

Youth Transportation Toolkit





The Sprockets Youth Transportation Toolkit was developed by Lisle Bertsche in partnership with the New Sector Alliance. All resources in the Sprockets Youth Transportation Toolkit are current as of April 2015.

Online version of the Sprockets Youth Transportation Toolkit will be available at:
<http://www.sprocketsstpaul.org/transportationtoolkit>

Sprockets Youth Transportation Toolkit



This youth transportation toolkit is created by Sprockets as a tool for community partners, libraries, schools, and recreation centers in Saint Paul to improve accessibility for Saint Paul youth to out-of-school time (OST) programs via walking, biking, and using public transportation.

Contents:

Background and Directions	4
Toolkit Process	5
Organization Assessment	6
Youth Survey	8
Resources	9
Physical Resources and Infrastructure	9
Education and Safety	12
Information and Signage	15
Encouragement Activities	17
Alternative Transportation Options	19
Action Plan Template	20
Project Plan Template	21
Appendix	22
Transportation Organizations	22
Safety Tips	24
Metro Transit Field Trip Tips	26
Site Map	27
Encouragement Activity One-pagers	28



Background

Transportation continues to be a challenge in the out-of-school time (OST) world. Many youth depend on rides from a parent or other adult in their life, and can't attend programs if that adult is at work or doesn't own a car. Without safe, easy, reliable transportation to OST programs, youth miss the many benefits that OST participation can provide.

In 2013, Sprockets commissioned a research project led by Greenway Transportation to assess how easy it was for Saint Paul youth to get to and from OST opportunities across the city of Saint Paul by walking, biking, and public transportation. Their findings showed that some sites were much more accessible than others, and that some sites and certain areas of the city faced more barriers than others.

Following the report, Sprockets convened a group of youth and working professionals to create recommendations for how to follow up on the Transportation Report. One of those recommendations was to create a biking and walking toolkit for Sprockets OST partner organizations that could help sites think creatively and strategically about youth transportation.

This toolkit is meant as a resource to increase the number of youth biking, walking, and using public transportation to access OST programs. These modes of transportation aren't always appropriate – depending on the time of year, distance traveled, and age of the youth involved. Youth shouldn't be biking or walking long distances in extreme cold or dark, or when there is ice and snow covering sidewalks, streets, and stairs. However, when the weather is warm, the sun sets late, and kids are out of school, walking and biking can be great options.

Sprockets hopes to increase youth ability to walk, bike, and generally travel independently to the places they need to go.

Directions

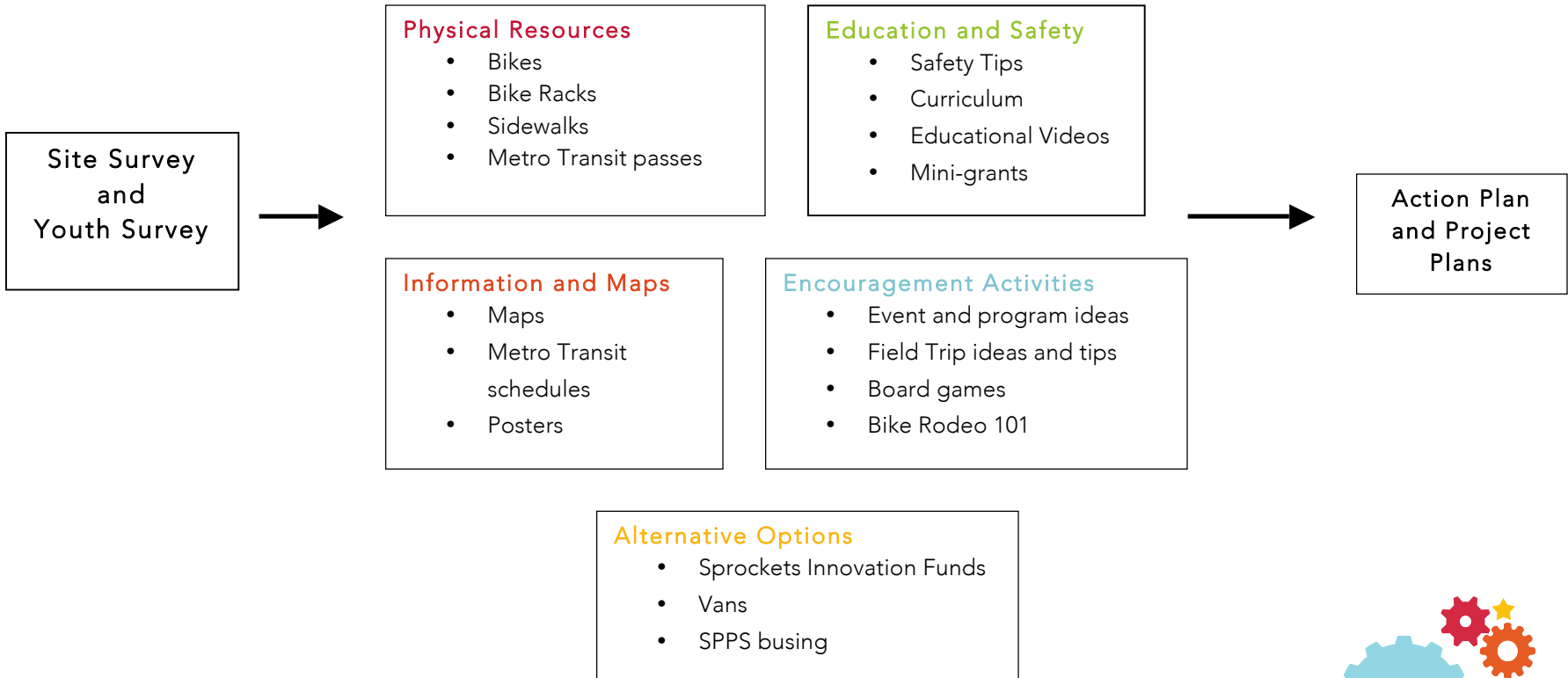
1. Fill out the site survey with a staff team.
2. Give youth survey to youth or parents to assess transportation barriers.
3. Review your site survey and youth surveys to decide which areas (physical resources, education and safety, information and maps, encouragement activities) you want to focus on to increase youth access to your programs.
4. Look through the toolkit for resources in each area. Star the resources that you would be interested in using at your site.
5. Create an action plan with specific activities you can do to better support walking and biking, and a time frame for doing so.
6. For each project or tool, fill out a project plan to detail how you will achieve your transportation and access goals.
7. Work with staff team and youth to help youth access programs!

Youth Transportation Toolkit Process

Step 1: Assess site and transportation opportunities and barriers

Step 2: Choose tools from 5 categories below that would address barriers and use available resources at your site.

Step 3: Create action plan for how to implement projects identified. Find resources and partnerships, then carry out your plan at your site.





Site Survey

This assessment is meant to help youth-serving organizations think critically about ways that youth get to their programs, and what organizations can do to make transportation more accessible for youth.

