

Planning Guide

UDOT Student Neighborhood
Access Program (SNAP)[™]



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1. Introduction

There is growing concern in Utah and nationally about the safety of children who walk or bike to school. With increased traffic congestion around schools, students who choose to walk or bike have limited safe routes, which discourages this healthy activity. To assist in addressing this public safety and health issue, the Utah Department of Transportation (UDOT) provides Utah schools with safe walking and biking resources through the federally funded **Safe Routes to School (SRTS)** program.

The first element of the Utah SRTS program is assisting schools with their legal responsibility of creating a **Student Neighborhood Access Program (SNAP)[™] Plan**. Under Utah law, every elementary, middle and junior high school is responsible for developing and implementing a safe routing plan, or SNAP Plan. High schools are also encouraged to create a SNAP Plan. This Planning Guide focuses specifically on how to create a SNAP Plan.

SRTS Resources

National Center for Safe Routes to School

www.saferoutesinfo.org

Safe Routes to School National Partnership

www.saferoutespartnership.org



Under Utah law, every elementary, middle and junior high school is required to create a SNAP Plan.



1a. SNAP Plan Overview

A SNAP Plan consists of a map and text description outlining the safest routes for students to walk and bike to school. **The goal of a SNAP Plan is to increase the number of students walking and biking safely to school.**

UDOT is confident any school that properly identifies and then educates students and parents about the safest route(s) with a SNAP Plan will help reduce, and work to eliminate, vehicular incidents involving child pedestrians and cyclists near and on school property. A SNAP Plan can also encourage students and parents to walk and bike to school as a healthy alternative to driving.

Additionally, without a SNAP Plan in place, schools and local jurisdictions are not eligible for federal funding to make infrastructure changes that could make traveling to school safer for students. Gold Medal School status through the Utah Department of Health is also contingent on the school having a SNAP Plan and updating it each year.

To assist schools in creating and implementing SNAP Plans, UDOT has developed the free SNAP Mapping Software and this Planning Guide. These resources provide school principals and Community Councils with instruction to create and distribute a SNAP Plan that is easy to use and understand.

By following the steps outlined in this Planning Guide, each school will be able to produce the following:

1. An **Inventory** and **Administrator Map** outlining the current traffic elements in each school's immediate area to determine the safest walking and biking routes
2. A **Student Map** to distribute to parents and students, detailing the safest route(s) students should follow when walking and biking to school
3. A **Text Description** of the Student Map that succinctly describes how students can access the safest route(s) to school

There are several essential steps in creating a SNAP Plan. The following table outlines these important tasks. Each step is described in detail within this Planning Guide. Creating a SNAP Plan generally requires a few weeks, but the process may be completed faster according to the organization and ability of the individuals involved.

SNAP Plan Process

Identify a School Community Council SNAP Team
Take an inventory of the school's walking area
Create an Administrator Map
Seek input/feedback from outside resources
Create a Student Map
Create a Text Description of the Student Map
Submit the SNAP Plan (Student Map and Text Description) to the School District Traffic Safety Committee (district committee) <ul style="list-style-type: none"> District committee submits the SNAP Plan to all jurisdictions (city, county and state) for review
Revise SNAP Plan based on review and input from these different jurisdictions <ul style="list-style-type: none"> Once approved, the district committee submits the finalized SNAP Plan to UDOT for state records
Distribute the SNAP Plan to students, parents and school employees (preferably at the beginning of each school year)

School Community Councils and school administrators should not limit themselves exclusively to the safety guidelines included in this Planning Guide. Consideration of other elements that are specific to the individual school and community is encouraged.

While a SNAP Plan may be created anytime during the year, it must be submitted to the School District Traffic Safety Committee (district committee) no later than **April 1** to be implemented at the beginning of the following school year. Deadlines for each district vary and in some cases are before April 1. Schools should check with their district committee for specific deadlines and details.

It is important to note this is **NOT** a one-time process. Schools and Community Councils are required to review and update the SNAP Plan at least once per year using the method outlined in this Planning Guide.

2. Creating the SNAP Plan

A SNAP Plan is comprised of a **Student Map** and a **Text Description** detailing the safest route(s) students should follow when walking and biking to school.

You will create two maps when developing your SNAP Plan: (1) an Administrator Map that includes ALL relevant signals, signs and hazards from the SNAP Team inventory and (2) a Student Map that clearly shows the safest routes and only the necessary signs and hazards parents and students need to know about when walking and biking to school.

Each school should create a SNAP Plan focused solely on its walking area. If a school's walking area borders or overlaps with another school's walking area, it is unnecessary for the school to map out the other school's safe routes or hazards unless they impact its own safe walking and biking routes.

2a. Identifying a School Community Council SNAP Team

Under Utah law, every school is required to have a Community Council composed of school employees and parents/guardians. Community Councils for elementary schools should be composed of four parents/guardians and three school employees, including the principal, who is required to serve. The code does allow for Community Councils to be larger or smaller as long as the number of parents/guardians exceeds the number of school employees and there are at least two school employees on the council (Utah Code 53A-1a-108).

One of the responsibilities of the School Community Council is to develop a SNAP Plan outlining the safest walking and biking routes to school. It is recommended that a SNAP Team be formed to accomplish this important requirement. There are many ways to accomplish this task. One Community Council may divide responsibilities among members. Another Community Council may assign a parent or school employee who is especially motivated to do the majority of the work, with minor input from other members. One Community Council may meet weekly from start to finish; another may only meet two or three times. Whatever the Community Council's preferred style or strategy, the important thing is that a SNAP Plan be created, approved and distributed to parents and students.

Because of the significance of this project, the SNAP Team should consider consulting outside resources to assist in preparing a SNAP Plan, such as:

- Local law enforcement
- City or county engineering employees
- City or county public works department employees
- Representation from the school's PTA or PTO
- Interested parents and guardians
- Interested school employees
- Utah Department of Health Gold Medal School mentor
- Student leaders

2b. Conducting an Inventory

To create an effective SNAP Plan, the SNAP Team must be familiar with the school's walking area. This familiarity comes through performing an inventory of the roadways within this walking area. The inventory identifies key traffic elements in the area such as signals, stop signs, crosswalks, potential obstacles, railroad crossings and missing or damaged sidewalks. SNAP Team members conducting the inventory should also observe traffic patterns.

The inventory is used to create an Administrator Map to identify where key elements are located within the school's walking area. It also gives SNAP Team members and/or School Community Councils a firsthand look at the current walking environment and traffic patterns.

It is recommended that the inventory process be completed more than once and possibly by more than one person to ensure that all the critical elements are included.

When identifying the safest walking and biking route(s) for students, it is important to take into account different traffic patterns in the school's walking area. For example, vehicle traffic may be heavier in the morning than in the afternoon. The SNAP Team should consider both vehicle and pedestrian traffic patterns during times children are traveling to and from school, rather than when students are in class or at home. It is also important to consider the number of students who are traveling in each area.

The principal should be familiar with which streets and neighborhoods are within walking distance of the school and inform SNAP Team members what areas need to be included in the inventory (typically those within a one- to two-mile radius of the school). Locations such as hazardous areas, bus loading zones or routes for students who live outside of walking distance do not need to be inventoried for the Student Map but could be identified on the Administrator Map for reference.

As schools review the Administrator Map and determine which route is safest for students to travel, there are two additional items that should be considered: (1) on- site issues and (2) students with special needs.

