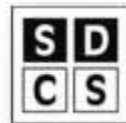




City of San Diego  
**SCHOOL SAFETY GUIDELINES**



1935 ~2002  
School Safety Patrol



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## **SCHOOL PEDESTRIAN SAFETY POLICIES AND WARRANTS**

In 1971 efforts were made to develop uniform policies on a state-wide basis. However, because of the great diversity in population density within the state, such policies could not be practicable in all areas. San Diego has had policies governing traffic control devices and pedestrian safety at school crossings for many years. Throughout their existence, they have proven successful in promoting safety of school children, and have been under constant review for updating and improvements. These policies are applicable for highly developed urban areas, and are recommended as guides only in like areas. On September 26, 2001, the Public Safety and Neighborhood Services Committee (PS&NS) directed the City Manager to update the School Pedestrian Policies and Warrants. PS&NS recommended that the Transportation Department, in coordination with the Police Department and the Planning Department provide the leadership for this effort, as well as broad community representation to include the Safe Routes Coalition, Parent Teacher Association groups (PTA), and the local school districts. Furthermore, PS&NS recommended that key issues such as changes to the vehicle code, considerations for the siting of new schools, and traffic calming applications be considered. This manual is an effort to group under one cover all such policies, warrants and practices for better references and coordination between department and agencies affected. These warrants shall not be binding for all conditions. In very unusual and extenuating circumstances there may be situations that require controls at the discretion of the Council and/or the City Manager.

### **AREAS OF RESPONSIBILITIES**

In the City there are four main groups which are actively involved in establishing and enforcing policies for school pedestrian safety. Cooperation among these groups is essential to maintain a high uniform quality of safety for children on their way to and from school.

### **SCHOOL RESPONSIBILITIES**

These responsibilities are taken by the school principal or assigned to a competent staff member in each school:

- A. Assist with the development of the "safe route to school." This is a plan developed for each individual school, by the San Diego Police Department and City traffic officials responsible for school pedestrian safety, and in close coordination with school authorities. It consists of a map which shows streets, the school site, existing traffic controls and established school routes to be used by children en route to and from school. The routes should provide maximum protection for the children, and take advantage of existing traffic controls. In some cases, children should be required to walk somewhat longer distances to avoid locations that may be considered a risk.
- B. Instruct children on the suggested use and purpose of the "safe route to school" plan. The Police Department should assist with this task.

- C. Periodically inspect and monitor children's patterns as they walk to and from school in order to determine whether the suggested "safe route" is being properly used. Special attention should be given to unsafe activities of school children, need for speed limit enforcement, trimming of weeds, trees or bushes that obscure vision, and to pavement markings that need repair. The loading and unloading of students from buses and private vehicles should be reviewed and improvements recommended. Parking problems should be reported to the appropriate Police and Transportation authorities.
- D. Periodically review the "safe route to school" in coordination with the Police Department and the Transportation Department, and revise and update as needed.
- E. Schedule and provide the time and place for classroom safety presentations by Police Department.
- F. Cooperate with the Police Department in order to establish a "School Safety Patrol" where such activity is justified by the processes described on this manual, and a valid need exists and provide a member of the school staff to act as a safety coordinator.
- G. Provide appropriate space for storing Safety Patrol equipment and for conducting patrol briefings.
- H. Determine factual information of hazardous traffic situations that may be reported by parents or students and notify police or City Traffic Engineering staff.
- I. Oversee an orderly dismissal from school with staggered dismissal times, if necessary, to ensure a minimum of disruption to roadway traffic and maximize pedestrian safety.
- J. Coordinate with City staff and agencies in the planning, design and construction of new school sites as described on this manual in order to insure that all devices and design features needed to assure the safety of children are provided.

## **PARENTS' RESPONSIBILITIES**

Parents working either individually or collectively with the Parent-Teacher Association, Citizen Advisory Committee, or other groups, can greatly increase safety by:

- A. Ensuring that students know and use the "safe route to school" as determined by the Transportation Department and police authorities. This safe route concept should be encouraged by the parents not only for school, but for all pedestrian activities.
- B. Timely reporting to the School Principal, Police or City's Traffic Engineering Section any problems or safety hazards that are observed.
- C. Providing and maintaining students' Safety Patrol uniform and promoting and encouraging Safety Patrol participation.

