Louisiana
Zip: 71006

Contact Person: Kenneth Kruithof
Title: Superintendent
Phone: 318-549-5000
Fax Number: 318-549-5004
Email: Kenneth.Kruithof@bossierschools.org

(A letter of support must be attached)

(If more than one school is involved, photocopy this page, complete and attach to this section.)

School Name: Central Park Elementary

School mailing address: 900 Central Park Boulevard, Bossier City, LA 71112
School physical address: 900 Central Park Boulevard, Bossier City, LA 71112
Parish: Bossier
Elementary or Middle School? Elementary
Grades: Pre-K through 5th grade
Number of Students: 387
Number of Teachers: ________________

Principal's contact information: Name: Pat Branton
Phone Number: 318-549-6400

(A letter of support must be attached, if application is not coming from the school.)

PTA/PTO contact information if applicable: ________________________________

Who is your school's designated Safe Routes to School Coordinator? (Please give a name and email address) Lisa M. Frazier, NLCOG
lisa.frazier@nlcog.org

Are students allowed to walk to school? Yes If not, is the school proposing to change this policy? __

Does the school currently have any Safe Routes to School Programs? No If yes, Please elaborate

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
SCHOOL INFORMATION

School District: Caddo Parish Superintendents Name: Wanda Gunn
Address: 1961 Midway Ave. / P.O. Box 32000
City: Shreveport State: Louisiana Zip: 71130
Contact Person: Wanda Gunn Title: Interim Superintendent
Phone: 318-603-6300 Fax Number: 318-635-2649 Email: wgunn@caddo.k12.la.us

(A letter of support must be attached)

(If more than one school is involved, photocopy this page, complete and attach to this section.)

School Name: Cherokee Park Elementary
School mailing address: 2010 East Algonquin Trail, Shreveport, LA 71107
School physical address: 2010 East Algonquin Trail, Shreveport, LA 71107
Parish: Caddo Elementary or Middle School? Elementary Grades: Pre-K through 5th grade
Number of Students: 353 Number of Teachers: 
Principal's contact information: Name: Tyrone Burton Phone Number: 318-221-6782

(A letter of support must be attached, if application is not coming from the school.)

PTA/PTO contact information if applicable: 

Who is your school's designated Safe Routes to School Coordinator? (Please give a name and email address) Lisa M. Frazier, NLCOG lisa.frazier@nlcog.org

Are students allowed to walk to school? Yes If not, is the school proposing to change this policy? 

Does the school currently have any Safe Routes to School Programs? No If yes, Please elaborate
SCHOOL INFORMATION

School District: Caddo Parish  Superintendents Name: Wanda Gunn
Address: 1961 Midway Ave.  / P.O. Box 32000
City: Shreveport  State: Louisiana  Zip: 71130
Contact Person: Wanda Gunn  Title: Interim Superintendent
Phone: 318-603-6300  Fax Number: 318-635-2649  Email: wgunn@caddo.k12.la.us
(A letter of support must be attached)

(If more than one school is involved, photocopy this page, complete and attach to this section.)

School Name: University Elementary
School mailing address: 9900 Smitherman Drive, Shreveport, LA 71115
School physical address: 9900 Smitherman Drive, Shreveport, LA 71115
Parish: Caddo  Elementary or Middle School? Elementary  Grades: Pre-K through 5th grade
Number of Students: 908  Number of Teachers: ______________
Principal's contact information: Name: Charlotte Watson  Phone Number: 318-797-2240
(A letter of support must be attached, if application is not coming from the school.)

PTA/PTO contact information if applicable: ____________________________

Who is your school’s designated Safe Routes to School Coordinator? (Please give a name and email address) Lisa M. Frazier, NLCOG  lisa.frazier@nlcog.org

Are students allowed to walk to school? Yes  If not, is the school proposing to change this policy? __

Does the school currently have any Safe Routes to School Programs? No  If yes, Please elaborate

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
PROBLEM IDENTIFICATION
Label your responses ATTACHMENT A
25 Points

1. Identify any obstacles (physical or perceived) to walking and/or biking to and from school. (8)

2. Identify risks or hazards facing children who walk or bike to school. Supply crash data or other relevant information as supporting documentation. (8)

3. Describe the current percentage of students that bike or walk to school and the potential for increasing that percentage. Provide student surveys, parent surveys, etc. as supporting documentation. (5)

