

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_

This year, the official Jordan School District (JSD) Safe Routes to School (SRTS) Plan Form will be managed digitally and delivered through email, rather than in printed, hard copy format.

Utah State Law requires that every elementary and middle school develop, review and/or update a SRTS Plan each year, to be implemented at the beginning of the following school year. The plan is for students that walk and bike to school, who are not eligible for busing services.

The school's administration and school community council should collaborate on plan development and are encouraged to invite/include the respective city's engineering office and police department in the process. Each city's engineering department manages city sidewalks, crosswalks, lights and related signage, etc. Crossing guards are funded and staffed by the police departments. The Utah Department of Transportation (UDOT) oversees the SRTS program and provides related direction, support, online mapping software and retains finalized plans for state records.

*Contact Information for Cities, Police, UDOT and District attached*

DATES / TIMELINE FOR PLAN COMPLETION:

- November: The JSD Official Safe Routes to School Plan Form released to principals in Jordan Administrative Memo (JAM) email
- January: All plans and UDOT online routes map and public notes due to JSD Risk Management at Auxiliary Services **DUE NO LATER THAN FRIDAY, JANUARY 21, 2022.**
- February: All plans are sent to the respective cities for review.
- Feb.-March: Plan review/approval group meetings held with each principal, city engineer, police and district personnel. District will schedule appointments with principal, city engineer and police department.
- April-May: District meets with each Administrator of Schools to finalize all plans. Copies of finalized plans disseminated to each city's engineering office and police dept. Finalized plans uploaded to the JSD Google Drive for school and district personnel.

Instructions and requirements for the Safe Routes to School Plan are listed on the next page. If you need to include additional pages with this form, please attach them in PDF format.



**SCHOOL:** \_\_\_\_\_

**INSTRUCTIONS FOR PLAN. Check off when completed.**

Additional resources from UDOT available at: [www.saferoutes.utah.gov](http://www.saferoutes.utah.gov)

**SAFE ROUTES PLAN TEAM.** Identify a school team. Recommended to include the School Safety Committee and School Community Council. Record meeting minutes and keep on file at school. Recommended to invite the **CITY ENGINEER AND POLICE** representatives to planning meetings. See attached contact info.

**WALKING ROUTES MAP.** Using the UDOT mapping software: [www.saferoutesutahmap.com](http://www.saferoutesutahmap.com) create/update the school boundary (red line), routes to school (green line) and the location of crossings, crossing guards, traffic lights, stop signs, etc., using the icons available in the software. Once complete, "Submit" the UDOT map online for approval. UDOT's software will provide a link to be inserted into this plan form and that can be posted on the school's Website. If you cannot remember the school's USERNAME and PASSWORD contact JSD Risk Management: 801-567-8876, 801-567-8625, or 801-567-8623. Using the UDOT mapping software provides consistency and easy access for parents/guardians to review routes without needing a username or password. Completed plan forms will be kept on the Jordan District Google Drive.

**TEXT DESCRIPTION OF SAFE ROUTES.** Develop a written description of the safest routes to school for students to walk or bicycle under the PUBLIC NOTES tab in the UDOT software. Additional info that can be included: areas of no sidewalk, busy roads/areas of caution or concern, Other hazards (i.e. canals, steep hills, construction, etc.). The TEXT DESCRIPTION should be included in this plan form.

**LOADING/UNLOADING ACCESS ZONES MAP.** Separate bus and car zones indicated on school property.

**DISTRICT AND MUNICIPALITY ISSUES/CONCERNS.** List issues/concerns for the District to address on the school property, such as parking lot signs, paint, etc. List issues/concerns for the City to address along the safe routes, such as needed sidewalks, requested crossing guards, etc.

**REQUIRED SIGNATURES, INITIALS AND DATES.** At the school, the Safe Routes to School Plan should be reviewed and approved by:

- **REQUIRED** Principal - initial and date the bottom of all pages as "approved" and sign and date where indicated on signature page towards the back of the form.  
**Any future changes will require initials and dates as "amended".**
- **RECOMMENDED** School Community Council Representative on signature page only.
- **RECOMMENDED** School PTA Representative on signature page only.

**EMAIL FORM** once completed and signed to Risk Management at Auxiliary Services: [judy.bird@jordandistrict.org](mailto:judy.bird@jordandistrict.org), [jeffrey.beesley@jordandistrict.org](mailto:jeffrey.beesley@jordandistrict.org), or [lance.everill@jordandistrict.org](mailto:lance.everill@jordandistrict.org)

**FINAL PLAN REVIEW MEETING.** Risk Management will schedule at final plan review meeting with the principal, District personnel, the City's engineering office and police department. Once approved, the City will sign the plan. Risk Management will review the plan with the Administrator of Schools, and both will sign, finalizing/completing the plan.

**COMPLETED PLANS.** The District will send completed plans to the city engineer and police dept. and will upload the plans to the JSD Google Drive for the schools and District personnel.

**WALKING ROUTE MAP**

[www.saferoutesutahmap.com](http://www.saferoutesutahmap.com)

Insert here, WALKING ROUTE MAP online link from the UDOT mapping Website:

<b>Approved:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____	<b>Approved:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____
<b>Amended:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____	<b>Amended:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____



**TEXT DESCRIPTION OF SAFE ROUTES**

[www.saferoutesutahmap.com](http://www.saferoutesutahmap.com)

Provide a written description of the safe routes that students should take. Consider dividing the routes into sections or zones. This description should correspond with the WALKING ROUTES MAP on the preceding page. **Highlight changes** from previous year Safe Routes to School Plan.

Insert here, TEXT DESCRIPTION OF SAFE ROUTES, or link to the UDOT mapping Website:

<p><b>Approved:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____</p>	<p><b>Approved:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____</p>
<p><b>Amended:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____</p>	<p><b>Amended:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____</p>



**LOADING/UNLOADING ACCESS ZONES MAP** on school property

Insert here, LOADING/UNLOADING MAP, or link to school's Website where this map is posted:

<b>Approved:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____	<b>Approved:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____
<b>Amended:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____	<b>Amended:</b> Principal Initials/Date _____ Municipal/City Rep. Initials/Date _____

**DISTRICT ISSUES/CONCERNS at school**

**MUNICIPALITY/CITY ISSUES/CONCERNS**

**Approved:**  
Principal Initials/Date \_\_\_\_\_  
Municipal/City Rep. Initials/Date \_\_\_\_\_

**Amended:**  
Principal Initials/Date \_\_\_\_\_  
Municipal/City Rep. Initials/Date \_\_\_\_\_

**Approved:**  
Principal Initials/Date \_\_\_\_\_  
Municipal/City Rep. Initials/Date \_\_\_\_\_

**Amended:**  
Principal Initials/Date \_\_\_\_\_  
Municipal/City Rep. Initials/Date \_\_\_\_\_



