

## Safe Routes to School Task Force to the Secretary of Transportation

### Summary of Meeting

November 15 and 16, 2007

The fourth meeting of the National Safe Routes to School Task Force was held on November 15 and 16 the Holiday Inn Capitol, located at 550 C Street SW in Washington, DC 20024. The meeting was called to order on November 15th at 8:30 am by Donna Smallwood, the Task Force Chair.

In accordance with the provisions of the Federal Advisory Committee Act (Pub. L. 92-463), the meeting was open to the public.

#### **Task Force Members Present:**

Ms. Barbara Alberson

Chief, State and Local Injury Control Section, CA Department of Health  
Sacramento, CA

(Representing State and Territorial Injury Prevention Directors Association)

Ms. Sabrina Cruz

Principal, Brichta Elementary School  
Tucson, AZ

(Representing Pima County - Tucson Safe Routes to School Program)

Mr. Richard Deal, PE, TE, PTOE

City Traffic Engineer, Monterey, CA

(Representing American Public Works Association)

Ms. Wendi Kallins (filling in for Ms. Deborah Hubsmith)

(Representing the Safe Routes to School National Partnership)

Mr. Michael King

Nelson and Nygaard Consulting Associates  
New York, NY

(Representing Association of Pedestrian and Bicycle Professionals)

Ms. Becky Levin-Goodman (filling in for Dr. Phyllis Agran)

(Representing American Academy of Pediatrics)

Ms. Lauren Marchetti

Director, National Center for Safe Routes to School  
UNC Highway Safety Research Center  
Chapel Hill, NC

Ms. Refilwe Moeti

Public Health Advisor, Division of Nutrition and Physical Activity  
Centers for Disease Control and Prevention, Department of Health and Human Services  
Atlanta, GA

Scott Osberg, PhD

Director of Research, AAA Foundation for Traffic Safety  
Washington, DC

Honorable Steve Petrehn (filling in for Ms. Sue Frank)

Mayor, City of Roeland Park, Kansas  
(Representing National Association of Regional Councils)

Mr. Robert Ping  
SRTS Program Director, Oregon Bicycle Transportation Alliance and Willamette  
Pedestrian Coalition  
Portland, OR

Mr. Mark Plotz (filling in for Ms. Sharon Roerty)  
(Representing the National Center for Bicycling and Walking)

Ms. Donna Smallwood, Chair of Task Force  
Operations Manager, MassRIDES  
Boston, MA

Ms. Leslie Meehan  
Planner, Nashville Area MPO  
Nashville, TN  
(Representing Tennessee's Safer Routes to School Advisory Council)

Mr. Roger Wentz  
Executive Director, American Traffic Safety Services Association  
Fredericksburg, VA

Ms. Dale Ann Wright  
Officer, West Valley City Police Department  
West Valley City, UT

**Designated Federal Official:**

Mr. Tim Arnade  
Safe Routes to School Program Manager  
Office of Safety  
Federal Highway Administration

**Support Staff:**

Ms. Jennifer Toole, Toole Design Group  
Ms. Jennifer Hefferan, Toole Design Group  
Ms. Diane Lambert, Toole Design Group

**Others present for all or a portion of the meeting were:**

Mr. John Dewar, Office of Safety, Federal Highway Administration  
Ms. Paula Bawer, National Highway Traffic Safety Administration (NHTSA)

**Thursday, November 15th**

**APPROVAL OF MINUTES FROM SEPTEMBER 2007 MEETING**

Ms. Smallwood directed participants' attention to the minutes from the previous Task Force (TF) meeting. The members of the TF approved the minutes from the third meeting.

## **INTRODUCTORY INFORMATION**

Donna Smallwood reviewed the purpose of the meeting which was to offer TF members the opportunity to provide comments on the most recent draft of the TF report. She directed meeting attendees to the comments that had already been received on the draft, which were distributed in the meeting packets. She stressed that intent of the meeting was for broad discussion and that there is no need for the group to spend meeting time wordsmithing at a detailed level.

Ground Rules:

She then reviewed the ground rules for the meeting, which were the same as those used at the last meeting.

- Focus on issues and not positions
- Stay on topic
- Ask for clarification
- Listen
- Show respect
- Seek consensus
- It is important for everything to be said, but it isn't necessarily important for everyone to say it.

