Walking School Bus Stop Schedule

Route Name/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Route Leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM PM (circle one)

|  |  |  |  |
| --- | --- | --- | --- |
| Stop location | Arrival | Departure | # Students |
| *Ex. Corner of Broad and High St.* | *7:30am* | *7:32am* | *3* |
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|  |  |  |  |
|  |  |  |  |
| **Total Students** | **##** |

Sample Walking School Bus Route Map



Image Source: *Let’s Walk Together! Walking School Bus Training Manual Resources*, Los Angeles County Department of Public Health.

Walking School Bus Student Expectations
and Code of Conduct

Prior to your family’s participation in the Walking School Bus (WSB) program, please review the following rules and expectations together. This is a crucial step to make this a fun and safe experience for everyone!

1. There will be one WSB leader walking in front of the children and one behind.
2. When getting ready to cross a street, children are to stop and wait for instructions before crossing.
3. Children should follow directions and “look left, look right, look left” when crossing the street.
4. No running is permitted at any time.
5. Children should stay within the crosswalk when crossing the street.
6. WSB leaders will remind children to be aware of car traffic at driveways, intersections, and other thoroughfares.
7. Participants will be respectful of all other students, the WSB leaders, the neighborhood, and neighbors.
8. Children will not play with toys or use electronic devices during the walk.
9. WSB leaders will give a verbal warning if these rules are not followed, and if the behavior persists, the WSB leader will alert the school.

*I have read and understand the expectations of a WSB participant with my parent(s)/guardian(s) and agree to follow these rules. Most of all, I agree to have fun!*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Student’s Name School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Parent/Caregiver Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent/Caregiver Signature

 **Walking School Bus Family Expectations**

1. Families are expected to complete all paperwork required by the Walking School Bus (WSB) program to enroll your child(ren) in the program (e.g., permission slip, child and family expectation sheets, emergency contact information).
2. Family members are welcome to walk along with WSB until you feel comfortable with the volunteers and children on the route. However, if you wish to walk every day, you must complete the volunteer process.
3. It is the responsibility of the family to determine the way they wish to deliver the child(ren) to the WSB leader (e.g., walk them to the bus stop, allow them to walk on their own).
4. Children must arrive on time at the pre-determined “bus stop” locations. WSB will leave bus stops on time and cannot wait for children who are late. If a child misses WSB, the family is responsible for getting him or her to school.
5. If a walk needs to be cancelled for an exceptional circumstance, the WSB Coordinator will contact the families on the route.
6. Families are expected to be aware of safety procedures, incident reporting, and appropriate responses to student conduct. These safety procedures are in place for the safety of the children and volunteers.
7. Safety for all parties involved is of utmost importance in our program. Families are required to provide emergency contact information and any other relevant information to appropriate school staff and the WSB Coordinator.
8. Families who have a child with special needs or requests should contact their school’s WSB Coordinator.
9. The WSB Coordinator reserves the right to ask families or students who fail to follow the rules to cease participation in the program.
10. In order to provide the best volunteer experience possible, [SCHOOL/DISTRICT] reserves the right to amend or update this policy as needed.
11. Most importantly, WSB is an educational physical activity and community building program. Support it, participate in it, and have fun with it!

*I understand and agree to the roles, responsibilities, and liabilities of a family with a child in the WSB program as defined under the* [SCHOOL/DISTRICT]’s *policies and procedures.*

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Parent/Guardian Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name School

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Name(s)

Walking School Bus
Student Recruitment Checklist

In-School Recruitment:

* Include in morning announcements DATES:
* Distribute flyers to families DATES:
* Post posters or on bulletin boards DATES POSTED:
* Include in emails from principals DATES:
* Ask counselors and attendance office to promote program
* Give in-class presentations before starting your Walking School Bus
	+ DATES/CLASSROOMS:
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Before/After School Recruitment:

* Attend PTO/PTA meeting DATE:
* Include PTO/PTA or school news to parents DATES:
* Provide information table at school events
	+ EVENT/DATE:
	+ EVENT/DATE:
	+ EVENT/DATE:
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources needed:

Notes/contact Information:

Walking School Bus Route
Leader Recruitment Checklist

How many leaders do I need? \_\_\_\_\_\_\_\_\_\_\_\_\_

Can high school students participate to earn community service hours? YES NO

High school community service contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recruitment Ideas:

