



Guidelines
for improving
Road Safety
around your school

RSA





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Introduction

In the Road Safety Authority (RSA), we are committed to working with schools to improve road safety.

The aim of these guidelines is to provide information and tools which will assist school management to develop and implement a road safety action plan in collaboration with their school community to reduce the risk of any incidents occurring during the commute to and from school.

Who are these guidelines for?

We designed these guidelines mainly for school management. However, they will benefit the whole school community – the board of management, school principal, teachers, staff, parents/guardians and students.

What is the purpose of these guidelines?

All schools face issues managing road safety risks in and around their school, particularly during school opening and closing times. The mix of road users, including pedestrians, cyclists, motorcyclists, vehicles and other road-using public, can lead to an unsafe environment.

These step-by-step guidelines will help school management to develop and implement a road safety action plan to reduce the risk of injuries while students and staff are travelling to and from school. It gives valuable advice on identifying the areas of concern in your school environment. It offers suggestions on how best to address these issues and where you can get help.

Each school faces its own unique road safety issues depending on where it is located and whether it is an urban or rural school. So approaches and possible solutions to improving road safety will differ. Rural schools face many risks as they are close to high speed roads. There may be limited infrastructure in their vicinity and passing motorists may not be fully aware they are approaching a school. Areas of risk might also include no bus stops on the route home or a lack of footpaths or cycle ways. Urban schools also face challenges such as traffic congestion and busy commuter routes, i.e., schools within cities, suburbs, towns, or villages, road safety risks may take the form of a troublesome intersection or inadequate crossing points for pedestrians and cyclists. A key part of the process of providing safer road environments for schools is to understand the nature of the risks to students and ensure a coordinated response.

Therefore, these guidelines provide the basis for a standard way for all school communities in Ireland to assess road safety risks at their school and to introduce measures to reduce those risks.





Who is responsible for improving road safety?

Improving road safety can seem challenging. However, the RSA, local authorities, An Garda Síochána and other key road safety partners are committed to working with schools to improve safety. It is important to understand that school road safety is everyone's responsibility. And so we also need commitment from parents, teachers, boards of managements and school communities along with road safety professionals to address any road safety issues.

Green-Schools and the National Transport Authority (NTA) are also partners in school travel. They have a particular focus on promoting walking and cycling to school. Green Schools runs a national school travel programme as part of its Green Flag programme and this is funded by the Department of Transport through the NTA. This Green Schools travel programme is primarily a behaviour change programme.

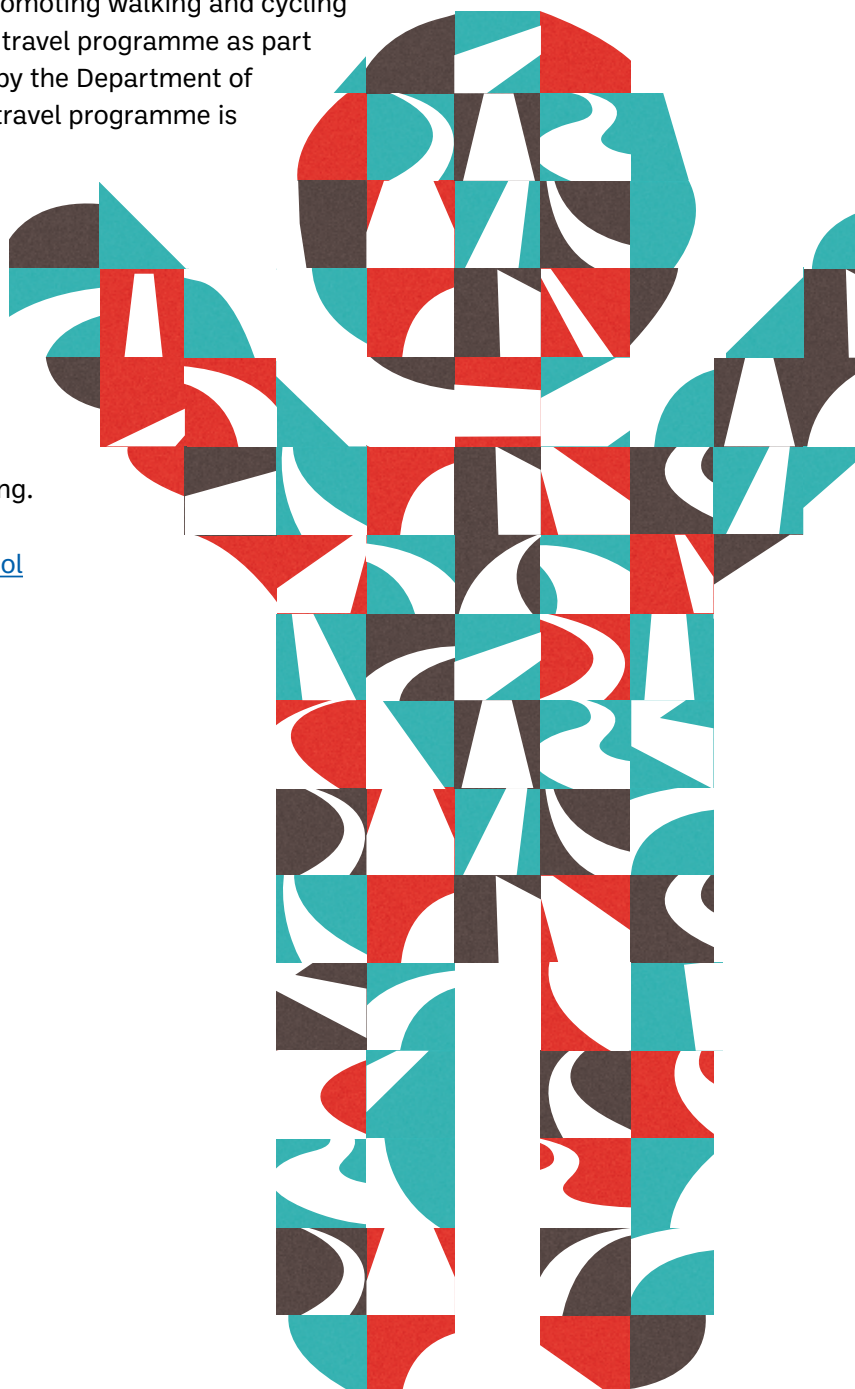
See more here:

<https://greenschoolsireland.org/travel/>

In March 2021 the Safe Routes to School programme was announced. This programme is being run by Green-Schools and the NTA. The focus of the programme is on safety at the school gates, improving walking and cycling routes to school as well as providing cycle parking.

See more here:

<http://greenschoolsireland.org/saferoutestoschool>





Role of the RSA

Our role will be to encourage you, the school management and community, to implement a road safety action plan.

We will promote your participation to the public.

We will support you and help you implement your plan.

When the Road Safety Action Plan signed agreements (see [Appendix VI](#)) is in place, we will support your implementation of your plan on an ongoing basis.

We recognise that some schools already provide advice and education to their school community in their effort to address any school gate or commute incidents. But there is always room for improvement. This guide will provide the basis for a standard way for all school communities in Ireland to assess road safety risks at their school and to introduce measures to reduce those risks.

Disclaimer

Even though we have taken great care to prepare and publish the contents of these guidelines, we do not assume legal or other liability for any inaccuracy, mistake, mis-statement or any other error of whatsoever nature in these guidelines.

These are guidelines for improving road safety around your school. While we will make every effort to make sure that all the information in these guidelines is current, we accept no responsibility for any consequences arising from the implementation of a road safety action plan within a school community area. This includes any liability for any claim or cause of action arising out of, or in relation to, use or reliance on these guidelines.

While we have collected the information in this document from sources, we believe to be current and reliable, using all reasonable care, we cannot be held responsible for any errors or omissions. We take no responsibility for the consequences of any errors or omissions. This includes any liability for any claim or cause of action arising out of, or in relation to, any errors or omissions. Links to websites or references in this document are to reputable organisations. However, we cannot be held responsible for the accuracy or completeness of information published on such linked websites or references. The existence of such links or references does not mean we endorse any views expressed or products or services offered.

We may make changes to this document in the future so please visit our website www.rsa.ie where the most up-to-date version will always be available.





Safe Systems Approach Toward Vision Zero



A Safe System is based primarily on Vision Zero, recognising that people's lives and health should never be compromised by their need to travel.

Vision Zero is a long-term goal aimed at eventually eliminating deaths and serious injuries in road traffic crashes. It is supported by a range of time-limited safety performance targets. These targets drive effective, multi-sectoral intervention and improved delivery (adopted in the Programme for Government June 2020).

Our vision is for a **Safe Systems Approach**. This approach accepts that crashes will occur but should not lead to death or serious injury. To achieve this, we will work with all partners to reduce the risk of death and serious injuries. This involves creating multi-sectoral shared responsibility.

Safe Systems Approach Toward Vision Zero is now adopted in Ireland.

The key Safe Systems elements are:

- safe roads and roadsides
- safe speeds
- safe vehicles
- safe road use
- post-crash care
- safe work-related road use
- safe and healthy modes of travel

Responsibility is shared across many sectors involving those who plan, design and operate the road traffic system as well as all those who use it.