Directions: Gather a team comprised of coordinators as well as staff that work directly with youth at your organization. Read over the questions and the assessment together. Before you fill it out, go outside! Don't just sit and think about what is around, take the time to actually walk around your site and assess what you see. Following your walk, take time to discuss the questions and fill them out. Add in answers that apply to your program site and the youth you serve if the answers provided don't tell the whole story.

1. How would you like to increase youth capacity to bike and walk to and from your organization? What is your vision for your organization and the youth that attend your programs?

Place

2. Consider your program's location. What is nearby that makes it easy to get around by bicycle and walking?

	Sidewalks and low-traffic roads		
	Bicycle lanes or trails		
	Bicycle racks to lock up bicycles safely		
	Bus or light rail stops		
	Other organizations or OST sites (libraries, parks, rec centers, schools, etc.)		

3. What is near your program site that makes it difficult to get around by bicycle and walking?

	Busy streets or highways to cross		
	Lack of stoplights or stop signs		
	Hills or other physical barriers		
	No place to lock up bicycles		
	Long-term construction projects		
	Dark sidewalks or paths		

Youth Transportation

Note: If you don't know how youth get to you program administer the youth survey.

4. How far away do youth live from your organization? How far do they travel to get to your programs?

5. How do youth get to your organization?

Mode of Transportation	Percentage or number of youth at your program
Walk	
Bike	
They get a ride or drive themselves	
School bus dropoff	
Metro Transit bus or light rail	



6. How do youth get home from your program?

Mode of Transportation	Percentage or number of youth at your program
Walk	
Bike	
They get a ride or drive themselves	
School bus or van	
Metro Transit bus or light rail	

7. Do you think there are barriers that keep youth from walking and biking? Check what applies or fill in other reasons.

Walking		Biking	
<input type="checkbox"/>	Age (too young)	<input type="checkbox"/>	Age (too young)
<input type="checkbox"/>	Weather	<input type="checkbox"/>	Weather
<input type="checkbox"/>	Distance	<input type="checkbox"/>	Don't know how to ride
<input type="checkbox"/>	Parent won't let them	<input type="checkbox"/>	No access to bikes
<input type="checkbox"/>	Physical Infrastructure barrier (busy road, hill, etc.)	<input type="checkbox"/>	No place to lock up bike or keep it safe
<input type="checkbox"/>	Ability	<input type="checkbox"/>	Parent won't let them
<input type="checkbox"/>		<input type="checkbox"/>	Physical infrastructure barrier (busy road, hill, etc.)
<input type="checkbox"/>		<input type="checkbox"/>	

Resource Assessment

8. What do you have access to that could make it easier for youth to bike or walk to your programs? What would you be interested in adding to your organization or programs? Place an X if you already have access to this resource, or place an O if you are interested in pursuing this resource.

Note: These headings correspond with resource sections available in the toolkit.

Physical Resources and Infrastructure		Education and Safety	
<input type="checkbox"/>	Staff that are enthusiastic about walking and biking	<input type="checkbox"/>	Safety education for youth learning how to walk and bike
<input type="checkbox"/>	Funding	<input type="checkbox"/>	Walking Education Curriculum
<input type="checkbox"/>	Bike racks	<input type="checkbox"/>	Biking Education Curriculum
<input type="checkbox"/>	Bike locks	<input type="checkbox"/>	
<input type="checkbox"/>	Bike helmets	<input type="checkbox"/>	
<input type="checkbox"/>	Bus tokens or passes for youth	Encouragement Activities	
<input type="checkbox"/>	Bus stops	<input type="checkbox"/>	Bike Rodeos
<input type="checkbox"/>	Youth with bikes or access to bikes	<input type="checkbox"/>	Events to encourage walking
<input type="checkbox"/>	Bus stops	<input type="checkbox"/>	Field trips using sustainable transportation
<input type="checkbox"/>	Safe streets and sidewalks	<input type="checkbox"/>	Staff leading by example
<input type="checkbox"/>		<input type="checkbox"/>	
Information and Maps		Collaborations with other organizations	
<input type="checkbox"/>	Safety posters	<input type="checkbox"/>	
<input type="checkbox"/>	Maps around the organization	<input type="checkbox"/>	
<input type="checkbox"/>	Parent information about biking and walking	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	



Youth Survey

This survey is intended to be distributed to youth attending your programs in order to better understand their transportation habits and barriers to walking, biking, and using Metro Transit buses and light rail.

Note: This can also be distributed to parents.

1. List the top 3 ways that you travel to this program (bike, walk, car, etc.)

1. _____
2. _____
3. _____

2. How often do you walk to this afterschool program? (every time I come, sometimes, never)

3. If you don't walk, what keeps you from walking? (distance, cold, parents, busy streets)

4. How often do you bike to this afterschool program?

5. If you don't bike, what keeps you from biking? (distance, don't have bike, parents, safety)

6. Do you have a Metro Transit bus and light rail pass?

- Yes
- No

7. If yes, how often do you use your pass?

8. How far away do you live from this organization or program?

9. How long does it take you to get here:

- a. If you walk? _____
- b. If you bike? _____
- c. If you take Metro Transit? _____

10. What is the biggest challenge you face in getting to this program?

11. What would make it easier for you to get to and from this program?



Resources: **Physical Resources and Infrastructure**



BIKING

- **Earn-A-Bike Program:** Youth go through a program of basic bike mechanic training and bicycle safety courses. Once they complete a certain number of hours of classwork and hands-on practice, youth can “graduate” and earn a free bicycle to ride. Email for the lists of current classes.
 - Offered by: Cycles for Change
 - earnabike@cyclesforchange.org
- **Bikes:** Free Bikes 4 Kidz partners with non-profits in the Twin Cities area to distribute new or gently used bikes to kids most in need. Individuals cannot sign up, only partner organizations serving youth. The season for bike distribution begins in September. Register for their services on their website.
 - Offered by: Free Bikes 4 Kidz
 - www.fb4k.com
- **Bikes:** Mr. Michaels Recycles Bicycles, LLC fixes up bikes in order to give them to people who are in need. To finance this, they fix and sell used bikes and bike parts. In order to get on the wait list for a bicycle, call or send an email. They often close the list when it gets too long so that they can catch up with the work. Youth with mechanic skills who want to get experience are welcome to volunteer with their organization on open shop days.
 - Offered by: Mr. Michaels Recycles Bicycles, LLC (Mike and Benita Warns)
 - (651)-641-1037 or warns@pclink.com
 - <http://mmrbstore.com/>
- **Bike Racks:** Cost sharing program to add new bike racks at your organization. The cost per rack is less than \$100. Saint Paul Smart Trips can also help assess your site for the best spot to place a bike rack.
 - Offered by: Saint Paul Smart Trips
 - Contact: info@smart-trips.org or 651-224-8555 ext. 24
 - http://www.smart-trips.org/wp-content/uploads/2014/06/bike_parking_brochure.pdf
- **Bike Racks:** Apply to get free bike racks in front of your site on a public right of way. Guidelines and applications released in the spring. Check the City of Saint Paul website for more information about the program and guidelines for eligibility.
 - Offered by: City of Saint Paul Neighborhood Bike Rack Program
 - Contact: Mike Klobucar
 - (651) 266-6208 or mike.klobucar@ci.stpaul.mn.us
 - www.stpaul.gov
- **Bike Fleet Grant:** Safe Routes to School grants schools in four Minnesota communities a bike fleet and bike trailer to implement the Walk! Bike! Fun! Curriculum. Consider partnering with your neighboring schools to share bikes as you implement the curriculum! Safe Routes to School is going through a strategic planning process, but plans to offer these grants on a yearly or biannual basis. Check their website for grant solicitations and updates.
 - Offered by: Safe Routes to School (SRTS) Minnesota
 - www.dot.state.mn.us/saferoutes/grants.html