4. Provide a copy of any engineering or other studies used to identify problems and recommend solutions where applicable. Examples are traffic studies, walkability or bikeability surveys, etc. (4)

PROPOSED IMPROVEMENT/ACTIVITY
Label your responses ATTACHMENT B
30 Points

1. Describe the proposed infrastructure improvement and/or non-infrastructure activity and how implementation will improve conditions with respect to the identified problem(s) above, e.g. improve driver behavior, improve quality of walking environment, decrease accidents, increase safety, increase numbers of students who walk or bike to school, etc. Be specific. Infrastructure description should include critical dimensions of proposed improvement with a plan view or cross-sections shown on a separate sheet. (20)

2. Explain how each component of the 4 E’s below was considered in the project. If one or more were not considered or incorporated, explain. (10)
   a. ENGINEERING - Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.
   b. EDUCATION - Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.
   c. ENCOURAGEMENT - Using events and activities to promote walking and bicycling.
   d. ENFORCEMENT - Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
MAPS, PLANS, & PHOTOGRAPHS
Label your responses ATTACHMENT C
10 Points

1. Attach project location map(s); project boundary map and site plan (if available). (8)

2. Include photographs of the existing site and/or facility if applicable. (2)

Please note that this application will be reproduced, so please provide maps in a “reproducible friendly” format (on 8 ½” x 11” paper, No Polaroid pictures please). Comments on the projects should be outlined as captions.

PROJECT SUPPORT
Label your responses ATTACHMENT D
10 Points

1. Describe and document any local organizations, local agencies, citizen support or other project partners participating in the development of this project. (4)

2. Identify responsibility for maintenance and/or ongoing funding, if needed, to ensure the continued success of the project. Provide a letter or resolution of acceptance of responsibility. (4)

3. Estimate the reoccurring funding required for the proposed project. (2)

SURVEILLANCE AND EVALUATION
Label your responses ATTACHMENT E
10 Points

1. Please submit your plan for measuring success. Include projected outcomes, e.g. reduced driver speeds, number of students walking, traffic reduction. How do you plan to gather pre and post data on the percent of students walking and biking to school? (Applicants will be required to complete and submit standard surveys)(10)

PROJECT COST
Label your responses ATTACHMENT F
15 Points

1. Itemize ALL project elements and costs for which funding is being sought only. List item, description, quantity, unit price, amount, etc. Include items for mobilization, temporary signs and barricades, and construction layout (if layout is applicable and to be performed by contractor). Use the form in Appendix A for infrastructure cost estimate. Provide a separate estimate for non-infrastructure activities. (15)

All construction projects will be advertised and bid by DOTD and engineering firms will be advertised and selected by DOTD. Take this into consideration when preparing project costs.

Be sure to have as complete and accurate a cost estimate as possible for all phases of the work. Funding may not be available to cover inadequate cost estimates, and may jeopardize the completion of the project.

PROVIDE SEPARATE BUDGETS FOR INFRASTRUCTURE AND NON INFRASTRUCTURE PROJECTS.
Attach an Action Plan that consists of the following parts: (10)

1. Define all infrastructure improvements and non-infrastructure activities that have been identified as needed during the problem identification process but are not a part of this request.

2. Provide a cost estimate of each of the items.

3. Assign a priority for each element

4. Identify possible funding sources

5. Propose a time frame for accomplishing all elements.

6. Describe the actions that will be taken to accomplish the plan.

CERTIFICATION

The undersigned has authority to sign on behalf of the Sponsor and certifies that the undersigned has legal authority to enter into contract to implement this project. The undersigned certifies that all information provided is complete and accurate to their best knowledge. The undersigned acknowledges that if the project is accepted by the Safe Routes to School Program, that funding and scope of work requested in this application shall not be changed from that originally requested. Any additional costs will be borne by the Sponsor.

SIGNATURE ___________________________ DATE __________

TITLE ___________________________ PHONE NUMBER __________

PRINTED NAME ___________________________

Email your application in a word document to shalandacole@dotd.la.gov. Also, send one (1) bound application and five (5) stapled copies of the application.

