



Community Pedestrian and Bicycle Safety Training Roles & Responsibilities

Local Partner Organization	California Walks	SafeTREC
Pre-Training	Pre-Training	Pre-Training
<ol style="list-style-type: none"> 1) Assembles a Local Planning Committee. The Planning Committee is a core group of 5-10 residents, community-based organizations, and/or government agency staff that assist in planning the training, tailoring the scope of the curriculum, and commit to following through on the action plan developed during the training. 2) Participates in a site visit planning meeting and two (2) planning calls (along with other planning committee members) to help refine and tailor curriculum. 3) Identifies and recruits key stakeholders like elected officials and community residents to participate in the training. 4) Conducts outreach via organizational websites, social media, emails, newsletters, etc. to ensure mutually agreed upon minimum attendance is achieved. 5) Selects a training site (preferably free or low-cost) and finalizes rental details. 6) Provides California Walks with a few pictures of local conditions to be used in the flyer and presentation. 7) Conducts outreach to solicit food donations and absent food donations, identifies local caterer or restaurant. 	<ol style="list-style-type: none"> 1) Coordinates, schedules and participates two (2) planning calls. 2) Coordinates staff travel for site visit and actual training. 3) Conducts a site visit to identify challenges and opportunities. Takes pictures of existing conditions. 4) Develops and finalizes: outreach flyer, facilitator agenda, participant agenda, powerpoint presentation, walk and bike audit routes. 5) Assists with outreach to local and state agencies as necessary. 6) Translates and/or coordinates translation of materials if necessary. 7) Finalizes food, child care and interpretation needs with the guidance of the Local Planning Committee. 	<ol style="list-style-type: none"> 1) Participates in planning calls. 2) Approves final flyer. 3) Analyzes and provides local collision data. 4) Assists with outreach to local and state agencies as necessary. 5) Assists with the translation and/or coordinates translation of materials if necessary. 6) Prints and compiles participant packets which include walk and bike audit route maps, collision data and training evaluation.



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8) Identifies childcare provider and interpreter if necessary.		
During Training	During Training	During Training
<ul style="list-style-type: none"> 1) Assists in set-up and clean-up the day of training. 2) Participates in training with ideas and input based on expertise and organizational mission in the interests of members. 	<ul style="list-style-type: none"> 1) Sets-up and cleans-up. 2) Facilitates entire training including the presentation of best practices, lead walk and bike audit and facilitates small group discussions. 	<ul style="list-style-type: none"> 1) Manages registration table and check-in. 2) Takes pictures. 3) Assists Cal Walks where necessary.
Post Training	Post Training	Post Training
<ul style="list-style-type: none"> 1) Updates California Walks regarding positive changes in the community as a result of training. 	<ul style="list-style-type: none"> 1) Writes a final report that includes a summary of the day, walk and bike audit reflections, the community's priorities, report backs from small group discussions and the next steps. 	<ul style="list-style-type: none"> 1) Approves final report.