

MAPPING SOFTWARE USER GUIDE

UDOT Safe Routes for Schools
Mapping Software



saferoutes
UTAH

Introduction

There is growing concern in Utah and nationally about the safety of children who walk or bike to school. With increased traffic congestion around schools, students who choose to walk or bike have limited safe routes, which often discourages this healthy activity.

To assist in addressing this public safety and health issue, the Utah Department of Transportation (UDOT) assists schools with their legal responsibility of creating a **Safe Routes Plan**, which includes a safe routing map and accompanying text description. Under Utah law, every elementary, middle and junior high school is responsible for developing and implementing a Safe Routes Plan, and high schools are encouraged to do the same.

This Software User Guide focuses specifically on how to use the Safe Routes for Schools Mapping Software to create a safe routing map and text description.

An accompanying Planning Guide is available for instructions on the process around building and implementing the Safe Routes Plan for a school and community.

Under Utah law, every elementary, middle and junior high school is required to create a Safe Routes Plan.



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Safe Routes Plan Overview

A Safe Routes Plan consists of a map and accompanying text description that outline the safest routes for students to walk and bike to school. **The goal of a Safe Routes Plan is to increase the number of students walking and biking safely to school.**

UDOT is confident any school that properly identifies and then educates students and parents about the safest route(s) with a Safe Routes Plan will help reduce and work to eliminate vehicular incidents involving child pedestrians and cyclists near and on school property. A Safe Routes Plan can also encourage students and parents to walk and bike to school as a healthy alternative to driving.

Additionally, without a Safe Routes Plan in place, schools and local jurisdictions are not eligible for federal funding to make infrastructure changes that could make traveling to school safer for students.

To assist schools in creating and implementing Safe Routes Plans, UDOT has developed the free **Safe Routes for Schools Mapping Software**, this **Software User Guide**, and an additional **Safe Routes Plan Planning Guide**. Together, these resources provide school principals and community councils instructions to create and distribute a Safe Routes Plan that is easy to use and understand.

This Software User Guide will help schools create a **safe routing map** detailing the safest route(s) students should follow when walking and biking to school, and a **text description** that succinctly describes how students can access those safe routes.

***Note:** The Safe Routes for Schools Mapping Software does not automatically detect the safest walking and biking routes to a given school. Prior to using the mapping software to create a safe routing map, the school community council's Safe Routes Team should complete their inventory of the school's walking area and identify the safest routes in person. For more details on this process, see the Safe Routes Plan Planning Guide.*



MAP ACCURACY

The Safe Routes for Schools Mapping Software interfaces with Google Maps™ mapping service to capture maps on which schools can create their routing plans. After researching several online map sources, it was determined that Google was the most user-friendly and reliable option for the software. Like any program that requires constant updating, Google does have limitations and may not always have the most current information in a school's area. If a user can't find a school or a street on Google Maps™ mapping service, it's likely that the road network supplier (Google or Tele Atlas) hasn't captured the location yet. Users are encouraged to let the data provider know about a new road to expedite the update process.

Report any missing map information on the following sites:

- <https://support.google.com> (Report a problem)
- <http://mapinsight.teleatlas.com/mapfeedback>

In some locations, the map may not be centered correctly on the school with the associated longitude and latitude coordinates that Google Maps™ mapping service uses. Please report this issue to the Safe Routes Team at contact@saferoutesutah.com so they can correct the map.

Google may not always have the most current information in a school's area.



1. Logging In

NOTE: Usernames are set by the Safe Routes Utah Coordinator and are unique to each school or district. In an effort to improve consistency and security, users cannot change their username themselves. To retrieve a username, contact the Safe Routes Team at contact@saferoutesutah.com.

A. Go to saferoutesutahmap.com.

B. On the home page, enter the username and password and select “Log In.”

The same username and password should be used by anyone assisting with the same school’s Safe Routes Plan who needs access to edit the map or text description. Users should also share the username and password with future administrators of the map. The safe routing map and text description are stored electronically for annual updates, eliminating the need to create new versions each year. By having only one account per school, users can better control content and always access the most current version of the Safe Routes Plan.