* Contact families that walk their kids to school
* Contact families within walking distance from school
* Visit a PTO/PTA meeting DATE:
* Include information in PTO/PTA or school news to parents DATES:
* Provide information table at school events:
	+ EVENT/DATE:
	+ EVENT/DATE:
	+ EVENT/DATE:
* Contact neighborhood watch/associations
* Contact walking groups/clubs in the community
* Contact community senior center volunteer groups
* Contact parks and recreation, city volunteer groups
* Contact local colleges for student volunteer organizations
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resources needed:

Notes/contact Information:

Walking School Bus Student Consent and Registration Form

 **[YEAR] School Year**

If you would like your child to join a Walking School Bus (WSB), please complete and return the completed form to the front office by [DATE]. If you have any questions, please contact [NAME AND CONTACT INFORMATION].

**PARTICIPANT DETAILS**

1. Please provide details for your child(ren) who would like to use the WSB.

|  |  |  |
| --- | --- | --- |
| First Name | Last Name | Grade |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

Home Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Potential Risks: A WSB is intended to reduce the risk of injury to children as they travel to and from school through the use of adult supervision. However, there are risks associated with child pedestrians. These specific risks include injury as a result of motor vehicle crashes, falls, overexertion, or carelessness. [SCHOOL] does not assume responsibility for the safety of walking or bicycling routes and encourages families to decide whether the recommended WSB route is suitable for their children.

3. Voluntary Consent: I certify that I have read this consent form or it has been read to me and that I understand the program and its risks. A copy of this consent form will be given to me. By signing this consent form, I agree to allow my child to participate in the WSB program.

4. Photo Release *(Please check with school for standard language used in district)*:I authorize the [SCHOOL DISTRICT] and its affiliates to photograph, film, audiotape, or otherwise record and/or interview (collectively, “Materials”) myself and my child(ren). Further, I agree that such Materials may be used, with or without names, in any publications, presentations, websites or other media form, whether now or hereafter known, for any purpose appropriate in the view of [SCHOOL DISTRICT], in its sole discretion. I further understand and agree that I have no rights in the Materials, and that these Materials may be edited, used, published, distributed, and/or licensed by [SCHOOL DISTRICT] now or at any time in the future, for the purposes set forth above. I waive all right to inspect or approve the use of the Materials, now or in the future.

Minor’s Full Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to person completing this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Walking School Bus Information Flyer

**[SCHOOL LOGO/LETTERHEAD]**

**What is a Walking School Bus (WSB)?**

A WSB is a fun way to get to school as a group! Children walk under adult supervision along a recommended route to school.

**Why Should I Join?**

A WSB is an opportunity for children to learn important pedestrian safety skills. WSBs can help reduce the number of parents dropping off children to school, which means reducing traffic congestion and improving air quality around the school. In addition, if your child participates, they will get more physical activity, which will help keep them healthy and prepare them to learn for the day. Finally, it will save you time. Imagine volunteering for WSB just once a week, and having four free days where you do not have to worry about getting your child to school!

**What does it cost?**

The program is free! It relies on adult volunteers, and the more volunteers, the more days a walking school bus can run.

**How do I sign up my child?**

It is easy! Just fill out the attached **Walking School Bus Consent Form** and return it to your school.

**Who can be a volunteer with the WSB?**

All parents, family members, and school staff who have been cleared by [SCHOOL/ SCHOOL DISTRICT] ‘s volunteer screening process. [TAILOR FOR YOUR WSB SITUATION]

We hope that you will join and help volunteer with WSB**!** It is a great way to spend time with your child before school.

If you are interested in volunteering, please complete the attached **Request for Walking School Bus Route Leaders Form**.

**To learn more, please contact:** [WEBSITE OR CONTACT INFO]

**Request for Walking School Bus
Route Leaders**

**[SCHOOL LOGO/LETTERHEAD]**

**Walking School Bus (WSB) program**

**WSB has many benefits. Some benefits include:**

* Safety in adult-supervised, large groups,
* Increased amounts of physical activity among our youth,
* Reduced amounts of traffic congestion around school areas,
* Social benefits for children,
* Families save money on gas.

