

SCHOOL CROSSING GUARD POLICY AND PROCEDURE

REVISED June 2011

APPLICABILITY

The School Crossing Guard Policy and Procedure applies to all School Crossing Locations in the City of Vaughan. Under this policy and procedure, Engineering Services Department staff in consultation with the Human Resources Department will conduct/review/develop/administer a School Crossing Guard Plan proposal.

PURPOSE

To determine criteria for the appropriate location of a School Crossing Guard Locations.

CRITERIA

1. At a location where there are 50 or more (unassisted) crossings during peak time periods, AND at least ONE of the following required traffic volume criteria is met:
 - a. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a local roadway exceeds 1,000 vehicles.
 - b. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a local/feeder roadway exceeds 3,000 vehicles.
 - c. At an uncontrolled intersection or mid-block crossing where the daily traffic volume on a collector roadway exceeds 8,000 vehicles.
 - d. At a side street only where the peak traffic volume rate exceeds 120 vehicles/hour.
 - e. At a location where the minimum sight distance is below 65 metres.
 - f. At an existing all-way stop controlled intersection where the total traffic volume exceeds 350 vehicles for local and feeder/primary intersections.
 - g. At an existing all-way stop controlled intersection where the total traffic volume exceeds 500 vehicles for collector roadways.

- h. At an existing traffic signalized intersection where the peak hour number of school children exceeds 50.
 - i. At a location where the operating speed for the street exceeds the existing speed limit by 10 km/h.
2. IF warrant one is met, AND during the school's designated lunch period a location has a minimum of ten unassisted crossings, THEN the location will warrant for a lunch period guard in addition to the before/after school guard.
 3. IF the warrant is met on more than one leg of an intersection in an "L" type (adjacent) crossing configuration, THEN a school crossing guard will be allowed to cross children on both legs, only where required signage/pavement markings are in place, and the criteria is met.

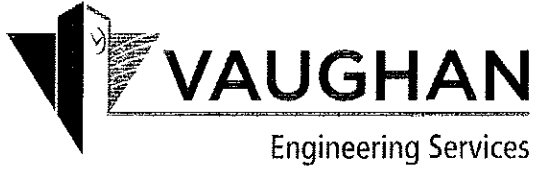
PROCEDURE

Determining a location for a School Crossing Guard at a **NEW** school:

1. The City of Vaughan's Engineering Services Department and Human Resources Department must be advised in writing of any new school by the appropriate School Board.
2. Once confirmation is received, Engineering Services staff will respond in writing on the timeline for the required studies.
3. Engineering Services staff will request from the particular School Board the catchment area of the registered children for the subject school.
4. Once the catchment area of the registered children is received, an appropriate location for a temporary crossing guard will be determined by staff. The temporary guard location will be in place for a one-year term. To provide sufficient opportunity for the school, parents and students to get familiar with using the designated crossing location, and promote its use.
5. On all correspondences, the Local Councillor and Human Resources Department will be copied on the outcome of the study findings.

ANNUAL REVIEW

In addition, the following Guidelines shall be maintained in managing the School Crossing Guard Program:



1. That an annual review of 25 pre-selected school crossing guard locations in the field to determine the appropriateness of the crossing location for the subsequent school year.
2. That Engineering Services staff and Human Resources staff meet with the School Boards annually, in February of each year, to discuss school crossing guard matters.