## **BRIEF OVERVIEW OF THE DRAFT REPORT**

Jennifer Toole gave an overview of what has changed since the last version of the draft report. The majority of the revisions were in the Strategies chapter (chapter VI). The majority of revisions in the most recent draft were based on comments received during the last meeting.

## **TASK FORCE COMMENTS ON CHAPTERS I THROUGH V**

Donna Smallwood introduced discussion by asking TF members if they thought the report was on target and whether the right chapters were in the report. TF members agreed that the right chapters are present. It was discussed that the "Program Challenges and Opportunities" chapter is longer than the "Program Successes" chapter and that the next draft should achieve more of a balance between the two chapters, perhaps by concentrating some of the case studies into the "Program Successes" chapter.

It was mentioned that the "Program Successes" chapter should be renamed. Ideas include, "Early Wins," or "First Milestones," to make it clear that the SRTS program is still early in its implementation. It was also mentioned that currently the chapter does not place a strong enough emphasis on the program's success. It was suggested that the "Program Successes" chapter could be expanded by focusing on how traffic and crime problems have been solved through SRTS.

TF members discussed the case studies that will be used as sidebars throughout the report as well as in the document appendix. Currently, it is not clear which of these are the result of the Federal funding program. Due to the time it has taken to set up the foundation for the Federal SRTS program, there currently aren't any known infrastructure projects that are on the ground and built (the report should be clear that the foundation for the program is what has been built so far). Care

should be taken that the case studies don't give the impression that state and local funding sources are sufficient that federal funding is not necessary. One idea is that the case studies can list what year the program started to demonstrate that it takes time to get a program off the ground, and also specify how the Federal program will be necessary to make the program more sustainable. After each case study, there could also be a list of other exemplary projects funded in that state. The case studies will demonstrate that SRTS resonates in each state. It was suggested that case studies should be included from Eugene, Oregon and Knoxville, Tennessee because chairs of the Transportation Highway Subcommittee live there.

Task Force members agreed that the "Challenges and Opportunities" chapter should be renamed "Opportunities and Challenges." Likewise, sections of this chapter should be given a more positive perspective. For example, under the section "Support for SRTS Programs among Other Stakeholders Interested in the Success of the Program," the text should emphasize that SRTS Programs offer opportunities for this sort of stakeholder involvement, rather than presenting lack of stakeholder involvement as a challenge. Currently, this section presents everything equally. Some of the challenges are much more important than the others, and the group agreed that the more important challenges need to stand out and the other challenges may be touched on very briefly. The TF discussed that the issue of school siting is one of the major barriers to SRTS programs and as such it should be highlighted. The Title 23 requirements also present a major barrier.

Task Force members asked Lauren Marchetti for comments from her recent experience testifying in front of a House of Representatives subcommittee. People wanted to know when they would start seeing SRTS programs on the ground. It was mentioned that there was a lot of interest in childhood obesity at the hearing. Also, Lauren had the impression from her experience on the Hill that it was not a good idea to ask for a specific funding level in the TF report.

Discussion then moved to how the report should present the percentage of SRTS applications that have been funded. One suggestion made was including a range for the ratio of applications to available funding in different states. It was mentioned that in some states that are on their second round of funding, there are fewer applications probably due to the amount of red tape associated with the funding.

Regarding the vision statements, although a number of Task Force members preferred statement 2, there was strong agreement that statement 1 was best suited for the intended audience. Therefore the next draft of the report will include the following vision statement:

*Safe Routes to School programs will improve safety and encourage more American youth to walk and bicycle to school, thereby resulting in higher levels of physical activity, less traffic congestion, a cleaner environment, and an enhanced quality of life in our communities.*

It was recommended that the portions of the report that talk about safety training should emphasize training for drivers as well as children. It was also mentioned that the report should not just talk about children, but should also mention their families since they are critical to the

program. In some instances it may be most appropriate to refer to children and the adult community.

An observation was made that some of the language in the Goals section may be overly ambitious, such as “children will be safe from violence,” or that “every student will receive safety training.”

In the history section, it would be preferable to compare the same types of data for the two SRTS pilot programs. Wendi Kallins volunteered to provide data about the Marin County, California pilot program so that it would be in the same format as the data for the Arlington, Massachusetts pilot program.

A specific comment was made regarding the second paragraph of the draft. The text reads, “SRTS programs combine engineering, education, enforcement, and encouragement strategies to improve the safety and health of school children who walk and bicycle to school.” Task Force members disagreed about whether the fifth “E”, evaluation should be included.