The bound application and the extra 5 copies should be submitted to:

Louisiana Department of Transportation and Development
Safe Routes to School Program
Attention: Shalanda Cole, MBA
Section 82
P.O. Box 94245
Baton Rouge, LA 70804-9245
### APPENDIX A

**Detailed Infrastructure Project Cost Estimate**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY (A)</th>
<th>UNIT</th>
<th>UNIT PRICE (B)</th>
<th>REQUESTED SRTS FUNDS</th>
<th>LOCAL FUNDS (See note below)</th>
<th>AMOUNT (AxB)</th>
</tr>
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**Construction Costs**

Subtotal
- Mobilization (5-10% of Amount subtotal)
- Traffic Control (2-10% of Amount subtotal)
- Construction Layout (0-5% of Amount subtotal)
- Contingencies (0-10% of Amount subtotal)

**CONSTRUCTION COSTS TOTAL**

**Engineering Costs**
- Preliminary Engineering 10% of Total Construction Amount
- Construction Engineering/Contingency 15% of Total Construction Amount

**ENGINEERING COSTS TOTAL**

**Other Costs**
- Right-of-Way
- Utility Relocation
- Miscellaneous

**OTHER COSTS TOTAL**

**TOTAL PROJECT COSTS** Const. + Engr. + Other

The amount in the shaded box will be the total SRTS Funding requested.

**Note:** Information included in this column will not affect your application score. Local funds are not required as long as maximum amount is not exceeded. Requiring matching funds is not permitted for this program. Sponsors may elect to supplement SRTS funds to expedite or fully fund the project but this will not be considered in selecting projects.
Attachment A
Problem Identification

The number of students walking and bicycling to school is decreasing each year for Bossier and Caddo parishes as the number of vehicles on the roadways and in residential areas increases. Factors contributing to this decline include increased traffic in and around schools, safety concerns due to increased car and truck traffic, decrease in the number of children within a neighborhood attending the neighborhood school, non-existing sidewalks and/or sidewalks in disrepair, and an overall attitude of fear regarding the safety and security of children walking and riding to school.

According to the Louisiana School Transportation Handbook: Bulletin 1191, Section 2302, students who live within one mile are not eligible to ride on parish school transportation to and from school. This leaves approximately 200 children in each of the four schools the Northwest Louisiana Council of Governments (NLCOG) identified as start-up schools for school-wide instruction on pedestrian and bicycle safety.

With many more cars and trucks on the roads, the need for proper instruction of pedestrian and bicycle safety is imperative. Support from teachers, parents and community leaders will encourage students to follow traffic rules while also learning to live a healthy lifestyle full of physical activity.

The Northwest Louisiana Council of Governments (NLCOG) identified two elementary schools in both Bossier and Caddo Parishes that already have the needed infrastructure to facilitate education on pedestrian and bicycle safety. These schools are Bellaire Elementary and Central Park Elementary (Bossier Parish) and Cherokee Park Elementary and University Elementary (Caddo Parish).

Currently, 451 children attend Bellaire Elementary School. Only 25 – 30 (6%) students walk or ride a bicycle to school more than 3 days per week. Central Park Elementary has 387 students enrolled and only 50-52 (13%) walk or ride their bicycles to school. A major factor parents and teachers cite as the main reason children do not walk or bike to school on a consistent basis are the safety and security concerns with the increased traffic through the neighborhood during the morning drop-off times and afternoon pick-up times.

Both schools are situated within a residential neighborhood with sidewalks and accessibility to the school from the surrounding homes. Population in the neighborhoods surrounding the schools is based on the 2000 Neighborhood Census data (Summary File 1) as aggregated by NLCOG in order to conform to the established Neighborhood areas. Bellaire Elementary’s feeder neighborhoods include a total population of 268 school-age children (5-14 years). The total population of school-age (5-14 years) children for Central Park neighborhood is 185.

Cherokee Park Elementary has 353 students enrolled and 75 (21%) students walk or ride their bicycles to school consistently. Currently, 908 children attend University Elementary School. Approximately 200 (22%) students walk or ride a bicycle to school more than 3 days per week.
Both schools are also situated within a residential neighborhood with sidewalks and accessibility to the school from the surrounding homes. University Elementary also has a local parking lot (Town South Swim Club) where many parents park and then walk with their children to the school. This was the beginning location for the October 2007 Walk to School Day sponsored by NLCOG. Population in the neighborhoods surrounding the schools is based on the 2000 Neighborhood Census data (Summary File 3) as aggregated by NLCOG in order to conform to the established Neighborhood areas. University Elementary's feeder neighborhoods include a total population of 179 school-age children (5-14 years). The total population of school-age (5-14 years) children in the Cherokee Park neighborhood is 753.
Attachment B

Proposed Improvement/Activity

As the uncertainty parents feel toward allowing their children to walk and bicycle to school shows, education will be a key component not only for the children, but also for the parents, caregivers and neighbors. Education is the first, and most important, foundational step for implementing the Safe Routes to Schools programs, as well as healthy lifestyles.