**How You Can Get Involved**

Getting involved is easy. You can participate in the WSB program by:

* Meeting students being dropped off at a WSB Stop and safely walking with them to school
* Greeting students as they arrive at school, and
* Helping serve snacks.

**For more information about WSB,** please contact [CONTACT NAME] at [CONTACT PHONE NUMBER AND/OR EMAIL].

If you would like to be a WSB Route Leader, please detach and return this form to [CONTACT NAME] by [DATE]. We will contact you with additional information to get started. Thank you for your interest!

Parent/Caregiver Name: \_\_\_\_\_\_\_\_\_\_\_

Child’s/Children’s Name/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Walking School Bus Route Leader Agreements and Code of Conduct

Thank you for your interest in volunteering! In the interest of ensuring the safety of our children and the functioning of our program, volunteers need to agree to a number of rules.

* If any injuries or other incidents of concern occur during the Walking School Bus (WSB), they should be reported using [define agreed process here] immediately.
* Volunteers should avoid being alone with a single child and should make an effort to be within sight of other volunteers, the public, and other children as much as possible.
* Volunteers agree to act as a positive role model for youth.
* Volunteers should not release children to anyone along the route. Children should only be released at the school and/or their designated WSB stop.
* Volunteers agree that they will not engage in any of the following behaviors:
* Abuse of children, including:
	+ physical abuse – strike, spank, shake, slap;
	+ verbal abuse – humiliate, degrade, threaten;
	+ sexual abuse – inappropriate touch or verbal exchange; and,
	+ emotional abuse – shaming, harassment or cruelty, etc.
* Using, possessing, or being under the influence of alcohol, tobacco, or illegal drugs during volunteer hours.
* Transporting children in any vehicle.
* Taking photographs of WSB participants, unless specifically requested to do so.
* Leaders should stay on task and limit any distractions. Cell phones are to be used only for emergency or WSB purposes.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Walking School Bus Routes Leader Form

Are you willing to volunteer with the [SCHOOL] Walking School Bus (WSB)? If yes, please complete the questions below and return it to [NAME AND LOCATION]. Thank you!

1. Please provide the name(s) of the volunteer(s) and their contact details.

|  |  |  |
| --- | --- | --- |
|  | Volunteer 1 | Volunteer 2 |
| Name |  |  |
| Phone |  |  |
| Email |  |  |

2. Please pick which day(s) the volunteers would be able to escort a WSB.

|  |  |  |
| --- | --- | --- |
|  | Volunteer 1 | Volunteer 2 |
| 1st [DAY] | 2nd [DAY] | 3rd [DAY] | 4th [DAY] | 1st [DAY] | 2nd [DAY] | 3rd [DAY] | 4th [DAY] |
| Mornings or Afternoon |  |  |  |  |  |  |  |  |
| Please list any dates you can NOT volunteer |  |  |

3. If you are unable to commit to one regular walking day a month throughout the school year, but are interested in a specific date please indicate which date you can commit to volunteering.

|  |  |
| --- | --- |
|  | Please list the actual dates. |
| Volunteer 1 |  |
| Volunteer 2 |  |

4. Please check this box if you would like to be a back-up volunteer but are unable to commit to any day at this point.

5. Volunteer Commitment

I agree to be a volunteer WSB Route Leader along the recommended route to school. If I should be unable to make any commitments, I agree to contact [NAME] at least two (2) school days beforehand or will arrange for a substitute volunteer from the approved list. I agree to follow the safety rules of the WSB program during my role as a volunteer.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Walking School Bus Student Safety Cards

**Example 1**

**Walking School Bus Safety Rules**

1. Golden Rules:

* Walk (do not run)
* Stay on the sidewalk
* Treat others respectfully – no pushing, shoving, or bullying

2. Always cross at the safest places such as street corners and/or painted crosswalks.

3. Push the crosswalk signal button to cross the street.

4. Look left, right, left, and behind and in front while crossing the street.

5. Be aware of traffic sights and sounds.

6. When possible, walk facing traffic so you can see drivers.

7. Watch for parked cars that might move unexpectedly.

8. Walk together as a group.

9. Stay safe and keep in mind it is hard for big vehicles to see you.

10. Always treat the WSB Leader and other children in the group with courtesy and respect.

**Example 2**

**Walking School Bus Safety Rules**

1. Know the traffic laws.
2. Walk or bike in groups.
3. Stay on sidewalks.
4. Use crosswalks.
5. Wear bright colors.
6. Watch for cars before crossing.
7. Leave your phone alone.
8. Plan your route and follow it.
9. Be aware of traffic sights and sounds.
10. Look left, right, left, and behind and in front while crossing.
11. Make sure your family always knows where you are.