- Forgot username? — To retrieve a username, click the “Forgot Username” link on the login page and enter the email address associated with the registered account. The username will be emailed to the email address associated with the account.
- Forgot password? — To retrieve a password, click the “Forgot Password” link on the login page and enter the email address associated with the registered

account. An email with instructions and a unique link will be sent to this email address. Follow the instructions to reset the password.

If the email address entered is not the one associated with the school’s account, the password reset email will not be sent. Users having trouble with this should contact contact@saferoutesutah.com.



Login screen

2. Creating or Updating a School Profile

The basic information for a school's profile will be populated automatically. Other fields require a school to fill in the required information as listed below:

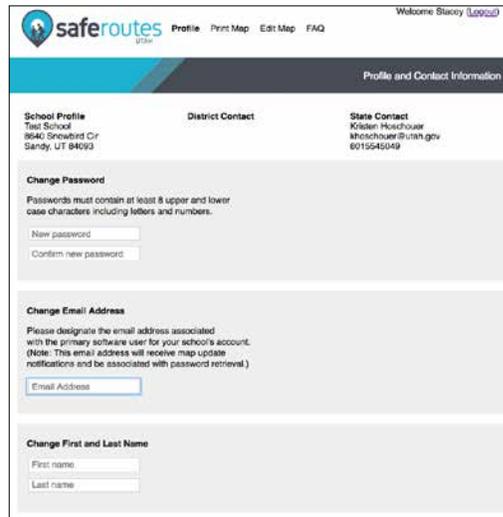
If changes to the name or address of a school are required, please contact the Safe Routes Team at contact@saferoutesutah.com with the necessary changes.

The school's designated district contact should be someone a district or state user could contact for questions about the safe routing maps. This information may be updated on the school profile page at any time, and can be different than the main software administrator or other designated contacts.

This field should not be left blank, as this information will appear for any district or state user seeking to contact the school.

The school's designated parent contact should be someone at the school who parents or members of the public could contact for questions about the school's map. This contact and information may be updated on the school profile page at any time, and can be different than the main software administrator or district contact.

For questions regarding the mapping software or Safe Routes Utah, the contact information for the state's Safe Routes Utah Coordinator is also available on the profile page.



The screenshot shows the 'Profile and Contact Information' page for a school in the Safe Routes Utah system. The page includes a header with the Safe Routes Utah logo and navigation links (Profile, Print Map, Edit Map, FAQ). The main content area is divided into three columns: School Profile, District Contact, and State Contact. Below these columns are three sections for updating information: 'Change Password', 'Change Email Address', and 'Change First and Last Name'. Each section contains a brief instruction and a text input field.

School Profile	District Contact	State Contact
Test School 8640 Srowfield Cir Sandy, UT 84093		Kristen Hochstetler khochstet@utah.gov 8015545049

Change Password
Passwords must contain at least 8 upper and lower case characters including letters and numbers.
New password:
Confirm new password:

Change Email Address
Please designate the email address associated with the primary software user for your school's account. (Note: This email address will receive map update notifications and be associated with password retrieval.)
Email Address:

Change First and Last Name
First name:
Last name:

Creating a profile

3. Creating a Map

A. ADMIN NOTES

One of the cornerstones of developing an accurate and useful map is knowing the safe routes and obstacles within a school's boundaries. To assist with this, the Safe Routes for Schools Mapping Software allows users to take notes as they walk a route using a mobile device and the Admin Notes function of the software.

Admin Notes are available only to a school's software administrator. They can be recorded on an internet-connected mobile device while walking a route and saved for review while editing a map. For more information about ways to gather this information by performing an inventory of all routes and conditions near schools, see the Safe Routes Plan Planning Guide.

The Admin Notes tab is the only Safe Routes for Schools content available from a mobile device; the software to complete map development is best suited to desktop browsers only. To access Admin Notes, navigate to saferoutesutahmap.com on a mobile device and log in with the school's administrative username and password.

