



SAFE ROUTES TO SCHOOL TASK FORCE MINUTES

Date: December 4, 2019
Time: 9:30-11:00 am
City Hall – Downtown Conference Room, 1st Fl
701 Laurel St., Menlo Park, CA 94025

Present:

Victoria Trask, Menlo Park Police Department,	Jon Johnston, Menlo Park Fire Department
Francesca Segre, Parents for Safe Routes,	Robert Ovadia, Atherton Public Works
Lydia Lee, Menlo Park Complete Street Commission	Ken MacDonald, Atherton Police Department
Cindy Chin, Ravenswood City School District	Rodney Reed, San Mateo County Sherriff's Office
Julia Malmo-Laycock, San Mateo County Office of Sustainability	Nicholas Yee, City of Menlo Park (Public Works)
Vanessa Castro, San Mateo County Office of Education	Andre-Anne Cadieux, Safe Routes to School Coordinator

1) Introduction and brief updates

- Lydia Lee – Complete Street Commission and Facebook page Menlo Bike (400 followers)
- Vanessa Castro – SMCOE
 - Presented the “Leverage Community Workshop” in January, Parent and Community Engagement Toolkit, Safe and Supportive Schools Travel Kit
- Julia Malmo-Laycock – SMCOS
 - Works on Active Transportation Master Plan
 - Bicycle and Pedestrian Advisory Committee (BPAC) scheduled for Dec 19th ; Coleman Avenue challenges and improvements presentation.
- Rodney Reed - San Mateo County Sherriff's Office, School Resource Officer in County (30 schools)
- Cindy Chin- RCSD
 - School District is in the process of school consolidation; decision to be made by January. Proposal on the board meeting, Friday, Dec 13th.

2) Traffic and Safety Updates (MPPD, APD, CPD)

Menlo Park Updates

- There were complaints about Menlo-Atherton High School students biking behaviors, near Upper Laurel School. The report focusses on that area, in the Willows.
- Report from Sept 18th to Dec 3rd. (See Annex 1 for details)
 - 16 accidents
 - 4 involving juveniles on bike
 - 1 involving a juvenile pedestrian
- Most of the citations happened between 4pm and 5pm. All accidents are reported to Public Works.

- Victoria specified that the statistics don't only reflect bicycles but capture all of the citations issued in the area during the specified searching times.

Atherton Updates

Officer MacDonald will help Menlo-Atherton High School with the production of monthly safety tip videos that will be broadcasted on the school TV show (also published on YouTube). He will be working with the students and school staff to discuss bike safety in the classroom.

- The Atherton Police Department got CHP involved for traffic enforcement on county streets and wants to be more proactive on their jurisdiction.

Sherriff's Office Updates

- Officer works with a bike safety specialist.

3) SRTS Updates

SRTS newsletter: To subscribe: menlopark.org/projectupdates

New content on SRTS webpage: New "Resources" and "Crossing guard" sections.

Demonstration Project

First demonstration project in Menlo Park. The City of Menlo Park installed a temporary bike lane on Chilco Street, from October 2nd to October 4th, 2019. An average of 100 cyclists were counted using the bike lane each morning, including between 12 to 15 cyclists counted as students.

SRTS Curriculum

Alta Planning + Design has developed a Pedestrian Safety Curriculum for PE teachers in the Menlo Park SRTS Program. The curriculum is ready to be shared with School Districts and school staff to collect feedback.

Encinal's PE teacher worked on a bike curriculum which included high school students. Her feedback could be a good starting point to discuss the curriculum and test it in classroom.

4) Travel Data and Mode Share Goals

Andre-Anne Cadieux presented the last travel data available for MPSCD, LLSD and RCSD; some data is from 2015-2016. This year's focus is getting hand tallies conducted at each school.

5) Walk and Roll Map Update

Two parents and Laurel Upper Campus administration worked on a "top safety tips" list to include in the Walk and Roll Map. Andre-Anne presented an example of what the maps could look like with these changes (See Annex 2).

Andre-Anne Cadieux will reach out to all PTA/PTO and school administration about the "Top Safety Tips." If other schools are interested in having a "top list" on their Walk and Roll Map next school year, they will have until June 1st, 2020 to send their proposition to the Safe Routes to School Coordinator.

6) Transportation Project Updates

Nicholas Yee presented the Transportation Project Updates:

- Middle Ave Pedestrian and Bicycle Rail Crossing Planning: 30% of the design plans will be completed before February 2020 (end of grant funding).
- Sidewalk installation on Sharon Rd, between Alameda de las Pulgas and Altschul Ave; the City is looking at a range of options and there will be a public meeting in January.
- Transportation Master Plan: Community engagement and outreach in September and October. A draft will be released in spring 2020.

