Outline of a Comprehensive Active Transportation Plan

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Note – numbered items refer to Caltrans requirements for an ATP (see table)

* Items refer to Caltrans Active Transportation Program Call for Projects application requirements
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I. Acknowledgments
   A. City
   B. County
   C. Community stakeholders
   D. ATP Checklist (required Caltrans items)

II. Introduction
   A. Purpose
   B. Historical context of active transportation planning
   C. Motivating factors that have led to Plan’s development
      1. Health
      2. Safety
      3. Community support
      4. Emissions reduction
   D. Plan Development Process

III. Stakeholder Engagement
     A. Outreach Plan
     B. Who
        1. Stakeholders*
           a) Public
           b) Community-based organizations
           c) Government
        2. Disadvantaged communities/underserved (12)
        3. Community Advisory Committee (CAC)?
     C. How / When*
        1. Types of engagement events, goals, and participants
        2. Noticing, location, accessibility, language, childcare
     D. What
        1. Results analysis*
     E. Coordination with other jurisdictions and agencies (13)
        1. Describe how we discussed planning effort with other jurisdictions and agencies

IV. Goals, Objectives, and Strategies
    A. Goals
       1. Reduction of collisions and severity (2)
    B. Objectives
    C. Strategies

V. Policy and Planning Context
Outline of a Comprehensive Active Transportation Plan

A. City Planning (relationship of Active Transportation Plan to existing Plans)
   1. Mobility / Circulation Element
   2. Recreation
   3. Existing and Proposed Land Use / Zoning

B. Previous Active Transportation Planning
   1. Bike plan
   2. Ped Plan

C. Policies
   1. Existing design guidelines
   2. Bicycle parking policies (public siting, parking garages, etc.)
   3. Infrastructure projects that impact the city

D. Programs that support active transportation
   1. Education
   2. Encouragement
   3. Evaluation
   4. Enforcement

E. Coordination with other jurisdictions and agencies / impact of other plans

VI. Existing Conditions
A. Demographics
   1. Homeownership rates, language, etc.
   2. Disadvantaged community status (Enviroscreen, Communities of Concern median income, etc.)*

B. Observed Data
   1. Transportation
      • Bike & Ped trips in the plan area in terms of absolute number and percentage (counts, commute to work data, recreational)*
      • Number, location, and severity of collisions in the plan area (SWITRS)*
   2. Health
      • Chronic disease*
      • Physical fitness testing (Fitnessgram)
   3. Economy
      • Economic hardship, income
   4. Schools
      • Demographics by school (number of students enrolled by school, percentage of free and reduced price meal, etc.)*
      • Number and percentage of students who use active transportation (modal split)*
Outline of a Comprehensive Active Transportation Plan

○ Obtain through counts and/or tallies
   • Number and percentage of students living within convenient walking or bicycling distance, e.g., 0.5 mile and 2 miles*

C. Maps and descriptions of land use / transportation
   1. Destinations and Demand for Active Transportation
      • Destinations -- schools, business districts, employment centers *(3)
   2. Bike
      • Facilities (Class 1 through 4) *(4)
      • Parking *(5)
      • Signage *(4)
      • Supportive facilities (public showers, etc.) *(4)
   3. Pedestrian
      • Sidewalks (quality, width, buffers, etc.) *(8)
      • Crossings (signalized, uncontrolled, markings, etc.)
      • Block lengths / connections in street network
      • Lighting
   4. Multi-modal connections *(7, 8)
      • Transit stops
      • Rail and transit terminals
      • Ferry docks and landings
      • Park and Ride lots
   5. Wayfinding facilities

D. Description of existing and funded active transportation facilities
   1. Routes serving business & civic centers
   2. Other routes

VII. Proposed Programs, Policies, and Improvements

A. Bikeways
   1. Facilities (Class 1 through 4) *(4)
   2. Parking *(5)
   3. Signage *(4)
   4. Supportive facilities (public showers, etc.) *(4)
   5. Multi-modal connections *(7)
      • Integration of bike facilities into rail, park and ride, or other transit points of connection