Sprockets Youth Transportation Toolkit



- **Helmets:** Collection of youth helmets that is available to borrow.
 - Offered by: City of Saint Paul, Safe Routes to School
 - Contact Elizabeth Stiffler
 - (651) 266-6210 or elizabeth.stiffler@ci.stpaul.mn.us
- **Helmets:** Bulk rate helmets for youth available for around \$4-8 per helmet. Available only in bulk.
 - www.prorider.com
 - www.helmetsrus.net
- **Bike Locks:** Cycles for Change offers a bulk discount rate for purchasing bike locks.
 - Offered by: Cycles for Change



WALKING

- **Stop Signs:** For more information about how to get a stop sign in place or a sidewalk fixed near your site, contact the City of Saint Paul Public Works department.
 - Offered by: City of Saint Paul
 - Contact: Elizabeth Stiffler
 - (651) 266-6210 or elizabeth.stiffler@ci.stpaul.mn.us
 - <http://www.stpaul.gov/index.aspx?NID=4113>
- **Crossing Flags:** For more information about how to get crossing flags temporarily at a crosswalk near your site, contact the City of Saint Paul Public Works department.
 - Offered by: City of Saint Paul
 - Contact: Elizabeth Stiffler
 - (651) 266-6210 or elizabeth.stiffler@ci.stpaul.mn.us
- **Mini-grants:** Money for improving safe routes to school. Consider partnering with neighboring schools to submit grants for resources to support safe youth transportation. Safe Routes to School is going through a strategic planning process, but plans to offer these grants on a yearly or biannual basis. Check their website for grant solicitations and updates:
 - Offered by: Safe Routes to School (SRTS) Minnesota
 - www.dot.state.mn.us/saferoutes/grants.html



METRO TRANSIT

- **Passes:** Sprockets offers Metro Transit passes to partner organizations that are planning field trips with youth via Metro Transit during the summertime. Passes are available for up to 18 youth with 2 adult chaperones. For each youth and adult, the group will receive two one-way passes (total of 40 passes). Applications due in late spring.
 - Offered by: Sprockets
 - Contact: Jocelyn Wiedow
 - www.sprocketsstpaul.org

Sprockets Youth Transportation Toolkit



- **Tokens:** Metro Transit tokens are valid for bus and train fares. More than one token is required for rides on express buses during rush hours and for Northstar service. Tokens are available to those with a wholesale account and must be distributed to transit riders at no cost. One ride costs one token when used during off-peak hours. During rush hours (6 a.m. - 9 a.m., 3 p.m. - 6:30 p.m.), one ride costs two tokens. Email to set up an account and order tokens in bulk.
 - Offered by: Metro Transit
 - salesoperations@metc.state.mn.us
- **Adopt-a-Shelter:** Clean up and make improvements around your Metro Transit stops in order to get kids to care about the spaces around them and provide a safer environment for them to ride the bus to and from your location. This can be done by adopting the stop yourself or by working with local businesses or other groups near the stop or shelter. That organization is responsible for helping keep the stop clean and is a community connection for any issues that occur.
 - Offered by: Metro Transit
 - Contact: Bill Hultberg
 - 612-349-7468
 - <http://www.metrotransit.org/adopt-a-shelter>



Resources: Education and Safety Activities



BIKING

- **Walk! Bike! Fun! Curriculum:** Bike! Fun! is a bicycle curriculum for youth grades 3-6. It is comprised of nine thirty-minute lessons on bicycle safety for youth. Youth practice safe bicycle handling, perform safety checks on their bicycles, fit helmets, pedal and brake, and learn the rules of the road and how to communicate with drivers and other cyclists. There are four bonus lessons on healthy choices, bicycling courtesy, and peripheral vision and reaction time. Videos to support the curriculum can be found on the Bicycle Alliance website.
 - Offered by: Minnesota Department of Transportation, BlueCross BlueShield, Bicycle Alliance of Minnesota
 - <http://www.dot.state.mn.us/saferoutes/pdf/toolkit/walk-bike-fun-curriculum.pdf>
 - Videos: www.bikemn.org
- **League Cycling Instructors:** Instructors carry League of American Bicyclist insurance for classes and rides in the state of Minnesota. Get certified as a cycling instructor or find classes offered by cycling instructors. Course offerings can be found on their calendar, or email to set up a training.
 - Offered by: Bicycle Alliance of Minnesota
 - info@bikemn.org
 - List of certified cyclists: <http://bikemn.org/education/minnesota-league-cycling-instructors>
- **Educator Training:** Educators can complete a training for the Walk! Bike! Fun! Curriculum through the Bicycle Alliance of Minnesota, at which they receive 8 CEUs and the curriculum itself. Priority is given to educators at schools with current Safe Routes to Schools grants. Trainings are held across Minnesota, sign up early to reserve a spot.
 - Offered by: BlueCross Blue Shield, Bicycle Alliance of Minnesota
 - www.bikemn.org
- **Bikeability Checklist:** Assessment of your site that you can perform in order to figure out barriers to biking in your neighborhood and near your site, and find ways to advocate for making your area or neighborhood more bike friendly.
 - Offered by: Pedestrian and Bicycle Information Center
 - http://www.pedbikeinfo.org/pdf/bikeability_checklist.pdf
- **Bicycle Safety Videos:** Age-appropriate videos for youth ages 5-18 teaching youth how to bicycle more safely. Includes three videos in English and Spanish, as well as quizzes on each video.
 - Offered by: Bicycle Safer Journey
 - <http://www.pedbikeinfo.org/bicyclesaferjourney/>
- **Earn-A-Bike Program:** Youth go through a program of basic bike mechanic training and bicycle safety courses. Once they complete a certain number of hours of classwork and hands-on practice, youth can “graduate” and earn a free bicycle to ride. Email for the lists of current classes.
 - Offered by: Cycles for Change
 - earnabike@cyclesforchange.org

Sprockets Youth Transportation Toolkit



- **Youth Apprenticeship:** Trains youth ages 14-21 to become bike mechanics and help others fix their bicycles. Apprenticeships are offered as a summer training program and as a school-year program beginning in September. Applicants have to fill out an online application.
 - Offered by: Cycles for Change
 - Application:
<http://www.cyclesforchange.org/sites/cyclesforchange.org/files/pdf/c4capprenticemechanicapplication.pdf>
- **Mini-grants:** Money for improving safe routes to school. Consider partnering with neighboring schools to submit grants for resources to support safe youth transportation. Safe Routes to School is going through a strategic planning process, but plans to offer these grants on a yearly or biannual basis. Check their website for grant solicitations and updates.
 - Offered by: Safe Routes to School (SRTS) Minnesota
 - www.dot.state.mn.us/saferoutes/grants.html