Regarding the goal “improve the quality of life and self-reliance of school children,” it was suggested that SRTS programs will improve quality of life for all residents, not just school children. It was also mentioned that the goal regarding congestion reduction be moved forward in the report since it is a focus of the US DOT.

A comment was made about the definitions section. Currently the definitions seem to separate out children with disabilities from other children. The definitions should be re-written to ensure that students with disabilities are not singled out as a separate category but are instead shown as part of the general population.

Regarding the “Need for the Program” chapter, it was mentioned that the language could be stronger regarding the long term health benefits of walking and bicycling. A chart could be included to demonstrate that active lifestyles will result in improved health and reduced health-care costs. Concern was also voiced about the danger of putting too much emphasis on health since the program funding comes from Transportation.

Task Force members discussed the issue of equity/environmental justice. This is an issue that could be included in the report goals and the “Need for the Program” chapter. It was mentioned that while there are equity problems related to walking and bicycling to school, they sometimes are manifested in different ways than other environmental justice problems. For example, often the places where children are disproportionately unable to walk and bicycle to school are not necessarily correlated to places with lower economic status. The “Need for the Program” section should discuss traffic safety issues in the inner city—there are higher crash rates for pedestrians in urban areas and also higher rates of asthma.

Several TF members have been contacted regarding an audit that the GAO is conducting on the SRTS program. These TF members described their experiences with the GAO as positive. The GAO should be finishing their data collection by December.

Based on TF feedback, the “Opportunities and Challenges” section will be shortened. The most important challenges will be highlighted and the less important challenges will be condensed. Challenges that were identified by State SRTS coordinators will be highlighted. It was suggested that some of the issues in the “Opportunities and Challenges” section could be highlighted with case studies. For example, case studies could demonstrate how some communities have overcome liability problems or institutional ambivalence.

The “Program Successes” chapter should mention that some states have formed SRTS advisory committees. This chapter should also mention that the non-infrastructure aspects of the program often results in immediate and positive changes in communities.

The “Support for SRTS Programs among Other Stakeholders” section under “Opportunities and Challenges” should be strengthened and made less vague. Supporting organizations can be listed (examples can be listed in the text and an appendix can include a more complete listing). It was mentioned that stakeholder support is listed in several places in the report, but framed differently each time. There should be consistency throughout the report.

In the section that talks about matching funds on page 13 it should be mentioned that any requirements for matching should not create disadvantages for underserved communities.

It was mentioned that the “Need for the Program” chapter could be shortened, perhaps by including case studies. The chapter should be inspiring. Sound bites are important, as is addressing the statistics head on. It was mentioned that a new sound bite that is being used is, “Today’s children will live shorter and will live sicker than their parents.” The chapter should be written in plain language so that people will understand.

The section on traffic congestion/reductions in fuel consumption should be carefully written so that it does not demonize the automobile industry. Some of the statistics currently used come from sources that would potentially be deemed biased.

The sections within the “Need for the Program” chapter should be reordered. Safety should be first and congestion should be second. The congestion section should mention that since cars generate the most pollution in the first minutes of operation and that since the school trip is often within the cold start, this may result in high levels of pollution near schools.

## **DISCUSSION OF NATIONAL STRATEGIES FOR ADVANCING SRTS**

Jennifer Toole gave an overview of the “National Strategies for Advancing SRTS” chapter. At the last meeting, Chapter 6 was a bulleted list under different strategy areas. This section has been expanded based on TF discussion at the last meeting. The section was purposely kept brief.

### *Task Force Comments on Strategy 1*

The evaluation section should be clear that at the present time, neither the Federal Highway Administration (FHWA) nor the National Center for SRTS can require data collection and evaluation. It was noted that data collection and evaluation are mentioned in several places in the strategies and maybe they could be consolidated.

The opening sentence under Strategy 1 should be edited to say, “ensure that all the program funds are used effectively to support the program.” Emphasis should be placed on the best use of the funding instead of on the full amount of funding.

Under the “Ensure long-term sustainability” sub-strategy, it was recommended that a distinction be made to clarify that engineering improvements resulting from SRTS programs are permanent and don’t need to be sustained over time (although they do need to be maintained).