## **POLICE DEPARTMENT RESPONSIBILITIES**

The Police Department provides safety specialists for classroom presentations and student School Safety Patrol supervision from their Traffic Bureau. These safety specialists perform the following functions:

- A. Work directly with school authorities and the Transportation Department in determining and mapping the "safe route to school."
- B. Instruct elementary and pre-school children in the safe practices to cross streets.
- C. Make classroom and outdoor presentations on safe walking and safe bicycling techniques by means of programs such as "Kids and Skids" and "Bicycle Rodeos."
- D. Evaluate and determine need for establishing student School Safety Patrols.
- E. Train and supervise student School Safety Patrols in the proper techniques of school pedestrian traffic operations.
- F. Provide the basic uniform (jacket, helmet, and rain gear) and all other stop signs, poles, staffs, and whistles required in the operation of student School Safety Patrols.
- G. Provide sufficient adult supervision at extra-curricular activities provided for student Safety Patrol members.
- H. Cooperate, coordinate and participate with the school authorities, Parent-Teacher Association or other school committees on all safety problems.
- I. Provide leadership to the School Traffic Advisory Committee.

## **CITY TRAFFIC ENGINEERING & TRANSPORTATION DEPARTMENT RESPONSIBILITIES**

The Traffic Engineering Division of the Transportation Department is responsible for coordinating all department support activities for school traffic safety.

- A. Determine general policies for the safe movement of both pedestrians and vehicles.
- B. Develop suitable warrants for traffic controls, including those which are dependent on the characteristics of the school site to provide adequate protection for school children. (Warrants for the most commonly used controls are printed in the following sections and appendix.)
- C. Investigate and make recommendations on all requests received from school authorities, parents and police, and determine priorities for the application of traffic controls.
- D. Order and implement the installation of traffic controls.
- E. Determine the overall results of traffic controls by reviewing accident records, speed studies, etc.
- F. Report to City Council and give recommendations to City Council for additional policies or alterations of existing policies needed to increase public safety.
- G. Provide leadership to the School Traffic Advisory Committee.

## **SIGNS & MARKINGS**

The California Department of Transportation (Caltrans) Traffic Manual states the following: "Traffic control in school areas is a highly sensitive subject. If all requests were met, there would have to be many more police and adult school crossing guards; and many more traffic signals, signs and markings. Such requests, however, are not always in line with sound traffic engineering. Effective traffic control can best be achieved through the uniform application of realistic policies, practices, and guidelines developed through properly conducted engineering studies."

### **I. Signs - General**

All signs used at schools, school crossings, or other crossings used by school children shall conform to the design specifications of the Department of Transportation, State of California, and published in the State Department of Transportation, Traffic Manual. Whenever a highway has a center median of sufficient width, signs should be located in the median as well as on the

right side of the street. The following is a listing of the most common type of signs that should be used at school locations:

## **II. Standard School Signs**

### **A. W63 Sign – School**

- 1) Policy Advance School Symbol sign may be used in advance of remote school crosswalks outside the school zone. This sign may also be used to demarcate a school zone or area.

### **B. W63 Sign with W65 - School Zone**

- 1) Policy Use sign combination in advance of all schools where the school or the school grounds are contiguous to the highway, except where pedestrians are excluded from the highway.
- 2) Location Post up to 500 feet in advance of the school property, boundary, crosswalk, or nearest point of access to the school ground. In a case where a school covers an entire block or is adjacent to two or more roadways, the W63 / W65 combination sign may be erected on all roadways adjacent to the school, and may be erected up to 500 feet in advance of the school on those roadways that terminate at a roadway contiguous to a school.

### **C. W66 Sign with W66A - School X'ing**

- 1) Policy Use the sign at all school crosswalks contiguous to school grounds and crosswalks on the "Suggested Route to School."
- 2) Location Should be posted at the crosswalk, but may be posted up to 50 feet in advance.

Note: The FHWA has discontinued the use of W66 as part of the update to the Manual of Uniform Traffic Control devices (MUTCD) Millennium Edition. There is a ten year compliance period. Caltrans is will discontinue updating the State Traffic Manual and the MUTCD will become the primary guide for traffic control devices in California in the near future. In order to be consistent with the MUTCD, The City's Traffic Engineering and Streets Division will begin phasing the new W-63 sign with the "ahead" plate in advance of crosswalks, and the w-63 with the new W16-7 (arrow) plate at the crosswalk location.