NLCOG, identified an appropriate curriculum for the children and parents to learn safety rules and problem solving skills in regard to pedestrian and bicycle safety. NLCOG will provide the necessary teaching materials, incentives and rewards, and assistance in planning grade- and school-wide activities.

Travel logs will encourage students to live a healthy lifestyle both in school and at home by allowing all students to record physical activity achievements, such as walking and bicycling, for special prizes. At predetermined increments, students can turn in their travel log for individual rewards. Periodically throughout the school year classroom incentives will be awarded. For example, in the month of October, Walking Wednesday contests can award the class in each grade level with the most students walking to school with a healthy snack and extended recess time. NLCOG will work with each individual school to plan the most appropriate school-wide incentives.

In conjunction with the planned Safety Town in Shreveport, students will engage in hands-on and practical application of the safety rules they learned in class. Safety Town is designed to “protect children by teaching safety skills and allowing them to practice those skills in a safe environment” (Safety Town, 2008). The child-sized town features miniature streets, buildings, crosswalks and traffic lights that offer children a safe, life-like setting for demonstrating the pedestrian and bicycle safety concepts they learned in the classroom environment.

After teaching the students about pedestrian and bicycle safety, the next step entails forming a school-wide Safety Patrol program utilizing fifth grade student leaders as both Walking School Bus monitors and Bicycle Squad Officers. The selected monitors will learn how to enforce the school-wide rules for walkers and bicycle riders, as well as partner with adult volunteers who will help the walking school buses weave through the neighborhood picking up children along the way. Bicycle Squad Officers will encourage students who ride bicycles to follow safety and security rules and to properly store their bicycles at the appropriate racks.

A second critical part of this plan is to partner with local law enforcement to help ensure traffic laws are obeyed around the school area. It is critical for drivers to properly navigate the school zone, especially with the desired number of children walking and riding their bicycles. It is NLCOG’s hope to reduce the number of vehicles around each of the schools through the implementation of this program. Also involved in this partnership is code enforcement within the neighborhoods. As property owners allow the sidewalks to become cluttered with overgrowth and trash, the students may not walk on the sidewalk and instead detour into the street. Also of concern
are loose animals within the neighborhoods. The help of police officers and the city’s code enforcement division will be sought by speaking at the public meetings and open houses, as well as enforcing the ordinances and codes adopted by the cities. A key outcome, along with the increased safety of the children, is the reduction air pollution, ozone generation and congestion in the neighborhoods and throughout the different areas of the cities.
Attachment C

Maps, Plans and Photographs

C – 1 Central Park Elementary School Location
C – 2 Central Park Elementary Aerial Photography
C – 3 Cherokee Park Elementary School Location
C – 4 Cherokee Park Elementary Aerial Photography
C – 5 Bellaire Elementary School Location
C – 6 Bellaire Elementary Aerial Photography
C – 7 University Elementary School Location
C – 8 University Elementary Aerial Photography
C – 9 Central Park Elementary Photographs
C – 10 Cherokee Park Elementary Photographs
C – 11 Bellaire Elementary Photographs
C – 12 University Elementary Photographs
Attachment C-5
School Location
Bellaire Elementary School
C – 9 Central Park Elementary

Pedestrian signage and sidewalks are existing infrastructure at the school and within the neighborhood. School speed zones are also marked with signage on all approaches to the school area.
Cherokee Park Elementary uses flashing school speed limit signs to warn drivers of children walking and riding in and around the school campus. The school also has marked crosswalks, with both pedestrian signage and striping.
C – 11 Bellaire Elementary

Bellaire Elementary has sidewalks surrounding the school, on both sides of the road. Cross-walks are marked with signage and striped on the roadway. Bellaire already has existing bicycle racks (4) to accommodate the students.
Crosswalks are painted in several areas in front of the school along with signage alerting drivers to the pedestrian walkway. Sidewalks also run along both sides of the street (Smitherman Drive) in front of the school. Sidewalks that cross driveways are striped for pedestrians and ramps are available at most of the intersections of the driveways and sidewalks.
Attachment D
Project Support

In order to sustain this project into future years, each school’s PTO/PTA will play an important role in this process. They will help secure funds for reoccurring costs, such as promotion items and incentives, through fundraisers. Members of the PTA/PTO and other neighbors will help monitor the walking school buses. These key stakeholders will help enforce the rules on a daily basis and provide encouragement for the students to continue abiding by the pedestrian and bicycle rules and live a healthy lifestyle. Partnerships with local businesses and civic organizations will also help balance the need for the reoccurring costs for incentives and prizes.