#### *Task Force Comments on Strategy 2*

Members of the TF discussed whether SRTS program eligibility should be expanded to high schools. Many reasons were listed for the inclusion of high schools, such as the fact that many high schools have parking problems and lack walking and bicycling facilities. Anecdotal data says that states that have been working with high schools have not found that their inclusion results in significantly increased competition for funds.

It was suggested that on page 20 the last sentence in the second paragraph under matching funds should be clarified. Currently it says, “at a higher risk of deaths and injuries” and it should be changed to say “at a higher risk of deaths and injuries based on data analysis.” Also, on page 21, inline skating should be included as an example of non-motorized transportation.

Discussion moved to whether SRTS funds should be spent on improving routes to bus stops. Among TF members there was some support for including Safe Routes to bus stops, but there were also concerns leading to a conclusion that there should be limitations on how funding could be spent on bus stops. TF members also discussed whether public transit would be included in funding for Safe Routes to bus stops. It was noted that the recommendation in the draft report does include a cap for the amount of funding spent on bus stops. Some people feel that school buses are the safest form of transportation, if routes for bus stops became eligible for SRTS funding, it might help build support for the program. The TF decided to further discuss this topic on Day 2.

TF members then discussed the Title 23 requirements (including Davis Bacon) which are placed on Federal Aid Highway programs, including the SRTS program. State SRTS Coordinators say that these requirements pose substantial barriers for small projects. As a result of the requirements, the value of the SRTS funding is greatly reduced. Some states have found ways to reduce the burden created by the Federal requirements. In other cases, State procedures and laws further complicate the funding process. One approach would be to include a strategy calling for the dissemination of information on how other states have solved the problems created by the Federal requirements. A future legislative fix could then form a longer term strategy. It was decided that this topic would be discussed further on Day 2.

On another topic, it was mentioned that Strategy Number 2 should specify that non-traditional partners (such as schools and non-profits) should retain eligibility to receive funding.

TF members discussed a desire to strengthen the role of the SRTS Clearinghouse. It was suggested that in the next round of legislation that the name be changed to SRTS Resource

Center in order to reflect the strengthened role. The Resource Center would provide additional support on data collection, best practices, etc. Additional funding would be necessary to accomplish the additional tasks.

Discussion then moved to whether the SRTS Task Force should be included in the next Transportation Bill. Some TF members felt that a task force is needed to facilitate a national conversation on issues such as school siting. Discussion considered various options for whether or how to include a recommendation for a Task Force. Since consensus had not been developed, it was decided that this topic would be discussed further on the second day of the meeting.

On page 21, it was noted that text should be changed from, “Expand eligibility to other non-motorized modes of travel,” to “Clarify eligibility to include other non-motorized modes of travel.”

Discussion then moved to whether States should be required to use a competitive process in the distribution of funds. It was decided that this issue would be discussed further on the second day of the meeting.

A TF member noted a desire to see a new addition to the SRTS legislation: a requirement that states convene SRTS advisory committees. These advisory committees would include various stakeholders including those who work in health, education, law enforcement agencies, non-profits, and local practitioners. TF members agreed that this is a best practice and that it is not needed in the legislation (it is currently in the Federal Guidance, and should stay there).

Discussion then moved to whether data collection (such as student tallies and parent surveys) should be required for certain programs using SRTS funds, or whether US DOT should require states to collect SRTS data when they collect other travel data. Currently US DOT does not have the authority to require data collection, although states are strongly encouraged to do so. Some states are already reluctant to participate in SRTS, and there was some concern that adding additional requirements might prevent their participation. It was mentioned that another approach might be to somehow reward states that collect SRTS data. There is a precedent for this approach in the collection of data on seatbelts. TF members felt that the report should talk about the need for independent research on SRTS (such as performance measures that appeal to all partners and study of communities that have implemented all five E’s). TF members felt that more data needs to be collected, but that the issue is bigger than this particular program.

Currently, the SRTS program has a healthy administrative budget. It was mentioned that this is an aspect of the legislation that should stay the same.

#### *Task Force Comments on Strategy 3*

It was mentioned that Strategy 3 should be renamed. Instead of “Diversify support for SRTS programs among other partners with a stake in the success of the programs” it should be “Promote and encourage support...” or “Broaden support...” The first sentence of Strategy 3 should also have more impact.

It was mentioned that the sub strategy “Develop performance measures that appeal to all partners” was too vague. A case study or examples might help. Examples of partners might include school safety patrol, injury prevention centers, and Safe Kids, among many others. It was mentioned that there are hundreds of potential partners. It might be best to list some examples and to include as many as possible in an appendix.

