

# Corporate Policy and Procedure



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Effective Date 2009 09 16  
Supersedes 2006 12 13

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TAB: ROADS AND TRAFFIC

SECTION: TRAFFIC SAFETY

SUBJECT: TRAFFIC SAFETY IN SCHOOL ZONES

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**POLICY STATEMENT** The City of Mississauga provides for student safety through the use of school signs, regulatory and warning signs, sidewalks, road markings and crossing guards.

**PURPOSE** The purpose of this policy is to identify the criteria used in determining appropriate measures for student safety.

**AUTHORITY** The terms of reference for the Traffic Safety Council provide that the Committee make recommendations to the Council of the City of Mississauga which are designed and intended to protect students from the dangers of vehicular traffic.

**SITE INSPECTION** Site inspections are conducted by the Site Inspection Sub-Committee of the Traffic Safety Council. Based on the results of the site inspection, appropriate measures are recommended to ensure the safety of students.

**Gap Study** The site inspection usually includes a gap study. The “safe gap time” is the time it takes a child to cross the road safely. The formula used to determine the safe gap time is  $A \div B + C = \text{safe gap time}$ , where:

- “A” represents the width of the road in feet;
- “B” represents the average walking speed of a junior school student (3.5 feet per second); and
- “C” represents the time it takes the student to start to cross the road (four seconds).

**When Site Inspections are Conducted** A site inspection, including a gap study, should be made at all significant crossing locations including signalized intersections

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within four weeks of a new school opening.

Crossing locations will be based on input from the school board on the new school catchment area.

In addition, the police, school boards, Transportation and Works Department, or any concerned citizen may make a request to the Traffic Safety Council for a site inspection. Such requests must be made in writing.

A maximum of two site inspections are carried out at any one location during a school year, unless the Traffic Safety Council determines that circumstances have changed and another inspection is warranted. If circumstances change and a site inspection is necessary to determine whether a crossing guard continues to be warranted at a crossing location, a minimum of two site inspections will be conducted prior to the Traffic Safety Council meeting in April of any given school year.

## Cancellation of Site Inspections

On days when school buses are cancelled or in inclement weather conditions, participants on site inspections are requested to contact the Crossing Guard Supervisor prior to attending the site inspection to determine if attendance is required.

## Site Inspection Report

The site inspection report contains information about the site conditions, calculations and observations on vehicular and pedestrian traffic, and a final assessment and recommendations.

### Site Conditions

Site conditions which are noted and considered include, but are not limited to:

- traffic controls and signs;
- posted speed limit;
- parking patterns;

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- visibility of crossing pedestrians;
  - sight obstructions (hedges, fences, trees);
  - road grade (flat?);
  - road width;
  - road condition;
  - presence of sidewalks;
  - proximity to school;
  - route survey (short-cuts, shopping areas, construction, parked vehicles).

## Calculations/Observations:

Calculations and observations which are completed and noted include, but are not limited to:

- volume of traffic;
- safe gap time;
- number of crossing students;
- vehicle/student conflicts.

## Assessment:

An assessment of the number of safe gaps per five minute period is made.

## Recommendations:

After consideration of the assessment of safe gaps, and the observations and site conditions, recommendations are made to the Traffic Safety Council. Committee recommendations include, but are not limited to:

- placement of a crossing guard or school safety patroller at the location;
- parking or stopping prohibitions;
- implementation of a “Kiss and Ride” program;

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- further police or parking control enforcement;
- additional signage, such as speed limit or school zone signs;
- traffic controls;
- physical alterations on or off-site;
- notification to parents regarding parking or stopping prohibitions;
- adjustment of school bus routes or transit stops;
- removal of site obstructions, such as a newsbox or transit shelter;
- adjustment of walking routes; and/or
- re-inspection.

The recommendations of the Site Inspection Sub-Committee are forwarded to the Traffic Safety Council for consideration and appropriate action.

## CROSSING GUARDS

The Traffic Safety Council recommends the use of adult crossing guards to assist Kindergarten to Grade 5 students based on the warrant criteria as determined by the site inspection, and judgement and experience. An exception is made to include students in Grades 6 to 8 in construction areas, as outlined in the Temporary Crossing Guard section of this policy. Such recommendations are subject to the availability of a crossing guard. The maximum shift for a crossing guard should not exceed 45 minutes and may be extended at the discretion of the Crossing Guard Supervisor.

