

CORPORATE POLICY

POLICY TITLE: SCHOOL CROSSING GUARD PROGRAM

POLICY NO.: 19.C.04

Section:	Roads, Traffic & Operations		
Effective Date:	November 17, 2020	Date of Last Review:	June 1, 2011
Approval Authority: Council	Policy Owner: DCM, Public Works		

POLICY STATEMENT

The School Crossing Guard Program (SCGP) contributes to enhancing community well-being by encouraging children’s active and safe school travel.

PURPOSE

The SCGP policy is intended to establish a framework for the administration, evaluation, approval, implementation, and removal/reallocation of School Crossing Guards (SCG) in accordance with the Ontario Traffic Council (OTC) SCG Guide, and in accordance with the *Highway Traffic Act*, in the operation of school crossings and active role of the SCG.

SCOPE

The SCGP was established to aid school aged children from five to 12 years of age when crossing roads on their way to and from school at a designated school crosswalk location. The City’s SCGP policy and procedures assists staff to determine the most appropriate location for a SCG and where it is most needed.

LEGISLATIVE REQUIREMENTS

- 1. Highway Traffic Act (HTA) R.S.O. 1990, c.H.8:** Sets out the rules of the road in Ontario, including the operation of school crossings and the role of SCGs.
- 2. Occupational Health and Safety Act (OHSA):** Ontario's cornerstone legislation for workplace health and safety. It protects workers from health and safety hazards on the job. It sets out duties for all workplace parties and rights for workers. It establishes procedures for dealing with workplace hazards and provides for enforcement of the law where compliance has not been achieved voluntarily.

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DEFINITIONS

1. **Controlled Crossing Location:** Locations with stop signs, a pedestrian crossover (PXO), intersection pedestrian signals (IPS), mid-block pedestrian signals (MPS) or full traffic control signals (TCS). At controlled crossings, vehicles must obey the respective HTA regulations for each type of control. A school crossing in the absence of stop signs, IPS, PXO, MPS or TCS is considered a controlled crossing only when the crossing is being supervised by a SCG.
1. **Eligible School:** A school is eligible for a SCG if elementary school children (age 5 to 12) attend, whether private or public.
2. **Exposure Index (EI):** A warrant methodology that examines the level of interaction and conflict between vehicular and student pedestrian volumes. The Exposure Index method generates a graph based on historical trends at existing SCG locations. The graph is then used as the threshold for future crossing locations where a SCG may be required. The EI methodology is suitable for controlled crossing facilities that have conflicting movements between vehicular and student volumes.
3. **Gap Study Method:** An objective process that: (i) uses site observations to establish the safe gap threshold for pedestrians to cross a roadway, and (ii) measures the available gaps along the roadway to determine if there are enough safe gaps. The Gap Study methodology is suitable for uncontrolled crossing facilities.
4. **Ontario Traffic Council (OTC):** Provides guidelines to address practices and procedures for SCG operations.
5. **School Crossing Guard (SCG):** A person 16 years or older who is directing the movement of persons (as defined in the HTA) across a highway (HTA term for any road) by creating necessary gaps in vehicular traffic to provide safe passage at a designated school crossing location.
6. **Uncontrolled Crossing Location:** Locations where pedestrians do not have the right-of-way and must wait for a safe gap in traffic prior to attempting to enter the roadway. Examples of uncontrolled locations are:
 - 6.1. Mid-block Crossings (in the absence of Mid-block Pedestrian Signal (MPS) or Pedestrian Crossover (PXO)).
 - 6.2. Designated School Crossing (in the absence of a SCG and without other forms of control such as Traffic Control Signal (TCS), Intersection Pedestrian Signal (IPS), Midblock Pedestrian Signal (MPS), Pedestrian Crossover (PXO), stop signs or Yield signs).
 - 6.3. Marked Crossing (at an intersection in the absence of Stop or Yield signs).

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6.4. Roundabouts.

