



Transportation Assessment and Audit

School Name: _____	Date: _____
Conducted By:	
_____	_____
_____	_____
_____	_____

Congratulations on completing Step 1 by forming your Green Team!

Step 2: Assess

Complete this Transportation Assessment and Audit to learn more about the current transportation practices at your school, and to help your Green Team choose a Lasting Change. Use the *Classroom Transportation Worksheet* (attached) and the *Transportation Assessment Guide* to assist you in filling out the following pages. You will need to enter some of your answers into the Key Findings section of your online report card. (*These questions are marked with a star ★.*)

Support

1. Do you have educators or technical experts in the area of transportation or outdoor air quality in your community? Yes No

If yes, list their name(s), agencies or organizations, and contact info:

_____	Phone #: _____
_____	Phone #: _____

Please consider setting up an interview with one of these educators to help you and your Green Team with this assessment.

General Transportation

2. Does your school curriculum include transportation related topics (environmental impacts of transportation choices, use of seat belts, bike helmets, pedestrian and bike safety, etc)?

Yes No

If yes, please describe: _____

3. Does your school sponsor or participate in any programs to encourage carpooling, use of public transportation, or non-vehicular transportation to and from school (i.e. ride-share, bike to school week, bike safety classes, etc.)?

Yes No

If yes, please describe: _____



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4. Which of the following options are available for students and staff to get to and from school?
- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Sidewalks | <input type="checkbox"/> Public Transportation (Bus) |
| <input type="checkbox"/> Bike paths | <input type="checkbox"/> School Buses |
| <input type="checkbox"/> Bike lanes | <input type="checkbox"/> Other _____ |
5. Does your school have anti-idling policy for school buses, delivery vehicles and all vehicles at student pick-up areas?
- Yes No

If not, is there evidence of idling before and after school? Please investigate and explain: _____

Walking and Biking

6. Are sidewalks and bike paths within a quarter-mile radius of the school safe and accessible for all?
- Yes No
7. Do sidewalks and bike paths within a quarter-mile of the school have:
- | | | |
|-----------------------|------------------------------|-----------------------------|
| Adequate lighting | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Access ramps | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Smooth paved surfaces | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
8. Are crossing guards provided before and after school for students who walk or bike to school?
- Yes No
9. Does your school have a "Walking School Bus" program?
- Yes No
10. Does your school district have a School Walk Route Plan?
- Yes No
11. Does your school allow students to bike to school?
- Yes No
12. Does your school provide bicycle-parking racks for students and staff?
- Yes No



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School Buses

13. Approximately how many school buses stop at your school during the day?
 Before School _____
 After School _____
 During school _____ (for special programs, etc)
14. Do school buses frequently idle their engines for longer than 3 minutes while parked outside the school?
 Yes No
15. Has your school district already joined the free Diesel School Bus Retrofit program through your local clean air agency?
 Yes No

Other Vehicles

16. Besides buses, what types of vehicles does your school own or use, what are they used for, and what kind of gas mileage do they get?

Type of vehicle	Number	Use	Average gas mileage
Large car			
Mid-sized car			
Economy car			
Hybrid car			
Van			
Truck			
SUV			
Other			

17. If your school has a driver's education program, does it use fuel-efficient vehicles for instruction?
 Yes No
18. Does your school/district use biodiesel for any cars, trucks or buses?
 Yes No
19. Does your school send its used cooking oil to a biodiesel manufacturer?
 Yes No
20. How many deliveries come to your school each week (Food, office supplies, janitorial supplies, etc.)?
21. Does your school use public transportation for school trips?
 Yes No

Transportation of Food

22. Does your school have a food garden?

Yes No

If yes, do you use food from that garden in the cafeteria, snack program or classroom?

Yes No

23. Does your school or district have a policy to choose locally made products?

Yes No

24. Does your school host a CSA (Community Supported Agriculture) drop-off, farmers market, or other community food access program?

Yes No

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Transportation Audit

Collect transportation data for one week and record your findings on the table below. Complete Tables A and B for each classroom and office, making sure to include all students and staff. (Make enough copies for everyone.) At the end of the week calculate the following: 1) The Week Total and Week Average for each category, 2) The Total Counted for each day, and 3) The total number of people counted during the week (●) and the average daily total count (➤). When you have completed all of the datasheets, enter the totals into Table C. Summary Table, and then answer the audit questions.

Key Tips for Counting Carpools: If a student or staff member is riding in a personal vehicle, also ask them if they are in a carpool (carpool = two or more families in one car). Keep track of this information in the far right carpool column and calculate the average number of people in carpools per day. Do not include the carpool column numbers into the total counted column; you've already accounted for these students and staff.

Table A & B: Audit. What mode of transportation do students (Table A) and staff (Table B) use to get to school? (Complete the tables below for each classroom and all staff for one week).

A. Students

STUDENTS		Personal Vehicle					Bus		Bike	Walk	Total Counted	Carpool*
		Hybrid, biodiesel, or electric vehicle	Car	Van/ Minivan	Truck	SUV	School	Public				
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Week Total										●	
	Week Average										➤	

B. Staff

STAFF		Personal Vehicle					Bus		Bike	Walk	Total Counted	Carpool*
		Hybrid, biodiesel, or electric vehicle	Car	Van/ Minivan	Truck	SUV	School	Public				
	Monday											
	Tuesday											
	Wednesday											
	Thursday											
	Friday											
	Week Total										●	
	Week Average										➤	

* A carpool is counted when one car contains students and/or staff from more than one family.

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Table C: Summary Table. When you combine data from all the classrooms and offices, what are the school-wide totals?

	Personal Vehicle				Bus		Bike	Walk
	Hybrid, biodiesel, or electric vehicle	Car	Van/Minivan	Truck	SUV	School		
Student Weekly Average								
Percentage of Students*								
Staff Weekly Average								
Percentage of Staff*								
Percentage of students carpooling:								
Percentage of staff carpooling:								

* Divide the Weekly Average by the average number of staff or students counted (➤) and multiply by 100.
 (Weekly average / Average counted (➤)) * 100 = Percentage

Example:

An average of 15 students walk to school every day. The weekly average counted was 300.
 $15 / 300 = 0.05$
 $0.05 * 100 = 5\%$
 5% of the students polled walk to school.



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Transportation Audit Questions

1. After studying the transportation patterns at your school for one week, what are the combined school-wide percentages* of use (students and staff) for each of the following forms of transportation:

Personal Vehicle _____ % (All vehicles combined.)
Bus _____ % (Both bus types.)
Walk and Bike _____ %

* Combined school-wide percentage =
(Weekly student average + Weekly staff average) / (Average students counted (>) + Average staff counted (>)) * 100

Example:

An average of 15 students and 10 staff walk to school. An average of 300 students and 50 staff were counted in the week.
 $(15 + 10) / (300 + 50) = 0.07$
 $0.07 * 100 = 7\%$
7% of students and staff walk to school.

2. What is the percentage of students and staff arriving to school in a carpool each day?

Example:

An average of 40 students and 12 staff arrive to school in a carpool each day and average of 300 students and 50 staff were counted in the week.
 $(40 + 12) / (300 + 50) = 0.0148$
 $0.0148 * 100 = 15\%$
15% of students and staff arrive to school in a carpool each day.

3. Based on your audit, what is a Lasting Change your Green Team could implement that would have the greatest impact.