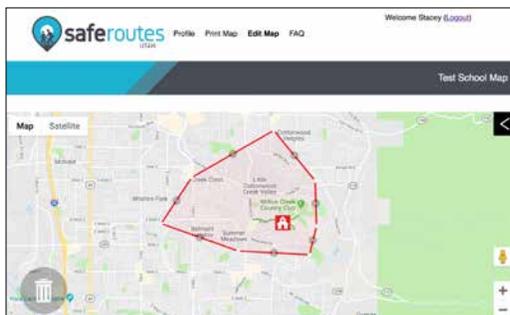
Once saved, Admin Notes can be reviewed in a desktop browser throughout the map development process. They are added, updated, deleted or reviewed only by a school's software administrator and are unseen by the public, district, or UDOT officials reviewing the map unless included in the text description.

B. ADDING SCHOOL BOUNDARIES

A feature of the Safe Routes for Schools Mapping Software is the ability to define the school boundaries on the map. This information will help users plan effectively and provide the best experience to parents using the map.

- To add a school boundary, select the School Boundary Tool from the map Slide-Out Toolbox on the left side of the screen. When the tool has been selected, the background around the red line will appear grey.
- Draw the boundary by clicking on each corner of the school's boundaries. This will begin to create the enclosure, with the last point dropped on the map connecting

back to the initial point by a straight line. For example, dropping three boundary points on the map would create a triangular boundary. Dropping a fourth point would create some type of quadrilateral boundary.



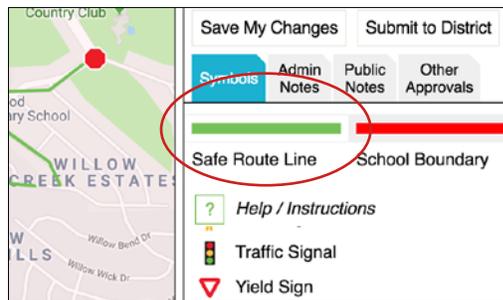
Adding boundaries with the School Boundary Tool

The software allows users to take notes as they walk a route using a mobile device.

- To reposition the boundaries once they are dropped, click on one of the white pivot points (segment endpoints) in the boundary and drag it to the proper location on the map.
- To add a segment while building boundaries, click and hold on the gray midpoint in the segment nearest the location that needs to be moved, drag the point to a the desired location, then release the mouse button. This will have the effect of splitting the existing segment at the midpoint and adding a segment.
- To remove a segment in a boundary, click and release (without dragging) one of the white pivot points on the segment to be removed.
- Once the boundaries are defined, the map view will be zoomed to the appropriate level to accommodate the boundaries when the page loads.

C. ADDING SAFE ROUTES

Safe routes can be added to the map by selecting the Safe Route Line tool in the Slide-Out Toolbox. When the tool has been selected, the background around the green line will appear grey.