Use the Safe Systems Approach

Local authorities also have a significant role in improving the safety of roads near schools, as resources allow. This includes:

- reducing speed limits
- providing or upgrading footpaths
- providing or upgrading pedestrian crossings
- implementing 'school zones' and 'school streets'
- removing or preventing car parking outside schools
- providing separate vehicle and pedestrian/cyclist access to schools



- providing visual interventions such as those mentioned in [Safe to School: An Ideas Document for Safe Access to Schools](#) (Green Schools/Department of Transport)
- introducing Park 'n' Stride facilities where possible in urban areas, where drop-off and pick-up areas are located away from the immediate school vicinity (up to 1 km away) – nearby churches or retail outlets may allow the use of their car parks. Park 'n' Stride is also offered to schools in more rural areas if footpaths are available.
- designing safe pick-up and drop-off areas
- enforcing school road safety policies
- auditing at early planning stages for new schools to ensure required interventions are in place before the new school opens, such as:
 - new or wider footpaths
 - pedestrian crossing facilities
 - new or relocated bus stops
 - appropriate speed limit

An Garda Síochána also have a vital education and enforcement role in road safety. The Garda Schools Programme is a national programme for all mainstream primary schools where community Gardaí visit the schools and present a number of topics throughout the academic year. One such module is around the area of travelling safely in a vehicle with seatbelts or child car seats appropriate to children's height and weight.

In addition, "Be Safe Be Seen" is also promoted and supported by the Garda Schools Programme at national level and forms part of the Garda Schools programme modules.

Schools should, where possible and where it is safe to do so:

- encourage active travel
- discourage drop-off by car
- ensure that the physical environment and infrastructure within the school site helps those who use active modes of travel, for example by providing cycle/scooter parking rack areas
- provide safe places for children to wait within the school grounds before school opens instead of on the footpath outside the school, which happens in both urban and rural schools
- seek to minimise and/or slow traffic outside the school boundary
- collaborate with all those empowered to make a road safety difference.





‘It is important to remember that school road safety can only be achieved if all parts of this system are working together.

Parents and guardians can also take part in programmes and initiatives such as:

- Park ‘n’ Stride,
- Walk on Wednesday
- Cycle Buses to reduce car traffic volumes coming to the school
- Safe Routes to School initiative

You can find more ideas on how to improve your school environment to promote safety and active travel in the Green Schools’ Safe to School Ideas Document and the NTA’s Toolkit for School Travel. See links below:

<https://www.nationaltransport.ie/wp-content/uploads/2019/09/NTA-Toolkit-for-School-Travel-Final.pdf>

<https://greenschoolsireland.org/wp-content/uploads/2020/07/Safe-to-School-An-Ideas-Document-for-Safe-Access-to-School-3.pdf>

Road safety education in schools at all levels – pre-school, primary, secondary and further education – provides the knowledge that influences road users’ decisions. It is a critical element in Ireland’s efforts to reduce road deaths and serious injuries.

Active Travel – Our vision is for a safer environment that will encourage children and parents/guardians to walk, cycle or use active ways to travel to and from school where it is safe to do so.

We provide a list of the different agencies involved in getting children safely to school in [Appendix IV](#).

We also provide a list of areas around your school site that you can audit. You can use this to record recommendations for your school site to encourage safe and sustainable travel. This will support and complement a road safety action plan developed by your school ([Appendix VII](#)).

A handy list of road safety behaviours children should know when using the road is also available in the [StreetSmart Stars Know](#) section of this document. You can have these valuable road safety lessons delivered directly to your school by booking our RSA StreetSmart service on streetsmart@rsa.ie.

All road users should be aware of the Rules of the Road – their purpose is to save lives and prevent injury. A link to the Rules of the Road is available in the section [Follow the law](#) below.



Children are vulnerable road users

School children are our most vulnerable road-users and we want to encourage parents and teachers to continue the great work being done in schools and at home in promoting safe and responsible road use at all times

School age children analysis

EU data from 2014 reveals that one in thirteen child deaths (aged 1–14) results from a road traffic collision. For adolescents (aged 15–19) transport collisions are the main cause of death, and account for 25% of all deaths in this age category.¹

In Ireland, from 2011 to 2015 road transport collision² fatalities accounted for 8.3% of deaths of children aged 1–14 years and accounted for 18.4% of deaths of adolescents aged 15–19³.

Between 2016 and 2020, in Ireland, 41% of road crash school age child fatalities (aged 4–18) were passengers in a vehicle. A further 21% were drivers, 20% were pedestrians, 11% were cyclists and 7% were motorcyclists. Of those children who were passengers in a vehicle, 29% of these fatalities were not wearing a seat belt at the time of the collision.⁴

Learning good road safety skills at a young age is a lesson that will benefit them for years to come. These are skills that will keep them and others safe when out and about on our roads, whether that is as a driver, pedestrian, cyclist or passenger.

School age child fatalities as a result of a road traffic collision 2016-2020 (n=61)

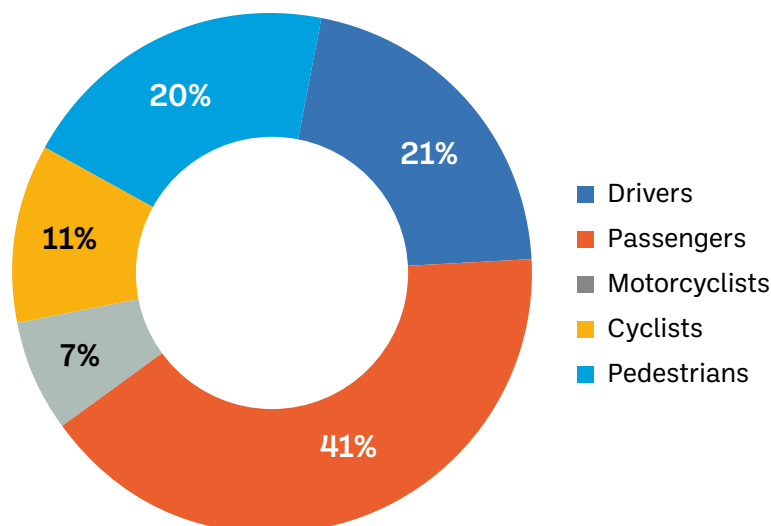


Figure 1 Road traffic collision school age child fatalities by road user type, Ireland, 2016-2020⁴

¹ ETSC (2019), The Status of Traffic Safety and Mobility Education in Europe

² Road transport collision (RTC) fatalities include both traffic-related and non-traffic-related collisions involving road transport vehicles

³ McGarvey C, Hamilton K, Donnelly J, et al. Trends in road transport collision deaths in the Irish paediatric population: a retrospective review of mortality data, 1991–2015. *BMJ Paediatrics Open* 2019;3:e000361 doi

⁴ Note: figures are provisional and subject to change. School age child fatalities includes fatalities aged 4-18 years of age



Follow the law

Following the *Rules of the Road* saves lives and prevents injury.

When using public roads, all road users – drivers, pedestrians, cyclists, motorcyclists and those in charge of animals – must abide by the rules of the road. These rules set out the relevant laws and detail best road user behaviour. The rules ask us to take personal responsibility for using the road, and in doing so become better, safer and more socially responsible road users.

You can download the Rules of the Road here:

<https://rsa.ie/en/RSA/Learner-Drivers/Your-learner-permit/Rules-of-the-road/>



Dangerous road user behaviours

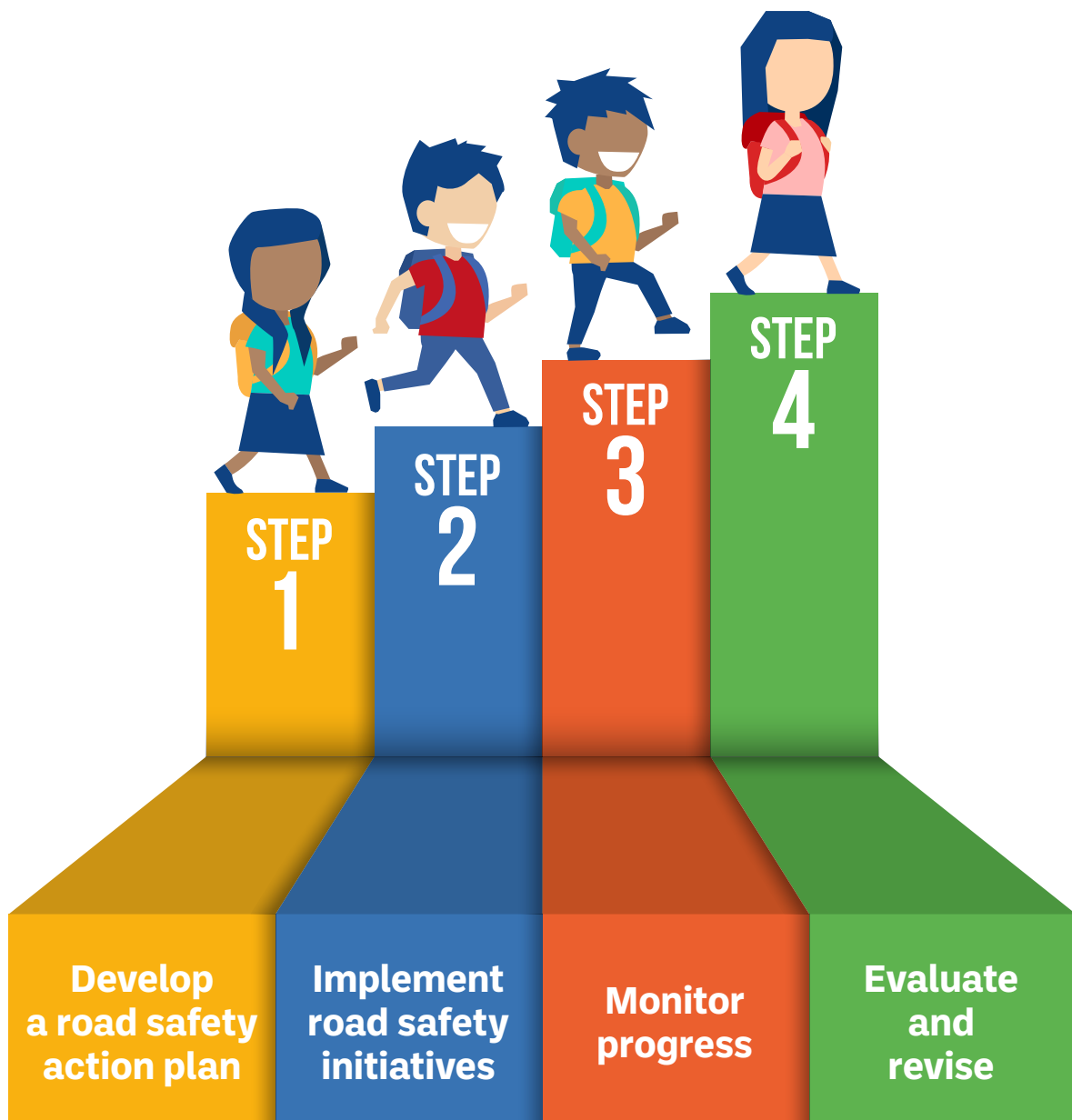
You may have seen road user behaviours that are not only extremely dangerous, putting lives at risk, but also illegal. These can result in fines or penalty points, and include:

- parking on a footpath, double yellow lines or zig-zag lines outside a school
- not using the appropriate child car seat for the child's height and weight
- not wearing a seat belt
- exceeding the local speed limit
- U-turns
- breaking a red light (drivers and cyclists)
- failing to obey pedestrian crossing signals (pedestrians and cyclists)
- the organised transport of children in a vehicle not fitted with appropriate seat belts
- a school bus carrying children without the appropriate certification
- unroadworthy or dangerously defective vehicles
- reversing onto a main road from a minor road
- not giving way to pedestrians and cyclists crossing a side road when turning left or right
- failure to stop for school warden sign
- dangerous overtaking of a cyclist
- driving on a footpath or cycle track



Steps to Improve Road Safety Around Your School

In this section we outline four steps which school management can take to improve road safety in and around your school.





STEP
1

Develop
a road safety
action plan

Step 1: Develop a road safety action plan

As a starting point, you can create a road safety action plan. This will help you to:

- analyse the ways your students come to school
- identify the risks and issues involved
- look at ways to address each issue
- establish who can address each issue
- set a deadline for addressing each issue.

Main headings to consider when developing your school road safety action plan

A. What are the key issues?	B. How will we address these issues?	C. Who will do this?	D. By when?	Progress	Completed
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

Figure 2 gives an outline of the main headings to consider when developing your school road safety action plan.

Tip – As well as what is outlined within these guidelines and Figure 2, you may also find the steps below useful in developing an action plan. You could include what you think is best suited to your community. Here are further examples of what you might include:

- **Introduction:** What is the aim of our plan and who is it directed at?
- **Vision Zero:** Our objective is zero fatalities and zero serious injuries by 2050.
- **Safe System:** Crashes will occur but should not lead to death or serious injury. To achieve this, we must all work together to reduce the risk of deaths and serious injuries. We can never completely eliminate road traffic collisions because there will always be a degree of human error contributing to these.
- **Assessing the risks:** What do we need to check? What are the risks?
- **Site audit:** Identify a priority list of our existing facilities as well as hazards.
- **Leadership, collaboration and implementation:** School management lead but collaborate with our school community.
- **Education:** Educate our teachers, staff, students and community.



- **Support:** What supports are available to us to develop this? What can we offer our community after the plan is implemented?
- **Educational tools:** What tools are available for us to use?
- **Further information:** Where can we find more information?
- **FAQs:** A list of frequently asked questions and answers.
- **Useful contacts:** A list of contacts.

Our guide *Road Safety in Ireland: Who Does What?* can help you to identify the different agencies that can provide information to help you with your plan. You can download it from our website here: <https://rsa.ie/en/Utility/About-Us/What-we-do/>.

Areas to consider when developing a school road safety action plan

A. What are the key issues?

A. What are the key issues?	B. How will we address these issues?	C. Who will do this?	D. By when?
List the risks/issues			

Drivers must drive carefully in or around the school gate because children are vulnerable road users due to their size and limited awareness of traffic. Some parents/guardians do not feel it is safe for their children to walk or cycle to school due to traffic dangers, even in urban areas where there are footpaths and crossings.

There are often road safety issues in or around the school gate. However, there are also road safety issues on the route to school and some distance from the school itself, where it's not obvious to drivers that there are school children present.

For urban schools, i.e., schools within cities, suburbs, towns, or villages, road safety risks may take the form of a troublesome intersection or inadequate crossing points for pedestrians and cyclists. For rural schools areas of risk might include no bus stops on the route home or a lack of footpaths or cycle ways. A key part of the process of providing safer road environments for schools is to understand the nature of the risks to students.

Road safety issues in the school environment

It is worth remembering that there are several different issues around schools that may not always be obvious. Schools may be aware of the most effective action to focus on in their area.

Some of these are shown in Figure 3 and Figure 4.





Heirarchy of Controls

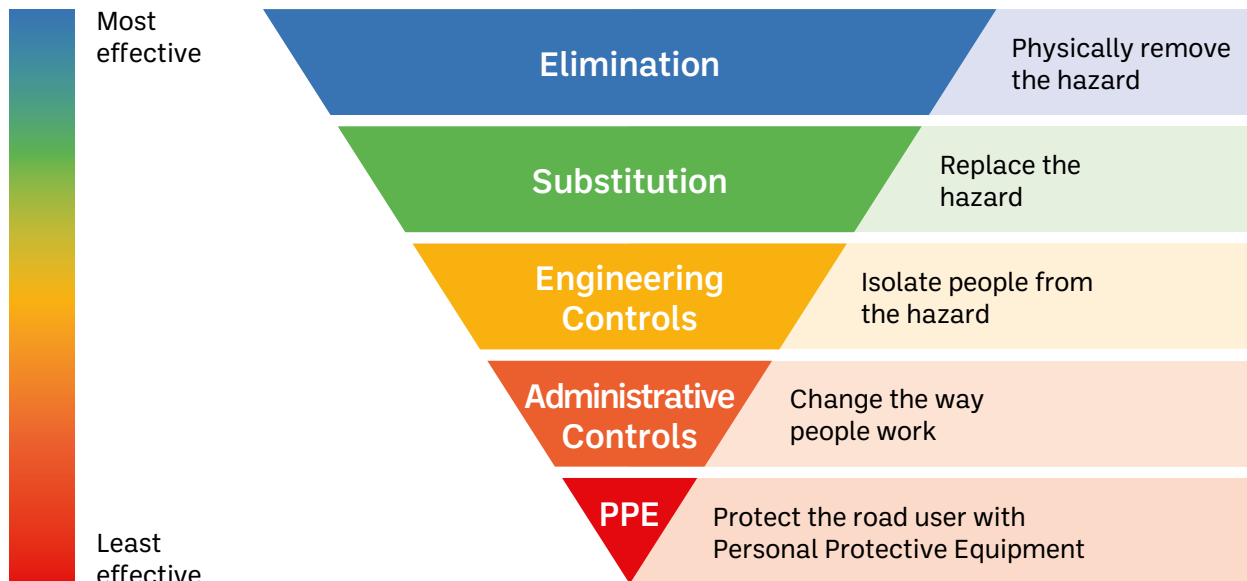


Figure 3 Hierarchy of controls in the school environment

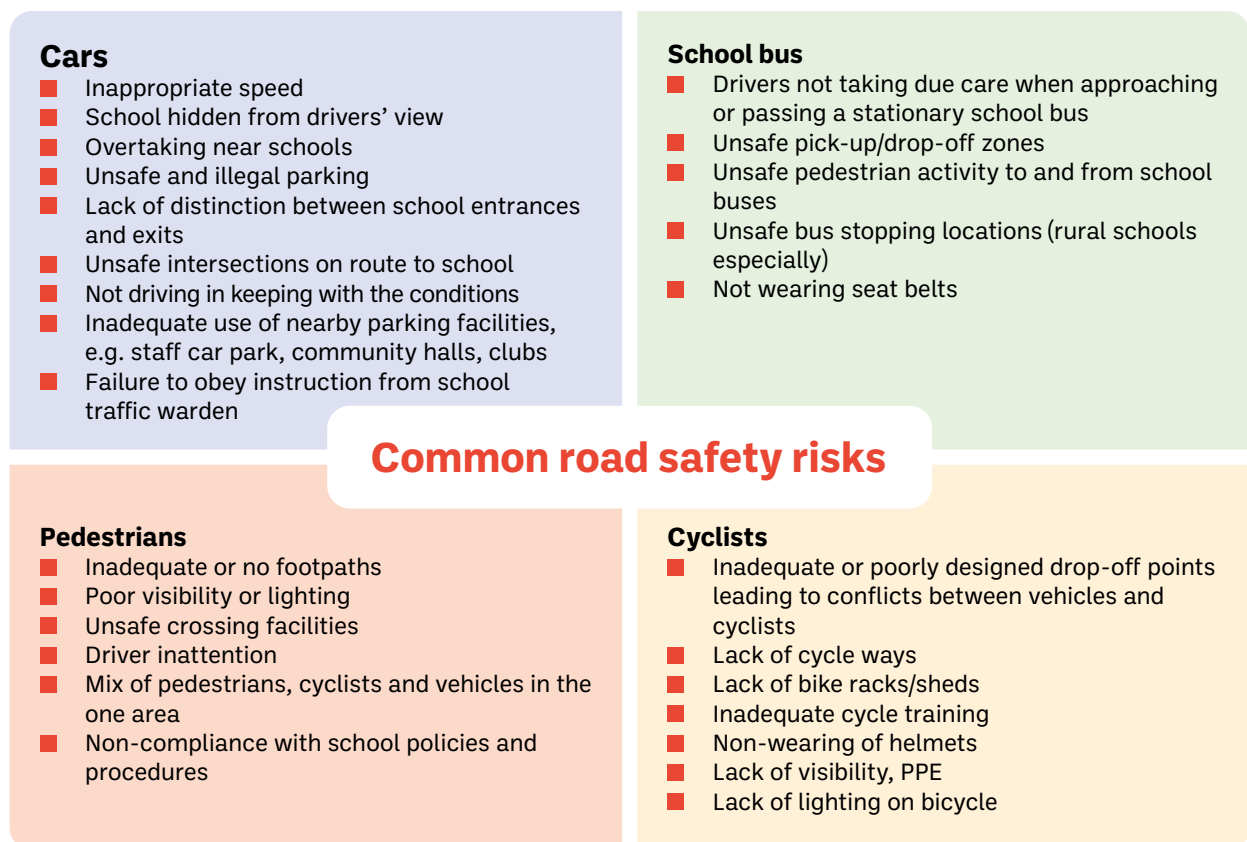


Figure 4 Common road safety risks in the school environment



List the issues/risks in your action plan and be specific about your issues and record them clearly.