## **PUBLIC COMMENTS**

At 2:45 pm, a break was taken to hear public comments. No members of the public wished to present comments so the TF moved to discussion of Strategy 4.

## **CONTINUATION OF DISCUSSION OF NATIONAL STRATEGIES FOR ADVANCING SRTS**

### *Task Force Comments on Strategy 4*

Jennifer Toole mentioned that as part of Toole Design Group’s work for the National Center for Safe Routes to School, a paper on Liability Management is currently under development. A draft has been created and is awaiting approval by an attorney who has experience with liability issues. The paper will be shared with the TF once the attorney has completed her review. The paper includes a summary of important court cases relating to SRTS, including a balance between schools that were found negligent versus not negligent. Jennifer mentioned that in her opinion, the courts have done a fairly good job of addressing liability issues based on these case studies.

It was mentioned that “Address liability concerns” should be changed to “Address risk management issues,” or “Properly manage risk.” Currently, the draft report specifies that resources should be developed to address these concerns. That is, the strategy presented in the report will be to solve this problem—the TF/Consultant won’t be attempting to solve this problem before the report is released.

A TF member noted that it is important that the report not cast the most important partners (such as schools) in a negative light. Therefore, it was recommended that the “Address institutional ambivalence” section be reworded.

Regarding the section, “Address societal issues,” it was suggested that a strategy could be added to develop ways to encourage parents in rural areas to walk to bus stops with their children. Also in this section, it was noted that the proposed national public relations campaign should include a branding campaign. The campaign should target drivers asking them to protect children by driving safely.

Discussion moved to personal safety issues. One TF member noted that strangers/kidnapping is listed first throughout the report and thought they should not be listed first. Others felt that since these concerns are important to parents that they should be listed first. It was also noted that many of the personal safety issues are not unique to walking/bicycling: many are problems with busing, too. Personal safety is mentioned several times throughout the report, and each time, examples are given. It was suggested that examples should only be included the first time it is mentioned.

It was mentioned (anecdotally) that some school administrators have indicated that children who walk and bike to school don't cause as many behavior problems. The report should recommend a study on this topic.

#### *Task Force Comments on Strategy 5*

Regarding the sub strategy to Strategy 5, "Establish a national safety curriculum," it was thought that one national *curriculum* does not make sense. It was suggested that this sub strategy be changed to provide national age-appropriate safety education resources. Emphasis should be placed on the soundness of the resources. The national resources could include some standardized educational messages. Education should be focused on both adults and children.

It was suggested that children are very concerned about global warming and are motivated to participate in efforts to reduce pollution. This would be a good addition to Strategy 5.

It was recommended that the sub strategy "Involve children" be changed to "motivate or empower children to participate." Another TF member felt that the word "involve" was deliberate. Many successful campaigns have involved children, such as anti-smoking, seatbelt, and forest fire prevention campaigns. This strategy should invite children to participate and inspire them. They should be actively involved. Older children may be capable of organizing contests or events without adult participation.

It was noted that bicycle helmets and other protective equipment should be mentioned in the report.

Strategy 5 could include recognition and rewarding of volunteers since the success of program is dependent on people giving up their time. It was also noted that this could be something that the NCSRTS spearheads. AAA already has a school safety awards program, and there is also a national volunteer week.

### **CONCLUSION OF DAY ONE**

Donna Smallwood thanked TF members for their hard work, discussed the agenda for the second day of the meeting, and adjourned the meeting for the day.

#### **Friday, November 16th**

Donna Smallwood called the meeting to order at 8:30 am. She began the meeting by covering some next steps for the TF. Based on TF preference, the next meeting will be a day and a half. The meeting will be held January 23<sup>rd</sup> and 24<sup>th</sup> in Phoenix, Arizona. At the meeting, the TF will see some concepts for a report cover. A sample graphically-formatted chapter will also be shared. The TF will also be presented with a complete draft report (not graphically formatted), including an executive summary, sidebar quotes, sound bites, etc. TF members were asked to hold March 4 and 5 as potential TF meeting dates. It will be decided at a later date whether this will be an in-person meeting or a conference call.