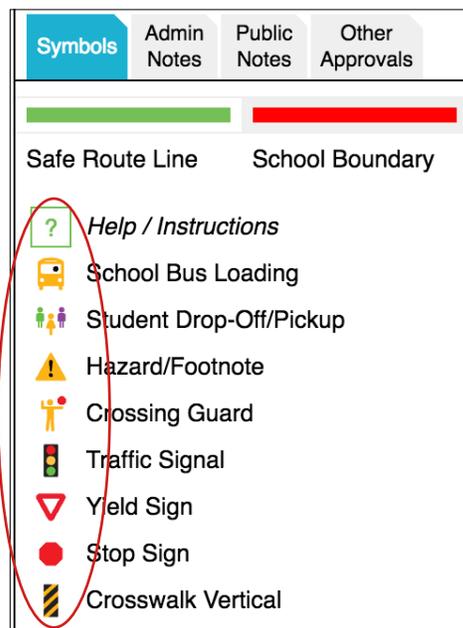


The Safe Route Line tool

- To initiate a new route, start at either end of the desired route and click a point on the map.
- Click another point on the map and the software will draw a straight line between the two points. To add another segment to the same route, select another location farther along the route and click again.
- Press Enter or click again on the Safe Route Line tool to finish a route.
- To remove a segment, click on one of the white endpoints on the segment to be removed; the software will remove the segment. To remove an entire route, remove each pivot point in that route.
- To adjust segments, drag the grey midpoints or white endpoints and adjust the route slightly with each additional segment. This can also be used to create a curve in a route.
- To add a new safe route that doesn't connect to the current route being created or edited, click on the Safe Route Line tool in the Slide-Out Toolbox again or press the Enter key on the keyboard to complete the current route, and then click on the starting point for the next route.

D. ADDING SYMBOLS

- To add symbols, click on and drag the desired symbol in the Slide-Out Toolbox to the appropriate place on the map and release the mouse button. The symbol will drop into place.
- Symbols can also be added to the map by selecting the symbol in the Slide-Out Toolbox and then clicking the desired position on the map. A symbol is selected if it is highlighted with a gray background. With this method, users can drop a symbol on the map multiple times without having to drag it from the Slide-Out Toolbox each time.
- To move symbols, click and hold on the desired symbol and drag it to the correct location on the map.
- To remove an existing symbol, click and hold on the symbol, then drag it to the trash can in the bottom left of the screen. When the trash turns red, release the mouse button to delete it.



Symbols are available in the Slide-Out Toolbox

E. PUBLIC NOTES

The purpose of the Public Notes field is to provide the public a text description of the safest routes. This text description is a required part of a complete Safe Routes Plan. These notes should also include details about areas of interest or caution along the route (broken sidewalk, narrow shoulder, etc.).

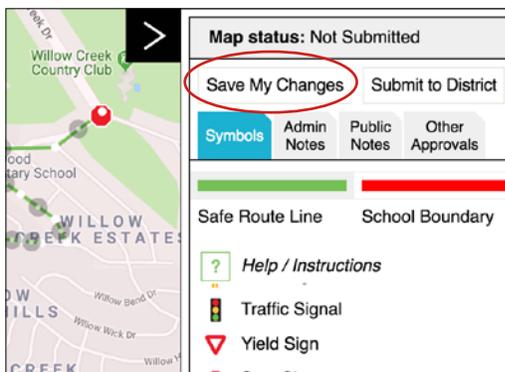
The Safe Routes for Schools Mapping Software supports both English and Spanish text in the Public Notes as a text description of the safe routes and leaves schools the option to use one or both based on individual need. However, the software does not provide translation. If a school wishes to provide notes in Spanish, they must be entered by the school in the appropriate field.

F. OTHER APPROVALS

The purpose of the Other Approvals tab is to help accommodate the unique requirements of each school and district's map approval process. In the Other Approvals tab, a school or district can list other approvals a map has received from reviewing entities (such as police department, city officials, etc.). It is suggested that when used, the names, titles and dates of these additional approvals also be included in this space. This field is not visible to the public. It will only be visible to the school, district and UDOT.

G. SAVING CHANGES

To save changes to a map, click the Save My Changes button. **If a user does not save changes this way before logging out or navigating away from the map, the changes made will not be saved.**



The Save My Changes button is located above the Symbols and Admin Notes tabs

A user must click the Save My Changes button before logging out or navigating away from the map, or changes will not be saved.

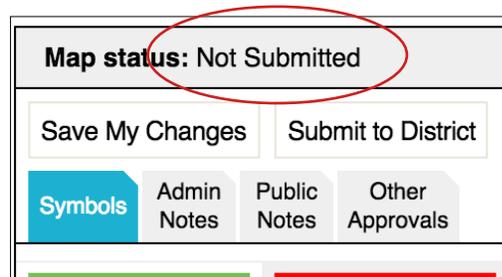
Users should also click Save My Changes prior to submitting a map to the district. Saved changes will be reflected in the map (including the one accessible to the public) regardless of the map's status or approvals.