ON-SITE ISSUES

In addition to charting the path students should travel along roads and through neighborhoods, SNAP Teams should recognize that student pick-up and drop-off areas at the school can be among the greatest hazards for students. As schools develop a SNAP Plan, it is critical they identify the preferred access points and circulation patterns for students who walk, bike, ride the bus or are dropped off by vehicles.

Taking Inventory

1. Use a map of the area within a one- to two-mile radius of the school.
2. Use the inventory checklist included in this Planning Guide.
3. Walk the school's walking area with the map and checklist.
4. Mark required and suggested elements from the checklist on the map.
5. Chart traffic patterns by observing roads and crossings at peak times.

In addition to detailing the safest route(s) for walking and biking to school, a SNAP Plan can also designate the preferred location for drop-off zones, bus loading/unloading zones and parking lots, as well as the walking route from each of those locations to the school entry points. Each school should customize its map with these optional areas based on the needs of its student body.

Recommendations for On-site Issues

- All basic modes of transportation (walking, biking, school buses and cars) should be physically separated as much as possible from each other.
- Students who are being dropped off by vehicles should be loaded and unloaded on the right side of the vehicle, next to a curb, sidewalk or shoulder.
- Parents dropping children off should not be permitted to back up their vehicles.
- Students should access personal vehicles in designated loading zones only; schools should discourage loading on adjacent streets or off school property.
- Bus loading zones should be located in areas that do not require buses to travel in reverse at any time.
- Traffic cones can be used to minimize pedestrian/vehicle conflicts in vehicle drop-off zones.
- If bus and/or vehicle loading zones are insufficient to safely load and unload students, the arrival and departure times of students could be staggered.
- School staff and student safety patrols should be used to help direct students and vehicles to appropriate areas; these persons can help enforce restricted actions, maintain safe traffic flow, encourage safety and educate students and parents.

STUDENTS WITH SPECIAL NEEDS

Safe routes to school for special needs students should be considered. Permanent and even temporary disabilities can make getting to school on foot or on a bike much more difficult. Solutions for individuals with disabilities and special needs will vary for each school. The SNAP Team should consider currently enrolled, future and potential students with special needs when developing and updating the school's SNAP Plan.

INVENTORY CHECKLIST

The SNAP Team can use the following checklist to take inventory of its school's walking area. The checklist outlines which key elements to record when taking an inventory and includes brief explanations for each term.

The SNAP Team should mark all of the items from the checklist on a map showing the school's walking area (typically the area within a one- to two-mile radius of the school) in a way that is easy to understand. This map can be printed online using the SNAP Mapping Software. SNAP Teams planning to create the final Student Map using the SNAP Mapping Software may want to use symbols similar to those in the online mapping program to mark these elements on the hard copy. Colored pencils or markers may make this task easier.

The SNAP Team should be as accurate as possible when marking placement of each element on the map. A stop sign for east-west traffic will be in a different location on the map than a stop sign for north-south traffic. As an inventory is conducted, the SNAP Team should mark only those areas that are within the school's walking area (typically a one- to two-mile radius of the school).

The SNAP Mapping Software provides note space and footnote markers to identify information and areas that the SNAP Team feels are relevant to their students' needs but are not available as an existing icon or line. Note: These optional icons should be used sparingly.

While taking an inventory, the SNAP Team should use their best judgment. There may be areas where improvements are needed. Although not included on the Student Map, SNAP Teams can note these areas in planning and seek the appropriate agency, funding sources and processes to improve the safety of the walking and biking route.

REQUIRED ELEMENTS

- **School**
Mark school position on the map.
- **Crossing Guards**
Mark where adult crossing guards are currently assigned.
- **Crosswalks**
Mark where marked crosswalks are located.
- **Stop/Yield Signs (Single, Three-way, Four-way)**
Mark where stop and yield signs are located and which intersections they affect.
- **Traffic Signals**
Mark where traffic signals are located and which intersections they affect.

SNAP Software Icons and Lines



Crossing Guard



Crosswalk



Hazard



Missing/Damaged Sidewalk



Reduced Speed School Zone



School



School Bus Loading



Stop Sign



Student Drop-off/Pick-up



Traffic Signal



Yield Sign

SUGGESTED ELEMENTS

- **Missing/Damaged Sidewalks**

Note the condition of the sidewalks where most students will be walking or biking. Take note of roads without sidewalks, damaged or broken sidewalks, missing sidewalk curb ramps and parking stripes and curbs. Their location and physical condition can be considered in determining the safest route(s). You may choose to mark some of these critical areas with the optional Missing/Damaged Sidewalk line icon in the SNAP Mapping Software.
- **Narrow School Routes**

Note areas where there is no continuous sidewalk and students may be forced to walk along road shoulders that are less than three feet wide. The SNAP Mapping Software includes Footnote and Hazard icons to mark where these roads exist and the location of warning signs. Detail the narrow routes in the Text Description.
- **Railroad Crossings**

Mark where rail lines pass through a school's walking area (typically within a one- to two-mile radius of the school). The SNAP Mapping Software automatically identifies these areas through Google Maps™ mapping service.
- **Reduced Speed School Zone**

Mark the location of reduced speed zones around the school. The SNAP Mapping Software includes a reduced speed school zone line option to identify these areas.
- **School Bus Loading Zones**

Mark the location of bus loading zones on school property.
- **Student Drop-off/Pick-up Zones**

Mark the location of drop-off zones. The SNAP Mapping Software includes an icon to identify this zone. Flow of on-site traffic and drop-off/pick-up zones can be described in detail in the Text Description.
- **Traffic Volume**

It is not necessary to identify the traffic volume of every street in the school's walking area; however, keep in mind the volume where students are walking or biking. Observe traffic patterns on more than one day. When choosing between two roads, direct students to travel along the road with lower traffic volume and speed, where possible.
- **Other Hazards**

Take note of additional hazards that may affect walking or biking to school, such as canals or steep hills. Use your best judgment in identifying hazards that are not included on the checklist but that are significant to your area. In the SNAP Mapping Software, use the hazard symbol to identify these areas, and detail the hazard in the Text Description.

Inventory Checklist	Completed
----------------------------	------------------

Required Elements	
School	<input type="checkbox"/>
Crossing Guards	<input type="checkbox"/>
Crosswalks	<input type="checkbox"/>
Traffic Signals	<input type="checkbox"/>
Stop/Yield Signs	<input type="checkbox"/>
Suggested Elements	
Student Drop-off/Pick-up Zones	<input type="checkbox"/>
School Bus Loading Zones	<input type="checkbox"/>
Missing/Damaged Sidewalks	<input type="checkbox"/>
Reduced Speed School Zones	<input type="checkbox"/>
Narrow School Routes	<input type="checkbox"/>
Railroad Crossings	<input type="checkbox"/>
Traffic Volume	<input type="checkbox"/>
Other Hazards (Steep hills, canals, narrow shoulders, etc.)	<input type="checkbox"/>

Notes: _____

2c. DRAWING THE ADMINISTRATOR MAP

The Administrator Map identifies where ALL key elements are located. It also gives the SNAP Team a firsthand look at the current walking environment and traffic patterns. The Administrator Map shows all factors of the school's walking area obtained from the SNAP Team's inventory that are used to determine the safest route. In the SNAP Mapping Software, the Edit Map view is the Administrator Map.

Do not draw the safest route(s) before conducting an inventory and placing all required symbols on the Administrator Map. Until the SNAP Team has identified all hazard, traffic and pedestrian elements, they cannot reliably determine which route will be the safest.