Together with Bus Éireann and the Department of Education, we continue to promote awareness on road safety issues through information booklets and website guidance focusing on encouraging good student behaviour, careful boarding/alighting, seat belt wearing, stowing of school bags etc.

[Appendix I](#)

Engaging with parents

Engaging with parents on school road safety issues can be a great way to identify risks that may not be immediately obvious. They may be able to tell you about near misses or recurring incidences that are not always reported. Engaging with parents assists in community-wide involvement, making them more aware of the potential dangers and encouraging them to model safe behaviours.

Schools can engage with parents through newsletters and parents' associations. Alternatively, you can engage with them individually through the likes of a survey. We have included a template cover letter to parents and a school road safety survey in [Appendix II](#). You can tailor these to suit your own school and then send them to parents/guardians to complete.

Engaging with students and staff

Students' perspective on road safety issues should be considered when determining what risks are apparent in ensuring safety around the school. Students could be involved when conducting the road safety survey ([Appendix II](#)) which would support this engagement, or perhaps, students could get involved with engaging directly with focus groups to get in-depth insights and learnings.

Schools should also engage with their staff where a rich viewpoint of particular dangers and issues could be shared as well.

Engaging with local authorities

It is important that road safety risks at schools are considered and analysed systematically so that efforts can be targeted at the schools that need it most. The following steps outline a clear and transparent process that school communities can follow to work through school road safety concerns with their local authorities:

■ Understand what is already planned for your school

If your school is participating in the Green Schools Programme, road safety planning will be considered as part of this process.

Green-Schools was also involved in developing the <https://www.nationaltransport.ie/the-universal-design-walkability-audit-tool/> in conjunction with Age Friendly Ireland, the National Disability Authority and the NTA. The tool sits on the NTA website and is available for anyone to use.

Otherwise, you can contact your local authority to find out what plans, if any, are in place within your school radius.





- **Complete and submit the local authority school road safety form** ([Appendix III](#))
 Along with data collected by your school, and from parents, this will help you and your local authority to understand more specific information about your road safety concerns. Any improvements can then be focused on the areas that matter most.
- **School visit and meeting**
 If considerable road safety issues at your school are identified and your school ranks as a high priority, the road safety officer from your local authority will visit and meet with school staff and parents to understand the issues more closely. From there a plan for making improvements will be developed. It is very important that resources are prioritised for schools with the greatest road safety risk.

B. How will we address these issues?

A. What are the key issues?	B. How will we address these issues?	C. Who will do this?	D. By when?
	Outline how you will address the issues identified.		

Once you have identified the potential risks or issues, you can start developing a list of specific actions for reducing each of these. There are several initiatives you can consider to help improve road safety around your school. However, every school is unique, so to help you resolve issues specific to your environment, we have developed a School Road Safety Toolkit ([Appendix I](#)). This toolkit outlines several issues you may recognise. It provides a list of road safety actions you can use to tackle the risks you have identified.

This toolkit is divided into eight main areas of risk:

- inappropriate speed around schools
- vehicle congestion caused by school drop off
- dangerous or illegal parking
- dangerous or illegal manoeuvring e.g. U-turns
- unsafe crossings or and dangerous pedestrian behaviours
- inappropriate passenger behaviour (car and bus)
- dangerous cycling behaviours
- school bus risks



C. Who will do this?

A. What are the key issues?	B. How will we address these issues?	C. Who will do this?	D. By when?
		Who is required to address these?	

Once you have identified the actions needed to reduce the risks and issues, you can coordinate some of the more straightforward ones directly from within the school, for example:

- Teachers can contact the RSA Road Safety Promotion Officers to arrange education programme
- The principal can contact Cycle Right to arrange cycle training for students
- The caretaker will cut back branches from around signs or set up a bike rack
- The principal will contact and follow-up with the local authority about road signage

For other more complex initiatives such as creating a cycle lane or updating road signage you will have to liaise with your local authority. If an area of concern is not the responsibility of your school, there are several agencies you can get in touch with about it. In [Appendix IV](#) we provide a list of common issues, the agencies responsible for each and their contact details.

D. By when?

A. What are the key issues?	B. How will we address these issues?	C. Who will do this?	D. By when?
			Timeframes

Set realistic timeframes for your target actions so that not only can you meet the deadlines but also measure your progress. If you break an action down into smaller tasks to achieve the action, set timeframes for these tasks too. It does not have to be overly complicated – just a simple project management timeline – see example below. This can help you to set out the steps to take in order of priority to achieve your action. Having clear goals can also encourage other members of your school community to get behind the initiative.

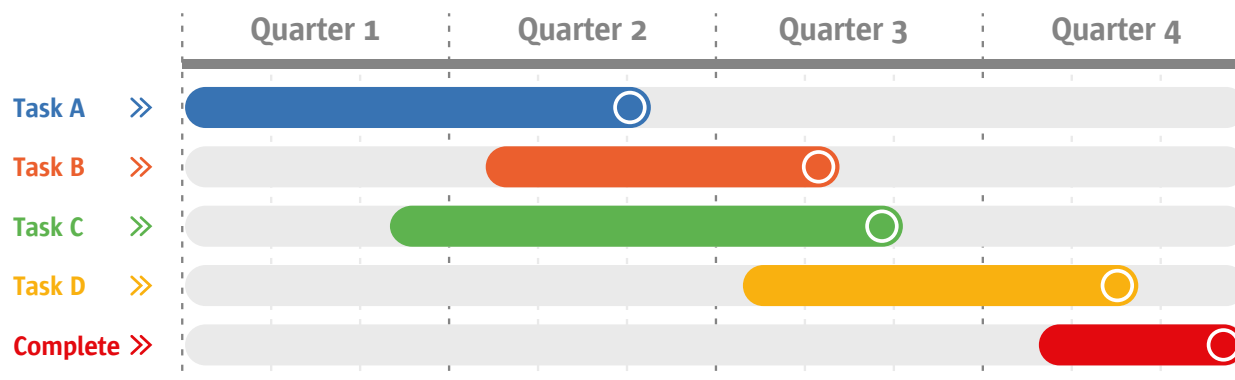


Figure 5 Sample project management plan



Example: Galway Cycle Bus

An example of how one community implemented a sustainable road safety initiative that also promotes active travel is the Galway Cycle Bus.

This was set up in 2018 by a group of parents and teachers from the local community to allow children from the area to cycle safely to school. The Cycle Bus has a start point (housing estate) and end point (school). Along the way it has several 'stops' (entrance to other housing estates) where children and parents can join the 'bus'. This is an excellent example of communities partnering to enable school children to travel sustainably and safely from home to school. This initiative won the Sustainable Travel award in our 2019 RSA Leading Lights Awards.

You can find more examples of awards for road safety initiatives on our website:

<https://www.rsa.ie/RSA/Road-Safety/Education/Leading-Lights/>

Examples (some internationally) of initiatives that schools implemented to improve road safety around their schools include:

- staggered drop-off and pick-up times
- parents and children discouraged from gathering outside the school gate if there isn't sufficient space,
- priority given to children travelling by bus to disembark, freeing up car park space once bus moves off
- Heart Zone initiative – car-free zone around the school, with drop-off and pick-up points outside this zone. The measure is meant to make school areas safer and less chaotic. It also motivates children to come to school on foot or by bicycle.
- Focus on the 'No Idling Toolkit' [Appendix VIII](#) to eliminate idling outside schools to increase air quality and reduce emissions. More information can be found on the following link (<https://greenschoolsireland.org/resources/green-schools-travel-no-idling-toolkit-for-schoolspdf>).
- Kiss and Go Zone (KAG). The Kiss & Go zone is a short term stopping area where drivers are allowed to stop and park the vehicle for a short time – no longer than two minutes – while the student exits or enters the vehicle from the kerbside doors. This enables students to walk between the car and the school, using the safety of the footpath.

Sign a Road Safety Action Plan Agreement

In [Appendix VI](#), you will find a Road Safety Action Plan Agreement template. By signing this agreement, the school principal/management, community representative, parents' council agree to comply with all of the recommendations within the Road Safety Action Plan during the period of the plan.



STEP
2

Implement
road safety
initiatives

Step 2: Implement road safety initiatives

Now that you have developed your road safety action plan, identified the issues, explored the possible solutions and established the who and when, it's time to begin implementing the actual initiatives to improve road safety around your school.