4. Submitting a Map

- To submit a saved map for review by the district, click on the Submit to District button in the Slide-Out Toolbox.
- A district will be able to approve or reject a map only after it has been submitted for official review using the Submit to District button. If a school makes changes to a map after it has been approved by the district, the map will appear as “Not Submitted.”
- One year after being approved, or in conjunction with district deadlines, maps will automatically be marked as “Not Submitted” so that schools can update where needed and resubmit.

MAP STATUS

After a school has created a map, it will be marked with one of three statuses, which are viewable by the school, the district and UDOT. These statuses are not disclosed to the public as part of public viewing or utilization.



Map status is shown above the Save My Changes tab

- Any time changes are saved to a map, or if the map has never been submitted to the district, the map status is updated to “Not Submitted.”
- If a district rejects a map, the map status will be updated to “Not Submitted.” Schools will be notified of this change via email and will receive accompanying feedback from the district on the decision. This feedback can be incorporated into the map, saved, and resubmitted to the district for review.
- After a map has been submitted to the district, the status will be updated to “Submitted,” and the district will be notified the map has been submitted and is awaiting review.
- Once a map is reviewed and approved by the district as meeting the necessary requirements, it is marked as “Approved.” This approval lasts for one calendar year.
- Any updates saved to a map after it was approved will change the status back to “Not Submitted,” and it will require a district review again.

5. Public View

To allow parents and the public to access safe routing maps, schools may provide a direct link to the map on their school website or other locations. School maps will be available on saferoutes.utah.gov. Parents and other members of the public are not able to search for their school's map on the Safe Routes for Schools Mapping Software.

Any authenticated user (school, district or UDOT user) can copy and paste the unique link to a school's map from the bottom of the Slide-Out Toolbox on the map view.

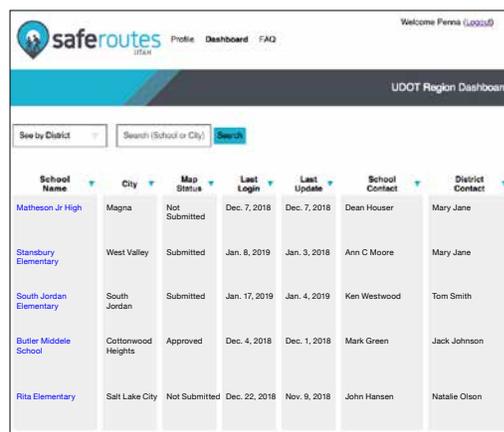
6. District User

DASHBOARD

After logging in, district users will view their district dashboard. Schools within the district will be listed by the school's name, city, map status ("Not Submitted," "Approved," etc.), last login date, last map update and contact information for the individual the school has designated as their contact for the map.

From the dashboard, districts can:

- **See all maps** — See all maps within the district.
- **Filter** — Change which schools are displayed on the dashboard.
- **See "Maps to Approve"** — Displays all maps submitted to the district awaiting review.
- **Search** — Search for a school by name or by city.
- **Sorting** — Sort by each of the dashboard categories/table headers.
- **Review maps** — Click on the name of a school to open school's map view in a new browser window or tab for review.
- **See a school's contact** — Click on the name of the school contact to display their contact information (phone and email).



The screenshot shows the 'UDOT Region Dashboard' for 'saferoutes.UTAH'. It features a search bar and a table with columns for School Name, City, Map Status, Last Login, Last Update, School Contact, and District Contact. The table lists six schools with their respective details.