The SNAP Team, with the input and approval from the School Community Council, determines the safest route. It is highly recommended that the SNAP Team present the Administrator Map to the School Community Council before the safest routes are identified on the map.

Improvement recommendations should be carefully considered as they may or may not be approved according to an evaluation of the area conducted by city, county and/or state traffic engineers, and as they will require a funding mechanism. Because of the time necessary for approval, funding and construction, it is absolutely critical the Administrator Map show the safest routes based on existing conditions. This is especially important for schools near major road construction projects that will impact the safest walking and biking routes during a substantial portion of the school year.

The SNAP Team should walk the proposed route(s) during student travel times before submitting it for approval in order to ensure the routes' accuracy and safety.

2d. IDENTIFYING THE SAFEST ROUTE(S)

Once the required and suggested elements from the inventory are mapped, the SNAP Team is ready to determine the safest walking and biking routes based on these elements. It is only necessary to identify a safe biking route when it differs from the safe walking route.

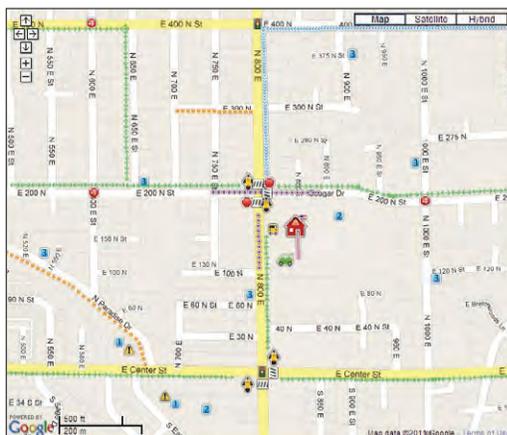
A SNAP Plan should identify the **safest** walking and biking route(s) to school. In some cases, avoiding hazards will result in walking/biking routes that are longer than a direct route. At the same time, students are likely to ignore a route that takes too much time. The SNAP Team should use discretion to create a SNAP Plan that both is safe and encourages student compliance.

The following are recommendations for identifying the safest route(s):

Only draw main walking and biking routes to avoid confusion of which route is safest.



Example of a cluttered map



Example of an easy-to-follow map

- Don't Create a Safe Route on Every Street.** Only draw main walking and biking routes to avoid map clutter and confusion of which route is safest. Students should be funneled to the safest routes as determined by their parents' best judgment. By funneling students who walk and bike from the same geographic area onto one main route, you naturally create a safer route because no one is walking alone. This also reduces clutter on the map and makes the map easier to read and follow.
- Draw Toward the School.** Start at the main streets and neighborhoods and work toward the school, identifying the best walking route from each neighborhood within the school walking area.

- **Avoid Using Shoulders for Routes.** Many communities have streets without sidewalks. In these cases, roadway shoulders must accommodate pedestrians. When alternative routes are not available, encourage students to walk on the outside edge of the roadway shoulder, facing traffic. The route should be identified by a School Advance Warning sign, Next XX Miles.
- **Select the Safest Crossing Locations.** When children are required to cross streets on their way to school, safe routes should use established crossings to minimize hazards to students. When possible, choose crossings with good visibility, low traffic volume and low traffic speed. Crossings at intersections are preferred over mid-block crossings. The best crosswalks are those with crossing guards, and these should be labeled on the Administrator Map as part of the inventory.
- **Minimize the Number of Crossings.** The risk of pedestrian/vehicular incidents increases when students are crossing streets. Fewer crossings mean less exposure to vehicles and a safer route to school.
- **Use Low Speed and Low Volume Roads.** When choosing between roads, and where possible and practical, avoid directing children along high-speed roads or roads with high traffic volume.
- **Travel in Groups.** Children should be encouraged to travel in groups for improved visibility, security and safety. Merge walking routes whenever possible. Select routes with sufficient sidewalk areas for children to travel together in groups.
- **Hazardous Busing.** A neighborhood receives hazardous busing because it has been determined that it is not safe for students to walk safely to school from and/or through that area. It is not necessary to create walking or biking routes for these areas.
- **Identify Safest Biking Routes.** If the safest route for cyclists is different from the safest route for pedestrians, a separate biking route should be identified on the map. If the routes are the same, identifying just the safest walking route is sufficient (explain in the Text Description that the biking route is the same). The SNAP Mapping Software provides different lines to designate the safest walking and biking routes.

To help students easily find and follow the safest route(s), the Student Map should not include every element from the Administrator Map.

2e. DRAWING THE STUDENT MAP

The Student Map should only include the most relevant elements, such as the required safest walking/biking route(s). The Student Map does not need to include every element drawn on the Administrator Map. It should be easy to read and should clearly identify the safest walking/biking route(s).

In the SNAP Mapping Software, the SNAP Team can uncheck the Print box next to the optional icons and lines to easily remove those elements from the Student Map view. The map can be shared online with students and parents through a read-only link. Parents and students do not have access to editing functions, but they can adjust the map's zoom, size, language (English or Spanish) and print area.

2f. WRITING THE TEXT DESCRIPTION

The SNAP Plan is incomplete without a Text Description of the Student Map to further clarify the safest route(s). The Text Description is a critical element because it fully explains the school's SNAP Plan. The Text Description is typically a few succinct paragraphs. You can draft and distribute your Text Description using the SNAP Mapping Software.

When developing the Text Description:

- Assume it is being written for someone who is unfamiliar with the various neighborhoods, landmarks, streets and roads in the area.
- Write exactly which side of every street the students should travel on, whether they travel on a sidewalk or a road shoulder, at what intersections they should cross, whether the bike path differs from the walking path and why, and all other important details about the safest route(s).
- The Text Description should be translated into all languages commonly spoken in the school's area to ensure understanding and cooperation.

The Text Description can be shared online with students and parents through a read-only link. These individuals do not have access to editing functions, but they can print the Text Description with the Student Map for easy reference.

After schools have created the Student Map and the Text Description, it is recommended that the SNAP Team use a small group of parents and/or students who were not involved with the development process to test the SNAP Plan. The group should walk to and from school using the Student Map and Text Description. This essential step will reveal any holes or significant problems with the SNAP Plan.

3. Using the SNAP Mapping Software

UDOT developed the SNAP Mapping Software to assist each school in creating its Administrator Map, Student Map and Text Description. The SNAP Mapping Software is a tool to make a concise and easy-to-read Student Map and Text Description. Because the software was developed specifically to assist schools in developing and updating their SNAP Plan, the use of the software makes the process easier and is strongly encouraged. If a SNAP Team cannot use the SNAP Mapping Software for whatever reason, they should contact the Utah Safe Routes to School (SRTS) coordinator, Cherissa Wood (801-965-4486 or cwood@utah.gov), to discuss alternatives.

The SNAP Mapping Software does not suggest the safest route for its users. The SNAP Team, with the approval and input from the School Community Council, determines the safest walking/biking route(s) to the school.

Using the SNAP Mapping Software will simplify the process of creating a useable map for students and parents. An additional benefit of using the SNAP Mapping Software is that it saves the Administrator Map, the Student Map and the Text Description for year-round access, enabling school administrators to easily update the SNAP Plan annually. Parents and students will appreciate having a map that is easy to read, well designed and accessible online.

The SNAP Mapping Software is a free, Web-based program. Users must have access to the Internet in order to use the SNAP Mapping Software. The software runs on all operating systems (PC and Mac) and can be viewed using Internet Explorer, Firefox or Safari browsers. Note to Internet Explorer 8 users: In order for the SNAP Mapping Software's editing function to work properly, you must click on the Compatibility View button to the immediate right of the Web address bar.



