

SUBJECT:

**SAFETY POLICY – CHILDREN
WALKING TO SCHOOLS**

CATEGORY: SCHOOLS

POLICY NUMBER: 1979-13

DATE: 08/20/79

STATEMENT OF THE POLICY:

Joint safety policy for children walking to school. [See attachment.]

DATE REVIEWED	BY	ACTION
04/23/84 05/07/84	Legal Committee Board of Trustees	Policy retained.
12/11/89 05/07/90	Legal Committee Board of Trustees	Policy retained.
07/09/01 07/16/01	Committee-of-the-Whole Board of Trustees	Policy amended and retained.

JOINT SAFETY POLICY FOR CHILDREN WALKING TO SCHOOL

- I. PURPOSE: To set forth, by mutual agreement among all participating organizations who adopt this policy, the following:
 - A. Criteria for utilization of various types of protection devices, procedures, personnel and budgetary expenditures.
 - B. Appropriate division of responsibility between the Village, participating school districts and parent organizations and private schools for necessary action to ensure the safety of children walking to school.
- II. CATEGORIES OF SAFETY PROTECTION:
 - A. Types of protection available at intersections:
 1. Signage: *Stop signs, speed limits, "children crossing" and other signs allowed by Illinois Manual of Uniform Traffic Control Devices.
 2. Marked Crosswalks.
 3. School Safety Patrols authorized by State Statutes.
 4. Adult Crossing Guards.
 5. Busing (in lieu of crossing guards – very few children).

*For special Village policy on stop sign requests, see Official Thoroughfare Plan.
 - B. Individual Route Plans for Children Walking to Various Schools.
 - C. Education and Communication with Parents and Children.
- III. RESPONSIBILITIES ACCEPTED BY PARTICIPATING ORGANIZATIONS:
 - A. School Districts (assisted by parent organizations).
 1. Develop route plans for children walking to each and every school in the community; so as to indicate a safe means of pedestrian access to the school.
 - (a) Route selection will be consistent with school crossing protection.
 - (b) To increase visibility to motorists, an effort will be made to group children so larger numbers cross at school crossing locations.

- (c) To increase motorist awareness and response, the number of crossings along streets will be minimized.
- (d) To assure that safe routes are utilized, children will not be required to walk more than two blocks from the direct route.
- (e) After the plan has been submitted by the School District, the plan shall be approved or modified by the Traffic Engineering Unit.
- (f) Hire, train and supervise and fund all adult crossing guards in accordance with current agreement.

2. Education and Communication:

- (a) Children, during school hours, will be taught to assume their responsibilities for using school crossings safely and following designated school routes.
- (b) Parents, through written information and school meetings will be urged to instill attitudes of traffic obedience and proper use of the designated school routes.
- (c) Safety problems and suggested solutions may be introduced by any resident through the parents' organizations, School District or Village Manager.

3. Training of Safety Patrols

4. Busing, as an alternative to crossing guards where very few children cross a dangerous intersection (See warrant for crossing guards).

B. Village of Arlington Heights

- 1. Review school route plans.
- 2. Work with the School Districts to review traffic/pedestrian studies at intersections.
- 3. Provide and fund all appropriate signage and crosswalks within municipal jurisdiction and when appropriate, forward requests to the County and State for signage or other needed controls. The responsibility for the administration of traffic control device, evaluation, installation and review shall rest with the Village's Traffic Engineering Unit or other agency having jurisdiction. That Unit shall be guided by the general policies set forth herein and by the criteria for specific traffic control devices as developed by that Unit. The Traffic Engineering Unit shall also review the need for existing traffic control device installations on a periodic basis.

C. Joint – Village and Appropriate School District.

1. Annually review the crossing guard program and other related needs between September and January, so that budget requests, if necessary, will be timely. The review will include determination whether crossing guards should remain the same, or whether guards should be eliminated or added or changed to a new location. Additionally, the annual review will include an examination of "The Criteria for Assigning Adult Crossing Guards," as set forth in Appendix 2 of this policy document.
2. Review specific requests for new signage, crosswalks and crossing guards.

III. PROVISION FOR APPEAL BY CITIZENS:

A. Village of Arlington Heights

For activities requiring the participation of the Village in school related matters, residents must first forward requests through the affected School District. Formal requests received by the Village, in writing from School Districts to initiate a specified course of action will be acknowledged immediately. Studies, where appropriate, and a response indicating final disposition shall be made as promptly as feasible. Should any request be refused, the final response shall advise the affected school district that an appeal may be made through the Village Board Committee-of-the-Whole, which shall then hold appropriate hearings and take the following action:

1. Sustain the administrative decision not to install a device. In such a case, the School District shall be advised of the right to a final appeal directly to the Village Board under "Citizens to be Heard," or
2. Sustain the School District's request for installation and so recommend to the Village Board.

Any notification to the resident(s) who made the original request to apprise them of appeal proceedings shall be the responsibility of the affected School District.

B. School Districts

Each participating School District shall develop his own procedure for appeal on matters that relate to their responsibility under this policy.

