# **PARK AND WALK PLANNING CHECKLIST**

This checklist is adapted from our Bus Stop and Walk guide. Start conversations about Park and Walk’s several weeks in advance of the first event, allowing plenty of time to get the word out and confirm all the details. There’s a lot of legwork to do before the first Park and Walk, but each successive day or location will become easier.

Four to six weeks before launch:

| **Task** | **Person in Charge** | **Target Completion Date** | **Check When Complete** |
| --- | --- | --- | --- |
| **Identify the school lead(s).** This person is the point of contact for the transportation department, parents and school administrators. The leader may also be responsible for meeting the parent and caregiver vehicles at the drop-off site. |  |  |  |
| **Choose day of the week and start date.** Once the start date has been identified, it will be easier to work backwards and fill in the dates on this chart. This may be one day or a permanent location for the school year. |  |  |  |
| **Identify drop location and route.** Be sure to involve the Transportation Department and school crossing guards in the decision-making process. |  |  |  |
| **Name the Parka and Walk.** Customize the name to make it memorable! Use your school mascot or neighborhood in the name – alliteration is nice too! |  |  |  |
| **Draft letter to parents, explaining Park and Walk procedure.** Find an example Parent Letter on the Minnesota Safe Routes to School Resource Center. |  |  |  |
| **Have parent letter approved** by school administration and determine distribution method (paper or electronic). |  |  |  |
| **Send** parent letter. |  |  |  |

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| **Task** | **Person in Charge** | **Target Completion Date** | **Check When Complete** |
| --- | --- | --- | --- |
| **Communicate with Special Education team** to determine how students with special needs will participate if they choose to. |  |  |  |
| **Determine the number of staff/volunteers needed.** There should be an adult at EVERY intersection on the route, as well as an adult to walk with the first group; additional walk along volunteers to meet adult/student ratios and a greeter at the school who can direct vehicles that forget about the Park and Walk. |  |  |  |
| **Recruit volunteers as needed.** Find a sample Parent Letter on the Minnesota Safe Routes to School Resource Center. |  |  |  |
| **Ensure staff/volunteers understand roles and have equipment** (adults: vests & stop paddles; students: vests & flags). |  |  |  |
| **Share cell phone and emergency numbers** among Park and Walk leader, school, and intersection/walk along staff/volunteers**.** |  |  |  |
| **Establish procedures** for inclement weather days and other cancellations. |  |  |  |
| **Communicate procedures** to school administration and volunteers. |  |  |  |

About a week before the launch:

| **Task** | **Person in Charge** | **Target Completion Date** | **Check When Complete** |
| --- | --- | --- | --- |
| **Inform school nurse.** |  |  |  |
| **Share safety information and expectations with students**. Find Pedestrian Safety Education Resources on the [Minnesota Safe Routes to School Resource Center](http://www.dot.state.mn.us/mnsaferoutes/training/bus-stop-and-walk/index.html). |  |  |  |
| **Inform neighbors** that live along the route**.** |  |  |  |
| **Customize** the sample Neighbor Letter on the Minnesota Safe Routes to School Resource Center. |  |  |  |
| **Print and distribute** the letter to neighbors. |  |  |  |
| **Design signs** to post at the drop-off location and along the route to school (optional). Handheld signs are another option. |  |  |  |

The day before the launch:

| **Task** | **Person in Charge** | **Target Completion Date** | **Check When Complete** |
| --- | --- | --- | --- |
| **Gather materials.** Prepare signs, clipboard or other way to keep track of the buses and opt-out students at the drop location. |  |  |  |
| **Check the route.** Construction or other surprises can pop up overnight. |  |  |  |
| **Post signs at the drop-off location and along the route to school.** This can also be done the morning of. |  |  |  |

At the end of the season:

| **Task** | **Person in Charge** | **Target Completion Date** | **Check When Complete** |
| --- | --- | --- | --- |
| **Communicate end date** to transportation department and parent/caregiver drivers. |  |  |  |
| If you think there may be confusion, on the first NO Park and Walk day, go to the drop location and direct vehicles to go straight to school. Unless parents are willing to park and walk with their students to the building. |  |  |  |
| **Evaluate the program**. |  |  |  |
| **Draft a survey** for teachers using the Sample Survey Questions from the Minnesota Safe Routes to School Resource Center. |  |  |  |
| **Distribute the survey**. Set an end date. |  |  |  |
| **Publicize the results** at staff meetings, PTA meetings, on the school website or in a newsletter. |  |  |  |