WALKING

- **Walk! Bike! Fun! Curriculum:** Walk! Fun! is a pedestrian curriculum for grades K-3. It is comprised of four thirty-minute lessons on pedestrian safety for youth. This curriculum is meant to increase safety and empower youth to walk to more places. Youth learn how to walk near traffic, use crosswalks, and cross safely around visual barriers, and use crossing signals and traffic signs. Videos to support the curriculum can be found on the Bicycle Alliance website.
 - Offered by: Minnesota Department of Transportation, BlueCross BlueShield, Bicycle Alliance of Minnesota
 - <http://www.dot.state.mn.us/saferoutes/pdf/toolkit/walk-bike-fun-curriculum.pdf>
 - Videos: www.bikemn.org
- **Educator Training:** Educators can complete a training for the Walk! Bike! Fun! Curriculum through the Bicycle Alliance of Minnesota, at which they receive 8 CEUs and the curriculum itself. Priority is given to educators at schools with current Safe Routes to Schools grants. Trainings are held across Minnesota, sign up early to reserve a spot.
 - Offered by: BlueCross Blue Shield, Bicycle Alliance of Minnesota
 - www.bikemn.org
- **Walkability Checklist:** Assessment of your site that you can perform in order to figure out barriers to walking in your neighborhood, and find ways to advocate for making your area or neighborhood more pedestrian friendly.
 - Offered by: Pedestrian and Bicycle Information Center
 - http://www.pedbikeinfo.org/pdf/walkability_checklist.pdf
- **Crosswalk Event Toolkit:** Toolkit for putting together an event at a crosswalk or busy intersection to raise visibility of pedestrians. Youth and adults hold signs at corners and crosswalks as cars drive by. Posters and signs are available for download and printing, and banners can be borrowed for the event. Includes a how-to guide.
 - Offered by: Minnesota Department of Transportation
 - <http://www.dot.state.mn.us/sharetheroad/ped/docs/crosswalk-event-toolkit.docx>
- **Walking Safety Video:** Age-appropriate videos for youth ages 5-18 teaching youth how to walk more safely. Includes three videos in English and Spanish, as well as quizzes on each video.
 - Offered by: Pedestrian Safer Journey
 - <http://www.pedbikeinfo.org/pedsaferjourney/>

Sprockets Youth Transportation Toolkit



- **Mini-grants:** Money for improving safe routes to school. Consider partnering with neighboring schools to submit grants for resources to support safe youth transportation. Safe Routes to School is going through a strategic planning process, but plans to offer these grants on a yearly or biannual basis. Check their website for grant solicitations and updates:
 - Offered by: Safe Routes to School (SRTS) Minnesota
 - www.dot.state.mn.us/saferoutes/grants.html



METRO TRANSIT

- **How to Ride:** Metro Transit staff comes to a program or event to do a free training to teach people how to use Metro Transit buses. Includes a free pass for each program participant.
 - Offered by: Metro Transit
 - Contact: Doug Cook
 - douglas.cook@metrotransit.org
 - <http://www.metrotransit.org/outreach>
- **Safety video:** This video features the superheroes Metro Man and Light Rail Lady teaching about how to ride Metro Transit bus and light rail safely.
 - Offered by: Youth Coordinating Board Minneapolis
 - <https://www.youtube.com/watch?v=iUUMrQIAjeg>



Resources: Information and Maps



BIKING

- **Safety Tips:** This is a flyer of safety tips for youth that are traveling by bike, walk, or public transportation. This flyer can be posted around your site to raise safety awareness, or staff could use these tips to teach youth safe habits while taking a field trip by walking, biking, or public transportation.
 - Youth Transportation Toolkit, page 24
- **Guide to the City:** Map detailing all forms of transit available in Saint Paul, including Metro Transit, NiceRide, Hourcar, and walking and biking paths. Can be picked up from the Saint Paul Smart Trips office in downtown Saint Paul.
 - Offered by: Saint Paul Smart Trips
- **Sprockets Site Map:** Map of Sprockets partner sites (using 2011 data). Use this map to find other organizations near your site, in your neighborhood, or around Saint Paul that could collaborate on transportation initiatives.
 - Offered by: Sprockets, City of Saint Paul
 - <http://stpaul.maps.arcgis.com/apps/Viewer/index.html?appid=5e829f34ec0c49acb07005a51e1cb2c1>



WALKING

- **Safety Tips:** This is a flyer of safety tips for youth that are traveling by bike, walk, or public transportation. This flyer can be posted around your site to raise safety awareness, or staff could use these tips to teach youth safe habits while taking a field trip by walking, biking, or public transportation.
 - Youth Transportation Toolkit, page 24
- **Safety Posters:** Posters can be printed and posted to alert drivers that children are around, which can help create a safer environment on the street. These posters can also be used for a pedestrian safety awareness event such as a crosswalk event, where people gather to draw attention to dangerous intersections. Apply to get banners and cards here as well.
 - Offered by: Minnesota Department of Transportation
 - <http://www.dot.state.mn.us/sharetheroad/ped/resources.html>
- **Guide to the City:** Map detailing all forms of transit available in Saint Paul, including Metro Transit, NiceRide, Hourcar, and walking and biking paths. Can be picked up from the Saint Paul Smart Trips office in downtown Saint Paul.
 - Offered by: Saint Paul Smart Trips
- **Sprockets Site Map:** Map of Sprockets partner sites (using 2011 data). Use this map to find other organizations near your site, in your neighborhood, or around Saint Paul that could collaborate on transportation initiatives.
 - Offered by: Sprockets, City of Saint Paul
 - <http://stpaul.maps.arcgis.com/apps/Viewer/index.html?appid=5e829f34ec0c49acb07005a51e1cb2c1>



METRO TRANSIT

- **Safety Tips**: This is a flyer of safety tips for youth that are traveling by bike, walk, or public transportation. This flyer can be posted around your site to raise safety awareness, or staff could use these tips to teach youth safe habits while taking a field trip by walking, biking, or public transportation.
 - Youth Transportation Toolkit, page 24
- **Guide to the City**: Map detailing all forms of transit available in Saint Paul, including Metro Transit, NiceRide, Hourcar, and walking and biking paths. Can be picked up from the Saint Paul Smart Trips office in downtown Saint Paul.
 - Offered by: Saint Paul Smart Trips
- **Bus schedules and maps**: Bus schedule brochures, safety guides, and route maps (both flat and folded) are available upon request from the Metro Transit center in downtown Minneapolis. Request schedules for bus routes near your site! The order form is found on their website.
 - Offered by: Metro Transit
 - <http://www.metrotransit.org/order-schedules>
- **Police Tip Line**: This is the number to call if a crime happens on a bus, on a train, or near a stop or station and police should be notified. Post this number around your site if many youth travel on Metro Transit.
 - Offered by: Metro Transit
 - Tip Line: 612-349-7222
 - To speak directly to an officer (8 a.m. - 4 p.m.): 612-349-7200