School Name	City	Map Status	Last Login	Last Update	School Contact	District Contact
Matheson Jr High	Magna	Not Submitted	Dec. 7, 2018	Dec. 7, 2018	Dean Houser	Mary Jane
Stansbury Elementary	West Valley	Submitted	Jan. 8, 2019	Jan. 3, 2018	Ann C Moore	Mary Jane
South Jordan Elementary	South Jordan	Submitted	Jan. 17, 2019	Jan. 4, 2019	Ken Westwood	Tom Smith
Butler Middle School	Cottonwood Heights	Approved	Dec. 4, 2018	Dec. 1, 2018	Mark Green	Jack Johnson
Rita Elementary	Salt Lake City	Not Submitted	Dec. 22, 2018	Nov. 9, 2018	John Hansen	Natalie Olson

District dashboard

SCHOOL MAP VIEW

Within a school's safe routing map, district users can review multiple aspects, approve or deny the map and provide feedback.

Districts can review all aspects of a school's safe routing map that the school has populated, including the safe routes, symbols and markers, text description (in the Public Notes tab), and any other approvals the school has gathered and documented. The Slide-Out Toolbox functions as the key for this view of the map, and can be collapsed to the left edge of the browser window by clicking on the arrow in the top right corner of the toolbox, if desired.

Districts cannot edit or save changes to a map in any way.

The text that appears in the Public Notes tab is the text description of the map that appears on the public version. Schools can enter these notes in English and Spanish, both of which can be reviewed by clicking on the Public Notes tab in the Slide-Out Toolbox.

If there are no notes in the Public Notes tab, no text description specific to the school's safe route will be available to any users or the public.

Districts cannot edit or save changes to public notes in any way.

District users can review approvals or reviews of the safe routing map and text description from other entities in the Other Approvals tab in the Slide-Out Toolbox. Unlike other aspects of a map, districts can update and save changes to Other Approvals by updating the content as necessary and then saving those changes by clicking the Save My Changes button.

Once the school's map meets the requirements for approval, the district can mark it as approved by clicking the Approve Map button.

If a school's map does not meet the requirements for approval, the district can reject it by clicking the Reject Map button. When rejecting a map, the district will have the opportunity to send accompanying feedback to the school's software administrator (map creator) to help make necessary improvements.



Providing feedback while rejecting a map

DISTRICT PROFILE

The basic district profile information will be populated automatically. Other fields require a region to fill in the required information as listed below:

If changes to the name or address of a district are required, please contact the Safe Routes Team at contact@saferoutesutah.com, with the necessary changes.

The district's designated school contact should be someone a school user could contact for questions about the safe routing maps and district requirements. This contact and information may be updated on the district profile page at any time, and can be different than the main software administrator or state contact.

This field should not be left blank, as this information will appear for any school or state user seeking to contact the district.

The district's designated state contact should be someone a state user could contact for questions for the district. This contact and information may be updated on the district profile page at any time, and can be different than the main software administrator or school contact.

For questions regarding the mapping software or Safe Routes Utah, the contact information for the state's Safe Routes Utah Coordinator is also available on the profile page.

The screenshot shows the 'District Profile' page in the Saferoutes Utah software. The page has a header with the Saferoutes Utah logo and navigation links for Profile, Dashboard, and FAQ. A 'Welcome Penna (Logout)' link is also present. The main content area is titled 'Profile and Contact Information' and contains several sections:

- District Profile:** Test District, 375 West 200 South, Suite 275, Salt Lake City, UT 84101.
- State Contact:** Kirsten Hoschouer, khoschouer@utah.gov, 801-554-5049.
- Change Password:** A section with a note that passwords must contain at least 8 upper and lower case characters including letters and numbers. It includes input fields for 'New password' and 'Confirm new password'.
- Change Email Address:** A section with a note asking to designate the email address associated with the primary software user for the school's account. It includes an 'Email Address' input field.
- Change First and Last Name:** A section with input fields for 'First name' and 'District'.
- Contact | School:** A section with a note asking to designate a contact to answer questions from schools about safe routing maps. It includes input fields for 'Name' and 'Email Address'.