It is important to get the entire school community – your teachers, staff, students, parents/guardians, local authorities and local gardaí – behind the road safety

Example: Cycle Bus Network

Cycle Bus Network is an exciting initiative which brings together volunteers from cycle buses all around Ireland to create a cycle bus community. The community can help build a network by registering the cycle bus with Green Schools to ensure that everyone can link in for advice, support, and solidarity. A Cycle Bus is a great way to travel to school with students cycling along a designated route with parents accompanying them. It is a parent/guardian/community-led initiative whereby several parents and volunteers lead groups of cycling students to one or more schools. Cycle Buses have a specific route with stops along the way where students can join. City-wide cycle buses have been operating successfully for students of multiple schools in Galway, Limerick and Dublin since early 2019 and have also spread to other places around the country such as Cork City, Skibbereen and Strandhill.

You can find more information on the Cycle Bus Network by visiting the Green Schools website or here: <https://greenschoolsireland.org/travel/cyclebusnetwork/>

actions you have identified for your school.

Follow the three E's

Use the three E's – engineering, education and enforcement – to support your initiatives when you are implementing your road safety action plan.

These three E's do not work in isolation. In many cases, they can influence each other and can be combined to produce a greater compliance rate.

Generally, any actions and initiatives you are considering using to address your school's road safety concerns should include elements from the three E's.

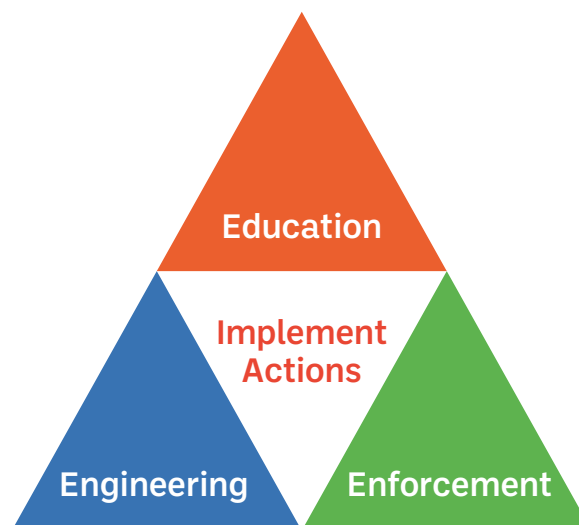


Figure 6 The three E's – engineering, education and enforcement



Education

Student education

Ireland is one of the safest countries in Europe in terms of road safety. Our road safety education programmes play a huge role in this success. We deliver road safety education programmes throughout the length and breadth of the country with our Nationwide Road Safety Education Service. Our team can visit your school to present effective programmes which tackle all elements of road safety. If travelling to your school is not an option, we also provide virtual education and interactive programmes. See [Appendix V](#) for more information. You can email: education@rsa.ie to find out more about these programmes.

The **RSA Virtual Learning Environment** is our online learning website filled with dynamic road safety courses and education programmes that allow students to learn anytime anywhere. You can find out more here: <https://roadsafetylearning.rsa.ie/>

Learning Portal - A 3D Road Safety Adventure - a space offering a first-class learning experience for all. It is a safe online place where our team of educators can lead teachers and their students through a virtual learning journey. Students will be fully immersed in the vital road safety messaging they need to learn to be responsible and safe road users.

It is important you consider which approach to road safety education is most likely to be effective. Evidence-based approaches are more effective. They have clear goals that focus on students' learning needs within the school curriculum and they target the factors that cause risky behaviour.

Figure 7 outlines some of the road safety educational resources available to schools. If you wish to book any of these resources or need training on how to use them, please email our education section: education@rsa.ie



Figure 7 Road safety educational resources available to schools



Parent education

Educating parents/guardians is vital to ensure that they are aware of the possible risks to their children and set a good example. You can engage with parents through a school newsletter, your school website, parent group meetings or committees.

We have published a leaflet for parents called Going to School: A parents' guide to getting children to school safely which offers advice and tips on how to protect your child when travelling to and from school. You can order copies of this leaflet from our website www.rsa.ie or download here: https://www.rsa.ie/Documents/Road%20Safety/Leaflets/Leaf_booklets/Going_to_school.pdf

Enforcement

Improving road safety can seem challenging. An Garda Síochána and other key road safety partners are committed to working with schools and communities to improve safety.

However, school road safety is everyone's responsibility and so we also need commitment from parents/guardians, teachers, boards of managements, school communities along with road safety professionals to address any road safety issues.

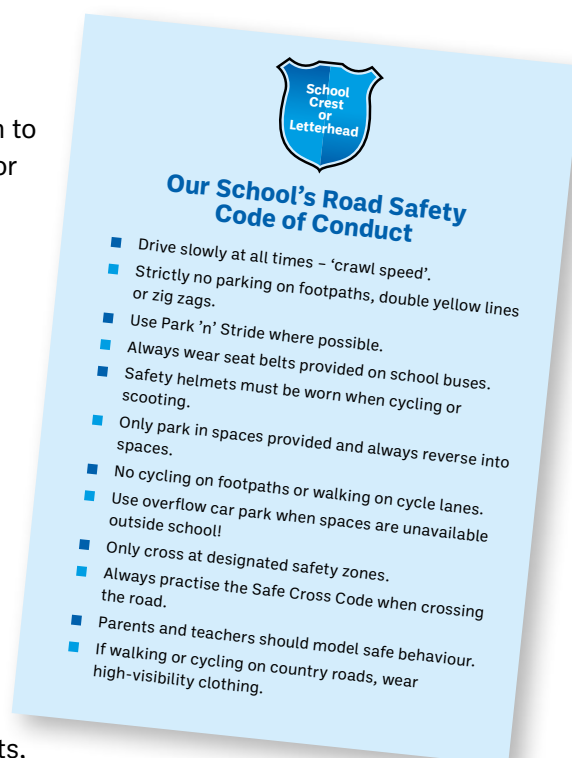
Codes of conduct

Establishing rules or codes of conduct and communicating them to parents, teachers and students can provide clear expectations for safe behaviour. These could include:

- rules for separating pedestrians from vehicle traffic
- clear and regularly enforced expectations about parking behaviour
- following procedures for walking to school
- following procedures for cycling to school
- rules for getting on and off school buses
- a policy of parents and teachers modelling safe behaviour.

Figure 6 Example of a school road safety code of conduct

Always make sure that appropriate behaviour in your code is easy to follow and obvious to people. Regularly check if parents, students and staff are complying with the code and review it as needed. This will encourage them to stick to it. If parents, students or staff are not following the rules of the road or school policies and codes, then you should consider alternative methods of communicating and enforcing them. If all these efforts still don't work, then you can advise An Garda Síochána.





Engineering

Local authorities are responsible for developing and providing infrastructure to support a safe and efficient road network in school areas. This includes pedestrian crossings, footpaths, road maintenance, signage and traffic lights.

Every school is unique, so it is important that school representatives and local authorities work together to solve road safety issues. Your local authority’s road safety officer will investigate your concerns and advise on the most appropriate road safety options for your school. While school safety is of the utmost importance, a balance needs to be struck between this and the needs of the greater community. For example, introducing a one-way system past a school could work well if plenty of alternative routes are available but perhaps not for a remote school with limited road networks.

It is important to remember that resources need to be prioritised for schools with the greatest road safety risk.

Prioritising your road safety actions

Having identified the risks and possible solutions appropriate for your school, it can be difficult to decide which to do first. A handy tool to assist you in this decision is the Impact vs. Complexity Matrix (Figure 9). Using this you can plot your actions and initiatives based on how complex or impactful they are.

For example, getting a speed indicator sign should be relatively straightforward and yet it could have a high impact in slowing down traffic. This would be considered a Phase 1 project. Whereas, installing traffic calming measures such as median islands or speed bumps, while extremely high in impact, are more complex in terms of planning and implementing. So, this would be a Phase 2 project. Painting a ‘School Ahead’ sign on the road would be easy enough but perhaps not as impactful. Therefore, this would be a Phase 3 project. Finally, Phase 4 projects would be those that are nice to do but not essential. They are very complex, yet their impact is low.

Every school is different so therefore your school’s environment and associated risks will determine which road safety initiatives are most impactful and complex in terms of local authority planning. Funding is another issue which needs to be considered as local authorities will need to prioritise the schools with the greatest safety risks.



Figure 8 Impact vs. Complexity Matrix



STEP
3

Monitor
progress

Step 3: Monitor progress

Once the changes have been made to improve road safety at your school, school management should monitor these changes for a set period. This will ensure the changes are having the desired benefit and that there are no adverse effects.

Monitoring will give you essential information for setting priorities and planning further improvement.

Benefits of monitoring progress

The main benefits of monitoring the progress of the changes are highlighted below.

Monitoring

Helps to clarify objectives

Links activities to objectives

Translates objectives into measurable targets

Collects data routinely to compare results with targets

Reports progress to management and highlights any issues

How to monitor progress

In simple terms, monitoring is comparing what you know already (status) against what you want to know (target).

For example

What you know: There is a lot of illegal or dangerous parking outside your school.

What you want to know: Have the incidences of dangerous parking reduced, or even been eliminated, following the education, enforcement, and engineering initiatives you introduced?

You can find this out by monitoring the activity of parents/guardians when they drop their children off to school over the course of a week. Record the number of incidences of dangerous parking. Compare this data against your previous observations to see whether there has been an improvement in behaviour.

Monitor the changes over a period of two to five years, with particular focus on the first year. Monitoring may take the form of a formal report for higher-risk environments. You can also monitor informally through observation, surveys and sourcing speed or collision data.

If there has been an improvement, you know your initiatives are working. If not, you need to evaluate why they are not working and what you can do to make them work.

RSA monitoring and support

Once signed-up to the Road Safety Action Plan Agreement, [Appendix VI](#), we will support your implementation of your plan on an ongoing basis.



STEP
4

Evaluate
and
revise

Step 4. Evaluate and revise

Evaluate

In simple terms, evaluation is looking at why a target was or wasn't achieved. If it wasn't achieved, it is important to revise your approach to close that gap.