Resources: Encouragement Activities



BIKING

- **Board Games:** Board games designed to teach youth pedestrian and bike safety, available to borrow.
 - Offered by: City of Saint Paul, Safe Routes to School
 - Contact Elizabeth Stiffler
 - (651) 266-6210 or elizabeth.stiffler@ci.stpaul.mn.us

- **Earn-A-Bike Program:** Youth go through a program of basic bike mechanic training and bicycle safety courses. Once they complete a certain number of hours of classwork and hands-on practice, youth can “graduate” and earn a free bicycle to ride. Email for the lists of current classes.
 - Offered by: Cycles for Change
 - earnabike@cyclesforchange.org

- **Youth Apprenticeship:** Trains youth ages 14-21 to become bike mechanics and help others fix their bicycles. Apprenticeships are offered as a summer training program and as a school-year program beginning in September. Applicants have to fill out an online application.
 - Offered by: Cycles for Change
 - Application:
<http://www.cyclesforchange.org/sites/cyclesforchange.org/files/pdf/c4capprenticemechanicapplication.pdf>

- **Bicycle Rodeo 101:** This guide takes you through the steps of planning a successful Bike Rodeo! Help kids who are learning to bike learn new basic skills and show off how they can ride!
 - Offered by: Bicycle Alliance of Minnesota
 - <http://bikemn.org/storage/documents/rodeo-101-v1.2.0.pdf>

- **Encouragement Activities and Programs:** Here are some activities that can be used to encourage youth to bike more frequently. These activities come from a variety of sources and can be modified to fit specific program needs and youth served.
 - Youth Transportation Toolkit (beginning page 28)
 - a. All ages
 - Competition (page 35)
 - Reflection: Top 10 List (page 29)
 - Decorate Bike Racks (page 31)
 - Posters and Flyers (page 37)
 - Walk and Bike Across America (page 32)
 - b. Primary
 - Bike Train (page 33)
 - Walking and Biking Parade (page 38)
 - c. Secondary
 - Field Trips by bike (page 26)



WALKING

- **Board Games:** Board games designed to teach youth pedestrian and bike safety, available to borrow.
 - Offered by: City of Saint Paul, Safe Routes to School
 - Contact Elizabeth Stiffler
 - (651) 266-6210 or elizabeth.stiffler@ci.stpaul.mn.us
- **Paint the Pavement:** Resources for neighborhoods on low-traffic residential streets to paint a pattern or design in a residential intersection as a traffic calming measure to make it safer for pedestrians. Gives a neighborhood group 12 hours to shut down the street and paint it, needs 80% approval from neighbors, need to raise funds for paintings.
 - Detailed information to come in online Youth Transportation Toolkit
- **Encouragement Activities:** Here are some activities that can be used to encourage youth to walk more frequently. These activities come from a variety of sources and can be modified to fit specific program needs and youth served.
 - Youth Transportation Toolkit, (beginning page 28)
 - a. All ages
 - Go for Gold! (page 29)
 - Walking Map (page 30)
 - Walk and Bike Across America (page 32)
 - Reflection: Top 10 List (page 28)
 - Field Trips by walking (page 26)
 - Posters and Flyers (page 37)
 - Competition (page 35)
 - Scavenger Hunt (page 39)
 - b. Primary
 - Walking School bus (page 34)
 - Walking and Biking Parade (page 38)
 - c. Secondary
 - Youth Crossing Guards (page 36)



METRO TRANSIT

- **Encouragement Activities:** Here are some activities that can be used to encourage youth to use Metro Transit more frequently and comfortably. These activities come from a variety of sources and can be modified to fit specific program needs and youth served.
 - Youth Transportation Toolkit (beginning page 28)
 - a. All ages
 - Reflection: Top 10 List (page 28)
 - Scavenger Hunt (page 39)
 - Field Trips by Metro Transit (page 26)



Resources: **Alternative Transportation Options**

- **Innovation Funds**: Innovation Funds can be requested for transportation as part of collaborative and innovative youth events. See the Sprockets website for grant requirements. Grants are given out in two cycles, for the school year and for the summer.
 - Offered by: Sprockets
 - Contact: Jocelyn Wiedow
 - www.sprocketsstpaul.org
- **Busing**: Saint Paul Public Schools is required to provide busing within a certain radius of the school to after-school programs that are 5 days a week (and not too close or else it is considered walking distance). Parents need to know that this is an option, and need to know who to get in touch with to request changes in busing for their child.
 - Offered by: Saint Paul Public Schools
 - Detailed information to come in online Youth Transportation Toolkit



Action Plan Template

Name of Program or Site:

Goals:

What do we want to do?	When?	Who is in charge?	How will we do it? What resources can help us?



Project Plan Template

Goal: _____

Audience: _____

Next Steps:

Dates: _____

Lead person: _____

Resources needed:

Potential Partnerships:

Notes:



Transportation Organization Contact Information

Saint Paul

Saint Paul Smart Trips

56 E. 5th Street, Suite 202

Saint Paul, MN 55101

(651)-224-8555

Info@smart-trips.org

www.smart-trips.org

Cycles for Change

712 University Avenue

Saint Paul, MN 55104

651-222-2080

<http://www.cyclesforchange.org/>

Youth Express (Keystone Community Services)

1158 Selby Avenue

Saint Paul, MN 55104

651-644-9660

www.exbike.com

Free Bikes 4 Kids

Mission: Free Bikes 4 Kidz is a non-profit organization geared toward helping all kids ride into a happier, healthier childhood by providing bikes to those most in need. The public donates gently used bikes, we organize thousands of volunteers to clean and refurbish them, and then we give them away to kids in need.

<http://fb4k.com/>

Mr. Michaels Recycles Bicycles

<http://mmrbstore.com/>

Metro Transit

560 Sixth Avenue North

Minneapolis, MN 55411

www.metrotransit.org

Bike Walk Twin Cities

Destination ideas for biking and walking, news and resources, maps

Administered by Transit for Livable Communities

<http://www.bikewalktwincities.org/>



Minnesota

Transit for Livable Communities

2356 University Ave West Suite 403
Saint Paul, MN 55114
651-767-0298
tlc@tlcminnesota.org
<http://www.tlcminnesota.org/index.php>

Safe Routes to School - Minnesota

395 John Ireland Blvd
Saint Paul, MN 55155-1899
651-296-3000
800-657-3774
<http://www.dot.state.mn.us/saferoutes/index.html>

Bicycle Alliance of Minnesota

<http://bikemn.org/>
Mission: To provide leadership and a unified voice for bicycle education, advocacy and efforts to make Minnesota more bicycle-friendly so that more people will ride bicycles more often.

Pedal MN

<http://www.pedalmn.com/>
Good list of resources for individuals, communities, and businesses.