B. Pedestrian *(8)
   1. Sidewalks, crossings, ADA accessibility, lighting improvements
   2. Traffic calming
   3. Multi-modal connections

C. Policies
   1. Bicycle parking policies *(6)
Outline of a Comprehensive Active Transportation Plan

2. Street maintenance, design guidelines, etc.

D. Programs
   1. Encouragement
   2. Enforcement
   3. Education
   4. Evaluation

VIII. Implementation and Planning Programs

A. Impact of Plan Implementation
   1. Estimated increase in number of bicycle and pedestrian trips
   2. Estimated increase in number of students walking and bicycling
   3. Estimated impact on number and severity collisions
   4. Estimated health impact

B. Compliance with other planning efforts

C. Project and program prioritization

D. Past Expenditures on Active Transportation Infrastructure

E. Planning-level cost estimates

F. Funding sources
   1. Federal
   2. State
   3. Other (foundations, etc.)

G. Steps to implementation
   1. Reporting process on Plan implementation / continued stakeholder engagement

H. Maintenance Strategy

IX. Facility Design

A. Guiding Manuals
   1. NACTO
   2. MUTCD

B. Design Toolbox
   1. Bicycle facilities
   2. Pedestrian facilities

X. Resolution showing plan adoption (attached to public copy)

Note – numbered items refer to Caltrans requirements for an ATP (see table)

1 NACTO.
2 CALTRANS, California Manual on Uniform Traffic Control Devices (California MUTCD), 2014
Outline of a Comprehensive Active Transportation Plan

* Items refer to Caltrans Active Transportation Program Call for Projects application requirements
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E. Active Transportation Plan
A city, county, county transportation commission, regional transportation planning agency, MPO, school district, or transit district may prepare an active transportation plan (bicycle, pedestrian, safe-routes-to-school, or comprehensive). An active transportation plan prepared by a city or county may be integrated into the circulation element of its general plan or a separate plan which is compliant or will be brought into compliance with the Complete Streets Act, Assembly Bill 1358 (Chapter 657, Statutes of 2008). An active transportation plan must include, but not be limited to, the elements in Table 1 or explain why the component is not applicable.

Table 1: Required ATP Elements

<table>
<thead>
<tr>
<th>#</th>
<th>Caltrans Description of Requirement</th>
<th>Possible Action Items</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The estimated number of existing bicycle trips and pedestrian trips in the plan area, both in absolute numbers and as a percentage of all trips, and the estimated increase in the number of bicycle trips and pedestrian trips resulting from implementation of the plan.</td>
<td>• Analyze NHTS (2009) &amp; CAHTS (2012) surveys to extract time and distance spent in active modes&lt;br&gt;• Check for other possible databases of counts&lt;br&gt;• Analyze regional or municipal travel model to get projections of future trips (SCAG, County Transportation Commissions, other)&lt;br&gt;• Develop flow maps of existing active transportation in the city with future conditions showing the potential new flows as the city grows&lt;br&gt;• Research existing models&lt;br&gt;• Consider breaking it down by project/corridor for grant application purposes OR provide methodology</td>
<td>CAHTS&lt;sup&gt;3&lt;/sup&gt; Census ACS Counts</td>
</tr>
<tr>
<td>2.</td>
<td>The number and location of collisions, serious injuries, and fatalities suffered by bicyclists and pedestrians in the plan area, both in absolute numbers and as a percentage of all collisions and injuries, and a goal for collision, serious injury, and fatality reduction after implementation of the plan.</td>
<td>• Conduct a SWITRS analysis for road traffic collisions. This can provide collisions by roadway type, severity, and give some demographic info on the person(s) involved in the crash&lt;br&gt;• Map 5 years’ worth of data&lt;br&gt;• Health Impact models are available to estimate how conditions change (i.e. road traffic crashes and chronic disease) as the built environment changes (SCAG, CDPH)&lt;br&gt;• Establish goals through civic engagement with residents and City staff, literature from Vision Zero can be referenced if the city staff need context setting</td>
<td>UrbanFootprint, ITHIM&lt;sup&gt;4&lt;/sup&gt;, SWITRS, SafeTREC, Active Living Research&lt;sup&gt;5&lt;/sup&gt;</td>
</tr>
<tr>
<td>3.</td>
<td>A map and description of existing and proposed land use and settlement patterns which must include, but not</td>
<td>• Work with the cities to obtain land use GIS files. This should include existing conditions and future scenarios.</td>
<td>City GIS shapefiles</td>
</tr>
</tbody>
</table>


