



## 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"> <li>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.</li> <li>2) Participates in three (3) planning calls (along with other planning committee members) to help refine and tailor curriculum.</li> <li>3) Identifies and recruits key stakeholders like elected officials and community residents to participate in the training.</li> <li>4) Conducts outreach via organizational websites, social media, emails, newsletters, etc. to ensure mutually agreed upon minimum attendance is achieved.</li> <li>5) Selects a training site (preferably free or low-cost) and finalizes rental details.</li> <li>6) Provides California Walks with a few pictures of local conditions to be used in the flyer and presentation.</li> <li>7) Conducts outreach to solicit food donations, and absent food donations, identifies local caterer or restaurant.</li> <li>8) Identifies childcare provider and interpreter if necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1) Coordinates, schedules and participates three (3) planning calls.</li> <li>2) Coordinates staff travel for site visit and actual training.</li> <li>3) Conducts a site visit to identify challenges and opportunities. Takes pictures of existing conditions.</li> <li>4) Develops and finalizes: outreach flyer, facilitator agenda, participant agenda, PowerPoint presentation, walk and bike audit routes.</li> <li>5) Assists with outreach to local and state agencies as necessary.</li> <li>6) Translates and/or coordinates translation of materials if necessary.</li> <li>7) Finalizes food, child care, and interpretation needs with the guidance of the Local Planning Committee.</li> </ol>	<ol style="list-style-type: none"> <li>1) Participates in planning calls.</li> <li>2) Approves final flyer.</li> <li>3) Analyzes and provides local collision data.</li> <li>4) Assists with outreach to local and state agencies as necessary.</li> <li>5) Assists with the translation and/or coordinates translation of materials if necessary.</li> <li>6) Prints and compiles participant packets which include walk and bike audit route maps, collision data, and training evaluation.</li> </ol>



# Berkeley SafeTREC

SAFE TRANSPORTATION RESEARCH AND EDUCATION CENTER

<b>Local Partner Organization</b>	<b>California Walks</b>	<b>SafeTREC</b>
<b>During Training</b>	<b>During Training</b>	<b>During Training</b>
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.	1) Set-up and clean-up. 2) Facilitates entire training including the presentation of best practices, lead walk and bike audit, and facilitates small group discussions.	1) Manages registration table and check-in. 2) Takes pictures. 3) Assists Cal Walks where necessary.
<b>Post Training</b>	<b>Post Training</b>	<b>Post Training</b>
1) Updates California Walks regarding positive changes in the community as a result of training.	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.	1) Approves final report.