7) SRTS Program Planning: Winter/Spring 2020

The City is in the process of planning a street closure for the Spring Party on Middle Ave in April.

Brainstorm session:

Citywide event/activity suggestions:

- Open Streets Event
- Adult tricycle (Accessibility) – See City of Oakland accessible bike share pilot program
- Demonstration projects
- Bike-Vehicle Rodeo
- Bike/Walk to School Day – get City Council members to “adopt” a school
- Catchy selfies of bicycling
- More pop-up, safety structure trials
- Motherload screening
- Bike Fair

Activity you want/plan to organize in your school community

- Menlo Park Senior – Beechwood Safety Walk (SMCOE SRTS)
- More community- led Walk to School Days (e.g. Ruby Bridges Day)
- Safety Week – education classes for bikers/peds/drivers – rules of the roads
- Ride to school with deputies
- Principals/VIPs bicycling

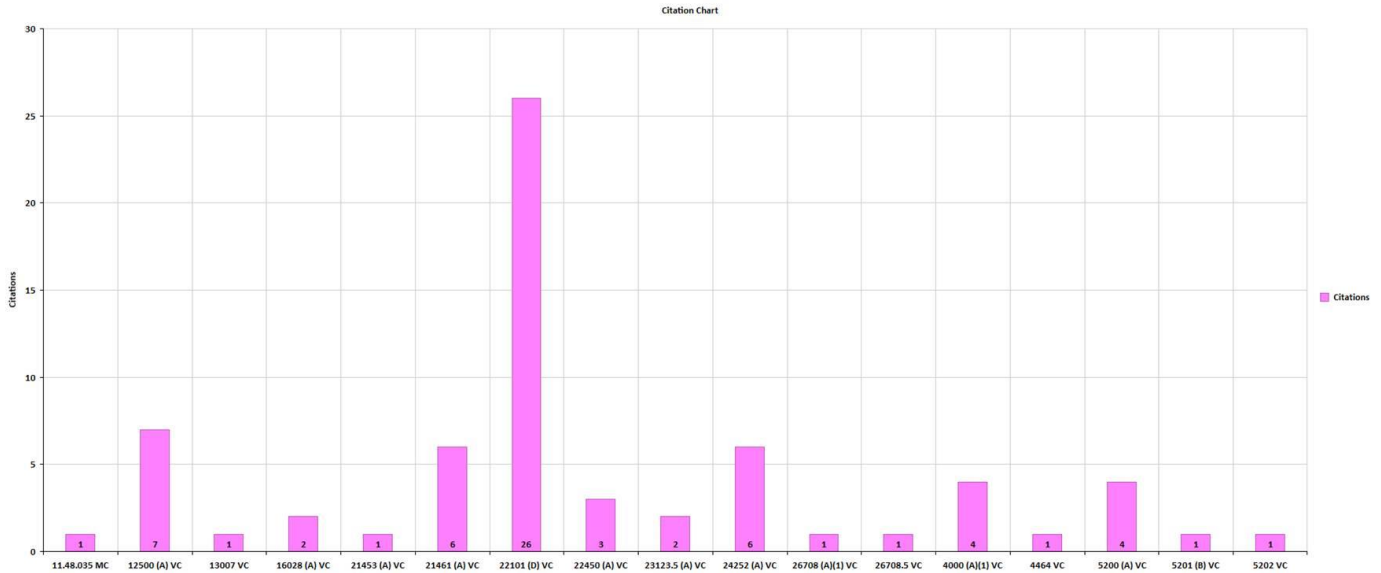
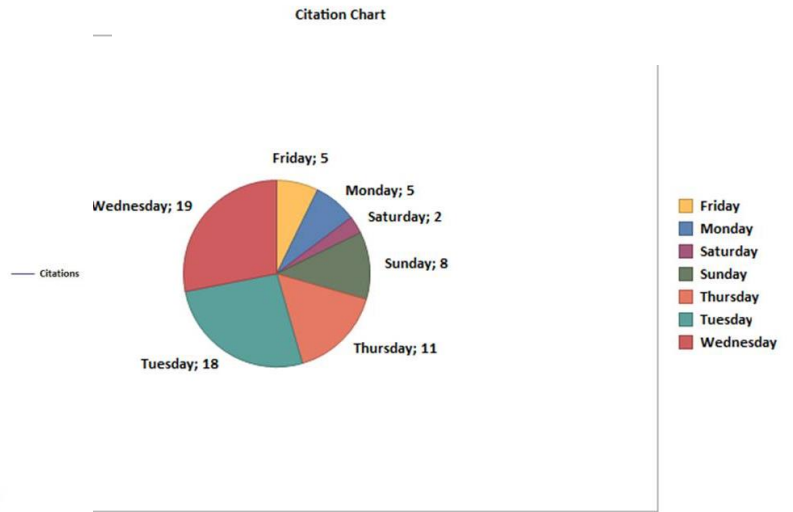
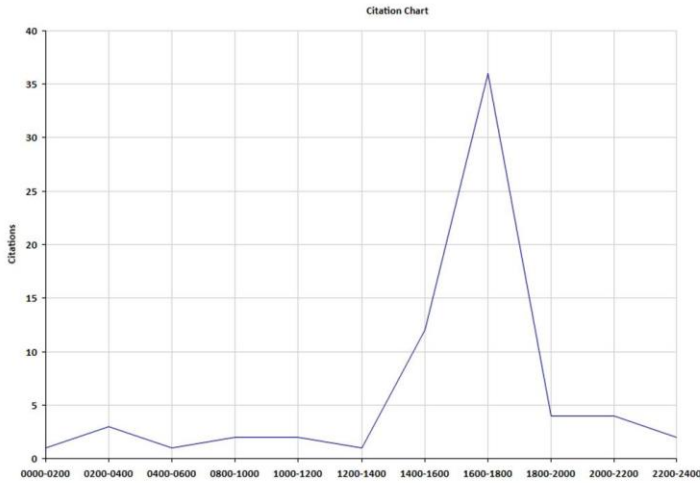
8) Next Meeting – March 17th, 2020

