



## PHOENIX – HOW TO START A WALKING SCHOOL BUS PROGRAM

- 1) Gage Interest: Hold a meeting with perspective walking bus drivers and have them fill out a questionnaire to determine if they are interested in participating. Hold a “kick-off” meeting with parents to explain what the program is and how they can sign their student up to participate.
- 2) Collect Driver Location Data to Determine Routes: From the interested parents, determine where they live and where the logical location for the routes should be.
- 3) Create Route Maps: Work with the City of Phoenix School Safety Coordinator to determine where the best routes would be to create route maps.
- 4) Create a Pick-Up/Drop-Off Schedule: Once the maps are created, set up a pick-up/drop-off schedule for each route.
- 5) Train the Drivers: The City of Phoenix School Safety Coordinator will help to train Walking School Bus Drivers about pedestrian safety and driver basics. This could include any policies and procedures that the school district has requested.
- 6) Send Out Notices to Parents: These notices will provide a brief explanation of the program and offer parents the chance to register their student and register themselves as volunteer Walking School Bus Drivers. They also could choose a route for their child or children.
- 7) Start Small and Build Up the Program: Starting with one route and adding more as needed will allow your program a chance to grow at a manageable pace. It also allows time for adjustments to the program if needed.

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