District profile

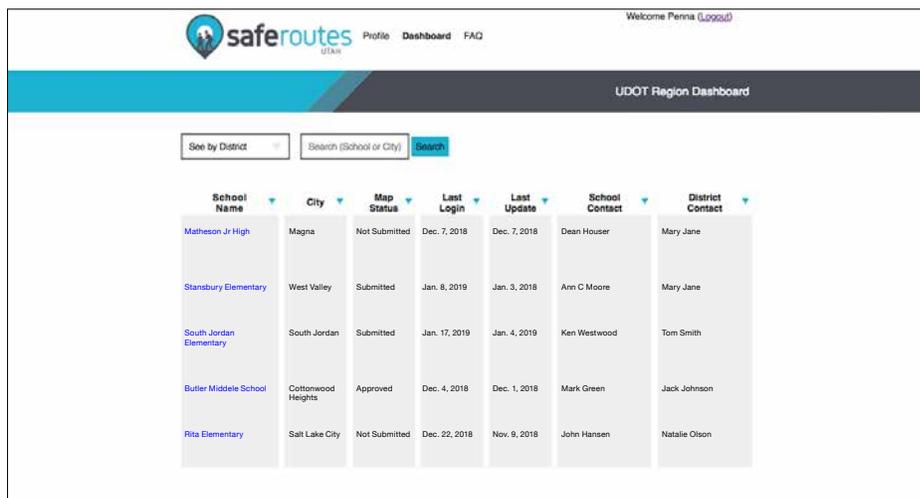
7. UDOT Region User

DASHBOARD

After logging in, UDOT region users will view their region dashboard. Schools within the region will be listed by the school's name, city, map status ("Not Submitted," "Approved," etc.), last login date, last map update and contact information for the individual the school designated as contact for the map.

From the dashboard, regions can:

- **See all maps** — See all maps within the region.
- **Filter** — Change which schools are displayed on the dashboard.
- **See "Maps to Approve"** — Displays all maps submitted to the district awaiting review.
- **Search** — Search for a school by name or by city.
- **Sorting** — Sort by each of the dashboard categories/table headers.
- **Review maps** — Click on the name of a school to open school's map view in a new browser window or tab for review.
- **See a school's contact** — Click on the name of the school contact to display their contact information (phone and email).



The screenshot shows the UDOT Region Dashboard interface. At the top, there is a navigation bar with the 'saferroutes' logo and links for Profile, Dashboard, and FAQ. A user greeting 'Welcome Penna (Logout)' is visible in the top right. Below the navigation bar, the dashboard title 'UDOT Region Dashboard' is centered. A search bar is located below the title, with a dropdown menu set to 'See by District' and a search input field containing 'Search (School or City)'. The main content area features a table with the following columns: School Name, City, Map Status, Last Login, Last Update, School Contact, and District Contact. The table contains five rows of data:

School Name	City	Map Status	Last Login	Last Update	School Contact	District Contact
Matheson Jr High	Magna	Not Submitted	Dec. 7, 2018	Dec. 7, 2018	Dean Houser	Mary Jane
Stansbury Elementary	West Valley	Submitted	Jan. 8, 2019	Jan. 3, 2018	Ann C Moore	Mary Jane
South Jordan Elementary	South Jordan	Submitted	Jan. 17, 2019	Jan. 4, 2019	Ken Westwood	Tom Smith
Butler Middle School	Cottonwood Heights	Approved	Dec. 4, 2018	Dec. 1, 2018	Mark Green	Jack Johnson
Rita Elementary	Salt Lake City	Not Submitted	Dec. 22, 2018	Nov. 9, 2018	John Hansen	Natalie Olson

Region user dashboard

SCHOOL MAP VIEW

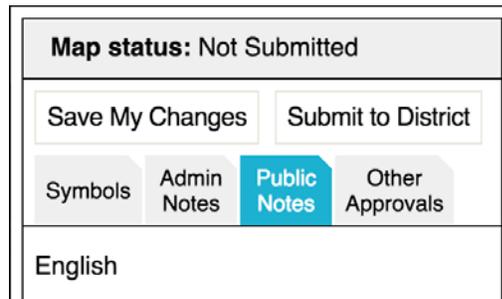
Within a school's safe routing map, UDOT region users can review multiple aspects of that map. However, UDOT regions cannot edit or save changes to any aspect of a school's map.