**Example 3**

*[To be read to students prior to starting the walk]*

1. Listen to your Walk Leaders.
2. Stay in between Walk Leaders.
3. Stay on sidewalk.
4. Walk, do not run.
5. Have fun!

Walking School Bus
Introductory/Confirmation Letter

Confirmation Letter

[DATE]

Dear Parent/Guardian of [CHILD/REN’S NAME],

We are very pleased that you have registered your child(ren) for the Walking School Bus (WSB) program. In order for your child(ren) to begin actively participating in the WSB program you must first review the student code of conduct and WSB Map.

Here are a few reminders:

* Your child may begin in the program after returning all required forms.
* Call [PHONE NUMBER] if you need to cancel or reschedule.

If you have any questions regarding the program, please do not hesitate to call me.

Sincerely,

[NAME]

[SCHOOL]

Walking School Bus Coordinator

[CONTACT INFO]

Walking School Bus Training Checklist

**Training Details:**

* **When:** What day/time will you conduct your training? Will you have multiple days to accommodate volunteers’ schedules?
* **Where**: Where will it be held? It is preferable to hold the training at the school where you can walk the route and become familiar with the building, grounds, and neighborhood.
* **Length:** The length of your training will depend on what you will cover, if you will walk the route as part of the training, and how many people will be attending. One hour may be enough for instruction with another hour to walk the route.
* **Who will conduct your training?** Review the resources and key training components and explore partners in your community that can help. Law enforcement and school administration are key partners who might take the lead on various training components.

**Key training components should include:**

* **Basic pedestrian safety information.** Review basic walking safety information and protocol: how to cross the street, what to do at intersections, what to wear, and safe walking behaviors. Review what kids and their parents need to know, including the **Code of Conduct and Student Safety Card.** Contact local law enforcement or transportation departments to see if they can help with traffic safety information!
* **Where WSB routes are located.** Review the final **Route Map**, stops, and timing. If possible, take your leaders to the WSB route and walk it so they are familiar and can ask questions about protocol.
* **Who will be in the WSB?** If parents must register their students for WSB, it will be easy to create a **Student List**, for leaders to use as checkoff or as reference for student names and who should/should not be in WSB. This can be turned in at the school office along with the **Leader Comment Form** and **Sign-in/Sign-out Sheet**.
* **What supplies will each leader need?** Review the **Equipment and Supplies list** and make sure leaders have all the items needed to conduct their WSB.
* **What is typical protocol and expected behavior?** Review a typical “day,” including expected leader and student behavior. What are the expectations, responsibilities, and procedures?Review the **Leader Sign-in/Sign-out sheet**, **Student List**, **Leader Checklist, and student safety and registration information.** Key leader protocol: use good judgement and be a good example! No personal cell phone usage, route deviations, inappropriate dress/language, or unapproved adult guests on WSB.
* **What to do in the event of an emergency.** This should address school and district protocol. Contact our school administration for this information and invite your principal to present to leaders.
* Review the **Leader Comment Form** which should be turned in with any comments, problems, or great stories to share on their WSB experience.
* **Walk your routes** to gain familiarity and the appropriate pace to get to school on time.

Walking School Bus Training Agenda

When:

Where:

Time:

Hosted By:

Agenda

* Introductions/Icebreaker
* What is a Walking School Bus (WSB) and Why Do We Need One?
* How the WSB Works at Our School (Program Overview)
* WSB Leader Information
* Safety information: Review pedestrian safety information, including student safety card, volunteer instruction card, *From a Kid’s Perspective*, *Teaching Tips for Road Safety and Basic Walking Safety Information*.
* Protocol and expectations: Review route leader and student behavior expectations, code of conduct, how a typical day will go, what to do if you cannot make it, what to do in case of emergency, leader comment form, sign in/sign out sheet.
* Route logistics: This can include reviewing route maps, equipment, student list (if needed), and walking the route to gain familiarity and appropriate pace for timing.