## **ADDRESSING UNRESOLVED ISSUES FROM THURSDAY**

A number of issues from Day 1 needed additional discussion. The first issue is from Chapter III, “Need for the Program.” The chapter lists some statistics about automobiles and pollution. TF members were asked whether this language should be softened so as not to cast the automobile as a villain. It was suggested that perhaps the language could be softened by noting that short trips cause the most pollution. The sentence about increasing pollution despite stricter pollution controls should be removed (including the citation from the National Safety Council). The citation from EPA about the automobile being the single greatest cause of pollution in many U.S. cities could remain. It may also be worth mentioning that idling vehicles cost the driver money through increased need for fuel and maintenance.

Another issue remaining from Day 1 is whether to make bus stops eligible for SRTS funding. TF members agreed that instead of the current language that limits traffic education and enforcement to a 2-mile radius around schools, the new legislation should only limit enforcement to the 2-mile zone. TF members did not agree as strongly about whether infrastructure funds should be allowed for the improvement of bus stops. TF members were presented with a potential solution, “the legislation should state that for rural schools, infrastructure funds may be used to improve access to bus stops, however FHWA should issue guidance to ensure that these funds are spent wisely (i.e. locations where the bus stops are likely to be permanent).” Some TF members felt that bus stop improvements should not be limited to rural schools (for example, urban transit should be included.). Others felt that infrastructure funds should be limited solely to walking and bicycling routes to school. It was decided that Toole Design Group will talk to two or three State SRTS coordinators from rural states to listen to their concerns. They will be asked if this has presented an issue to their program and whether they have a sense of what the project costs would be for improving bus stops. Toole Design group will then craft 2-3 options for addressing this issue that the TF can consider.

Discussion then moved to the federal aid requirements/Title 23. After significant discussion, it was decided that Strategy 1 should include a recommendation to address this issue and to make spending more efficient within the current program. As part of this, a mechanism would be established for states to share best practices for how they have dealt with Title 23. A legislative fix for Title 23 issues should also be included in the draft under Strategy 2. Possible text would be, “In addition to providing guidance to States, recommend to Congress that they include language in the new legislation that explicitly allows a streamlined compliance and assurance process.” This issue should then be presented to congressional contacts for feedback, with a complete explanation of the strong concerns voiced on this issue by State SRTS Coordinators. This feedback would then impact the TF’s decision for how to deal with this topic.

The next topic of discussion was whether the legislation should specify the continuation of the Task Force. TF members have recommended that the role of the National Resource Center (Clearinghouse) be strengthened. One new responsibility would be to task the National Center with the job of convening a group of experts (including stakeholders from other Federal agencies, as well as people at the State and local level that are knowledgeable) to study this issue and develop a strategy to address school siting and other policy issues that prevent the

establishment of community-based schools. The legislation would include funding for this group. The report should not recommend the continuation of the TF.

The TF then discussed whether states should be required to use a competitive process to award SRTS funds. The TF reached consensus that this recommendation should not be included in the report.

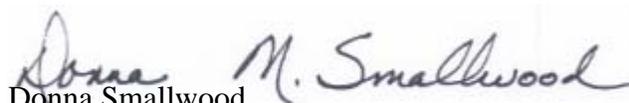
Discussion then moved to a topic that had not yet been covered, the program's "no year" funding. Currently SRTS funding does not expire and states can take as much time as they need to spend it. This does not provide motivation to reluctant states for spending the funding. After discussion, it was decided that the SRTS program should be deemed a core program and come with its own obligation authority. The program should also become a 4-year funding (use it or lose it) program. Since the need for SRTS around the country is greater than the available funding, it was suggested that after four years, funding that has not been successfully obligated will be redistributed (according to a formula determined by FHWA) to other State SRTS programs.

The TF then discussed whether the report should provide a specific recommendation for SRTS program funding level. TF members agreed that the report should not include a specific dollar amount but should include an enhanced statement about the need for funds. This statement would be in the form of a sound bite, should refer to the first round of funding, and should be carefully crafted to avoid controversy. The last sentence of the statement should focus on school children (per the current draft language).

#### **ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 11:00 am.

I hereby certify that, to the best of my knowledge, the foregoing minutes are accurate and complete.

 JAN - 8 2008  
Donna Smallwood  
Chair, National Safe Routes to School Task Force

 JAN - 8 2008  
Tim Arnade  
Designated Federal Official for National Safe Routes to School Task Force  
Office of Safety, Federal Highway Administration

These minutes will be formally adopted by the task force at its next meeting.