



Action Plan: Shay Elementary

Priority Walking Audit or Survey Recommendation	Steps to Take to Achieve Outcome	Person Responsible	Date Completed	Approval			Other Partners
				Road	School	Other	
EDUCATION							
1. Bike Safety Rodeo in spring, weekend before Memorial Day	1. Coordinate with Harbor Springs Police 2. Obtain MI League for Bike Safety Materials 3. Conduct Rodeo	1. Cycling Club	1.				Harbor Springs Police Harbor Light Newspaper publicize event
2. Pedestrian Safety Assembly in spring, prior to Bike Rodeo	1. Coordinate with Harbor Springs Police 2. Schedule with school	1. Harbor Springs Police	1.				HARBOR, Inc. Harbor Light Newspaper
3. Map/Brochure of Routes and Safety Information	1. Prepare Map of existing and proposed 2. Develop and Print Brochure/Map	1. HARBOR, Inc. 2. Administration	1. January 2010				
ENCOURAGEMENT							
1. Walk to School Club	1. Develop Walk/bike log with helmet stickers for incentives 2. Organize program 3. Promote in Harbor Light Newspaper	1. HARBOR, Inc. 2. Administration	1. 2.				HARBOR, Inc. and Harbor Light Newspaper publicize event
2. Implement mileage club at recess.	1. Define course 1. Recruit teachers to take turns walking with students at recess 2. Purchase Incentives for walkers	1. Phys. Ed. Teacher 2. Administration	1. 2.				HARBOR, Inc. and Harbor Light Newspaper publicize
3. Implement bi-annual walk/bike to school days	1. Organize and hold one day in spring and one day in fall, coordinate with National Walk to School Day and Regional Smart Commute Week 2. Decide how to get the word out 3. Purchase t-shirts and incentives	1. Administration 2. HARBOR, Inc.	1. 2.				Options: PHSACF funding of incentives
4. Bike Rack at entry	1. Pursue funding 2. Install	1. Administration 2. HARBOR, Inc.	1. 2.				Options: PHSACF funding
ENFORCEMENT							
1. Implement Student Safety Patrol / Consider Crossing Guards at: <ul style="list-style-type: none"> Center & Lake Shay Crosswalk Clark and State 	1. Coordinate with 5 th and 6 th Grade Teacher students to participate 2. Purchase safety patrol equipment 3. Develop training program / crossing guard program	1. Administration 2. PTO 3. PTO	1. 2. 3.				Coordinate with HS Police
2. Increased speed enforcement on a periodic basis on Hoyt Rd, State Rd and Lake St. outside of City of Harbor Springs, for the start and end of the school day.	1. Contact sheriff and police chief 2. Ask for periodic patrol of high speed areas that children use as routes to school	1. HARBOR, Inc. 2. Administration	1. 2.				Essential: Law enforcement
3. Pole-mounted Drive Feedback signs for speed awareness.	1. Contact police chief 2. Ask for pole-mounting on Lake and vicinity during May and September	1. HARBOR, Inc. 2. Administration	1. 2.				Essential: Law enforcement



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ENGINEERING							
1. Install Hoyt Road Trail / Sidewalk	1. Conduct Study of alternate routes 2. Provide information to city, village or township; coordinate project 3. Pursue Funding and Implement	1. HARBOR, Inc. 2. HARBOR, Inc. 3. HARBOR, Inc. 4. Emmet County RC	1. 2008 2. 2009 3. 4.				
2. Install Sidewalks from Lake to Shay entry for students arriving from the east.	1. Allocate Funding 2. Design 3. Implement	1. School Administration 2. 3.	1. 2. 3.				
3. Paint Crosswalks on Lake and State	1. Contact City of Harbor Springs	1. School Administration	1.				
4. Add Sidewalks on Lake Street in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				
5. Add Sidewalks on Quick Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				
6. Add Sidewalks on State Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				
7. Add Sidewalks on Cemetery Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				
8. Add Sidewalks on Hughston Road in West Traverse Township	1. Conduct preliminary study 2. Pursue funding 3. Implement	1. HARBOR, Inc. and West Traverse Township	1.				
9. Install sidewalks on Clark west of the school	1. Contact City of Harbor Springs	1. School Administration	1.				
10. Install sidewalks on Fairview	1. Contact City of Harbor Springs	1. School Administration	1.				
11. Install Secure bike racks and shelters at Shay Entry	1. Research bike rack/shelter types 2. Purchase bike racks/shelters 3. Hire installation	1. School Facilities 2. 3.	1.				
12. Install crosswalk signs and handicap ramps at all crosswalks on State and Lake near school	1. Contact City of Harbor Springs	1. School Administration	1.				
13. Install sign system for bike routes within 2 mile radius	1. Contact City of Harbor Springs 2. Do Circulation / Sign Evaluation 3. Pursue Funding	1. HARBOR, Inc. 2. HARBOR, Inc. 3. HARBOR, Inc.	1.				Options: PHSACF funding of study
14. Do a sidewalk study within 2 miles of school to determine needs of school age populations	1. Pursue funding 2. Conduct Study	1. HARBOR, Inc. 2. HARBOR, Inc.	1. January 2010 2.				Options: PHSACF funding of study
15. Install lights on School property	1. Allocate funding 2. Seek design and installation assist.	1. School Administration	1.				