Evaluation

Analyses whether intended results were achieved – and if not, looks at why

Examines the implementation process

Explores any unintended results

Offers valuable learnings

Highlights school achievements and assists in reshaping future activity

Using the example of the illegal parking given earlier, when evaluating you would ask the following questions:

- Is this behaviour continuing because there is nowhere else to park?
- Is it because additional signs or road markings are needed?
- Is it because parents/guardians are unaware or non-compliant?
- Or perhaps all the above?

This will require further investigation through the likes of parental committee workshops or assemblies, which can often be a good way to find out if there is an issue blocking progress that you hadn't anticipated.

Revise

Your school environment and community are continuously changing and therefore it is often necessary to revise your approach. It goes without saying that if a road safety initiative is working well, it doesn't need to be amended, only perhaps strengthened and praise given to those involved.

However, if having monitored the outcome of your road safety initiatives you discover that the intended result is not being achieved, it is important to revise your approach accordingly.

Evaluating the reasons why a particular road safety initiative isn't working will help shape your future activity. For example, if it's a case that parents are still parking dangerously because they are non-compliant and getting complacent, you could re-enforce school parking policies by communicating clearly to parents and students, through a newsletter or assembly, the dangers of such behaviour.

In extreme cases you could ask those involved in enforcement, such as parking wardens from your local authority or An Garda Síochána to monitor compliance.



Tips for Success!



- Involve your students as campaigners and initiators.
- Engage parents from the start to get their buy in. Without them, change is difficult.
- Find a ‘champion’ who will keep the effort going and the project focused, someone who has passion and is willing to take the time to make it a success.
- Empower your ‘team’ and make sure you have the right players who can help with access to information, funding sources, local authorities, media contacts, etc.
- Work from the bottom up (grassroots) and top down (local authority councillors, road safety officers) simultaneously. All are needed to make the process successful.
- Be persistent. What didn’t work last year may have just needed more time and reinforcement for the seeds to germinate.
- Have short but frequent meetings and stay focused on small ‘do-able’ tasks.
- Celebrate small successes along the way. For example, give homework passes for the class with the highest number of students walking or cycling to school each week.
- Most of all, stick with it. What you are doing could save a life, and others long after you will benefit from your efforts.



Thank you for helping us make the journey to school a safer one!





All StreetSmart Stars Know ...



All
StreetSmart Stars
know:

- ★ Younger children should **always** walk with a safe adult.
- ★ Always wear a high visibility jacket when cycling and walking.
- ★ Always cross the road at one of the safe places – traffic lights, zebra crossing or lollipop lady.
- ★ Remember the Safe Cross Code:
STOP! LOOK! LISTEN! CROSS IF SAFE TO DO SO!
- ★ Always wear your helmet when using something with wheels like a scooter or a bike.
- ★ Make sure you have working lights on the front and back of your bike.
- ★ Always wear your seat belt when travelling in a car. Remember: the correct place for a seat belt to sit is across your shoulder and **not against your neck**. Make sure you tighten the seat belt before take-off.
- ★ You should be sitting in the **BACK** of the car, on a **BOOSTER** seat until you are over **150cm in height and 36kg in weight**.
- ★ You should **never** rest your feet on the dashboard of the car.
- ★ You should not distract the driver when in the car as it may take their attention off the road.








Appendices

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Appendix I School Road Safety Initiatives Toolkit

School Road Safety Toolkit		
Problem	Possible solution	Considerations
<p>■ inappropriate speed</p>	<ul style="list-style-type: none"> ■ Examine options with your local authority to install traffic calming measures (e.g. a visual narrowing of the road, kerb extensions, median islands or speed bumps) ■ Request your relevant road authority to install (if not already) or replace (if worn out) school warning signs ■ Check visibility of school zone signs, school warning signs and speed limit signs (cut back vegetation if it is blocking signs or replace signs if worn out) ■ Contact your local authority to enquire about borrowing speed indicator signage or a mobile variable message sign to show messages such as ‘Please slow down. Consider our kids’ ■ Road markings such as ‘School ahead’ could be painted on the road approaching your school ■ Consider putting up your own school signage, flags or other attention-grabbing devices. However, these should not obscure or reduce the effectiveness of road signs, nor unduly distract drivers ■ Raise awareness of speeding in your community through local newspapers, school newsletters, community meetings, etc. ■ Develop strict school policies and procedures on road safety and communicate these clearly to parents and students ■ Ask An Garda Síochána to enforce special school zone speed limits 	<p>There are many types of school signage to choose from (e.g. static, periodic, variable, flashing lights)</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Electronic periodic speed sign</p> </div> <div style="text-align: center;">  <p>Electronic periodic speed sign at school</p> </div> <div style="text-align: center;">  <p>School children crossing ahead</p> </div> </div> <p>Either one or two signs can be used (on opposite side of road) and backing boards can be added for further impact</p> <p>Variable school signage should only be switched on during school commuting times</p>




Appendix I School Road Safety Initiatives Toolkit (Cont'd)

School Road Safety Toolkit		
Problem	Possible solution	Considerations
<ul style="list-style-type: none"> inadequate parking or congestion 	<ul style="list-style-type: none"> Identify safe parking or drop-off points within a 500 m to 1 km radius of your school (e.g. local churches, community centres, sports clubs) and encourage parents and students to walk the rest of the way (Park 'n' Stride) Review available parking and develop a parking management plan that may make best use of resources (e.g. Kiss and Go, needs-based priority) Look at the National Transport Authority's (NTA) top tips for encouraging walking or cycling to school Smarter Travel Choices 2011 - National Transport Examine public transport options, routes and stopping distances from your school Ensure your school has adequate bike racks or covered areas to store bikes Consider staggering the start/finish times of the school day for different year groups If there is an issue with passing traffic interacting with school traffic, consider carrying out a survey to record the volume If there is a high volume of heavy commercial vehicles going past your school, ask your local authority what options are available to ban or limit these vehicles 	<p>Encourage children to walk to school by coordinating fun activities (e.g. Park 'n' Stride)</p> <p>You can even nominate a time for students to meet so they can walk to school together safely</p> <div style="text-align: center;">  <p>PARK 'N' STRIDE</p>  </div>
<ul style="list-style-type: none"> dangerous or illegal parking 	<ul style="list-style-type: none"> Consider adding 'no stopping or parking' lines, i.e. dashed yellow lines marked on the edge of the road, around your school area Provide very clear drop-off areas (e.g. a KAG zone - Kiss and Go) that prevent congestion and conflicts between different users Consider removing cars from your school site to ensure students are not walking into school alongside moving vehicles If your school entrance is in a particularly risky area, consider moving it Develop strict school policies and procedures around parking, and communicate these clearly to parents and students Explore the possibility of having a 'warden' to monitor parking behaviour and move people along Request enforcement by An Garda Síochána where necessary 	<p>No stopping/parking lines reduce parking opportunities so you should make alternative travel modes or parking available. Otherwise this could encourage non-compliance</p> <p>Watch our YouTube video called School Gateway Risk to minimise school gate risk here</p> <p>Contact our education team at education@rsa.ie to find out more about the Junior School Warden Scheme</p>



Appendix I School Road Safety Initiatives Toolkit (Cont'd)

School Road Safety Toolkit		
Problem	Possible solution	Considerations
<ul style="list-style-type: none"> ■ dangerous or illegal manoeuvring 	<ul style="list-style-type: none"> ■ Ask your local authority to erect road signage preventing illegal manoeuvres ■ Examine the potential for a median island along the length of your school's frontage ■ Consider a voluntary one-way system so that parents are encouraged to approach your school in a way that does not require a U-turn ■ Explore options for installing a roundabout at a nearby intersection ■ Develop strict school policies and procedures on dangerous/illegal manoeuvres and communicate these clearly to parents and students ■ Request enforcement by An Garda Síochána where necessary 	<p>The potential for infrastructural changes such as median islands or roundabouts will require significant planning with your local authority</p>  <p>No U-turn</p>
<ul style="list-style-type: none"> ■ unsafe crossing and dangerous pedestrian behaviours 	<ul style="list-style-type: none"> ■ Liaise with your local authority to have warning signs and pedestrian crossing lights installed, if not done already ■ Establish a 'Safe Crossing Zone' at your school and have this marked clearly ■ Develop strict school policies and procedures on pedestrian safety and communicate these clearly to parents and students ■ Review sight lines and school pedestrian entry and exit locations ■ Evaluate location and timing of traffic light pedestrian crossings ■ If traffic light pedestrian crossings are some distance from the school or slow to react, consider getting a school traffic warden to supplement this ■ Look at installing a footpath if none exists. Or if the existing footpath is inadequate, contact your local authority to have it repaired or widened ■ Examine the possibility of installing handrails or other barriers to separate pedestrians from traffic ■ Review the need for pedestrian safety measures (e.g. refuge and median islands, over bridges or underpasses) with your local authority ■ Encourage drivers to park on one side of the road only and only where it is safe and legal to do so. ■ Conduct classroom-based pedestrian safety education from our Be Safe or Streetwise curriculums 	<p>Advise your local authority of any inadequate or faded road markings/signage</p> <p>It is important that footpaths are of sufficient quality, maintained regularly and well connected with safe crossing points</p> <p>Encourage younger students to 'Be safe and be seen' with High Glo Silver</p> <p>Over bridges or underpasses are only effective if pedestrians understand that using them is easier, faster or substantially safer</p> <p>Encourage students to learn the Safe Cross Code by taking part in our dance video competition</p> <p>You can download our leaflet titled 'Going to school which is a parents guide to getting children to school safely whether walking, travelling by bus, driving, travelling by luas or cycling here: https://rsa.ie/Documents/Road%20Safety/Leaflets/Leaf_booklets/Going_to_school.pdf</p>