Internet Explorer 8 Compatibility Button

The program's many features are detailed in the step-by-step instructions listed in this section.

MAP ACCURACY

The SNAP Mapping Software interfaces with Google Maps™ mapping service to capture maps on which schools can create their routing plans. After researching several online map sources, it was determined that Google was the most user-friendly and reliable option for the SNAP Mapping Software. Like any program that requires constant updating, Google does have limitations and may not always have the most current information in a school's area. If a user can't find his or her school or a street on Google Maps™ mapping service, it's likely that the road network supplier (Google or Tele Atlas) hasn't captured the location yet. Users are encouraged to let the data provider know about a new road to expedite the update process.

Report any missing map information on the following sites:

- <http://maps.google/support> (Report a problem)
- <http://mapinsight.teleatlas.com/mapfeedback>

In some locations, the map may not be centered correctly on the school with the associated longitude and latitude coordinates that Google Maps™ mapping service uses. Please report this issue to the SNAP Mapping Software support team (SNAP@SNAPforSchools.com) so they can adjust the map to center it correctly.

3a. CREATING A USERNAME AND PASSWORD

1. Go to www.SNAPforSchools.com to begin using the SNAP Mapping Software.
2. On the home page, enter the generic username and password, sent to you by your district or the state Safe Routes to School (SRTS) coordinator, in the top left login box and select Log In.
 - a. If you have not received a generic username and password, please contact Utah's SRTS coordinator, Cherissa Wood, at 801-965-4486 or cwood@utah.gov.
3. The next page will require you to input your school name and create a unique username and password that you will use as your login in the future. Once you have entered the new information, select Add. When choosing a username and password, please note the following:
 - a. Usernames and passwords are not case-sensitive and may include numbers and symbols. The only restriction is that usernames and passwords cannot reuse previous entries — they must be new.
 - b. To avoid duplication, each school is allowed only one map with its username and password. If more than one map is accidentally created for a school, the SRTS coordinator will contact the school to determine which map to delete.
 - c. The same username and password should be used by anyone assisting with the SNAP Plan who needs access to edit the map. You should also share the username and password with future administrators of the map. Your Administrator Map, Student Map and Text Description are stored electronically for annual updates, eliminating the need to create new versions each year. By having only one account per school, you can control content and always access the most current version of the SNAP Plan.
 - d. In the future, if you forget your password, enter your username and click Forgot Password? in the Login box on the home screen and the password will be sent to the email address on file for the school. If you forget your username as well, contact Utah's SRTS coordinator.
4. After submitting the new username and password, a pop-up window will appear confirming your entry and directing you to log in again using your newly created username and password. Select OK.
5. On the home page, enter your new username and password information in the box. Check the Remember Me box if you would like the username to be automatically entered on your computer when you access the site again. Select Log In. This will be your first step as a return user.

3b. CREATING A PROFILE AND BASE MAP

1. When you log in for the first time with your newly created username and password, you will see a pop-up window that will direct you to create your School Profile in the Edit Profile section. Select OK.
2. On the top menu bar, select Edit Profile.
3. The Edit Profile page will allow you to enter your school's contact information. All information (except state and school district) can be updated at any time.
4. You must enter the physical address of your school (no P.O. Boxes), including the city and zip code. The physical address tells the software, which coordinates with Google Maps™ mapping service, to automatically center the map within a one-mile radius of your school.
5. Enter the number of students currently enrolled at your school. This number can be changed in the future as needed.
6. Enter the State/District contact information that will appear on your Administrator Map. This person (i.e., a member of the SNAP Team or School Community Council) will coordinate the approval of your SNAP Plan. The state and district will contact this person if there are any questions regarding the SNAP Plan.

Edit School Profile	
State	Test State
District	Test District
School	Utah School
Physical Address	160 North 800 East
City	Orem
Zip	84097
# Students	500
Username	school
Password	test
<i>Contact for State and District Administrators</i>	
Contact Name	SNAP Team Leader
Phone Number	801-123-4567
E-mail Address	snaploom@utah.edu
<i>Contact for Parents and Students</i> <input type="checkbox"/> (Same as Above.)	
Contact Name	
Phone Number	
E-mail Address	
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

Contact information

Edit School Profile	
State	Test State
District	Test District
School	Utah School
Physical Address	160 North 800 East
City	Orem
Zip	84097
# Students	500
Username	school
Password	test
<i>Contact for State and District Administrators</i>	
Contact Name	SNAP Team Leader
Phone Number	801-123-4567
E-mail Address	snapteam@utah.edu
<i>Contact for Parents and Students</i> <input type="checkbox"/> (Same as Above.)	
Contact Name	Principal
Phone Number	801-765-4321
E-mail Address	principal@utah.edu
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

Contact for Parents and Students

Edit School Profile	
State	Test State
District	Test District
School	Utah School
Physical Address	160 North 000 East
City	Orem
Zip	84097
# Students	500
Username	school
Password	test
<i>Contact for State and District Administrators</i>	
Contact Name	SNAP Team Leader
Phone Number	801-123-4567
E-mail Address	snapteam@utah.edu
<i>Contact for Parents and Students</i> <input checked="" type="checkbox"/> (Same as Above.)	
Contact Name	SNAP Team Leader
Phone Number	801-123-4567
E-mail Address	snapteam@utah.edu
<input type="button" value="Submit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

Same as Above check box

7. Enter the Parent/Student contact information that will appear on your Student Map. This person will help coordinate the distribution of the Student Map and Text Description to parents/students and answer questions from parents regarding your SNAP Plan. In many cases, this will be the principal.
 - a. If the contact is the same for both the Administrator Map and the Student Map, simply check the box Same as Above, and the software will automatically fill in the Parent/Student contact information.
8. Once your Edit School Profile form is complete, select Submit.
9. The software will redirect you to the Edit Map page and a pop-up window will appear informing you that the map is centering on the physical address you entered. Select OK. Your school's map will appear on the right side of the Edit Map page from now on.

This map can be scaled, moved and printed to be used for the SNAP Team inventory before you add any icons (see printing instructions in the following steps). An inventory of the school's walking area gives the SNAP Team members and/or School Community Council a firsthand look at the current walking environment and traffic patterns. The inventory is used to create an Administrator Map, which identifies where key traffic elements are located to determine where the safest route(s) should be.

3c. USING THE EDIT MAP FUNCTIONS

The Edit Map page is divided into two sections: (1) the map and (2) icon/line menus. On the right, you will see the map centered on your school's physical location.

VIEW

On the top right corner of the map, there are three buttons: MAP, SATELLITE and HYBRID. Your default view is set to MAP. You can change the view to see satellite imagery or a hybrid of both. The satellite imagery can help you navigate the area as you are populating the map with your inventory items.

It is important to note that Google updates its maps more frequently than its satellite image views. It is recommended for clarity and accuracy that maps are printed in the Map view.

SCALE

The map can be adjusted based on compass direction or scale.

1. To adjust the compass direction of your map view or move it within the screen shot, use the arrow icons provided in the top left corner of the map. You may also press and hold your mouse button until the white hand appears and then drag the view of the map within the box.
2. To adjust the view of your map based on scale (zoom in or out), use the + and - icons in the top left corner of the map.



