

## Work Team and Volunteer Procedure for U.S. Bicycle Route Implementation

Following is a procedure template for establishing a United States Bicycle Route (USBR) within a corridor as proposed by AASHTO.

For specific information on the overall U.S. Bicycle Route System implementation process, view [Steps to U.S. Bicycle Route Implementation](#) and [Flowchart](#) which is available on the Implementation page (right navigation) at [www.adventurecycling.org/usbrs](http://www.adventurecycling.org/usbrs).

### United States Bicycle Route Establishment Procedure

#### 1. Definitions

- AASHTO - American Association of State Highway and Transportation Officials
- Approved Route - A Route approved by AASHTO as a USBR.
- Corridor - An area proposed by AASHTO for a potential USBR route.
- Destination - A location through which the Route should pass, as determined by the Work Team, DOT, or other controlling authority.
- DOT - A state department of transportation.
- Draft Route – a preliminary route that is shared (preferably electronically) with state stakeholders for review, comment and suggestions.
- Draft Route Amendment - A proposed change to the turn by turn description of the Route.
- Route - A turn by turn description of a bicycle route which connects Destinations, from the starting point to ending point of the state corridor (route directions must begin at the northern or eastern border of the state, proceeding south or west).
- Road Owner/Agency - A government entity which has the authority to design, construct and maintain roadway or trail.
- Proposed Route - A Route which has received assent by all involved Road Owners.
- Route Application - An application for a USBR prepared on a form provided by AASHTO.
- Specific Route Criteria: Considerations when choosing roads and trails. Examples might be:
  - Offer services and amenities such as restaurants, accommodations, camping, bicycle shops, and convenience/grocery stores at appropriate intervals.
  - Go into the centers of metropolitan areas, using low-traffic and/or off-road bikeways when possible. Bypass routes may be considered to accommodate users who don't wish to enter the city or who are seeking a less urban experience.
  - Include spurs to target destinations (universities or other educational institutions, recreational areas, or other attractions) and to multimodal nodes such as airports and rail, bus, and transit stations.
  - Follow natural corridors and provide terrain suitable for cycling, avoiding extremely hilly and limited visibility winding roads with heavy traffic.
  - Combine appropriate levels of daily traffic, truck traffic, paved shoulders, lane striping, adequate sight distance, and traffic speed in order to be bicycle friendly for long-distance cyclists.
  - In urban areas, be suitable for utility cycling (commuting, access to shopping, schools and universities, recreation centers, etc.).

- Include major existing and planned bike routes, including both on-road facilities and off-road shared use paths and trails that are suitable for road bikes.
- May include short stretches of high quality unpaved roads if needed to connect highly desirable paved road sections. (These roads should maintain the standard of road bike suitability).
- Route Review - A publicized posting to appropriately inform the public of the proposed route.
- State Advocacy Organization - A statewide recognized non profit organization whose purpose is to promote bicycling and/or bicycle trails.
- USBR - United States Bicycle Route as approved by AASHTO.
- Work Team - A group of interested parties formed to establish a USBR.
- State Stakeholders – state or local government entities, local bicyclists, bicycle and trail groups, community officials, trail managers, and others with an interest in bicycle routes through the state/region. Work Team members will want to engage State Stakeholders early in the process.

## 2. Example Route Approval Procedure

- A Work Team is formed of relevant governmental agencies, advocacy organizations, and other business or tourism groups as appropriate.
- The Work Team gets buy-in from the State DOT, the DOT of adjacent states or provinces, and other key stakeholder groups as appropriate for its intent to establish or modify a Route. Throughout the route development process, the Work Team keeps these key groups apprised of its plans and progress
- The Work Team involves/informs State Stakeholders so that these groups are aware of the draft Route and of the Route development process.
- The Work Team proposes Destinations along the Corridor through which the Route should pass.
- The Work Team develops a turn by turn draft Route passing through as many desired Destinations and meeting as many of the Specific Route Criteria as practicable.
  - Once the Work Team compiles a draft Route, it may conduct a Route Review. Affected Road Owners, Destination Municipalities, Metropolitan Planning Organizations bicycle/trail advocacy organization and other State Stakeholders as appropriate participate in the Route Review. Route Reviews may be via public meetings, Internet postings, etc. while providing a means for participants to provide feedback.
- The Work Team (or a sub team) contacts Road Owners along the draft Route requesting support for the draft Route. Changes are made to the draft Route based on Road Owner feedback. Road Owners provide resolutions or letters of support for the revised draft Route through their jurisdiction. The DOT needs the support of all the Road Owners in order to submit an application to AASHTO.
- The Work Team prepares a map and turn by turn Route for the state DOT to use in completing an AASHTO application to create or modify a USBR. The turn by turn Route begins at the northern or eastern state border and proceeds south or west. The Work Team, a sub team, or the DOT may want to conduct a physical survey of the final draft route to confirm suitability before submitting the Route application to AASHTO.

- The state DOT submits the application to AASHTO.
- Once the Route is approved by AASHTO, the Work Team may continue in efforts to publicize the route via providing Internet maps, working with state and local agencies to incorporate the Route on their maps, providing service information about the Route (bike shops, camp grounds, libraries, attractions, etc.), providing downloadable GPS coordinates of the Route, etc. Tourism agencies may be involved in these efforts as well.