

# Redmond SchoolPool Toolkit

*Giving students a healthy, safe and fun way to get to school!*

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## What is the Redmond SchoolPool?

Redmond SchoolPool encourages students and their families to not drive alone to school.

The program connects families at your school so they can form carpools through a secure online network. The program also uses encouragement activities & educational materials to get students walking, biking, and sharing the ride.

King County Metro and City of Redmond staff administer the program to reward participants who helps reduce local traffic congestion and our impact on the environment!

Your school is essential in helping us reach your families and promoting the program.



## Benefits of Redmond SchoolPool

- Reduce traffic congestion around schools and neighborhood.
- Give students a healthy and safe way to get to school.
- Save families time and money.
- Reduce our environmental impact and local air pollution from driving alone.
- Raise money for your school's PTSA.
- Teach and motivate kids to make a difference in their community.

## SchoolPool Overview

Here is an overview of how the SchoolPool promotion runs in October and May:

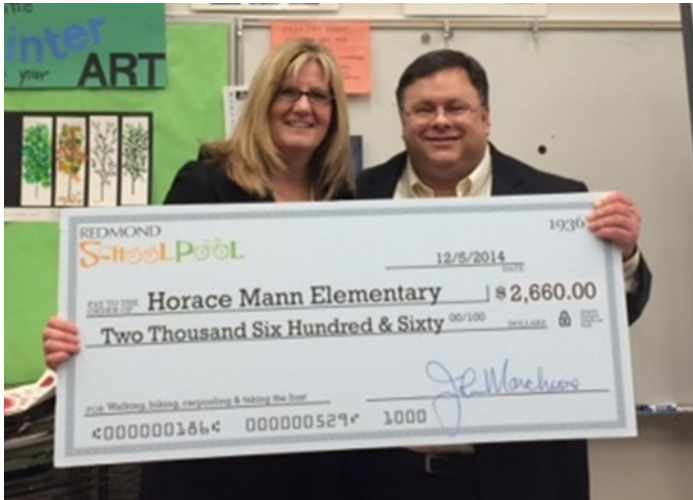
**1. Students Receive SchoolPool Calendar:** School distributes the paper calendar SchoolPool will provide at the beginning of the month to all students.

**2. Schools and SchoolPool Staff Encourage Families to Drive to School Less:**

- Those looking for carpool partners can register for the secure online system at [RedmondSchoolPool.com](http://RedmondSchoolPool.com)
- Resources for walking and biking safely are available at [RedmondSchoolPool.com](http://RedmondSchoolPool.com)
- SchoolPool staff will provide weekly sample communications for you to send out to keep the momentum going that includes safety tips for families and more.
- SchoolPool staff will help you put on a Walk & Bike to School Day event

**3. Collect SchoolPool Calendars:** each returned calendar that has at least 1 non-driving trip to school will earn \$10 for the PTSA and a reward for the student!

## Redmond SchoolPool Toolkit



### SchoolPool Goals:

- Reduce 10% of your school's drive alone trips.
- Raise money for your school or PTSA (up to \$5,000 annually).
- Educate families on alternatives to driving alone.
- Encourage healthy and safe ways for students to get to school.

### SchoolPool Rewards:

#### Schools:

- \$10 when students turn in their paper calendar that has at least one walking, biking, carpool, or bus trip at the end of the month.
- Up to \$5,000 total for the school annually, or \$2,500 per promotion

#### Students:

- Free safety gear on Walk or Bike to School Day, and other fun, educational materials about safety.

Once you take at least one walk, bike, carpool or bus trip to school, have a teacher or other adult sign off on the week below!

Week 1	Week 2	Week 3	Week 4

RedmondSchoolPool.com • RedmondSchoolPool@Redmond.gov

### Your School's Role:

***We need your help  
to reach your school  
community!***

You play an important role in the success of SchoolPool! We need your help to reach the families at your school and to help encourage your students!

We will provide you with marketing materials and sample letters, Facebook posts, and emails that you can customize

## Your School's Role (cont.)

to your school to help reach your participation and fundraising goal.

If you have other ideas on how to promote SchoolPool or encourage participation, let us know. We may be able to help by providing additional resources or assistance to make your program a success.