Mapping service scale resources

MENUS

On the left, you will see the icon and line menus that are used to place elements on your Administrator Map. The icons and lines are divided into five tabs: (1) Symbols (required), (2) Other Symbols (optional symbols and hazards), (3) Areas of Note, (4) Safe Routes and (5) Notes. Administrator Maps should be created by placing elements in this order to ensure everything is considered before identifying the safest routes.

1. The Symbols tab provides icons to identify required basic traffic and pedestrian features.
2. The Other Symbols tab provides optional icons to identify school bus loading zones, student drop-off/pick-up zones and hazardous areas as well as footnotes, which you can use to identify items or areas not found in the program icon list. Footnote and hazard definitions should be written in the Notes section.
3. The Areas of Note tab provides lines to identify reduced speed zones near schools and missing/damaged sidewalks, and it also provides an Other line to highlight a unique feature to your school (e.g., school boundary). The Other line definition should be written in the Notes section.
4. The Safe Routes tab provides lines to identify the safest walking and biking routes for the Student Map. Safe biking routes need only be identified when they differ from the walking route.
5. The Notes tab provides an area to define or explain any optional icons included on your map.

Click the name of the tab from which you want to select icons to place on the map.

Maps should be drawn in the following order to ensure all elements are considered before identifying the safest routes:

1. Required Symbols
2. Optional Symbols and Hazards
3. Areas of Note
4. Safe Routes

3d. CREATING THE ADMINISTRATOR MAP

Note: The Edit Map page always shows the Administrator Map. The Student Map can be accessed in View/Print.

Use the icons on the left side of the Edit Map page to begin populating your Administrator Map with items from the inventory of the school's walking area. Start with the Required Symbols and Optional Hazards icons.

PLACING REQUIRED SYMBOLS

1. Select the icon you want by clicking once on the row of the desired icon. The icon bar in the menu will turn green, indicating it is selected. You must double-click the green highlighted icon row to deselect.
2. With the desired icon row selected, click on the map where you wish to place the icon.



Required icon placement

3. It is recommended you place the school first. You may find it helpful to place the school using the Satellite or Hybrid view of the map to identify the exact location of the school. To switch to Satellite or Hybrid view, click on either the Satellite or Hybrid button in the top right corner of the map. It is recommended the rest of the map be drawn and distributed in the Map view.
4. To move an icon already on the map, click directly on the icon and, while holding down the left mouse button, drag the icon to its new location. An X will appear underneath the mouse locator (the hand graphic) on your screen. The selected icon will land wherever the X rests—not where the icon appears on the screen.
5. To remove an icon, click on the map directly on the icon once. A pop-up window will appear asking you to confirm you want to remove the icon. If you do, select OK and the icon will disappear from the map. If you do not want to remove the icon, select Cancel and the icon will remain on the map.
6. It is only necessary to place icons where they are relevant to the safe routes. The map does not need to show every stop sign, traffic signal, etc., in the area.

Required Symbols



School



Crossing Guard



Crosswalk – Horizontal



Crosswalk – Vertical



Crosswalk – Left



Crosswalk – Right



Traffic Signal



Stop Sign



Three-way Stop Sign



Four-way Stop Sign



Yield Sign

PLACING OPTIONAL SYMBOLS AND HAZARDS



Optional symbols and hazards placement

1. Using the same methods as for Required Symbols icons, place any relevant Optional Symbols and Hazards on the map.
2. Click the Print box in the icon row on the Optional Symbols and Hazards only if you want these optional symbols to appear on the Student Map. If this box is not checked, these icons will show only on the Administrator Map.

Optional Symbols and Hazard Icons



School Bus Loading



Student Drop-off/Pick-up

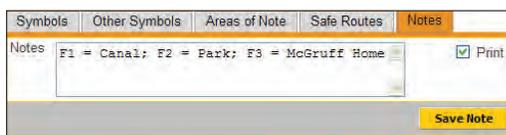


Hazard Sign



Footnote (1-5)

3. Add a definition for each Footnote icon used in the Notes box under the Notes tab. Type "Footnote 1" or "F1," "F2," etc., before each note to connect the definition with the appropriate footnote number.
 - a. You can place more than one Footnote icon on the map if the icon represents a repeating element throughout the school's walking area. For example, you could mark multiple Walking School Bus pick-up areas.
 - b. Click the Print box to include the Notes box on the Student Map. If this box is not checked, the Notes will show only on the Administrator Map.
 - c. When entering notes in the Notes box, click the Save Note button to save changes.
 - d. The Notes box is limited to 200 characters and is not intended to be used for the Text Description. Try to keep the text clear and succinct in the Notes section.



Notes section

4. To remove an icon, click the icon on the map once. A pop-up window will appear asking you to confirm that you want to remove the icon. If you do, select OK and the icon will disappear from the map. If you do not want to remove the icon, select Cancel and the icon will remain on the map.
5. After you remove an icon from the map, the page will refresh to the default view, requiring you to open the Other Symbols tab again to place additional Optional Symbols and Hazards on the map.

- It is only necessary to place icons where they are relevant to the safe routes. The map does not need to show every hazard, etc., in the school's walking area (typically within a one- to two-mile radius of the school).

DRAWING AREAS OF NOTE LINES

Once you have added all symbols and hazards, you are ready to add Areas of Note lines to your Administrator Map.

- Because the lines can be tricky to draw, it is highly recommended that you read carefully the following step-by-step instructions and **do a practice line first** to become familiar with how they work. The line can be deleted afterward.
- Begin by selecting the new line row, which will turn the row green, and then the line style you want by choosing one of the three styles provided in the drop-down list.
- Name the line in the Type Name field and select Submit.
 - You can name it using the street it is associated with (e.g., Main Street), its geographic area (e.g., West side of baseball field) or any other title that makes it unique from subsequent lines you create.
 - This name is for your reference only, can be changed at any time and will not appear on the map key.
- The page will refresh requiring you to open the Areas of Note tab again to view your newly created line.
- Select the line you just created by using your mouse to click on its row. The line row in the menu will turn green, indicating it is selected.
- To draw the selected line on the map, click once where the line should begin and then click once where the next point of the line should be. You can continue the line in a new compass direction by simply continuing to click at end/turn points until the line is completed.
 - When adding lines/routes to the map, **the line will be a series of connect-the-dots segments until you end it.** For example: you cannot begin one line on the east side of the map and then begin a separate line on the west side of the map using the same line icon you created for the east side. Unless you end the first line and create a new line, the two lines will be connected.
- To complete a line, click once on the map where the line should end. Double-click the green row in the Areas of Note tab, indicating it is no longer selected.

Areas of Note Lines



Missing/Damaged Sidewalk



Reduced Speed School Zone

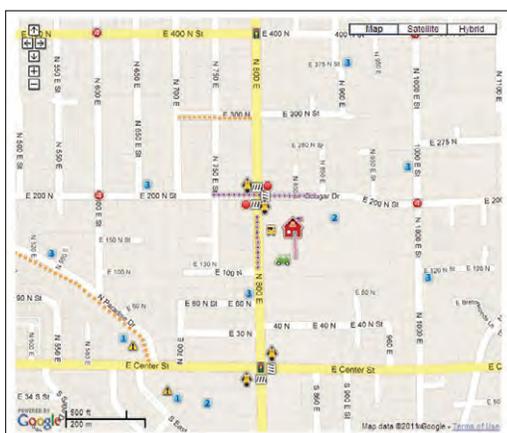


Other

Because the lines can be tricky to draw, it is highly recommended that you **do a practice line first** to become familiar with how they work.