7. **Warrant:** A consistent and uniform approach to the implementation of school crossing locations. It is used to determine where SCG's are needed, warrants are set by the OTC SCG Guide.
8. **Warrant Analysis:** The process of verifying whether one or multiple SCGs are required for an intersection or location. The warrant analysis process is intended to be an unbiased and consistent evaluation method that is done without outside influence. There may be multiple ways to complete a SCG warrant depending on the type of intersection and location being assessed.

POLICY

To improve the SCGP performance and reduce risk and liability through:

- Consistent and uniform application of the OTC SCG Guide with established criteria for evaluating locations for SCGs;
- Development of processes for the assessment, deployment or reallocation of SCG's based on warrant and where most essential;
- Standardization of administrative practices; hiring, orientation, training and development, supervision and inspections in accordance with OHSA requirements and the OTC SCG Guide; and,
- A robust communication strategy to support the recruitment and retention of SCGs, as well education and outreach programs and materials that reinforce active and safe school travel.

1. Roles and Responsibilities

1.1. Deputy City Management, Public Works

The Deputy City Manager of Public Works and/or designate is authorized to administrate the SCGP in accordance with the SCG policy and procedures.

1.2. Supervisor of the SCGP and Traffic Services

The SCG Supervisor, with the support of the technical staff from Traffic Engineering Services will be responsible for the management, administration and promotion of the SCGP in accordance with the mandate given by City of Vaughan Council and HTA regulations; and, in accordance with the SCG policy and procedure, to ensure the active and safe travel of children to and

from school. The SCG Supervisor is also to be an active participant of the Traffic Management Stakeholder Advisory Committee (TMSAC).

1.3. Traffic Management Stakeholder Advisory Committee (TMSAC)

The TMSAC will promote active and safe travel for students and ensure consistent communication, application and awareness of the program. The Supervisor of the SCGP will be an active participant of the TMSAC.

2. Warrants and Annual Reviews

2.3. Warrants for SCG's must be administered in accordance with the criteria and guidelines set out in the OTC SCG Guide and the SCG procedures.

2.4. If the necessary traffic studies determine a warrant has been met, a SCG will be implemented based on the criteria and time requirements set out in the SCG procedures.

2.5. Existing SCG locations, currently warranted or not, will remain in place until such time as the locations are due to be reassessed.

2.6. Annual technical review of twenty-five (25) SCG locations will be studied to determine warrant of the SCG location for the subsequent school year. Locations will be pre-selected and may also be based on request.

2.7. SCG locations not meeting warrant will be subject to the SCG removal and/or reallocation process outlined in the SCG procedures.

1.1. Warrant criteria set out in the OTC SCG Guide and SCG procedures must be verified prior to the removal or reallocation of SCG's. Two traffic studies within the same school year on typical school days must be completed and meet warrant to proceed with the removal or reallocation of a SCG.

1.2. Removal or reallocation of a SCG will be implemented the next school year based on criteria outlined in the SCG procedure.

3. Communications

3.3. The SCG Supervisor and Traffic Engineering Services staff will ensure all applicable internal and external stakeholders; Mayor and Members of Council, citizens, school boards, school parent councils, senior leadership, etc. are advised via written communication and/or meetings on any intention to implement, not implement, remove or reallocate SCGs, as well as any changes impacting the SCGP, operating procedures and policies set out herein.

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3.4. The Supervisor of the SCGP will meet with both YRDCSB and YRDSB School Boards annually to collaborate, discuss relevant initiatives and any issues or concerns pertaining to the SCGP.

3.5. The SCG Supervisor will work with Corporate and Strategic Communications to employ a comprehensive, multi-faceted approach to promote SCG recruitment, as well as active and safe travel promotion material for the SCGP.

ADMINISTRATION

Administered by the Office of the City Clerk.

Review Schedule:	5 Years If other, specify here	Next Review Date:	November 17, 2025
Related Policy(ies):			
Related By-Law(s):			
Procedural Document:	PRC.16 – School Crossing Guard		

Revision History

Date:	Description:
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