# Outline of a Comprehensive Active Transportation Plan

<table>
<thead>
<tr>
<th>Be limited to, locations of residential neighborhoods, schools, shopping centers, public buildings, major employment centers, and other destinations.</th>
<th>Future year maps can be a canvas for looking at infrastructure improvements and can be a useful tool when working with groups to identify needs and think about locations and menu items for improvements.</th>
<th>General Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss with City any existing or proposed specific plan. Review general plan (especially housing, transportation elements) to understand where they intend to concentrate density.</td>
<td>Ask City about future/forthcoming development</td>
<td></td>
</tr>
</tbody>
</table>

## 4. A map and description of existing and proposed bicycle transportation facilities, including a description of bicycle facilities that serve public and private schools and, if appropriate, a description of how the five E’s (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of bicycling to school.

- Map of proposed and existing: bikeways(class 1-4), bike parking (short, long-term), bike facilities (showers, lockers, repair stations), schools, other destinations
- Policy document describing programs that will impact the five E’s (akin to SRTS, but can think more broadly here)

### County Transportation Commissions Bike Map in Bicycle Transportation Strategic Plan (BTSP)

LA County GIS Bicycle Layer

SRTS School Kit

## 5. A map and description of existing and proposed end-of-trip bicycle parking facilities.

- Covered in #4 (may need to have a separate map of bicycle parking; include lockers, secure rooms)
- In existing maps/assessment, note inadequate parking (poor lighting, rack placement, wrong rack design, secure)

## 6. A description of existing and proposed policies related to bicycle parking in public locations, private parking garages and parking lots and in new commercial and residential developments.

- Is there an ordinance requiring bike parking? Bicycle parking siting guidelines? If not, could there be one for new development? Is bicycle parking considered by planning when approving new buildings? Could there be language in the circulation element of the GP to address these questions? Complete streets policy? Public rack request program and/or fund?
- Review City municipal code for policies in new development

### LA, SF, NY Bike Parking Ordinance / Guide

NACTO

County’s guide

## 7. A map and description of existing and proposed bicycle transport and parking facilities for connections with and use of other transportation modes. These must include, but not

- Map the mass transportation lines and stations and park and ride lots, both which have the potential for access via active transportation modes.
- Check local data sources to find out who is

### County Transportation Commissions data page, local transit operators

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6 METRO, Bicycle Transportation Strategic Plan (Los Angeles, CA, 2006) [http://media.metro.net/projects_studies/bikeway_planning/images/BTSP.pdf].

7 Los Angeles County, Metro’s Bike Paths [http://egis3.lacounty.gov/daportal/2013/05/29/bike-paths/].

## Outline of a Comprehensive Active Transportation Plan

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8.</strong></td>
<td>A map and description of <strong>existing and proposed pedestrian facilities</strong>, including those at major transit hubs and those that serve public and private schools and, if appropriate, a description of how the five E’s (Education, Encouragement, Enforcement, Engineering, and Evaluation) will be used to increase rates of walking to school. Major transit hubs must include, but are not limited to, rail and transit terminals, and ferry docks and landings.</td>
</tr>
<tr>
<td><strong>9.</strong></td>
<td>A description of <strong>proposed signage providing wayfinding</strong> along bicycle and pedestrian networks to designated destinations.</td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>A description of the policies and procedures for <strong>maintaining existing and proposed bicycle and pedestrian facilities</strong>, including, but not limited to, the maintenance of smooth pavement, ADA level surfaces, freedom from encroaching vegetation, maintenance of traffic control devices including striping and other pavement markings, and lighting.</td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>A description of bicycle and pedestrian <strong>safety, education, and encouragement programs</strong> conducted in the area included within the plan, efforts by the law enforcement agency having primary traffic law enforcement responsibility in the area to enforce provisions of the law impacting bicycle and pedestrian</td>
</tr>
</tbody>
</table>