D – 1  Mr. Kenneth N. Kruithof, Bossier Parish Schools Superintendent
D – 2  Mrs. Wanda Gunn, Caddo Parish Schools Interim Superintendent
D – 3  Mrs. Brenda Weaver, Principal, Bellaire Elementary
D – 4  Mrs. Pat Branton, Principal, Central Park Elementary
D – 5  Mr. Tyrone Burton, Principal, Cherokee Park Elementary
D – 6  Mrs. Charlotte Watson, University Elementary
D – 7  Mr. Kent Rogers, Executive Director, Northwest Louisiana Council of Governments (MPO)
February 28, 2008

Shalanda Cole, MBA
Safe Routes to School Program
Louisiana Department of Transportation and Development, Section 82
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

Re: NLCOG’s Kids on the Move! (Safe Routes to School) Program

Dear Ms. Cole:

The Northwest Louisiana Council of Governments is pleased to support a program, Kids on the Move!, for four schools in Bossier and Caddo Parishes. Our application for funding under the Safe Routes to School Program will educate students, parents, neighbors and drivers about pedestrian and bicycle safety.

Four public elementary schools, Bellaire, Central Park, Cherokee Park and University, were chosen based on their proximity to residential neighborhoods, existing infrastructure, and the probability more children will be able to walk to school on a regular basis. A critical part of this education program is instilling a life-long desire for health, safety, and wellness. Through Kids on the Move! we will be able to identify needed infrastructure improvements in and around the school and foster a sense of pride for the school and neighborhood.

We request your full consideration for this program and to fund it to the maximum extent possible. If you should have additional questions concerning this project, please do not hesitate to contact me or Mrs. Lisa Frazier, Public Relations Coordinator for NLCOG.

Sincerely,

J. Kent Rogers
Executive Director
Attachment E
Surveillance and Evaluation

Prior to the program’s implementation, NLCOG will gather attitude surveys from parents, neighbors and faculty regarding walking and bicycling to school. The school already provided the number of students currently walking or bicycling consistently and NLCOG will monitor, with the school’s help, the adjustments to those numbers throughout the stages of the program. Prior to beginning the curriculum, teachers will survey their students regarding their mode of transportation to and from school. Parents will also receive a survey to complete. Students who walk or ride their bicycles to school will be asked specific questions regarding their perception of safety and security. Educators will also provide suggestions for increasing the safety and security of the students on their walk to and from school.

Throughout the school year, evaluation will take place in the following ways:

- Assessments in the classroom before, during and/or after the lessons;
- Visual observation by teachers and other faculty during the mornings and afternoons;
- Periodic surveys sent to parents, caregivers and neighbors;
- Community meetings to answer questions and gauge responsiveness to the program;
- Identification of areas in need of improvement and/or other needed infrastructure; and
- Monitoring of data regarding the number of students who arrive/Depart in cars, walk and ride bicycles to school on a consistent basis (more than three days per week).

NLCOG will provide the necessary resources to monitor traffic patterns (i.e. gathering traffic counts, analyzing the differences before implementation and after, etc.) and gather and analyze the surveys. NLCOG will also plan and promote the periodic public meetings and open houses to gather public input. A joint effort between NLCOG and each school’s administration is needed to identify areas of improvement needed within the infrastructure. After cataloging the needs, as a team we will prioritize improvements and seek needed funding.
## Attachment F
### Project Cost