Map Review

UDOT regions can review all aspects of a school's safe routing map that the school has populated, including the safe routes, symbols and markers, text description (in the Public Notes tab), and any other approvals the school or district have gathered and documented. The Slide-Out Toolbox functions as the key for this view of the map, and can be collapsed to the left edge of the browser window by clicking on the arrow in the top right corner of the toolbox, if desired.

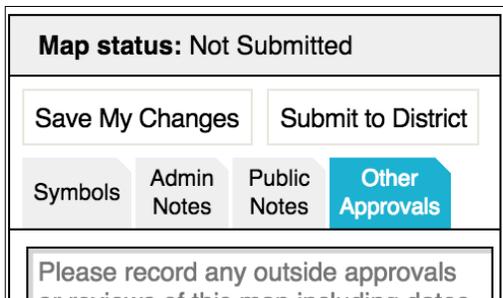
Public Notes

The text that appears in the Public Notes tab is the text description of the map that appears on the public version. If there are no notes in the Public Notes tab, no text description specific to the school's safe route will be available to any users or the public.



The Public Notes tab

Other Approvals



The Other Approvals tab

UDOT region users can review approvals or reviews of the safe routing map and text description gained from other entities by a school or district in the Other Approvals tab in the Slide-Out Toolbox.

UDOT regions cannot edit or save changes to a school's map.

REGION PROFILE

The basic information for a region's profile will be populated automatically. Other fields require a region to fill in the required information as listed below:

Region name/address

If changes to the name or address of a region are required, please contact the Safe Routes Team at contact@saferoutesutah.com with the necessary changes.

Region's designated school/district contact

The region's designated school contact should be someone a school or district user could contact for questions. This contact and information may be updated on the region profile page at any time, and can be different than the main software administrator or other designated contacts.

Region's designated district/state contact

The region's designated district/state contact should be someone a district or state user could contact for questions. This contact and information may be updated on the region profile page at any time, and can be different than the main software administrator or school contact.

The screenshot shows the 'Profile and Contact Information' page in the Safe Routes Utah software. The page is titled 'Profile and Contact Information' and includes a navigation bar with 'Profile', 'Dashboard', and 'FAQ'. The main content area is divided into several sections:

- UDOT Regional Profile:** Fields for 'Temp' and 'Temp, UT Temp'.
- State Contact:** Fields for 'Kristen Hochstetler', 'khochstet@utah.gov', and '801-534-5049'.
- Change Password:** A section with instructions: 'Passwords must contain at least 8 upper and lower case characters including letters and numbers.' It includes fields for 'New password' and 'Confirm new password'.
- Change Email Address:** A section with instructions: 'Please designate the email address associated with the primary software user for your school's account. (Note: This email address will receive map update notifications and be associated with password renewal.)' It includes an 'Email address' field.
- Change First and Last Name:** Fields for 'First name' and 'Last name'.
- Contact | State/District:** A section with instructions: 'Please designate a contact for district or state officials with questions about the safe routing map.' It includes fields for 'Name', 'Email address', and 'Phone Number'.

At the bottom of the form are 'Save' and 'Cancel' buttons.

Region user profile

Safe Routes Utah Coordinator

For questions regarding the mapping software or Safe Routes Utah, the state's Safe Routes Utah Coordinator's contact information is also available on the profile page.

8. Printing

PRINT VIEW

All users (school, district and UDOT region) have access to the printable view of the map from within a school's map view. Clicking on the Print Map navigation element at the top of the screen will take the user to the printable view.



Print view

MAP FUNCTIONALITY

Within the print view, a map can be zoomed and positioned within the map view as necessary. Any such changes will be represented in the print copy. Printed copies will also include a map key containing all of the symbols available on the map.

Text descriptions in the public notes provided by the school will be listed below the map and will print on a second page.





SafeRoutes.Utah.gov