Time to be confirmed.

Annex 1.

Menlo Park Police Department reports

September 18th to December 3rd



Citation codes:

- | | |
|-------------------------------------------|-------------------------------------------|
| 11.48.035 – truck route | 24252(a) VC – maintain lighting equipment |
| 12500(a) VC – Unlicensed driver | 26708(a)(1) VC – obstruct windshield |
| 13007 VC – change of address required | 26708.5 VC – Window tinting |
| 16028(a) VC – proof of insurance | 4000(a)(1) VC – Expired registration |
| 21453(a) VC – red light | 4464 VC – altered plates |
| 21461(a) VC – disobey signs or markings | 5200(a) VC – vehicle registration tabs |
| 22101(d) VC – turn required or prohibited | 5201(b)/5202 VC – license plates |
| 22450(a) VC – Stop sign | |
| 23123.5(a) VC – Cell phone handheld | |

Annex 2.

Walk and Roll Map – Top Safety Tips Sample

SAFETY NEAR LAUREL UPPER CAMPUS

Traffic hot spots during school hours

Use caution and Share the road.



Drivers

- 1 There are parking restrictions on Elliott Dr. depending on time of the day to prevent conflicts with cyclists. Please check parking signs before you park.
- 2 When driving on Menalto Ave or exiting the Menalto businesses, use extreme caution as children may be exiting Oak Ct onto Menalto Ave.
- 3 Do not drop off/pick up children or park on Oak Ct. Don't block driveways and shut off your engine while waiting for pick up.

Bicycles and Pedestrians

- 4 Oak Ct is a private road and does not have sidewalks. Share the road and note that cars may be present.
- 5 Use caution when crossing Willow Rd. Cross at Coleman Ave or Gilbert Ave (see Walk and Roll map).

WALKING AND BIKING SAFETY

Stop at the curb's edge and **Look** left, right, and behind you

Be Predictable. Follow all traffic laws and stop at stop signs. **Be aware of traffic.** Ride single file in the direction of traffic. Use lights when riding at night.

Use Hand Signals



Make Eye Contact with drivers



Cross with heads up and looking around





Wear Your Helmet

Your helmet should cover your forehead and rest just above your eyebrows.

Straps should form a V under ears when buckled.




Tighten the strap so it is snug under your chin.

December 2019

LAUREL SCHOOL UPPER CAMPUS

SUGGESTED WALK AND ROLL MAP



The City of Menlo Park supports children and families in walking and bicycling to school through safety education, fun events, and traffic safety improvements around schools.

Learn more and get involved:
 Menlo Park City School District: district.mpcsd.org/Page/125
 City of Menlo Park Safe Routes to School: menlopark.org/saferoutestoschool
 Parents for Safe Routes: parents4saferoutes.org