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>UNIT</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bicycle and pedestrian safety training curricula, materials and Safety Patrol gear.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Safety Patrol Orange Reflective Vest</td>
<td>40</td>
<td>Each</td>
<td>8.95</td>
<td>358.00</td>
</tr>
<tr>
<td>3</td>
<td>Safety Patrol Buttons for students &amp; adults</td>
<td>100</td>
<td>Each</td>
<td>1.95</td>
<td>195.00</td>
</tr>
<tr>
<td>4</td>
<td>“All About Kids Safety” – Video</td>
<td>20</td>
<td>Each</td>
<td>19.95</td>
<td>399.00</td>
</tr>
<tr>
<td>5</td>
<td>Yellow Vinyl Poncho</td>
<td>400</td>
<td>Each</td>
<td>4.95</td>
<td>1980.00</td>
</tr>
<tr>
<td>6</td>
<td>Walking School Bus Leader T-shirt</td>
<td>20</td>
<td>Each</td>
<td>8.99</td>
<td>719.20</td>
</tr>
<tr>
<td>7</td>
<td>Bicycle Squad Officer T-shirt</td>
<td>20</td>
<td>Each</td>
<td>8.99</td>
<td>719.20</td>
</tr>
<tr>
<td>8</td>
<td>Training that targets parents and neighbors.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>“Safe Kids Magazine” for parents of children ages 4-7</td>
<td>100</td>
<td>50 magazines</td>
<td>21.00</td>
<td>2100.00</td>
</tr>
<tr>
<td>10</td>
<td>“Safe Kids Magazine” for parents of children ages 8-12</td>
<td>100</td>
<td>50 magazines</td>
<td>21.00</td>
<td>2100.00</td>
</tr>
<tr>
<td>11</td>
<td>“Safe Kids Magazine” for parents of children ages 4-7 (Spanish edition)</td>
<td>2</td>
<td>50 magazines</td>
<td>21.00</td>
<td>42.00</td>
</tr>
<tr>
<td>12</td>
<td>“Safe Kids Magazine” for parents of children ages 8-12 (Spanish edition)</td>
<td>2</td>
<td>50 magazines</td>
<td>21.00</td>
<td>42.00</td>
</tr>
<tr>
<td>13</td>
<td>Pedestrian Safety brochure</td>
<td>50</td>
<td>100 brochures</td>
<td>21.00</td>
<td>1050.00</td>
</tr>
<tr>
<td>14</td>
<td>Bike and Wheeled Sports Safety brochure</td>
<td>50</td>
<td>100 brochures</td>
<td>21.00</td>
<td>1050.00</td>
</tr>
<tr>
<td>15</td>
<td>Pedestrian Safety brochure (Spanish edition)</td>
<td>1</td>
<td>100 brochures</td>
<td>21.00</td>
<td>21.00</td>
</tr>
<tr>
<td>16</td>
<td>Bike and Wheeled Sports Safety brochure (Spanish edition)</td>
<td>1</td>
<td>100 brochures</td>
<td>21.00</td>
<td>21.00</td>
</tr>
<tr>
<td>17</td>
<td>Modest incentives for SRTS contests and promotion of program and events.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Kids on the Move! T-shirts</td>
<td>1500</td>
<td>Each</td>
<td>6.00</td>
<td>9,000.00</td>
</tr>
<tr>
<td>19</td>
<td>Kids on the Move! Circle magnets (4”x4”)</td>
<td>3000</td>
<td>Each</td>
<td>.32</td>
<td>960.00</td>
</tr>
<tr>
<td>20</td>
<td>Writing Journal – at 75 points</td>
<td>1000</td>
<td>Each</td>
<td>5.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>21</td>
<td>Healthy Snacks for Kids cookbook – at 150 points</td>
<td>1000</td>
<td>Each</td>
<td>6.50</td>
<td>6,500.00</td>
</tr>
<tr>
<td>22</td>
<td>Field Trip to Acrosports – at 300 points</td>
<td>800</td>
<td>Each</td>
<td>7.50</td>
<td>6,000.00</td>
</tr>
<tr>
<td>23</td>
<td>Bus Driver Fee</td>
<td>6</td>
<td>Each</td>
<td>60.00</td>
<td>360.00</td>
</tr>
<tr>
<td>24</td>
<td>Bus Mileage Fee</td>
<td>6</td>
<td>Each</td>
<td>60.00</td>
<td>360.00</td>
</tr>
<tr>
<td>25</td>
<td>Copying, printing cost and substitute teacher pay.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Printing and binding of Travel Logs</td>
<td>2500</td>
<td>Each</td>
<td>.50</td>
<td>1,250.00</td>
</tr>
<tr>
<td>27</td>
<td>Reproduction of “Kids on the Move” curriculum (PreK through 5th grade)</td>
<td>2500</td>
<td>Each</td>
<td>2.00</td>
<td>3,000.00</td>
</tr>
<tr>
<td>28</td>
<td>Substitute Pay for SRTS teacher training (Pre-K through 5th grade)</td>
<td>30</td>
<td>Each</td>
<td>65.00</td>
<td>1,950.00</td>
</tr>
<tr>
<td>29</td>
<td>“Super Volunteer” stipend</td>
<td>4</td>
<td>Each</td>
<td>2,000.00</td>
<td>8,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$ 56,176.40</strong></td>
</tr>
</tbody>
</table>
## Infrastructure Improvements and Prioritization