Cyclopath

Mapping tool that shows best biking routes to and from destinations in Minnesota. Options include: fastest, friendliest, and lanes and trails.
www.cyclopath.org

National

Walkscore

Resource that shows how walkable an area is. Mainly used for finding apartments, but can be used to assess walkability of a neighborhood around an address.
www.walkscore.org

Pedestrian and Bicycle Information Center

www.bikepedinfo.org
A national clearing house of pedestrian and bicycle information about health and safety, engineering, advocacy, education, enforcement, access, and mobility.

Walk Friendly Communities

www.walkfriendly.org
Walk Friendly Communities is a national recognition program to encourage towns and communities to establish or recommit to supporting safer walking environments.



Biking, Walking, and Transit Safety Tips:

These tips could be printed out and posted around your site, or could simply be used to keep in mind when traveling with youth - walking, biking, or taking a field trip on Metro Transit. Go over some of these safety rules before you leave, and remind youth of them throughout your trip.



Biking

- Always wear a helmet!
- Bike on the street! Although biking on the sidewalk may seem safer, cars don't expect bikes to be on sidewalks, and drivers often don't watch for people on bikes when turning.
- Always bike on the right-hand side of the road, with traffic. It is less likely that people on bikes will be hit from behind by a car going the same direction because they are easily seen.
- Use hand signals when making turns or lane changes to be predictable to cars and bikes.
- Always follow the rules of the road. Stop at signals.
- When possible, bike on bike paths, separated bike lanes, or bike lanes in traffic.
- Always lock bikes to secure poles or racks when unattended. Lock front tires and the main frame of the bicycle to ensure that both parts are safe.
- Equip bike with a headlight, red lights on the back, and reflectors.
- Wear bright colors and reflective clothing to increase visibility in the dark!
- Don't wear headphones, talk on the phone, or text while biking.
- Look out for potholes, glass, leaves, or other obstacles in the road that might cause swerving or falling.
- Pay close attention to vehicles turning right and left that may not be aware of people on bikes and their speed. Bike defensively!
- Pay attention to parked cars as well. Sometimes drivers open passenger doors, which can injure people on bikes.



Walking

- Always walk on sidewalks.
- Cross streets at marked crossings and intersections.
- Look left, right, then left again before crossing the street.
- Walk in well-lit and safe areas.
- Don't listen to headphones, talk on the phone, or text while crossing intersections. Pay attention to surroundings and people in the area.
- Make sure not to stand behind obstacles like mailboxes, parked cars, or signs or poles before stepping out into an intersection – drivers need to be able to see!
- Don't assume drivers will stop! Make eye contact with them to ensure that they see you.
- Listen to the roads to hear approaching traffic.



Metro Transit

- Don't listen to headphones – pay attention to your surroundings and listen to people in the area.
- Keep track of your bus card.
- Don't run after a moving bus!
- Wait for the bus on the sidewalk away from the curb and approach it only once it has stopped moving.
- Wait for the bus in well-lit areas – under shelters, streetlamps, or near windows of nearby businesses.
- Report suspicious activity or harassment by telling the bus driver, who can radio the authorities, or by calling the police tip line (612-349-7222).
- Sit near the bus driver during non-rush hours when the bus isn't busy.
- Make sure to hold onto bags or purses, as well as electronic devices.
- Store valuables inside coats or clothes instead of in back pockets.
- On light rail lines:
 - Trains can come at any time, from any direction, on any track! Always look both ways and be careful when crossing the tracks.
 - Only cross the tracks in designated areas at the ends of the platform.
 - It takes a long time for a train to come to a stop – never try and beat a train across the tracks.
 - Always stand behind the yellow line on the platform
 - No skateboarding, rollerblading, or bike riding on light rail platforms.
 - Wait for passengers to exit the train before getting on the train.
 - Don't hold the doors with your arms or legs – just wait for the next train!
 - Secure bikes in racks.
 - Don't run on the trains.
 - Stay seated on trains. If standing, hold onto something to keep your balance.
 - Never walk on tracks.
 - Don't touch the overhead high-voltage wires with anything!



Field Trip Tips!

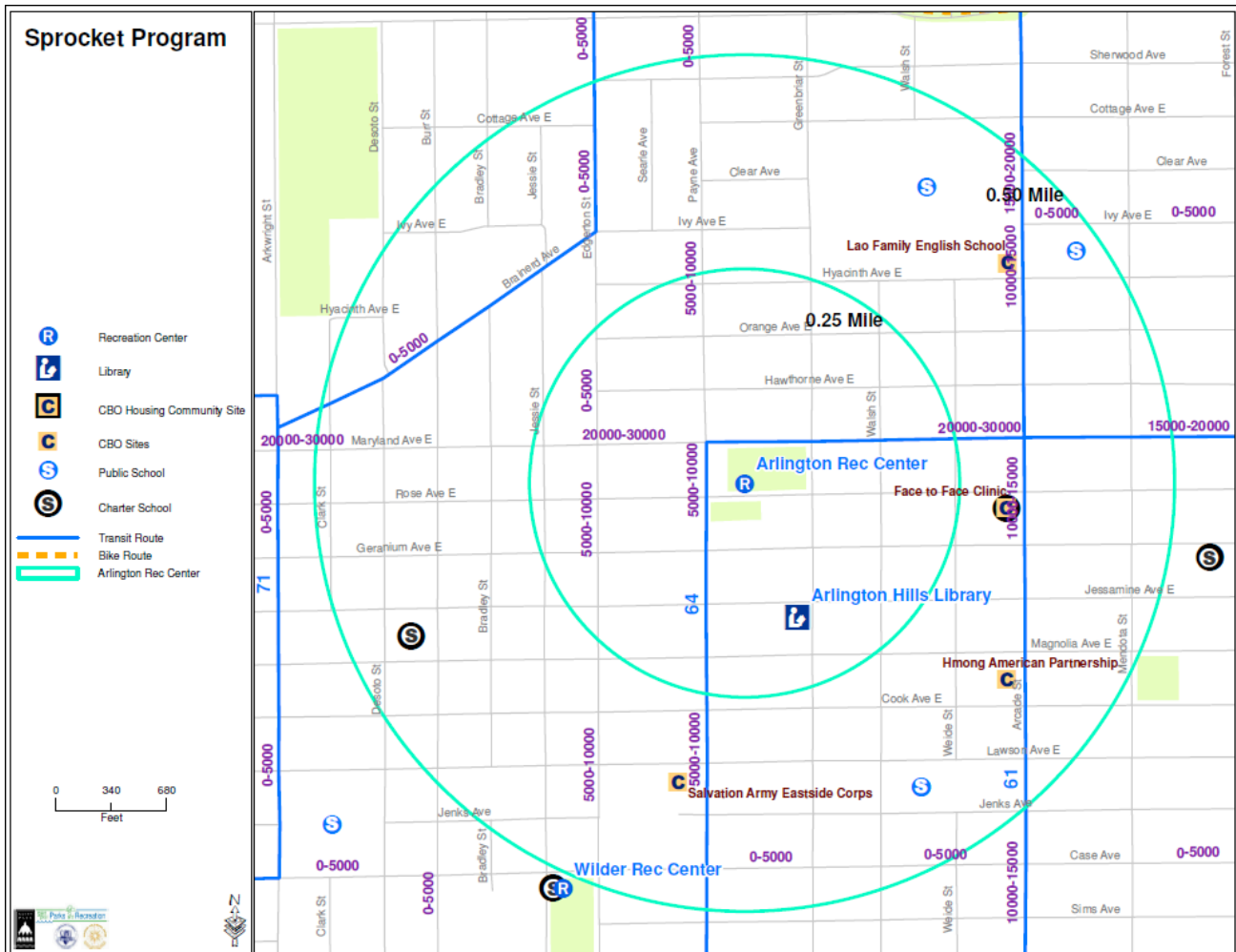


Here are a few tips for taking youth on a field trip using Metro Transit, walking, or biking.