### **III. Florescent Yellow Green Signs**

The Manual of Uniform Traffic Control Devices (MUTCD) states the following: "Warning signs regarding conditions associated with pedestrians, bicyclists, school buses, and schools may have a black legend and border on a yellow background or a black legend and border on a fluorescent yellow-green background. Pedestrian, Bicycle, School Advance Crossing, and School Crossing signs may have a fluorescent yellow-green background with a black legend and border. When a fluorescent yellow-green background is used, a systematic approach featuring one background color within a zone or area should be used. The mixing of standard yellow and fluorescent yellow-green backgrounds within a selected site area should be avoided. Crossing signs should be used only at locations where the crossing activity is unexpected or at locations not readily apparent." In the City of San Diego, these type of signs should be used for school zone areas located on four lane roads or any other roads where the posted speed limit is greater than 25 MPH. The Transportation Department may install the signs at any other streets where this special treatment is deemed appropriate. Such signing shall be consistent with the State Vehicle Code and Caltrans Traffic Manual.

### **IV. Portable Signs in Center of Roadway**

Portable signs are not permitted. Traffic signs are used in center of street only if there is a median, 10 feet wide for unraised median and 4 feet wide for raised median, present. All sign installations are to be of permanent type.

### **V. Non-Uniform Signs**

"Safety Sallies" and signs reading "caution - Children at Play," "Slow - Children," or any legend of similar intent are not to be permitted on any roadway at any time. Such signs, or similar non-standard signs, shall be removed as quickly as possible. Only standard signs shall be used and then only where and when required by law and/or warranted by actual conditions. Every means should be used to point out to the general public that children should not play on any road, street or alley, no matter how remote or "safe" the roadway appears to the children's parents. Signs that in effect infer that children may play in roadways can create a false sense of security in the minds of both parents and children.

## **PAVEMENT MARKINGS**

### **I. Crosswalks - General**

Crosswalks shall consist of two parallel 12-inch wide stripes painted completely across the roadway. Normally, these stripes are to be a minimum of 10 feet apart. Crosswalks shall be established only where necessary to safely channelize pedestrians (school children). Crosswalks shall not be established across alleys or driveways. "Laddered" (or cross-hatched) crosswalks can serve as an important education tool, and clearly demarcate the safe route to school. All

school crosswalk locations where there is a school safety patrol functional, or at any uncontrolled school crossing location along a collector or streets of higher classification should be provided with a "laddered" crosswalk. The Transportation Department may install "laddered" crosswalks at any other locations as deemed necessary.

## **II. School Crosswalks**

All school crosswalks shall be painted yellow and must be located within 1,400 feet of the school grounds.

### **Basic Warrants**

All locations considered for a school crosswalk shall meet the Basic Warrants established in Council Policy 200-7 (Comprehensive Pedestrian Crossing Policy). The warrants are as follows:

1. Pedestrian Volume must be equal to or greater than ten pedestrians per hour during the peak pedestrian hour. Children under 13, elderly over 64 years and/or disabled persons count as 1.5 pedestrians.
2. The 85th Percentile Approach Speed must be less than 45 MPH, as determined by approved engineering speed study techniques.
3. Visibility Conditions must be such that motorists have an unrestricted view of all pedestrians at the proposed crosswalk site, for a distance greater than 200 feet approaching from each direction. Sites with grades, curves and other sight restrictive features will require special attention.
4. Illumination: Proposed crosswalk site must have adequate crosswalk lighting in existence or scheduled for installation along with the installation of the crosswalk.

### **Legal Definition**

A school crosswalk is any crosswalk across a roadway or intersection adjacent to, or within 1,400 feet of school property, and predominately used by school children or where a school safety patrol is regularly assigned. Section 21368 of the California Vehicle Code states, "Whenever a marked pedestrian crosswalk has been established in a roadway contiguous to a school building or the grounds thereof, it shall be painted or marked in yellow as shall be all the marked pedestrian crosswalks at an intersection in case any one of the crosswalks is required to be marked in yellow. Other established marked pedestrian crosswalks may be painted or marked in yellow if either:

1. The nearest point of the crosswalk is not more than 600 feet from a school building or the grounds thereof, or

2. The nearest point of the crosswalk is not more than 2,800 feet from a school building or the grounds thereof, there are no intervening crosswalks other than those contiguous to the school grounds, and where it appears that the facts and circumstances require special painting or marking of the crosswalks for the protection and safety of persons attending the school. There shall be painted or marked in yellow on each side of the street in the lane or lanes leading to all yellow marked crosswalks the following words, "SLOW-SCHOOL-X'ING," except that such words shall not be painted or marked in any lane leading to a crosswalk at an intersection controlled by stop signs, traffic signals or yield right-of-way signs. A crosswalk shall not be painted or marked yellow at any location other than as required or permitted in this section."