- Highlight existing pedestrian facilities in map form (sidewalks, ramps, push-buttons, pedheads, parkways, marked crossings and type of marking, traffic controls, signage)
- Heat map looking at pedestrian access to facilities (i.e. walking time to libraries, schools, grocery store)
- Analysis of walking times due to lack of connectivity – long blocks, lack of marked crossings, lack of controlled crossings
- E’s related to walking – focus on schools as well as short-trips

**Discussion on the benefits of wayfinding signage**
- Discuss where wayfinding signage is lacking with a proposal for where better signage could be an asset for the city
- Discuss opportunities to engage communities through development, siting and design of wayfinding signage
- Existing signage?

**Work with planning and public works to understand what policies are in place to maintain facilities (contracted work? Property owner responsibility? Pavement maintenance program? Etc.)**
- Coordinate with planning and public works to estimate the costs of maintaining and building the active transportation network
- Residential sidewalk maintenance program?
- Street repaving schedule and policies around striping when repaved. Process/systems question

**Work with the school district, the police department, and the parks department to come up with a plan for active transportation education programs. Possible programs include parks after dark, active transportation training programs, education for drivers at the DMV, etc.**
- Catalog state and county policy (e.g., citations for not wearing a helmet under
## Outline of a Comprehensive Active Transportation Plan

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
</table>
| 11.     | Outline of a Comprehensive Active Transportation Plan  
          | safety, and the resulting effect on collisions involving bicyclists and pedestrians.  
          | - vehicle code)  
          | - Focus on 1) existing programs, 2) enhancing the existing programs, 3) new programs  
          | - Programs should be prioritized and developed with community involvement  
          | 12. | A description of the extent of community involvement in development of the plan, including disadvantaged and underserved communities.  
          | - Develop a community outreach plan that identifies key community partners, existing stakeholder groups and regular meetings, engagement opportunities, development of materials, etc.  
          | - List out the community groups that are or could be involved in the planning efforts  
          | - Describe what these community groups have done to grow the active transportation movement in the city  
          | - Describe the role that the groups can play in the future of active transportation in the city  
          | - Describe an outreach effort that will include those who may not otherwise be included (i.e. going to churches in underserved areas)  
          | - Identify unique engagement methods (open streets, community charrettes, mapping, etc.)  
          | - Surveys  
          | - Summarize outreach as a chapter in the plan. Engage stakeholders to prioritize projects.  
          | 13. | A description of how the active transportation plan has been coordinated with neighboring jurisdictions, including school districts within the plan area, and is consistent with other local or regional transportation, air quality, or energy conservation plans, including, but not limited to, general plans and a Sustainable Community Strategy in a Regional Transportation Plan. A description of the projects and programs proposed in the plan and a listing of their priorities for implementation, including the methodology for project prioritization and a proposed timeline for implementation.  
          | - Conduct a review of policies and plans in neighboring jurisdictions, County Transportation Commissions, and school policies  
          | - Verify against SCAG RTP on Active Transport, and State Policy (CTC)  
          | - Have a Technical Advisory Committee; include neighboring jurisdictions, school district staff, as part of TAC  
          | - Is there a COG here?  
          | - CrowdGauge: Open source technology for running a survey  
          | - SPA staff  
          | - CBO partners  
          | - SCAG  
          | - CTCs (County Transportation Commissions)  
          | - Cities  
          | - School Districts  
          | - DPH  
          | - AQMD  