- Go over your plan with the youth before the field trip, several times. Some examples of this include telling them which bus you will take and how you will get organized and behave on the bus, how you will be crossing the streets if walking, or how to stay in a group if biking.
- Plan your route beforehand. Know what streets you will take, what buses you will ride, and where you will transfer if necessary.
- If you are taking the bus, have an adult get on first with all of the tokens or passes. Once they have paid for all of the youth, have the youth board the bus and sit quietly.
- Metro Transit: Each youth taking Metro Transit should be able to get a transfer, which is good for unlimited rides within 2.5 hours of the first ride at the same fare level. If possible, save money by planning your return trip within 2.5 hours! Make sure that if you get on the bus or train during off-peak hours (cheaper fare), your return trip will be also be off-peak so that you don't have to pay extra to ride back.
- Rush hour times for Metro Transit are 6 a.m. – 9 a.m. and 3 p.m. - 6:30 p.m. If you travel at these times, your fares will be greater than if you travel during off-peak hours (bus and light rail tickets will be \$2.25 rush hour, \$1.75 during off-peak hours).



Sample Site Map



Sprockets Youth Transportation Toolkit



Activity: Reflection: Top 10 Reasons...



When youth are walking or biking, give them prompts to help them notice their surroundings and think about what they are doing. One great question is to ask them to think about their top 3, top 5, or top 10 things that they like about their walk or bike ride. This is great especially if youth are walking biking every day to their program, or as a part of a coordinated walking school bus or bike train.

You can ask this as a question to prompt them to think while they walk or bike, or it can be asked as a reflection question after youth return to their usual space.

If you do multiple days of biking or walking, youth can make a journal where they reflect about what they enjoy about it. Ask youth to write down one reason why they enjoy it each time they walk or bike. Youth could also draw pictures to express their emotions and tell about their experiences.

Examples:

- I like walking/biking because it takes me places quickly.
- I like walking/biking because it's fun.
- I like walking/biking because I get to see cool things along the way.

Resources needed:

- Journal or paper for youth to write or draw their ideas
- Crayons, markers, or colored pencils

Sprockets Youth Transportation Toolkit



Activity: Go for Gold!

Create a passport system for youth who walk to your program. Make small booklets with room for the date and space for a small sticker, or have youth make the booklet themselves on the first day of the program. Each time a youth walks to your program, they get a gold star or a small sticker.

Set up a clear incentive system – when youth walk or bike 10 times to your program, they receive a small prize. If they walk 30 times over the course of the year, then they get a larger prize. Prizes can be objects, or could be incentives built into the program, such as activity choices or leadership opportunities.

One way to include youth who live too far away to walk is to have their parents either drop them off several blocks away or park several blocks away and then walk with them to the program site. This encourages family walking as well and encourages all youth to be active.

Ideas for prizes:

- Stickers
- Pins or badges
- Small toys
- Bike lights or reflectors
- Pedometer
- Healthy snacks

Resources needed:

- Passport
- Stickers
- Small and large prizes according to your incentive system



Activity: Walking Map

Work with your students to take walks around your site, and then figure out what the best roads are for walking to various places from your program. Before you leave, use Google Maps to look at a certain area around your site, explore it and assess the areas surrounding your organization. Determine where youth travel to and from to attend your program.

On your walks, take note of which streets have the best sidewalks, stop signs, and low-traffic volumes. Note any dangerous intersections or areas to avoid. Then when you return to your site, map out the safest routes that you discovered.

Once you have mapped out the best routes near your site, work with youth to create a large-scale map detailing those routes. Mark the routes with a different color marker or with stickers to make them stand out. Consider including nearby landmarks on your map to encourage wayfinding.

Finally, post the map at your organizations and/or online! Let parents know about the map as well so that they consider walking with their children to and from your site in the safest way possible.

Characteristics of good streets:

- Safe and even sidewalks
- Well-lit (if children are walking in the dark)
- Low-traffic (few cars and trucks driving by)

Resources needed:

- Google maps
- Large posterboard or large sheet of paper for the final map
- Pens and markers



Activity: Decorate Bike Racks

Decorating your organization's bike rack is a great way to get youth excited about biking and invested in your organization. It gives them a chance to express themselves creatively, while simultaneously bringing attention to your biking and walking efforts.

Tell youth that you want to decorate the bike racks outside your program location. This could be as simple or as complex as time and materials allow! Have youth work together to come up with a design for the bike rack and work together to implement it.

This is a great activity to tie in with other bike safety or education events! It's a chance for youth to get involved in a new way, and to show their community what they've learned and how they care.

Ideas:

- Spray-painting the bike rack a vibrant color to draw attention to it
- Paint patterns onto the rack
- Cover the rack with various colors of yarn, fabric, or ribbons
- Tie posts onto the ends of the racks and hang papers or a poster over the rack to encourage biking

Resources needed:

- Art supplies for whatever you are planning to make
 - Markers
 - Crayons
 - Paper
 - String
 - Yarn
 - Fabric
 - Paint
 - Glue
- Coordinator
- Permission to create an art installation on your bike racks
- Creative youth!

Sprockets Youth Transportation Toolkit



Activity: Walk and Bike Across America



In this activity, students will track the number of times that they walked or biked to your program and approximately how far they traveled to get there (Parents can help with gauging distances). Each group can add their miles together each week, and then you can track miles collectively “traveled” on a map of any location.

For example, you could print out a map of the state of Minnesota. Choose your final destination from a starting point in Minnesota – for example, Chicago. Each week, add up the number of miles that your youth walked or biked to get there. If they collectively walked 20 miles, mark that distance on the map using a marker or a pin to show how far they have traveled on their journey to their destination.

This is a great way to set goals and encourage youth to walk, because as they do, they are able to go farther on their journey.

Other ideas:

- Once you pick a destination, spend time teaching the youth about that destination and about what they will see along the way.
- Offer youth a prize if they reach their destination: For example, if they make it all the way to Chicago, they get a Chicago-style pizza party.
- For youth who can't walk or bike to school, offer them miles for carpooling with other youth or taking the bus or light rail on their own or with a parent. Offer 1-2 miles per trip.