### Crossing Guard Warranted

Conditions which warrant crossing guards include, but are not limited to:

#### Less Than Four Adequate Gaps:

Where there are five or more eligible students crossing, and there are frequently less than four adequate gaps in traffic during a five minute period on roads having a posted speed limit of not more

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than 60 km/hr (approx. 35 miles/hr), a lined, signed crossing is warranted and shall be supervised by an adult crossing guard.

## Four or More Lanes of Traffic:

Consideration will be given to assigning two or more adult crossing guards on roadways supporting four or more lanes of traffic where one or more of the following factors are present:

- students crossing at one side of an intersection or at a mid-block location do so in both directions;
- heavy volumes of turning vehicles are present; or
- heavy volumes of students cross on both sides of an intersection.

## Crossing Guard Not Warranted

Conditions which do not warrant crossing guards include, but are not limited to:

## Four or More Adequate Gaps:

Crossing guards are not warranted when:

- the number of students crossing is less than five;
- there are frequently four or more adequate gaps in traffic during a five minute period; and
- the roadway has more than six through lanes of traffic; and
- the posted speed limit is in excess of 60 km/hr.

## Safety Patrollers:

School area signs, indicating that children are crossing in the area, may be installed where appropriate. Safety patrollers may be considered, and recommendations forwarded to the Peel Regional Police and the appropriate school principal concerned.

## Speed Limit Exceeds 60 km/hr:

Crossing guards are not used on any roads with a posted speed

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limit in excess of 60 km/hr. In accordance with the *Highway Traffic Act*, such locations warrant other means of ensuring safe crossing.

## Lanes of Traffic Exceed Six:

Crossing guards are not used on any road supporting six or more through lanes of traffic, where a traffic signal is not present. Such locations warrant other means of ensuring the safe crossing of students.

## Flexible Boundary:

In accordance with school board policy, flexible boundary students may not be considered for crossing guard protection. However, if they cross at locations where crossing guards exist, they can be accommodated if a guard is on duty at that time. It is the responsibility of the parent to ensure safe transit for flexible boundary students.

## Grade Separations:

Crossing guards will not be recommended at grade separations, such as underpasses, as there is no potential for vehicular/pedestrian conflict at such locations.

## School Bus Stops:

Crossing guards will not be provided at school bus stop locations.

## TEMPORARY CROSSING GUARD

In the event of construction that impacts the safety of students, a temporary adult school crossing guard may be considered by the Traffic Safety Council to assist Kindergarten to Grade 8 students. The cost for a temporary crossing guard required due to construction will be charged to the construction company.

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Approval	Prior to approval of a temporary crossing guard, a site inspection of the area must be completed.
Term	Any recommendation to install a temporary guard must specify that the guard should be removed at the end of the construction period.
Notice to Parents	The appropriate school is responsible for advising parents of students using the crossing that the guard has been assigned on a temporary basis only and should not be considered permanent.
REVIEW OF CROSSING GUARD LOCATIONS	Crossing guard locations may be reviewed at any time, such as when the number of students crossing at a given location falls to four. The Traffic Safety Council then makes appropriate recommendations based on the review of the site. A minimum of two site inspections are to be conducted to determine if a crossing guard should be removed. The school affected is responsible for advising the parents if a decision is made to remove the guard. The Transportation and Works Department is responsible for removing school crossing signs and lines.
SCHOOL/SPEED SIGNS	<p>The Peel District School Board and the Dufferin-Peel Catholic District School Board have been requested to notify the Traffic Safety Council two to three months in advance of the anticipated opening dates of all new schools in Mississauga. This notice enables the Transportation and Works Department to erect the appropriate school and speed signs prior to the school openings.</p> <p>The City implements 40 km/hr (25 miles/hr) speed zones on local or minor collector roadways adjacent to junior school frontages, or on roadways with less than acceptable geometrics, based on engineering standards.</p> <p>In accordance with the Ontario Ministry of Transportation standard, school crossings are implemented only if the location is</p>

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supervised by a crossing guard or school patroller, and “school area” signs are installed on all roadways adjacent to elementary schools.

REFERENCE: TSC-0261-2006 – 2006 12 13  
Resolution 0200-2009 – 2009 09 16

LAST REVIEW DATE: April, 2006

CONTACT: For more information, contact the Committee Co-ordinator for the Traffic Safety Council, Office of the City Clerk, Corporate Services Department.