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### Outline of a Comprehensive Active Transportation Plan

| 14. | A description of past expenditures for bicycle and pedestrian facilities and programs, and future financial needs for projects and programs that improve safety and convenience for bicyclists and pedestrians in the plan area. Include anticipated revenue sources and potential grant funding for bicycle and pedestrian uses. | - Start this process early; coordinate with City Manager’s office and Public Works to catalog projects that had bikeway components  
- Use planning-level unit cost estimates to determine plan costs  
- Include table of possible grant opps (coordinate with Niall; review recent plans)  
- Ask City whether they have any prevailing wage/contracting concerns when determining costs  
- Ask City what they have spent on average for active transport projects | PedBikeInfo; research on costs CTCs |
| 15. | A description of steps necessary to implement the plan and the reporting process that will be used to keep the adopting agency and community informed of the progress being made in implementing the plan. | - Catalog any policies that will need to be changed in order to implement (e.g., lane width concerns, etc.)  
- Work with staff to understand potential reporting mechanisms. Public webpage? Biannual reports to councils? Etc. Set-up template for the City.  
- Incorporate regular evaluation into the Plan (counts) | |
| 16. | A resolution showing adoption of the plan by the city, county or district. If the active transportation plan was prepared by a county transportation commission, regional transportation planning agency, MPO, school district or transit district, the plan should indicate the support via resolution of the city(s) or county(s) in which the proposed facilities would be located. | - Hold individual meetings with commission/council staff to present plan/build political will. Work with city staff to arrange.  
- Work with staff early to understand all commissions and bodies that will need to review the plan, how many times, format, how long in advance to get on the agenda, etc. | |
Outline of a Comprehensive Active Transportation Plan
### Requirements of a Comprehensive Active Transportation Plan

#### Table 2: Categorical Aspects of Required Elements of ATP

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Data</th>
<th>Education/Community</th>
<th>Policy/Planning</th>
<th>Ped</th>
<th>Bike</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>estimated number of AT trips</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>2.</td>
<td>number and location of collisions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>land use and settlement patterns</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>4.</td>
<td>bicycle transportation facilities</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>end-of-trip bicycle parking facilities</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>policies related to bicycle parking</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>connections with and use of other transportation modes</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>pedestrian facilities</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>9.</td>
<td>Signage / wayfinding</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>10.</td>
<td>maintaining existing and proposed bicycle and pedestrian facilities</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>safety, education, and encouragement programs</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>community involvement</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>13.</td>
<td>neighboring jurisdictions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>14.</td>
<td>past expenditures / future financial needs</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>steps necessary to implement the plan</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>adoption of the plan</td>
<td>X</td>
<td></td>
<td></td>
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</tbody>
</table>

A city, county, school district, or transit district that has prepared an active transportation plan may submit the plan to the county transportation commission or transportation planning agency for approval. The city, county, school district, or transit district may submit an approved plan to Caltrans in connection with an application for funds for active transportation facilities which will implement the plan.
Resources

Bicycle Master Plans
  • City of Huntington Park Bicycle Transportation Master Plan
  • San Gabriel Valley Regional Bicycle Master Plan

Pedestrian Master Plans
  • Philadelphia
  • Culver City
  • Seattle

Active Transportation Plans
  • Gateway Cities Council of Governments Strategic Transportation Plan Active Transportation Element

Toolkits
  • Changelab Solutions
  • Los Angeles County Bicycle Coalition
  • National Center for Safe Routes to School
  • The Partnership for a Healthier New York City
  • Ped Bike Info (PBIC)
  • Crash Reduction Factor Clearinghouse

Design Standards
  • Model Design Manual for Living Streets
  • California Department of Transportation (CALTRANS)
    2.6. The RTP section discussing bicycle and pedestrian issues should identify the following:
    ▪ Bicycle routes within the region (including bicycle routes on local streets);
    ▪ Policies, plans and programs used to promote the usage of bikes and walking;
    ▪ Transit interface with bicyclists and pedestrians;
    ▪ Unmet bicycle and pedestrian needs; and,
    ▪ Existing and potential California Coastal Trail (CCT) network segments and linkages, as well as gaps and related coastal access trail needs.
  • MUTCD Guidelines
    ▪ California standards on bicycle facilities
  • National Association of City Transportation Officials (NACTO)
  • Association of Pedestrian and Bicycle Professionals (APBP)

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18 CALTRANS.
19 NACTO.
Resources

- Safe Routes to Schools National Partnership\(^{21}\) \(^{22}\)
  - Guide for children education\(^{23}\)

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<http://saferoutespartnership.org/resourcecenter/Library-of-Resources>

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   <http://healthiernyc.org/activedesignschools>


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