## Promotion Ideas

### To Parents

- Including SchoolPool information in newsletters
- Have School Administration encourage parents to participate at school events and meetings
- Encourage a team of parents and staff to act as "SchoolPool Champions" who can spread the word about SchoolPool, recruit participants, and encourage families to join
- Inviting SchoolPool staff to Curriculum Night and PTA meetings
- Posting announcements on School's Facebook page
- Send SchoolPool information home with students
- Providing updates to families on progress towards reaching your goal throughout the month

### To Teachers

- Educate staff about the program and benefits to the school at staff meeting so they can be champions of the program
- Create a challenge between classrooms or grade levels to have the most SchoolPool trips
- Getting teachers involved in the classroom:
  - Environmental benefits of walking, biking, carpooling and taking the bus
  - Pedestrian and bike safety and skills in gym class
  - More lesson plan ideas available at [SafeRoutesInfo.org](http://SafeRoutesInfo.org)

### Around School

- Involving crossing guards to encourage students who are walking and biking
- Handing out fliers about SchoolPool to drivers in the drop off zones
- Adding a message to your school's reader board
- Creating a progress bar towards your school's goal that is displayed prominently
- Hanging SchoolPool posters in the school
- Information on how to sign up for SchoolPool available in the front office

## Redmond SchoolPool Toolkit

### The City of Redmond's Role in the SchoolPool Project

While your help is critical to the success of Redmond SchoolPool, our staff will take on much of the day to day work to get your School's program running.

Our staff is available to answer parent questions and get them set up online.

We will also provide you with

marketing materials that can be used, and some printing services if needed.

SchoolPool staff is also happy to come to any events happening at your school to answer parent questions, and provide items like safety blinkers for students on Walk & Bike to School Day.



**Have Questions? Contact us!**  
[RedmondSchoolPool@Redmond.gov](mailto:RedmondSchoolPool@Redmond.gov)  
425.556.2419

### Support Provided by Redmond SchoolPool Staff

- Administer the Redmond SchoolPool website.
- Provide marketing materials for your school, including printing.
- Host and staff a Walk & Bike to School Day event at your school.
- Provide troubleshooting support to families on how to use the online system.
- Provide rewards for participants and school.
- Help parents find matches based on their home location.
- Attend school meetings to present and answer questions on SchoolPool.
- Connect staff with resources for educational materials on benefits of walking, biking, carpooling, and taking the bus.
- Connect school with community resources like Redmond Police Outreach, Public Safety, Cascade Bicycle Club, King County Metro, and others.

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## Frequently Asked Questions

### 1. What if I already walk, bike, take the bus or carpool to school?

That's great! You can still earn rewards from Redmond SchoolPool when you add the trips you take to your calendar. Maybe you can offer to help other students and their families start taking a new way to school!

### 2. How can I earn rewards from Redmond SchoolPool?

By having students walk, bike, carpool, or bus to school and filling out their paper calendar,

### 3. How do you know if I took the trips I've added to my calendar?

We are using the honor system with the SchoolPool calendar. Please be truthful with the kinds of trips you are adding to your SchoolPool calendar.

### 4. How can I find others to carpool, bike or walk with?

Families can use the secure, online SchoolPool network to look for other families at their school to travel to school with together.

- a. Register for an account on the secure online network at [RedmondSchoolPool.com](https://RedmondSchoolPool.com)
- b. Families can search for others at their school who live nearby and are also looking for carpools.
- c. Families can contact their matches to set up times to carpool together.

### 4. How can we set up a 'Walking School Bus'?

A walking school bus is a group of children walking to school with one or more adults. It can be as informal as two families taking turns walking their children to school to as structured as a route with meeting points, a timetable and a regularly rotated schedule of trained volunteers.

- Invite families who live nearby to walk
- Pick a route and take a test walk.
- Decide how often the group will walk together
- Have fun!

For more information on starting a bike train or walking school bus visit [RedmondSchoolPool.com](https://RedmondSchoolPool.com)

### 5. How can we set up a 'bike train'?

A variation on the walking school bus is the bicycle train, in which adults supervise children riding their bikes to school. For more information on starting a bike train or walking school bus visit [www.SafeRoutesInfo.Org](https://www.SafeRoutesInfo.Org).

- Invite families who live nearby to bike together,
- Pick a route and take a test ride.
- Decide how often the group will bike together-Once a week? Every Tuesday and Thursday?
- Have fun!

### 6. How do I find carpool partners on the online system?

Step by step instructions available here: [RedmondSchoolPool.com](https://RedmondSchoolPool.com)

### 7. I don't feel comfortable sharing my contact information with others.

That's fine! You can still participate and be the one that reaches out to others who you may want to carpool, walk, or bike with. People will be able to contact you by sending you a message through the system, it is then up to you if you would like to follow up with them.

### 8. How is my student's privacy protected on the online carpooling system?

There are multiple ways we protect your privacy on the online system. The first is only people who are members of your school have access to the School's online network. SchoolPool staff will approve or deny membership based on enrollment at the school to ensure only families at your school can join. The system also has a passcode that is only distributed to parents at the school that have been confirmed to be enrolled in the school. You are also able to change your privacy settings to share as much-or as little-information as you'd like about yourself and your students.