### **III. School Safety Patrol Crosswalks**

The standard school pavement markings shall be established at every location where an official school patrol is in operation. School patrol crosswalks are distinguished from school crosswalks by school patrol limit lines. Limit lines shall be the same color as the crosswalk and shall be 12 inches wide.

The limit line on the near-side approach to the crosswalk shall extend from the right hand side to the centerline of the roadway and be established 50 feet from the crosswalk. The limit line on the far-side approach to the crosswalk shall be the normal limit line (generally the property line).

### **IV. Legends - General**

The letters of all pavement legends shall be 8 feet high. The design of the letters shall be as prescribed in the Standard Pavement Marking Stencil Manual of the California Department of Transportation.

### **V. "SLOW SCHOOL X'ING" Legend**

The pavement marking legend "SLOW SCHOOL X'ING" shall be painted in advance of all school crosswalks, except in advance of a stop sign, yield sign, or traffic signal. The legend shall be in the right hand lane, or lanes, and the legend "X'ING" shall be an absolute minimum of 100 feet from the crosswalk. The legend color shall be the same color as the crosswalk.

### **VI. "SCHOOL" Legend**

Generally, signs should be used in place of this marking. However, the Transportation Department may install these legends as needed.

## **SCHOOL AREA TRAFFIC SIGNALS**

### **Purpose**

Traffic control signals are power operated traffic control devices which alternately direct traffic and pedestrians to stop and proceed at street intersections or mid-block locations. Their purpose is the orderly assignment of right-of-way to the various vehicular and pedestrian movements. The purpose of this policy is to establish minimum criteria for the installation of school area traffic signals.

### **General**

When justified and properly designed, a school traffic signal may achieve these results:

1. Effect orderly traffic movement.
2. Provide a safe route to and from elementary school for those children for whom no adequate alternate route exists.
3. Control traffic more economically than by manual methods.

Unjustified, ill-designed, improperly operated, or poorly maintained traffic control signals may cause:

1. Increased accident frequency, such as rear-end collisions.
2. Excessive delay.
3. Public disregard for signal indications.
4. Circuitous travel by alternate and often less than desirable routes.

### **Warrants**

Only those locations meeting the minimum warrants as shown in Figure 9-5 of the California Traffic Manual shall be considered for school area traffic signals (see figure 9-5 attached). These warrants are applicable at any school location as defined in the California Vehicle Code.

School area traffic signals shall not be installed at locations where a School Safety Patrol is warranted and can be installed, except at those locations where a School Safety Patrol would be inadequate.

## **Priority System**

At locations that meet the minimum warrants described in figure 9-5 of the State Traffic Manual, or that have been designated for the installation of a traffic signal based on the guidelines contained in this manual, the following point system shall be used for the purpose of prioritization in the citywide list of traffic signal candidate locations:

### **A. No. 1 - Critical Speed**

Critical speed as used throughout this policy is defined as the 85 percentile speed measured during normal school hours but at a time when vehicular speeds are not affected by school children crossing the street.

Critical Speed	Points
Less than 25 MPH	0
25 – 27	1
28 – 29	2
30 – 32	3
25 – 27	1
33 – 34	4
35 – 37	5
38 – 39	6
40 – 42	7
43 – 45	8
Over 45	10

### **B. No. 2 - Sight Distance**

The minimum acceptable sight distance is based upon a driver's height of eye of 3.50 feet and an object height of 0.5 feet.

Approach Speed (Critical)	Required Sight Distance
30 MPH	200 feet
40 MPH	300 feet
50 MPH	430 feet

If the available sight distance does not meet this criterion, assign 10 points. If the required sight distance is available, no points shall be assigned.

Source: Table 201.1 Highway Design Manual

**C. No. 3 - Pedestrian Volumes**

Pedestrian volumes shall be obtained for each of any two hours daily when children are crossing to or from school. Vehicle volumes for Warrant 4 shall be obtained for the same two hours.

TABLE 3	
Average Pedestrian Volume Per Hour	Points
0 – 49	1
50 – 74	3
75 – 99	3
100 – 124	4
125 – 149	5
150 – 174	6
175 – 199	7
200 – 224	9
225 – 250	9
Over 250	10

**D. No. 4 - Vehicle Volume**

Vehicle volumes on the street being crossed by school pedestrians shall be obtained for each of any two hours daily when children are crossing to or from school. The vehicle volumes shall be obtained for the same to hours during which Pedestrian Volumes under No. 3 are obtained.