<table>
<thead>
<tr>
<th></th>
<th>University Elementary needs a crossing guard and/or flashing signage along with painted crosswalks along Youree Drive. The intersection of Smitherman Drive and Stratmore Drive does not have painted crosswalks or signage. Improvements will need to be made at this intersection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Cherokee Park Elementary has sidewalks accessing the school and neighborhood; however, the sidewalks are narrow. Widening the sidewalks and constructing more secure fencing around drainage ditches are two important improvements needed in the future.</td>
</tr>
<tr>
<td>3</td>
<td>Central Park Elementary will benefit from flashing school speed limit signs and pedestrian crossing signs. Bicycle racks and/or pavilions will also encourage more students to ride their bicycles since there will be a secure place to store them.</td>
</tr>
<tr>
<td>4</td>
<td>Bellaire Elementary has existing sidewalks that are in good condition. Some crosswalks and sidewalks crossing driveways need striping and signage to alert drivers to crossing pedestrians. Flashing school speed limit signs may increase visibility.</td>
</tr>
</tbody>
</table>

Possible funding sources for each of these infrastructure improvements, and other that may be identified through the Kids on the Move! program, include the Bossier Parish School Board operations and maintenance budget; Caddo Parish School Board operations and maintenance budget; donations from the Bossier Parish Police Jury; donations from the Caddo Parish Commission; the city of Bossier City and the city of Shreveport maintenance budgets.

In order to sustain the non-infrastructure components of this project into future years, each school’s PTO/PTA will play an important role in this process. They will help secure funds for reoccurring costs, such as promotion items and incentives, through fundraisers. Members of the PTA/PTO and other neighbors will help monitor the walking school buses. These key stakeholders will help enforce the rules on a daily basis and provide encouragement for the students to continue abiding by the pedestrian and bicycle rules and live a healthy lifestyle. Partnerships with local businesses and civic organizations will also help balance the need for the reoccurring costs for incentives and prizes.
### Proposed Time Line

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Semester</strong></td>
<td>▪ Prepare safety curriculum</td>
</tr>
<tr>
<td>(August to December 2008)</td>
<td>▪ Train teachers with SRTS materials</td>
</tr>
<tr>
<td></td>
<td>▪ Order pamphlets and magazines for parents and the community.</td>
</tr>
<tr>
<td></td>
<td>▪ Purchase promotional materials.</td>
</tr>
<tr>
<td></td>
<td>▪ Plan the first neighborhood Open House.</td>
</tr>
<tr>
<td></td>
<td>▪ Begin the safety campaign school-wide and community-wide.</td>
</tr>
<tr>
<td></td>
<td>▪ Hold the first neighborhood Open House to coincide with Walk to School Day (Oct. 8, 2008)</td>
</tr>
<tr>
<td></td>
<td>▪ Purchase apparel items</td>
</tr>
<tr>
<td></td>
<td>▪ Select and train Safety Patrol members and leaders</td>
</tr>
<tr>
<td><strong>Second Semester</strong></td>
<td>▪ Issue apparel items to members and leaders.</td>
</tr>
<tr>
<td></td>
<td>▪ Begin travel logs program.</td>
</tr>
<tr>
<td></td>
<td>▪ Evaluate results of first semester education programs.</td>
</tr>
<tr>
<td></td>
<td>▪ Evaluate results of second semester “action” programs.</td>
</tr>
</tbody>
</table>

In order to accomplish Kids on the Move! coordination and cooperation among each schools’ teachers and faculty, parents, and neighbors is essential. NLCOG will help facilitate this coordination and will communicate effectively with each group. NLCOG will coordinate activities for the school as needed and will assume responsibility for the administrative, training and data gathering tasks.