APPENDIX NO. 1
TO SCHOOL SAFETY POLICY

REV. 03/01

CURRENT ADULT CROSSING GUARD LOCATIONS

*LIST NOW
ADMINISTERED
BY SCHOOL DIST 25*

<u>LOCATION</u>	<u>MORNING</u>	<u>LUNCH</u>	<u>AFTERNOON</u>
Dryden & Miner	8:05-9:05		3:20-4:05
Kennicott & Maude	8:35-9:05	11:50-12:50	3:35-4:05
Arlington & Thomas	7:00-7:30		2:30-3:15
Arlington & Olive	7:30-9:05	11:50-12:50	2:25-4:05
Windsor & Miner	8:35-9:05		3:25-4:05
Windsor & Euclid	8:30-9:00	11:30-1:00	3:35-4:05
Windsor & Kensington	8:30-9:10	11:30-1:30	3:30-4:10
Belmont & Thomas	6:45-7:45 8:15-9:00		2:30-4:00
Belmont & Oakton	7:45-9:00		3:20-4:05
Dunton & Oakton	8:15-9:00		3:20-4:05
Dryden & Olive	8:30-9:00		3:40-4:10
Arlington & Park	7:10-8:25		2:45-3:30
Dwyer & Grove	8:35-9:05		3:35-4:05
Dwyer & Campbell	8:35-9:05	11:50-12:50	3:35-4:05
Arlington @ St. James	8:00-9:00	11:30-1:00	3:00-3:45

CRITERIA FOR ASSIGNING ADULT CROSSING GUARDS

- A. The determination as to whether or not an adult crossing guard is required will be based on the safety hazards that exist. As an aid in determining the nature of the hazard, the Traffic Engineering Unit will evaluate specific locations by using the warrants in "C" below. Such evaluations will be used as guidelines only and are not conclusive in determining whether or not a crossing guard is authorized.
- B. Definitions: as indicated below relate to Warrants in "C" below.
1. Traffic Engineering Unit – Representatives from the Police and Engineering Departments acting jointly to make recommendations relating to pedestrian and vehicle safety.
 2. Gap – The time period between the rear bumper of the first vehicle and the front bumper of the second vehicle, passing through the pedestrian crossing. Vehicles may be traveling in either direction.
 3. Minimum Required Gap – The calculated time that is required for a school aged child (K-5) to cross the street at the location of the proposed crossway, walking at a speed of approximately 3.5 feet per second. The width of street is determined by measuring the distance from edge of pavement to edge of pavement, and adding four feet.
 4. Vehicles per lane, per hour – Total number of vehicles passing through the survey point, expanded to the number of vehicles which would drive through the area in a one-hour period. If arriving at the same rate, then divide it by the total number of usable driving lanes.
 5. Pedestrians per hour – The number of pedestrians crossing the street during the survey period, expanded to the number of pedestrians which could cross the street during a one-hour period.
 6. Crossing period – One of the four predominate times during the school day that children are present at the pedestrian crossing: (1) walk to school in the morning before classes, (2) walk from school before lunch, (3) walk to school after lunch, (4) walk from school in the afternoon after classes.
- C. Warrants.
1. The subject crossing shall be on the school route plan, submitted by the school affected as approved by the School District and the Arlington Heights Traffic Unit.

2. A minimum number of students must regularly cross at the crossing point at least once each school day dependent on the traffic volume during the predominate time that children are present as follows:

MINIMUM NUMBER OF STUDENTS

	Over 100 vplh	85 to 100 vplh	75 to 85 vplh	Below 75 vplh
K through 5	25	30	35	not warranted
Junior High	30	40	50	not warranted

vplh = vehicles per lane per hour

The minimum values may be decreased by 10% for each 5 mph increment that the normally posted speed limit exceeds 25 mph.

Where less than 15 K through 5 students cross, and all other warrants justify the danger – participating school districts will consider busing as an alternative.

2. There is no more than one minimum length gap per minute on an average basis for a 15 minute period during the predominate time that children are present at the pedestrian crossing.
3. Neither a stop sign nor a traffic control signal shall be located within 1000 feet of the pedestrian crossing.
4. An adult crossing guard may be warranted when a complex or confusing intersection exists, or when site distance is restricted, or when turning movements create hazardous and unsafe conditions that cannot be rectified by other traffic control measures.
5. Normally, the crossings adjacent to the school property are serviced by school safety patrols. An adult crossing guard may be warranted to supplement the school safety patrol at a location adjacent to the school where (a) high volumes of vehicular traffic conflict with high numbers of crossing students, (b) the school district requests the crossing guard, (c) the school district commits to paying the cost of the crossing guard.

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LIST OF RELATED PUBLICATIONS

1. State of Illinois Manual on Uniform Traffic Control Device, Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764.
2. A Program of School Crossing Protection, Institute of Traffic Engineers, 1815 North Fort Myer Drive, Suite 905, Arlington, Virginia 22209.
3. Safest Route to School, Safety and Traffic Engineering Department, Chicago Motor Club, 66 East South Water Street, Chicago, Illinois 60601.
4. Adult School Crossing Guards, American Automobile Association, Traffic Engineering and Safety Department, Washington, DC 20006 (available through Chicago Motor Club).
5. Policies and Practices for School Safety Patrols, National Safety Council, 425 North Michigan Avenue, Chicago, Illinois 60611.
6. School Safety Patrol Supervisors Manual, Safety and Traffic Engineering Department, Chicago Motor Club, 66 East South Water Street, Chicago, Illinois 60601.

(Both the Chicago Motor Club and the National Safety Council have other publications available that pertain to school crossing safety.)
7. The Illinois Vehicle Code, Secretary of State, Publication Division, Room 248, Centennial Building, Springfield, Illinois 62756. (Current edition.)
8. Rules of the Road, Secretary of State, Publication Division, Room 248, Centennial Building, Springfield, Illinois 62756.
9. Bicycle Rules of the Road, Secretary of State, Publication Division, Room 248, Centennial Building, Springfield, Illinois 62756.
10. School Trip Safety and Urban Play Areas, Volumes 1 through 7, prepared for the Federal Highway Administration Offices of Research and Development, Washington DC 20590. These documents are available to the public through the National Technical Information Service, Springfield, Virginia 22161. Report numbers for volumes 1 through 7 are FHWA-RD-75-104 through FHWA-RD-75-110, respectively.