Areas of Note line mistake



Areas of Note line fixed

8. You can remove the last individual segment drawn on a line if you make a mistake. Select Undo Last Segment on the right side of the selected line row to undo the last recorded segment for that line. You can do this multiple times until you have removed all incorrect sections of the line. You cannot move a line.
9. To remove an entire line from the map, select the Delete box next to the specific line you want to remove and select Submit. The entire length of the line will be removed from the map and the line icon you created will be removed from the Areas of Note icon list.
10. Each time a segment or line is deleted, the program will refresh and you must reselect the line menu tab to return to editing.

11. If you want an Areas of Note line to appear on the Student Map, check the Print box next to the line. If this box is not checked, the line will appear only on the Administrator Map.

3e. PRINTING THE ADMINISTRATOR MAP

It is recommended you review and evaluate (preferably with the School Community Council) your Administrator Map at this point before determining and drawing the safest route(s).

1. To view and print the Administrator Map, select View/Print from the top menu bar. Select Administrator Map from the drop-down list.
2. A new window or tab will appear in your browser with your Administrator Map showing a map key, which includes only the required and optional icons and lines you placed on the map.
3. The contact for state and district administrators you provided on the Edit Profile form will appear at the top of the page.
4. If desired, you can switch the map key language from English to Spanish by selecting the language link on the bottom left below the map.
5. You can maneuver the map (zoom, right/left, satellite view, etc.) in the View screen the same as in the Edit Map screen.
6. You have the option of printing the Map and the Text Description together, only the Map or only the Text Description. You can select what content you print in the top right corner of the screen.

TO PRINT

In the View/Print screen, select the desired print-size of the map (8.5x11 or 11x17), maneuver the map to the desired view and then click the Print Page button at the top right corner of the View/Print page. Your browser's print menu will pop up.

1. To change print settings, like paper size, color, etc., do this in the print menu as you would when printing a normal document.
2. To create a PDF, select your PDF conversion program in the printer menu. This option is only available if you have a PDF conversion program such as Adobe Acrobat. A free PDF conversion program can be downloaded at www.primopdf.com.
3. Note: The position of the map on the View screen is what will print. If you wish to print separate quadrants, etc., you will need to adjust the map in the View screen to the desired look and then print.
4. The link at the bottom of the Edit Map and View/Print pages is a hyperlink to a read-only copy of the most current Student Map. Administrator Maps can be shared online only with authorized district and state representatives. Otherwise, the Administrator Map must be saved as a PDF or shared in hard copy form.

3f. CREATING THE STUDENT MAP

Once the inventory is completed, documented on your Administrator Map and reviewed by your School Community Council, you are ready to complete your map by drawing the safest walking/biking route(s). This step will complete the Administrator Map and prepare it for distribution to parents and students as the Student Map. Start with the Safe Routes menu box to draw the safest walking and biking route(s) on your map.

DRAWING SAFEST ROUTE LINES

1. Because the lines can be tricky to draw, it is highly recommended you read carefully the following step-by-step instructions and **do a practice line first** to become familiar with how they work. The line can be deleted afterward.
2. Begin by selecting the new line row, which will turn the row green, and then the line style you want by choosing from the dropdown list — Safest Walking Route or Safest Biking Route.
 - a. To avoid clutter, a Safest Biking Route need only be drawn if it is **different** from the Safest Walking Route. Otherwise, draw only a Safest Walking Route and include a note in your SNAP Plan Text Description that routes are the same for both pedestrians and cyclists.
 - b. You may want to draw a separate Safest Biking Route when hills or potential hazards are present on the walking route, posing an obstacle for cyclists.
 - c. Where cyclists can ride (i.e., on sidewalks or streets) is determined by your city or municipality. Check with the governing agency when determining whether a separate safe bike route is needed. Remember, cyclists should travel in the same direction as vehicles when riding on the street, and pedestrians should travel in the opposite direction of vehicles when walking on the street.
3. Name the route in the Route Name field and select Submit.
 - a. You can name the route using a street it is associated with (e.g., Main Street), its geographic or neighborhood area (e.g., Farmington Ranches) or any other title that keeps it unique from subsequent routes you create.
 - b. This name is for your reference only, can be changed at any time and will not appear on the map key.
4. The page will refresh, requiring you to open the Safe Routes tab again to view your newly created line.

Safe Routes Lines



Safest Walking Route



Safest Biking Route

Because the lines can be tricky to draw, it is highly recommended that you **do a practice line first** to become familiar with how they work.

5. Select the line you just created by using your mouse to click on its row. The line row in the menu will turn green, indicating it is selected.
6. To draw the selected line on the map, click once where the line should begin and then click once where the next point of the line should be. You can continue the line in a new compass direction by simply continuing to click at end/turn points until the line is completed.
 - a. When adding lines/routes to the map, **the line will be a series of connect-the-dots segments until you end it.** For example: you cannot begin one line on the east side of the map and then begin a separate line on the west side of the map using the same line icon you created for the east side. Unless you end the first line and create a new line from Safe Routes, the two lines will be connected.
7. To complete a line, click once on the map where the line should end. Double-click the green row in the Safe Routes tab, indicating it is no longer selected.
8. You can remove the last individual segment drawn on a line if you make a mistake. Select Undo Last Segment on the right side of the selected line row to undo the last recorded segment for that line. You can do this multiple times until you have removed all incorrect sections of the line. You cannot move a line.
9. To remove an entire line from the map, select the Delete box next to the specific line you want to remove and select Submit. The entire length of the line will be removed from the map and the line icon you created will be removed from the Safe Routes icon list.
10. Each time a segment or line is deleted, the program will refresh and you must reselect the line menu tab to return to editing.



Safe Route line mistake



Safe Route line fixed

3g. CREATING THE TEXT DESCRIPTION

Once your safe walking/biking routes have been identified, you can write your Text Description. The SNAP Plan is incomplete without a Text Description of the Student Map to further clarify the safest route(s). The Text Description is typically a few succinct paragraphs.

WRITING THE TEXT DESCRIPTION

1. On the top menu bar, select Edit Text.
2. The Edit Text page will allow you to enter the Text Description of your school's safe walking/biking routes. The Text Description can be updated at any time.
3. When developing the Text Description:
 - a. Assume it is being written for someone who is unfamiliar with the various neighborhoods, landmarks, streets and roads in the area.
 - b. Write out exactly which side of every street the students should travel on, whether they travel on a sidewalk or a road shoulder, at what intersections they should cross, whether the bike path differs from the walking path and why and all other important details about the safest route(s).
 - c. The Text Description should be translated into any language commonly spoken in the school's area to ensure understanding and cooperation.
4. With your mouse, select anywhere in the Text Description box. A cursor will appear indicating that you can begin typing.
 - a. An existing Text Description saved in a separate word processing software can be copied and pasted into the Text Description box. Be aware that some formatting loss may occur.

Text Description

From the northwest: Follow 400 North heading east along the south side of the street. At 700 East turn right heading south along the west side of the street. At 200 North turn left heading east along the north side of the street until you reach the intersection of 200 North and 800 East. Crossing guards will assist students first across 800 East and then across 200 North.

From the west: Follow 200 North heading east along the north side of the street until you reach the intersection of 200 North and 800 East. Crossing guards will assist students first across 800 East and then across 200 North.

From the southwest: Follow Center Street heading east along the south side of the street until you reach the intersection of Center Street and 800 East. Crossing guards will assist students first across 800 East and then across Center Street. Follow 800 East heading north on the east side of the street until you reach the school.