Resources needed:

- Giant map of wherever the youth want to go
- Pen or pins to mark how far you (as a group) have traveled on the map
- Ruler to measure distances based on the map scale

Sprockets Youth Transportation Toolkit



Activity: Bike Train

A great way to encourage biking is to demonstrate it! Create a bike train by determining a location where youth who are headed to your programs can meet and bike together. Ideas for places to meet include parks or a nearby parking lot. Staff, parents, and/or volunteers who bike regularly can bike with the youth to the program from the meeting place.

It's best to do the bike train consistently (on a certain day of the week or every day of a program) so that parents and youth know where to go.

This is a great opportunity to discuss and model safe biking habits, such as:

- Being aware of your surroundings
- Signaling your turns
- Wearing a helmet
- Listening for cars around you

Resources needed:

- Staff time, parents, or volunteers who are confident bikers and have bikes and helmets
- Communication with parents about logistics
- Youth with bikes and helmets



Activity: Walking School Bus

A great way to encourage walking is to demonstrate it! Create a walking school bus by determining a location where kids who are headed to your programs can meet and walk together. Ideas for places to meet include parks or a nearby parking lot. Staff, parents, and/or volunteers can walk the youth to the program from the meeting place.

It's best to do the walking school bus consistently (on a certain day of the week) so that parents and youth know where to go.

This is a great opportunity to discuss and model safe pedestrian habits, such as:

- Being aware of your surroundings
- Stopping and looking both ways before crossing the street
- Listening for cars around you
- Making sure that you aren't blocked from view for drivers by trash cans, signs, cars, or trees

Resources needed:

- Staff time, parents, or volunteers
- Communication with parents about logistics

Sprockets Youth Transportation Toolkit



Activity: Competition

Organize a competition between classes or groups to see who can walk or bike the most!

Divide the youth into two groups. Determine the ways to earn steps or miles - walking or biking to your programs, or travels farthest on foot or by bike in a set amount of time. Help youth participants log how far they travel in miles or how many steps they take (if walking). Whichever team logs more steps or miles wins a prize!

Resources needed:

- Log for tracking miles
- Prizes for winning team
- Pedometers if youth are counting steps



Activity: Youth Crossing Guards

If older youth are available when younger youth are arriving at your programs on foot, they could act as crossing guards for the younger youth as long as they aren't in any danger from high-traffic streets.

Youth crossing guards should be assisted and coordinated by a staff, parent, or volunteer who is legally able to stop traffic. Youth should not stop traffic, but should instead be responsible for finding breaks in traffic and holding visible stop signs so that youth can cross safely.

Resources needed:

- Crossing guard vests
- Signs for crossing guards to hold
- Safety training for youth and leader/coordinator
- Parent, staff, or volunteer to coordinate youth (legally responsible for stopping traffic)

Potential partnership:

- Local law enforcement
- Schools: might be willing to share crossing guard vests and flags

Sprockets Youth Transportation Toolkit



Activity: Poster or T-shirt Design

As part of a walking education unit, walking field trip, or campaign to get kids to walk to your program, encourage youth to design posters, signs, or short videos to build awareness of their efforts and of your campaign to walk and bike. Youth can bring in their own t-shirts and use paints or markers to each make their own individual t-shirt, or as a group create a picture that you could then have printed from a print shop.

Encourage youth to be creative and think about what biking and walking means to them!

Ideas for the t-shirts:

- Make them a vibrant color (white, neon yellow or orange) so that youth are more likely to be seen by cars while they are biking and walking.
- Include a slogan about biking or walking, as well as the name of your program or organization.
- Coordinate a day when all the youth wear the t-shirts at the same time – perhaps on a day when you take a field trip by walking or biking.

Ideas for posters:

- Hang posters everywhere around your organization and around the neighborhood to raise awareness about what you are doing.
- Make them distinctive and brightly colored!
- Have youth participate in hanging them – perhaps on a walking or biking field trip.
- If you create one poster together, take pictures of it and make flyers.

Resources needed:

- T-shirts (colored or white)
- Fabric markers if each youth decorates his or her own
- Paints for t-shirts or posters
- Posterboard of various colors or colored paper to print flyers

Sprockets Youth Transportation Toolkit



Activity: Biking and Walking Parade

A biking and walking parade is a great way to increase visibility around your organization's biking and walking efforts. Additionally, this is an event that includes youth of all ages and all abilities. It is a great way to celebrate at the end of a biking and walking week or month in which youth do lots of biking and walking-related activities.

Designate a route for the parade on sidewalks around your organization. You could even use a walking map that you created to decide on the route (see Walking Map activity, page 30).

Set up a time for your parade. You can invite parents and community members. Advertise using posters that your youth have drawn (see Poster activity, page 37). Youth can wear the t-shirts that they designed or carry posters they make!

Ask youth to bring in art supplies to decorate themselves with face paint, wacky hats or brightly colored t-shirts. You could coordinate so that different classes or ages wear different colors in your parade.

Resources needed:

- Posters
- T-shirts
- Safe route to walk
- Decorations for youth to dress up with (ribbons, scarves, bright colored items)
- An audience for your parade
- Law enforcement partnership if you want to march on a street
- Volunteers to walk with youth



Activity: Scavenger Hunt

Organize a scavenger hunt – it’s a fun way for youth to get to know your neighborhood, practice safe transportation habits, and work together as a team. Teams will travel around your neighborhood (each group with at least one adult) and search for items which they can bring back at the end of a specified amount of time. The team with the most items from the list wins!

Decide how youth are going to get around. If they are old enough, they could ride Metro Transit light rail or buses*. Otherwise, they can walk. Depending on their mode of transportation, set a radius for how far you want them to travel during your scavenger hunt. If youth are walking, you may only want to have them travel to locations within a half-mile. If youth are taking public transportation, the distance can be much greater.

Decide what you want youth to be looking for on their scavenger hunt. One idea to increase familiarity with neighborhood landmarks is to have each group take pictures of themselves at various locations (see ideas below). You could also have them bring back items from certain locations.

A good idea is to give each group a map with the locations marked if you want them to go specific places. This will help increase their ability to identify where they are and teach them to figure out how to use a map.

Ideas for locations:

- Neighborhood library
- Recreation Center
- Local restaurants
- Specific playgrounds, parks, or trees
- Bus stops or shelters
- Public art
- Signs or certain intersections.

Resources needed:

- Map of neighborhood (with locations marked if desired)
- Lists of locations to visit or items to collect
- Cameras so that groups can collect proof of where they have gone
- Adult staff or volunteers to supervise each group
- Prizes for the group that wins
- Passes for each youth on Metro Transit if they travel that way.

*Note: If youth are using public transportation, either with passes, tokens, or payment in cash, they should get transfers. These transfers provide unlimited rides at the same fare level for 2.5 hours from the first time they use their card or token. For this reason, it makes sense to schedule your scavenger hunt for no longer than 2.5 hours, and make sure that there isn’t a fare increase during that time (see Field Trip Tips (page 26) for details about hours and rates).