Walking School Bus Route
Leader Sign-In/Sign-Out Sheet

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Leader Name | Time In | Time Out | Route Assignment | Notes |
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Walking School Bus Route Leader Checklist

My Walking School Bus (WSB) days are:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I need to be at WSB at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PM

I need to bring (see Supplies and Equipment List):

Forms needed:

* Code of Conduct
* Route Map
* Emergency Contact List
* Leader Comment Form
* Student List? YES NO

Daily Routine -- Morning

* Arrive promptly at designated WSB starting point
* Leave on time; set pace to arrive at stops and school
* Walk with students, checking them off the Student List at each stop (if needed)
* Record issues or comments on Leader Comment form
* Arrive at school; sign in/out at office, turn in Leader Comment Form and Student List from morning and previous afternoon

Daily Routine -- Afternoon

* Arrive promptly at school; take attendance using Student List (if needed)
* Leave on time; set pace to arrive at stops and WSB end point
* Walk with students, make sure they arrive at their stop on time
* Record issues or comments on Leader Comment form
* Arrive at WSB end point

Notes:

Walking School Bus Leader
Emergency Contact List

Who to Contact in Case Of Emergency:

|  |  |
| --- | --- |
| Walking School Bus Contact |  |
| Name |  |
| Cell Phone Number |  |
| Home Phone Number |  |
| School Contact |  |
| Name |  |
| Direct Phone Number |  |
| Cell Phone Number |  |
| School Phone Number |  |
| Police Contact |  |
| Name |  |
| Cell Phone Number |  |
| Work Phone Number |  |
| Emergency Response | 911 |

Walking School Bus Student List

*If needed for Walking School Bus (WSB) leader or for tracking student registration*

School Name:

WSB Route Assignment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name | Registration Form Turned In (Date) | Route Assignment | Pick-up/Drop-off Stop | Notes |
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Walking School Bus Leader Comment Form

*This form can be used for documenting good experiences, issues in need of resolution, comments about the route, or anything the Walking School Bus (WSB) Coordinator or school needs to be aware of.*

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students Today: \_\_\_\_\_\_\_\_\_\_\_ AM/PM

Location: Intersection, street, address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was there an emergency? Were emergency contacts informed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Walking School Bus
Equipment/Supplies List

All Walking School Bus (WSB) leaders should have supplies and equipment to do their job, depending on the type of WSB you are offering.

Forms:

* Route Map
* Student List (if needed)
* Code of Conduct
* Leader Comment Form
* Emergency Contacts
* Safety Information

Typical Equipment:

* Reflective Vests
* WSB Identification (button, hat, shirt, etc.)
* Whistles
* First Aid kits
* Cell phones (personal)
* Clipboard/Pen
* Bag to keep supplies and forms in

Remember to:

* Dress for the weather
* Wear good walking shoes
* It is generally recommended not to use an umbrella since students may crowd to get under it and it can inhibit line of sight and safe street crossing
* Follow all code of conduct and WSB leader training

Walking School Bus
Route Leader Instruction Card

**Instructions for Walking School Bus (WSB) Route Leaders**

**Thank you so much for leading the WSB! To ensure a smooth morning, please keep the following in mind.**

1. Wear safety vests.
2. Collect registration forms or confirm participating students on Student List (if needed).
3. If three volunteers are available, assign one route leader to be the intersection chaperone. Designate one bus leader to stay in front of WSB and one as the rear chaperone.
	* Before crossing intersections, the front bus leader waits for intersection bus leader and the majority of children to minimize crossings and disrupting traffic.
4. Rotate students holding the banner (if you have one).
5. Reiterate rules to children:
	* Never pass the lead chaperone.
	* Stay on the sidewalk.
	* Do not walk on the neighbors’ lawns.
	* Do not run.