From the northeast: Follow 400 North heading west along the south side of the street. At 1000 East turn left heading south along the east side of the street. At 200 North turn right heading west along the north side of the street until you reach the intersection of 200 North and 800 East. The crossing guards will assist students across 200 North.

From the southwest: Follow Center Street heading west along the south side of the street until you reach the intersection of Center Street and 800 East. Crossing guards will assist students across Center Street. Follow 800 East heading north on the east side of the street until you reach the school.

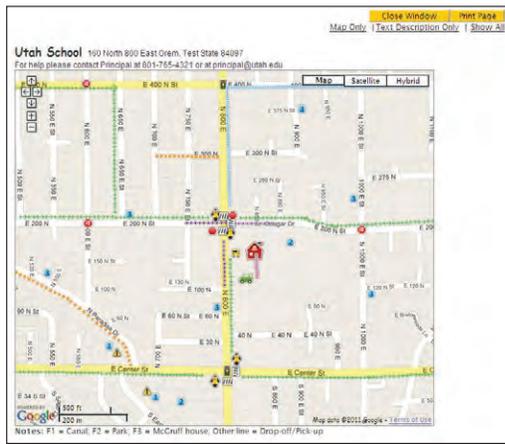
Save Text

Text description

5. Several formatting options are available to emphasis elements within the Text Description. These options are found at the top of the Text Description box. You can: (1) bold, (2) italicize, (3) add a numbered list, (4) add a bulleted list and/or (5) hyperlink any copy within the Text Description.
6. When you are done writing the Text Description, select Save Text.
7. The Text Description can be shared online with students and parents through a read-only link. These individuals do not have access to editing functions but can print the Text Description with the Student Map for easy reference.

3h. PRINTING THE SNAP PLAN

1. Select View/Print from the top menu bar to view and print the Student Map and the Text Description. Select Student Map from the drop-down list.
2. A new window or tab will appear in your browser with your Student Map and Text Description, showing a map key that includes only the icons and lines you placed on the map and selected to print. The Notes section will also only show on the Student Map if selected to print.



View/print page

3. The contact for parents and students you provided on the Edit Profile form will appear at the top of the page. This contact will be the same as the state and district contact if you checked the Same as Above box on your profile page.

4. You have the option of printing the Map and the Text Description together, only the Map or only the Text Description. You can select what content you print in the top right corner of the screen.
5. If desired, you can switch the map key language from English to Spanish by selecting the language link on the bottom left below the map.
6. You can maneuver the map (zoom, right/left, satellite view, etc.) in the View screen, the same as in the Edit Map screen.

TO PRINT

In the View/Print screen, select the desired print-size of the map (8.5x11 or 11x17), maneuver the map to the desired view and then click the Print Page button at the top right corner of the View/Print page. Your browser's print menu will pop up.

1. To change print settings, like paper size, color, etc., do this in the print menu as you would when printing a normal document.

2. To create a PDF, select your PDF conversion program in the printer menu. This option is only available if you have a PDF conversion program such as Adobe Acrobat. A free PDF conversion program can be downloaded at www.primopdf.com.
3. Note: The position of the map on the View screen is what will print. If you want to print separate quadrants, etc., you will need to adjust the map in the View screen to the desired look and then print.
4. The link at the bottom of the Edit Map and View/Print pages is a hyperlink to a read-only copy of the most current Student Map and Text Description.

3i. ENDING THE EDITING SESSION

1. The map will save automatically every time an icon is placed. This ensures the map is always the most current for online viewing.
2. Click Log Out from the top menu bar to conclude your editing session.

4. Implementing the SNAP Plan

4a. REVIEWS

Following creation of the SNAP Plan, comprised of a **Student Map** and a **Text Description**, schools are responsible for having it reviewed by the School District Traffic Safety Committee (district committee). The district committee in turn submits the plan to local jurisdictions and notifies UDOT.

The Student Map and Text Description should be submitted to the district committee by **APRIL 1** of every year. It is important to note that some districts may have earlier deadlines. Each school should contact its school district office for the specific instructions and requirements for submitting the SNAP Plan. It is the responsibility of each school's Community Council and/or principal to contact the district and adhere to its unique deadlines. There may be additional deadlines and guidelines for Gold Medal School certification through the Utah Department of Health.

The district committee will review the proposed SNAP Plan. It is the district committee's responsibility to review and submit the SNAP Plan to the appropriate city, county and state jurisdictions for review. The district committee is responsible for submitting the SNAP Plan to these departments before June 1 annually.

The district committee, local municipalities and UDOT may have questions or concerns about the proposed plan; therefore, a member of the SNAP Team should be easily accessible to confer with the district committee. Additionally, the district committee, local municipalities and UDOT may request changes before approving the SNAP Plan. In this case, the SNAP Team will need to revise the Student Map and Text Description and resubmit to the district committee for review. This is a process that will require some work and discussion as the SNAP Plan is reviewed, revised and accepted by appropriate jurisdictions.

Remember: the goal of everyone involved is the safety of the students.

Schools should check with districts for specific SNAP Plan submission guidelines and due dates.

4b. MAINTENANCE AND ASSISTANCE

Each school's SNAP Plan needs to be re-evaluated on a regular basis. At a minimum, the SNAP Plan should be revisited and updated every year.

The Utah Department of Transportation (UDOT) has an assigned Safe Routes to School (SRTS) coordinator, Cherissa Wood, who is available to assist schools with creating their SNAP Plan and to answer questions on using the SNAP Mapping Software. Cherissa can be reached at 801-965-4486 or cwood@utah.gov.

If you receive an error message or experience technical issues with the software, contact the SNAP Mapping Software support team (SNAP@SNAPforSchools.com).

As school boundaries and/or the neighborhoods change, schools may need new sidewalks, crosswalks and other important improvements to keep students safe. More information on requesting and securing funding for infrastructure and non-infrastructure improvements is available at www.udot.utah.gov/SRTS or by contacting Utah's SRTS coordinator.

4c. DISTRIBUTION TO PARENTS AND STUDENTS

After the SNAP Plan has been reviewed and accepted by all involved parties — including the school, district, city, county and UDOT — it is the principal's responsibility to distribute the approved SNAP Plan, comprised of a Student Map and a Text Description, to every student enrolled in the school. Principals should identify which communication channels are most appropriate for distributing the SNAP Plan (e.g., hard copy, online, email). This should occur at the beginning of each school year and at other appropriate times (e.g., springtime) to remind students of the safest walking/biking routes.

Distributing the Student Map and Text Description is one of the most critical steps. Even the best-designed SNAP Plan will not meet its objective if parents and students are not educated about which route they should travel to school.

You can share the SNAP Plan in hard copy form or online using the link provided at the bottom of the Edit Map or View/Print page. This link directs parents to a read-only version of the current Student Map and Text Description. No repost/resend is necessary when administrators make updates to the map. The link will remain the same and show the most up-to-date SNAP Plan. You can use the link as-is or hyperlink it to simpler and/or descriptive text (e.g., "Click here to view our school's SNAP Map"). This can be posted on your school's website or included in an email to parents.

The following instruction for parents is an example of what principals could include on the school website or in the body of an email to invite students and parents to learn and follow the safest walking/biking route(s).

Dear Parent:

As the principal of *[name of school]*, I consider the safety of students who walk and bike to school to be one my highest priorities. I am pleased to share with you our school's updated Student Neighborhood Access Program (SNAP)[™] Plan, which identifies the safest routes your child should follow when walking or biking to school.