Appendix I School Road Safety Initiatives Toolkit (Cont'd)

School Road Safety Toolkit		
Problem	Possible solution	Considerations
<ul style="list-style-type: none"> ■ dangerous passenger behaviours (car and bus) 	<ul style="list-style-type: none"> ■ Educate students and parents about the importance of having their seat belt fastened at all times while the vehicle is in motion ■ Establish strict school policies on unacceptable behaviour (e.g. failure to wear seat belts, getting out of a vehicle on the traffic side, moving around in the bus while it's driving, distracting the driver). Communicate these to both parents and students ■ If dangerous behaviour continues, consider requesting enforcement support from An Garda Síochána 	<p>Encourage some of the younger children to 'Buckle Up' by taking part in our Seatbelt Sheriff competition</p> <p>We have published a booklet called Child Safety in Cars which you can download https://www.rsa.ie/en/RSA/Road-Safety/Road-safety-for-kids/ or order in hard copy online https://www.rsaorders.ie/orders-online/</p>
<ul style="list-style-type: none"> ■ dangerous cycling behaviours 	<ul style="list-style-type: none"> ■ Educate students about the importance of wearing helmets, high-visibility clothing and maintaining their bikes properly ■ Examine possibility of creating a cycle lane to and from your school ■ If there is already a cycle track in place, ensure there is a clear distinction between it and the pedestrian lane through markings and/or signage ■ Ensure there are adequate bike racks or areas to store bikes ■ Develop strict policies on the safe use of bikes and enforce them regularly 	<p>You can organise Cycle Right training, the national cycling standard for children, for your school. See www.cycleright.ie</p> <p>We have published a booklet called Cycle Safety which you can download or order in hard copy: https://www.rsaorders.ie/orders-online/</p>
<ul style="list-style-type: none"> ■ school bus risks 	<ul style="list-style-type: none"> ■ Ensure signage alerting drivers to the school bus bay is clear and legible ■ Develop strict school policies and procedures on entering and exiting school buses and communicate these clearly to parents and students ■ Have teachers and parent volunteers to monitor the school bus bay occasionally to encourage compliance ■ If the bus stop is in an area of increasing risk, contact your local authority / Bus Éireann Local Office to have it relocated or modified ■ When hiring a bus company to transport children, ask them to complete a declaration of compliance. You can download our Hiring a Bus leaflet and declaration form here: https://www.rsa.ie/en/RSA/Road-Safety/Education/Leaflet-Corner/Posters-/ 	<p>Good policies and procedures for adults and students using rural school bus stops can make them safer</p> <p>Children are often unpredictable even when they have appropriate training and education. Parents and schools should work toward an inherently safe school bus system where errors don't result in serious injury or death</p> <p>You can download our leaflet titled 'Going to school which is a parents guide to getting children to school safely whether walking, travelling by bus, driving, travelling by luas or cycling here: https://rsa.ie/Documents/Road%20Safety/Leaflets/Leaf_booklets/Going_to_school.pdf</p> <p>Also, you will find a 'safer to school poster here: https://rsa.ie/Documents/Road%20Safety/Leaflets/Posters/Safer%20to%20School%20Poster.pdf</p>





Appendix II Cover letter to parents and road safety survey

The following is an example of a letter sent to families from the school principal inviting them to complete the school road safety feedback form.



School Road Safety Survey

Dear Family,

As part of our commitment to the safety of our students, [School Name] will be implementing a range of road safety strategies around our school and local community.

To work out what the key road safety issues are for our school, we are collecting vital information from you through the attached form. Also, drop-off and pick-up activity will be monitored and reviewed to address key road safety risks.

Your cooperation in completing and returning this survey by [Date] is greatly appreciated.

We look forward to working with you in creating a safer environment for our students.

Yours sincerely,

School Principal



Appendix II Cover letter to parents and road safety survey (Cont'd)

Road safety survey

Government policy seeks the transition to more sustainable and active forms of transport. To facilitate this, we need to check that our streets are places where people of all ages and abilities can walk or cycle or use other modes of active travel safely, conveniently, and independently.

The Universal Design Walkability Audit Tool was developed as a collaboration between the National Transport Authority, Age Friendly Ireland, Green-Schools and the National Disability Authority's Centre for Excellence in Universal Design. This Audit will be used to capture the existing conditions of a specific walking route in relation to its walkability.

The Audit process will enable the identification of a priority list of recommendations for the route. The recommendations from the audit will be considered when local authorities are planning improvements to roads and streets in the future. For more information, the survey can be found here:

[Universal Design Walkability Audit \(nationaltransport.ie\)](https://nationaltransport.ie)





Appendix III Local authority school road safety form

This form will help you to identify the road safety issues that exist at your school. Together with the feedback from parents/guardians you can use it as a platform for discussing possible solutions with your local authority. It can also be used when considering on extending your school where additional parking will need to be considered.

General

Name of school	
Roll Number	
No. of students	
No. of classes	
No. of staff including admin and other staff	

Your school and road layout

In the box below, please draw and label a picture of the road and school property environment. Please include any roads near your school, pick-up and drop-off areas, parking areas, car / bus / cycle / pedestrian access, crossings. Highlight any areas of road safety concern.



Appendix III Local authority school road safety form (Cont'd)

Number the areas of risk on the map and give details below:

1. _____
2. _____
3. _____
4. _____

What is the speed limit outside your school? _____

Would you describe your school location as (please tick one):

- urban rural residential suburban

Are there any traffic calming measures outside your school, e.g. traffic lights, ramps, double yellow lines, barriers?

Are there footpaths and/or cycle lanes at your school? _____

If yes, are there any problems with the footpaths/cycle lanes, (i.e., not wide enough, not continuous, surface condition, obstacles)

Give an estimate of the percentage of students who travel to school in the following ways:

Bus _____% Walk _____% Electric scooter _____%

Car _____% Cycle _____% Other _____%

Is there a large amount of heavy commercial or agricultural vehicle traffic passing your school?

Does your school have cycle/scooter parking? If so, please mark them on the map above.





Appendix III Local authority school road safety form (Cont'd)

School road safety policies, practices, and education

What road safety policies and practices are actively employed at your school? Please describe:

What road safety education initiatives usually take place within your school? Please describe:

Describe any other activities your school is involved in around travel, e.g., walking, cycling, public transport promotions:

Driver behaviour

Do parents/guardians use the opposite side of the road to the school for parking or drop-off/pick-up?

Never Sometimes Often Always N/A

If so, are parents/guardians taking children across the road? Yes No

Is there a pedestrian crossing near the school? Yes No

How often do you witness unsafe parking or drop-off/pick-up practices

Never Sometimes Often Always N/A

Please describe:





Appendix III Local authority school road safety form (Cont'd)

How often have you witnessed near misses between vehicles or between vehicles and pedestrians/cyclists near your school?

- Never Sometimes Often Always

If you are aware of any near misses or incidents, please describe them below and if possible, mark the area where it happened on the map above.

How many near misses or incidents are you aware of? _____

Describe one/some below: _____

What are the main problems with driver behaviour? (i.e., speeding, poor/illegal parking, failing to yield to pedestrians on zebra crossing, driving too close to cyclists or pedestrians)

How would you rate the speed of the traffic passing your school during pick-up and drop-off times?

- Acceptable for the conditions Unacceptable for the conditions

How frequent are turning movements into and out of your school?

- Never Sometimes Often Always N/A

Please describe in your own words any driving behaviours near your school that you feel are unsafe.

Vehicle safety

How often have you noticed vehicle occupants not wearing seat belts or using incorrect child restraints while leaving or entering your school?

- Never Sometimes Often Always N/A





Appendix III Local authority school road safety form (Cont'd)

Have you witnessed students exiting the vehicle from the traffic side of the road?

- Never Sometimes Often Always N/A

Pedestrians and cyclists

Do some students walk or cycle to school – tick if both are observed.

- Walk Cycle

Are the pedestrians and cyclists well separated from traffic (i.e., designated walking/cycling lanes) coming into the school grounds / front of school gate / en route to school?

- Yes No

Is the infrastructure adequate to ensure their safety coming into the school grounds / front of school gate / en route to school? (i.e., footpaths/cycling lanes)

- Yes No

What are the main problems when walking/cycling to school? (i.e., traffic, no footpaths/cycle lanes, no safe crossings etc)

Are there any issues with pedestrian or cyclist behaviours?

School site and visibility

From the road is your school clearly visible to passing traffic?

- Yes No

If No, what is causing the visibility problem?



Appendix III Local authority school road safety form (Cont'd)

Is there an issue with passing traffic interacting with school traffic?

Yes No

If Yes, please explain:

Is there a school ahead sign on roads adjacent to the school?

Yes No

Layout of car parks and bus stops

Where is the parking for parents doing drop-offs? _____

Where is the parking for teachers? _____

Are children arriving into school grounds in moving traffic?

Yes No

Is there sufficient parking available for parents during pick-up and drop-off?

Never Sometimes Often Always N/A

Is there a suitable alternative option for vehicle parking nearby that could be used when the designated parking areas are full (e.g., church, sports club, community centre)?

Yes No Possibly

Please describe:

Is your school served by any public bus routes, e.g. Bus Éireann, Local Link, Dublin Bus, Citylink, City Direct?

Yes No





Appendix III Local authority school road safety form (Cont'd)

Is your school served by any school buses?

Yes No

If Yes, where do buses drop off the children?

Is there a separate area for buses to park and students to access them safely without encountering other traffic?

Yes No

Are there designated spaces for disabled parking?

Yes No

Is there a well-organised and safe pick-up and drop-off system for buses, cars and pedestrians?

Yes No

Are students boarding buses at the same time as all other students are leaving your school?

Yes No

Do buses leave at the same time as other traffic?