From a Child’s Perspective:
Principles Behind Child Pedestrian Injury

|  |  |  |
| --- | --- | --- |
| 1. | **Young children are less likely to take notice of objects that are not directly in front of them.** | * Unless they deliberately turn their heads, they may not notice vehicles on the left or right.
* Looking behind is essential behavior when at intersections.
* It is essential that children practice the **look**

**behind-left-right-left** road safety strategy and understand the reason for the sequence for most road crossings. |
| 2. | **Children have difficulty judging the speed of approaching traffic.** | * Children may wait for a slow car but cross in front of a fast one.
* This behavior is related to the size and sound of a vehicle.
* Small vehicles are perceived as being far away and large vehicles are thought to be closer.
 |
| 3. | **Young children often have difficulty judging the direction from which sound is coming.** | * Children may expect traffic to come from a different direction.
 |
| 4. | **Because children are small, they often cannot see over parked vehicles or roadside shrubs.** | * This also means that motorists cannot see them.
 |
| 5. | **Children have a short attention span and attend to those sights and sounds that interest them.** | * This inconsistency of behavior is also influenced by interaction with others.
 |
| 6. | **Children behave spontaneously, based on impulse.** | * Children can be unpredictable.
* Their high activity level and developing coordination increases this problem. The result is that if moving quickly, they may not be able to stop quickly in an emergency.
 |

Source*: Let’s Walk Together! Walking School Bus Training Manual Resources*, Los Angeles County Department of Public Health.

Basic Walking Safety:
Tips to Teach Road Safety to Kids

An important role of Walking School Bus volunteers is educating children on road safety. Some examples include:

* **Scanning the road environment.** This means children should be reminded to physically turn the head from side to side to compensate for their reduced peripheral vision.
* **To cross or not to cross a road.** This helps children to understand the decision making process. This may include counting the time vehicles take to travel from sighting to crossover point and comparing this to the time taken to cross the road with time to spare.
* **Hearing a traffic sound,** children should begin scanning until they have identified the source and whether the vehicle could be a threat to their safety.
* **If they do not have a clear view of the road in all directions,** then drivers probably cannot see them until too close to stop a collision.
* **Approach pathway ends and road boundaries with caution** and STOP, LOOK (behind-left-right-left), LISTEN, and THINK.
* **Improve children’s concentration** by asking questions that cause the child to focus on a given potential or actual hazard.
* Being aware of the influence that children have on each other’s behaviors.

**Safety Strategies**

* Gather the group at least one yard back from the curb before crossing.
* Estimate the crossing time (depending on the number and age of children—remember that running is not allowed).
* Estimate the ‘no-go’ point (a point 20 seconds away in each direction).
* Cross the busy roads with small numbers of children (up to six).
* Cross ONLY when a **fresh** walk signal has illuminated, if applicable.

 **Crossing Roads**

* Do not allow children onto a road because a driver has stopped and waved them across. Wait for your signal.
* Holding them well back from the curb reduces the risk that this will happen.
* Do not commit groups of more than ten to cross-traffic road crossings.
* Do not assume motorists will stop.
* Do not attempt to stop traffic in order to cross a road.
* Communicate clearly before moving onto roads.
* Keep the sub-group together and maintain verbal contact.
* Regroup away from the crossover point so others can clear the road.

Source*: Let’s Walk Together! Walking School Bus Training Manual Resources*, Los Angeles County Department of Public Health.

Game Time

***Fun games to play while walking to help keep the group together***

*The following games are ideas for engaging students on the walk to school, but leaders should consider any added preparations, use their best judgment, and only conduct games so long as Walking School Bust (WSB) leader and students’ attention can still be primarily focused on their safety.*

* Eye Spy - I see something you don’t see and the color is \_\_\_\_\_\_\_\_\_.
* Animal Game – “I’m thinking of an animal that \_\_\_\_\_\_\_\_ (describe details about the animal)” and have the kids guess.
* “I’m going on a walk/picnic and I’m taking a \_\_\_\_\_\_\_\_(use the letters of the alphabet, A-Z)”.
* Letter of the day: find 10 or 20 things on the way to school that start with the letter\_\_\_\_\_\_\_ (challenge competition between WSB Leader and children).
* Count the number of cars with just one person in them (educational point about inefficient transportation system).
* Clean Up - Have a different focus each day so that picking up litter does not become a chore. Examples:
	+ Glass Monday
	+ Plastic Tuesday
	+ Whatever Wednesday
	+ Paper Thursday
	+ Aluminum Friday

***Other ideas to keep everyone happy***

* Name your WSB team.
* Make and decorate a flag to carry on the walks.
* Have a theme day - sports team, school colors/spirit, etc.