TABLE 4	
Average Vehicle Volume Per Hour	Points
70 – 99	2
100 – 199	3
200 – 299	4
300 – 399	5
400 – 499	6
500 – 599	7
600 – 699	8
700 – 800	9
Over 800	10

**E. No. 5 - Street Width**

Street widths are the curb to curb distance, if curbs are in place. If curbs are not in place, then street width shall include the shoulder area.

TABLE 5	
Street Width	Points
Less than 40 feet	2
40 feet to 59 feet	5
60 feet or more	10

## SCHOOL AREA TRAFFIC SIGNAL PRIORITY RATING

Location \_\_\_\_\_

School Name \_\_\_\_\_

		Points	
		Assigned	Possible
No. 1	Critical Speed		10
	85% _____ Speed study date _____		
No. 2	Sight Distance		10
	Requirement met Yes ___ No ___		
No. 3	Pedestrian volume crossing major street		10
	Average hourly volume _____ Count No. _____		
No. 4	Vehicular volume		10
	Average hourly volume _____ Count No. _____		
No. 5	Street width		10
	Curb-to-curb width _____		
Total			50

Date: \_\_\_\_\_

By: \_\_\_\_\_



# **SCHOOL SAFETY PATROL**

## **General**

The School Safety Patrol is established primarily to assist elementary school children crossing uncontrolled, potentially hazardous intersections, which lie along their "safest route to school". Student patrol members are specifically authorized to direct vehicular traffic, by hand-held stop signs, only to the limited extent that youngsters are afforded the opportunity to cross busiest intersections with maximum safety. The Safety Patrol Crossing System is employed to make good use of natural gaps in traffic, there by creating minimal disruption to normal vehicular flow. The System gathers the children into groups - crossing together - rather than one or two at a time, which actually improves traffic flow during school crossing times.

## **Establishment and Legal Authority**

### **San Diego Municipal Code:**

Section 88.01. "The Chief of Police is hereby authorized to appoint crossing guards or a school safety patrol to direct traffic at school crossings by means of a lawful order, signs or semaphore. Such person shall wear a distinctive garb or insignia indicating such appointment..."

### **Education Code, Chapter 8, Article 1:**

Section 49300. "The governing board of any school district may, subject to such rules and regulations as shall be adopted by the State Board of Education, establish and maintain a school safety patrol in any of the schools of the district for the purpose of assisting school pupils in safely crossing streets and highways adjacent to or near such school."

Section 49301. "A school safety patrol established in any school as herein provided shall be composed of pupils attending in such school. The members of the patrol shall be under the supervision and control of a qualified employee of the district designated by the board..."

Section 49307. "Any person who shall disregard any traffic signal or direction given by a member of a school safety patrol, shall be guilty of a misdemeanor, and subject to the penalties provided in Section 42001 of the Vehicle Code."

## **San Diego Municipal Code:**

Section 88.02. "It shall be unlawful for any person driving or operating, propelling or causing to be propelled, any vehicle, to fail to stop not less than fifty (50) feet from the nearest side of a school pedestrian lane where any signal device, flagman or other person is stationed giving a warning that children are about to cross or are crossing the street; and it is further declared unlawful to proceed until such signal has stopped, raised, or been removed, or the flagman or person stationed at such pedestrian lane has given a signal to go, or has left the locality."

## **Warrants**

The establishment of a School Safety Patrol to control vehicular traffic where child pedestrians must cross is dependent upon conformance to all of the following conditions:

1. Vehicular traffic during school crossing hours consistently reaches a volume which does not provide a gap of sufficient duration for children to cross the street safely on the average of approximately once a minute (Note: Vehicle volume studies will be based on 15 minute volumes observed during pertinent school crossing periods).
2. No traffic control exists at any corner adjacent to the school; or, if the school does not take up the full block, no traffic control exists at the nearest corner if that corner is less than 400 feet away from the nearest approved entrance to the school property.
3. The posted speed limit is not above 35 miles per hour. (Note: Vehicle Code Section 22352 provides that the speed limit shall be 25 miles per hour "when passing a school building or the grounds thereof, contiguous to a highway and posted with a standard 'School' warning sign, while children are going to or leaving such school during opening or closing hours or during the noon recess period.") Emphasis added.
4. The Patrol members will have an adequate chance to observe traffic approaching the crossing.
5. The width of the street is such that it does not carry more than two lanes of moving traffic in each direction.
6. The crossing is within reasonable distance of the school according to the best judgment of the principal and the police.
7. The number of children crossing the street justifies the patrol being on the corner the required length of time, considering the following:
  - A. When the members are not busy for long periods of time, their morale and efficiency drops greatly.