Yes No

Route to school

Are there adequate footpaths linking your school to nearby houses?

Yes No

Are there adequate cycle lanes servicing the school?

Yes No

Are some areas not serviced by footpaths?

Yes No





Appendix III Local authority school road safety form (Cont'd)

Are some areas not serviced by cycle lanes?

Yes No

Are children arriving into school grounds in moving traffic?

Yes No

Please list any troublesome locations on the routes students take to your school:

Bus routes

Are students picked up and dropped off at locations within good visibility of approaching vehicles?

Never Sometimes Often Always N/A

Is there a system in place to ensure school bus stops along bus routes are safe for students?

Never Sometimes Often Always N/A

Are there public bus stops?

Yes No

If yes, please describe below the system that is used:

Are any students who are picked up and dropped off by school buses required to cross the road to reach their homes?

Never Sometimes Often Always N/A

Have you any other comments?





Appendix III Local authority school road safety form (Cont'd)

After the Audit, how would you rate the following:

	Poor	OK	Good
School road safety policies, practices, and education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrians and cyclists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School site and visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Layout of car parks and bus stops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Route to school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bus Routes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footpaths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crossing the Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Road-User Behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety outside the School Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





Appendix IV Useful contacts list



Údarás Aitiúla Éireann
Local Authorities Ireland

- Maintains all national, regional and local roads, except motorways
- Speed limits, traffic lights, road signage
- Drainage, flooding, hedge/tree cutting
- Footpaths and public lighting
- Winter maintenance (gritting, salting)
- Traffic diversions and road closures
- Promotes road safety at local level through the road safety officer

Local authorities (LAs)

LoCall: 1890 20 20 21
Web: <https://www.gov.ie/en/organisation/department-of-housing-local-government-and-heritage/>



- Enforces road traffic laws
- Traffic management
- Identifies collision-prone zones
- Provides road safety information to the community
- Investigates road traffic collisions

An Garda Síochána

Tel: 01 666 1964
(Garda National Roads Policing Bureau)
Web: www.garda.ie
Email: RPMEM_dv@garda.ie



- New or current road safety education programmes
- Road safety research
- Publishes the Rules of the Road
- Road safety advertising campaigns
- Road safety promotion officers

Road Safety Authority

LoCall: 1890 50 60 80
Tel: 096 25000
Web: www.rsa.ie
Email: info@rsa.ie



Bonnagar Iompair Éireann
Transport Infrastructure Ireland

- Develops the national road network
- Transport infrastructure and services
- Manages motorway and dual carriageway networks
- Road design and maintenance programmes
- Allocates grants for national roads to local authorities

Transport Infrastructure Ireland

Tel: 01 6463600
Web: www.tii.ie
Email: info@tii.ie



An Roinn Iompair
Department of Transport

- Road traffic legislation and policy
- National Development Plan
- Funds local authorities for regional and local roads improvements
- Funds grants or programmes such as Smarter Travel Schools

Department of Transport

LoCall: 1890 44 33 11
Tel: 01 670 7444
Email: info@transport.gov.ie
Web: <https://www.gov.ie/en/organisation/department-of-transport/>



Údarás
Náisiúnta Iompair
National Transport Authority

- Public transport, ticketing, fares and information
- Rural transport programmes
- Bus infrastructure and fleet
- Cycling facilities and schemes
- Operates small public service vehicles
- Transport statistical data and information
- An Taisce's Green Schools Travel programme
- (STMG) Sustainable Transport measures and regional cities grants

National Transport Authority

Tel: 01 8798300
Web: <https://www.nationaltransport.ie/>



Bus Éireann

- Operates school buses transport scheme on behalf of the Department of Education and Skills
- Ensures school buses and their seat belts have the proper safety certification
- Promotes safety on school buses

Bus Éireann

Tel: 1850 836 611
Web: www.buseireann.ie
Email: info@buseireann.ie



Appendix V Nationwide Road Safety Education Service flyer

Road Safety Education Service

Virtual
interactive
presentations
now
available

As part of our commitment to bringing road safety to you in your community, we have set up a nationwide Road Safety Education Service.

A member of our team can visit your location to present effective programmes which tackle all elements of road safety including:

- walking
- cycling
- travel by public transport
- being a passenger
- urban and rural transport issues
- practising safe road behaviour.

THIS
SERVICE
IS FREE OF
CHARGE

This service is available to:

- pre-schools
- primary schools
- secondary schools
- third level institutions
- companies
- community groups.

For more information or to arrange a road safety presentation from a member of our team, go to www.rsa.ie, email education@rsa.ie or LoCall 1890 40 60 40.

RSA's team of Road Safety Promotion Officers

Barry Anderson

Kildare, Laois,
North Dublin

Ciara Brady

Cavan, Longford,
Louth, Monaghan

Colin Mangan

Kerry, Limerick

Fiona Kehoe

Wexford, Kilkenny,
Carlow, South Tipperary

Louise McGeever

Donegal, Sligo,
Leitrim

Nicola Walsh

Offaly, Westmeath,
Meath

Orlaith Maguire

South Dublin,
Wicklow

Ruth Kelly

North Galway,
Roscommon, Mayo

Paul Stafford

Cork, Waterford

Leanne Mullery

South Galway, Galway City,
Clare, North Tipperary

Mid-term
&
summer
camps

The Road Safety Authority (RSA) has a programme of road safety activities for Easter and Summer camps as well as other activity clubs. These programmes include key road safety messages in a fun way through games and sports. This is free of charge! For more information, please email education@rsa.ie



Appendix VI Road Safety Action Plan Agreement

This Agreement is developed by [name of school / board of management/community representative / parents' council]

Start date ____/____/20____

Expiry date ____/____/20____

[name of school / community / board of management] agrees to comply with all recommendations within the Road Safety Action Plan which may be added to or amended from time to time.

This Agreement should be renewed annually. If initial agreement occurs mid-year, it should expire on 31 December of that year and should be renewed for the following year(s). That would allow for the Agreement to expire on 31 December each year.

After the Agreement is signed, [name of school principal / community representative / parents' council] should be published on the school website as well as on local community platforms.

Once signed, [name of school principal / community representative / parents' council] will be required to maintain their commitment to all existing and potentially new requirements of the plan.

[name of school / community representative / board of management] agrees to being monitored through visits and requests for information from the RSA where appropriate, such as training routines, training logs, recommendations by the community or any other relevant information with regards to the plan.

Signature:

Print name:

Job title:

Date:





Appendix VII Sample school site audit of areas to consider

You can audit your school site to capture the existing facilities your school already has and to recommend what your school requires. This will help you to encourage safe and sustainable travel to and from the school.

The site audit will help you to identify a priority list of recommendations and actions for your school that will aim to encourage and increase sustainable active modes of transport, including walking and cycling, to and from school.

We recommend that a group of auditors from your school and community do the site audit. For example, the group could include a teacher, a staff member, a delegate from the parents' council, a parent/guardian and a student.

You could develop a site audit report sheet as a useful resource. This could include a map of your school with current facilities on and around your school grounds highlighted. Provide space on the map so you can include any recommendations the group observes as part of the audit.


The following is a sample list of areas to consider as part of your audit:

- School details map
- School ground access areas
- Car/motorbike parking facilities
- Car pick-up/drop-off facilities
- Walking infrastructure
- Cycling infrastructure, including bicycle rack area
- School bus transport pick-up/drop-off points
- Public transport, including taxi pick-up/drop-off points
- Carpooling and car sharing (staff)
- Onsite facilities (bicycle racks)
- Location area (urban/rural)
- Other comments/additional information
- Photographs/mapping



Appendix VIII Useful resources

RSA website	www.rsa.ie
RSA YouTube channel	www.youtube.com/user/RSAIreland
RSA queries/support	education@rsa.ie
Seatbelt Sheriff/Hi-Glo Silver	www.seatbeltsheriff.ie
Rules of the Road	https://rsa.ie/en/RSA/Learner-Drivers/Your-learner-permit/Rules-of-the-road/
Road safety education/ virtual resources	education@rsa.ie https://roadsafetyeducation.rsa.ie/
Order RSA materials online / Leaflets / Booklets	www.rsaorders.ie/orders-online http://rsa.ie/RSA/Road-Safety/Education/Leaflet-Corner/Leaflets--Booklets/
RSA Check it Fits service	www.rsa.ie/checkitfits
Child car seat information	www.rsa.ie/childsafetyincars
Who does what in road safety in Ireland?	www.rsa.ie/en/Utility/About-Us/What-we-do
Green Schools An Taisce's Safe to School: An Ideas Document for Safe Access to School	www.greenschoolsireland.org/safe-to-school
Green Schools Travel	Green-Schools Travel No-Idling Toolkit for Schools – Green-Schools (greenschoolsireland.org)
National Transport Authority's Walkability Audit Tool for Roads and Streets	www.nationaltransport.ie/wp-content/uploads/2021/01/Universal-Design-Walkability-Audit-Tool-V1.pdf
National Transport Authority's Toolkit for School Travel	www.nationaltransport.ie/wp-content/uploads/2019/09/NTA-Toolkit-for-School-Travel-Final.pdf



**We acknowledge the following organisations
for their assistance with these guidelines:**

An Garda Síochána

National Transport Authority

Green-Schools

Transport Infrastructure Ireland

Department of Education and Skills

Local Authorities

County and City Managers Association

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eo, F26 V6E4

Moy Valley Business Park, Primrose Hill,
Dublin Road, Ballina, Co. Mayo, F26 V6E4

Tel: (096) 25 000 Fax: (096) 25 252
Email: info@rsa.ie Website: www.rsa.ie

 **MyRoadSafety.ie**

Your online resource to easily
and safely manage all your
driver information, services,
tests, permits and licences.