View our school's SNAP Map by clicking here *[copy and paste link here]*. The safe walking and biking routes were determined after careful consideration by members of our School Community Council and were then reviewed and approved by district, city and state officials. The map is Google-based, so you can:

- Adjust the view to see your specific neighborhood
- Zoom in/out
- Switch between the map and satellite imagery
- Determine the print size and area
- Select to print the map with English or Spanish text
- Review a Text Description of the SNAP Map that describes how your child can access the safest walking and biking routes

I urge you to use this information as you encourage your children to participate in this healthy activity that reduces traffic congestion and improves safety around our school by limiting the number of cars dropping off and picking up students.

If you have any questions about our SNAP Plan or need assistance, please contact *[insert parent/student contact information here]*. Let's all work to have a safe and enjoyable school year.

Sincerely,

[Name]

Principal

[Name of school]

Some gentle enforcement may be required at the beginning of the school year to help students become familiar with the safe route(s) identified in the SNAP Plan. Principals should consider using parent volunteers and members of the school's parent organization to stand at key points along the suggested route and remind students of the designated safe route(s).

4d. EDUCATION AND ENCOURAGEMENT RESOURCES

Schools, Community Councils and parent organizations are encouraged to creatively incorporate the SNAP Plan into conversations and classroom activities to teach students how to walk and bike safely to school. SNAP offers a variety of free resources (available at www.udot.utah.gov/SNAP) to help school administrators educate and encourage students to walk and bike to school safely, including:

- 35-minute musical assembly, DVD and soundtrack
- Lesson plan ideas
- Student activity booklets
- Safety fair ideas
- Seasonal walking and biking safety tips
- School and parent organization newsletter articles
- Encouragement programs

Those interested in having any of these free services at their school should contact SNAP at SNAP@utah.gov.

5. Glossary

Administrator Map — Identifies where all key elements relevant to student walking and biking safety are located within a school's walking area (typically within a one- to two-mile radius from the school) using the SNAP Mapping Software. Shows the current traffic elements obtained from the SNAP Team's inventory of the school's walking area to determine the safest walking and biking routes.

Google Maps™ mapping service — Online source for area maps that interfaces with the SNAP Mapping Software.

Inventory — Outlines the current traffic elements in each school's immediate area, such as traffic signals, stop signs, crosswalks and missing sidewalks, to determine the safest walking and biking route(s). This also involves observing traffic patterns and volumes. An inventory is typically conducted by the SNAP Team formed from the School Community Council.

Narrow School Route — Areas where there is no continuous sidewalk and students may be forced to walk along road shoulders that are less than three feet wide. The route should be identified by a School Advance Warning sign, Next XX Miles.

Railroad Crossing — Where trains cross over or under a roadway. School District Traffic Safety Committees are required to notify the UDOT chief railroad and utilities engineer, in writing, of all locations where safe walking/biking routes cross rail lines.

Safe Routes to School (SRTS) — A federally funded program that seeks to encourage children to walk and bike safely to school; foster healthy and active lifestyles by increasing the safety and appeal of walking and biking to school; and facilitate the planning, development and implementation of projects and activities that improve the safety and environment around schools. For more information, visit:

Federal Highway Administration

<http://safety.fhwa.dot.gov/saferoutes>

National Center for Safe Routes to School

www.saferoutesinfo.org

Safe Routes to School National Partnership

www.saferoutespartnership.org

You can also contact the Utah SRTS coordinator, Cherissa Wood, at 801-965-4486 or cwood@utah.gov.

School Community Council — Under Utah law, every elementary, middle and junior high school is required to have a School Community Council composed of school employees and parents/guardians. One of this council's responsibilities is to develop a SNAP Plan, referred to by law as a child access routing plan.

School Community Councils for elementary schools should be composed of four parents/guardians and three school employees, including the principal, who is required to serve. The code does allow for School Community Councils to be larger or smaller as long as the number of parent/guardians exceeds the number of school employees and there are at least two school employees on the council (Utah Code 53A-1a-108).

School District Traffic Safety Committee — A required committee within every school district that focuses on traffic engineering issues within the district’s jurisdiction. The committee is the first to review and approve a school’s proposed SNAP Plan. This committee is responsible for reviewing and submitting each school’s SNAP Plan to the appropriate UDOT regional office, cities and/or appropriate municipalities for acceptance.

School Zones

Reduced Speed School Zone — Location where flashing lights establish a 20 mph speed zone for areas where students cross the street.

School Bus Loading Zone — Area designated for the loading and unloading of students from school buses on school property.

School Crosswalk Zone — Pedestrian crossing designed specifically to protect children as they cross the road. Pedestrian crossings should be identified by School Crosswalk Zone signing.

Student Drop-off/Pick-up Zone — Area designated for the loading and unloading of students from private vehicles on school property.

Sidewalks

Roads Without Sidewalks — Identified in the inventory process because they are especially dangerous for children. Precautions should be taken to prevent the SNAP Plan from having children travel along these roads when possible. If these roads must be used, narrow shoulders less than three feet can qualify as Narrow School Routes and receive additional pedestrian markings.

Damaged or Broken Sidewalks — The location of damaged sidewalks should be identified in the inventory process and precautions taken to prevent the SNAP Plan from having children travel on broken sidewalks where possible.

Sidewalk Curb Ramps — Ramps that allow individuals in wheelchairs or with other mobility needs access sidewalks. Identify these ramps to assist students with disabilities to travel to school.

SNAP Mapping Software — A Web-based software program specifically designed by UDOT to assist schools in developing and distributing their SNAP Plan.

SNAP Plan — Consists of a Student Map and a Text Description outlining the safest routes for students to travel to school. The goal of a SNAP Plan is to increase the number of students walking and biking safely to school.

SNAP Team — Group of parents and school employees who may or may not serve on the School Community Council and who volunteer to create the SNAP Plan for their school.

Student Map — Distributed to parents and students, this map outlines the safest walking/biking route(s) to school. The map is accompanied by a Text Description detailing the safest route(s).

Student Neighborhood Access Program (SNAP)™ — A fun and comprehensive program for walking and biking safely to school that engages and educates students, parents, school administrators, crossing guards and communities. As part of the federal Safe Routes to Schools program administered by UDOT, SNAP focuses on student safety as it’s first priority. SNAP provides free resources, including mapping software, a 35-minute musical assembly and DVD, student activity booklets and teacher lesson plans to assist in getting more students walking and biking safely to school. More information about SNAP is available at www.udot.utah.gov/SNAP.

SNAP Software Icons and Lines

			
Crossing Guard	Crosswalk - Horizontal	Crosswalk - Left	Crosswalk - Right
			
Crosswalk - Vertical	Footnote (1-5)	Hazard Sign	Missing/Damaged Sidewalk
			
Other Line	Reduced Speed School Zone	Safest Biking Route	Safest Walking Route

SNAP Software Icons and Lines Cont.

School



School Bus Loading



Stop Sign

Stop Sign -
Four-wayStop Sign -
Three-way

Student Drop-off/Pick-up



Traffic Signal



Yield Sign

Traffic Volume — Indicates the intensity and amount of traffic on a specific street at a given time of day. It is sufficient to characterize traffic volume in general terms such as low, medium and high. Traffic volume of streets where students travel or have to cross to reach their school should be taken into consideration as the SNAP Plan is developed.

udot.utah.gov/snap