Source: *Walking School Bus Tool-kit*, Live Well Greater Toledo/Toledo Public Schools Safe Routes to School Program.

 **Walk to School Day Flyer**

**[SCHOOL LOGO/LETTERHEAD]**

**[SCHOOL] is participating in Walk to School Day on [DATE].**

**Join children and adults around [SCHOOL] to celebrate the benefits of walking.**

**Why walk? Walk to School Day promotes safe walking for many reasons:**

* Healthy kids getting physical activity
* Teaching safe walking skills to children
* Awareness of how walkable a community is and where improvements can be made
* Concern for the environment
* Reducing traffic congestion
* Taking back neighborhoods for people on foot
* Sharing time with community leaders, parents, and children

**To learn more about Walk to School Day, contact your school coordinator: [NAME, CONTACT INFORMATION].**

Source: *Walking School Bus Tool-kit*, Live Well Greater Toledo/Toledo Public Schools Safe Routes to School Program.

Walking School Bus Press Release

Walking School Bus to Make Its Debut at [SCHOOL] on [DATE].

[SCHOOL] will kick off its walking school bus (WSB) on [DATE], to help students and families walk to and from school safely, and get there on time.

[COORDINATOR NAME], [SCHOOL]’s WSB coordinator, is organizing and managing the program, which includes student sign ups, WSB leader training and open communications with school administration, students and families. “Walking school buses assist with safety, but they are also healthy for students and the environment, reduce vehicles in and around the school, and are fun and social for all involved.”

A WSB is a safe and fun way for children to get physical activity as they travel to and from school with adult supervision. Each bus walks along a set route with one or more adults, picking children up at designated stops along a predetermined route and walking them to school. The process is reversed in the afternoons.

If you are interested in getting involved in the program, or for more information, contact [COORDINATOR NAME] at [CONTACT INFORMATION].

***Other content to consider:***

* **Testimonials:** get quotes from the principal, students, and family members participating in the WSB about the value of the program.
* **Pictures:** Provide a picture of the WSB in action. Highlight Walk to School Day events or take pictures of dignitaries or special guests walking with the WSB. Make sure you have photo releases for everyone in the picture.
* **Data:** If you have data on the number of routes, students participating, or leaders trained or increases in registration, provide that. Interesting data could also include the number of steps students have taken, the number of car trips reduced to the school, or games and learning experiences students have participated in.

Social Media/Facebook
Walking School Bus Language

[SCHOOL] will kick off its walking school bus (WSB) on [DATE], to help students and families walk to and from school safely – visit [WEBSITE] for more information, or to register your student!

Looking for a way to volunteer at [SCHOOL]? Our WSB is in need of leaders to walk students to and from school – contact [WSB COORDINATOR/WEBSITE] for more information.

Does your student want to walk to school, but not by themselves? The WSB program at [SCHOOL] is for you! To learn more, visit [WEBSITE] or contact [WSB COORDINATOR] for more information.

What is a WSB? Just the most fun you will have on your walk to school, that’s what! For more information and to sign up, contact [WSB COORDINATOR].

*Content to consider:*

* Add a picture, your school’s logo, or a WSB logo if you have one! Make sure you have photo releases for everyone in the picture.
* Link to your school’s WSB webpage for more information.
* As the program progresses, include facts and data about your WSB, quotes from students and leaders, and reminders on how to register.

Walking School Bus Student Survey

This survey can be administered anonymously or you can ask for student contact information.

1. What Walking School Bus (WSB) route do you take?
2. What do you like best about WSB?
3. What do you like least about WSB?
4. What is one thing you have learned about walking safely to school?
5. Where else, besides school, could you or do you walk?

Walking School Bus Family Survey

This survey can be administered anonymously or you can ask for family contact information.

1. What Walking School Bus (WSB) route do you take?
2. What do you like best about WSB?
3. What do you like least about WSB?
4. Do you feel your child is safer walking in WSB?
5. What is the best way to communicate with you about WSB?
6. What suggestions do you have to improve WSB?
7. Would you be interested in assisting with WSB as a Leader or Team member? If yes, please provide your contact information.
8. Would you or do you walk to places other than school? If yes, where?