- B. Patrol members should not be obliged to give up a large quantity of play time or class time for the benefit of too few other children.
- 8. There are sufficient number of reliable 5th & 6th grade children to act as Safety Patrol members.

### **Appeal Procedure**

Special requests for School Safety Patrols should normally be directed to the school principal and the police representative assigned to that school. If, after evaluation by the Police Department and City Traffic Engineering, it is found that the request does not meet the warrants, the requestor may appeal this decision by presenting the circumstances to the School Traffic Safety Advisory Committee for their decision and recommendation.

## **ADULT CROSSING GUARDS**

Adult crossing guards may be considered the most appropriate form of traffic control under special circumstances. The determination to implement adult crossing guards at any location shall be made jointly by the affected school district, Police Department, and the Transportation Department. Such assignments should be temporary, and should be used as an interim response to a special condition until a permanent type of traffic control is implemented . Situations such as the loss of a school safety patrol, construction projects, and sudden changes in traffic patterns are examples of conditions where adult crossing guards may be appropriate.

## **PEDESTRIAN SEPARATION STRUCTURE**

### **Purpose**

The purpose of the policy is to establish minimum criteria for installation of pedestrian separation structures. (Council Policy 800-01)

### **General**

When justified and properly designed, a pedestrian separation structure may achieve these results:

- A. Effect orderly traffic movement.
- B. Provide maximum safety and minimum delay for pedestrians and vehicles.
- C. Achieve this safety more economically

## **Justification**

Only those locations meeting the following warrants should be considered for pedestrian separation structures.

## **Warrants**

The installation of a pedestrian separation structure across a major street may be justified when all of the following conditions are met:

1. Major street volume exceeds 3,000 vehicles in a continuous four-hour period.
2. Minor street volume is less than 125 vehicles in the same continuous four-hour period.
3. Pedestrian volume crossing the major street exceeds 300 in the same continuous four-hour period. A child under 12 years of age is the equivalent of 2.5 pedestrians for the purpose of this warrant.
4. There is no existing or programmed traffic signal within 750 feet of the proposed structure.
5. The 85 percentile speed of vehicles on the major street exceeds 30 miles per hour.
6. It is feasible to physically prohibit pedestrians from crossing the major street in the immediate vicinity of the proposed structure.
7. The area is substantially developed and the traffic patterns and volume are stabilized.
8. An economic analysis indicates that for a ten year period, a pedestrian separation structure will be less expensive than a traffic signal.

## **PEDESTRIAN WALKWAYS**

### **General**

Pedestrian safety problems are not limited to crossing locations since significant hazards also prevail where physical conditions require children to walk in or adjacent to the roadway in areas where speed, volume of traffic, sight distance and roadway width leave little margin for human error. At this time, subdivisions are required to construct sidewalks before homes can be occupied. Most walkways are found only in the older settlements or in undeveloped areas.

There are two types of walkways constructed. One is a raised walkway of asphalt concrete, and the other is merely a painted separation at the edge of the roadway. The type that is installed

depends upon the physical characteristics of the area and on the particular problems which dictate the need of the walkway itself. Optimum width of a walkway is 5 feet.

### **Warrants**

1. The roadway lies on the suggested "safest route to school."
2. Volume of children that would use such a walkway is significant.
3. Volume of vehicles, speed of vehicles and/or congestion during the time when school
4. children would use the route is sufficient to require pedestrians to be separated from the
5. vehicles.
6. The walkways will be considered only on partially developed streets or rural roads where
7. 1911 Act sidewalk improvements are not feasible, or across undeveloped land. Requests for walkways are made by the school authorities to the City's Traffic Engineering Section.

## **SCHOOL AREA PARKING & LOADING ZONE CONTROLS**

### **General**

Each school site shall have the necessary parking prohibitions and loading zones required to maintain adequate control of vehicle parking and loading commensurate with safety of the children and needs of the school. All requests concerning parking or loading made by the school authorities will be investigated and acted upon as appropriate.

### **I. Parking Prohibition**

- A. No Parking/ No Stopping: effective all day, all the time. If the problems requiring no parking are continually present, red curb should be used.
- B. Part Time Parking Prohibition: effective on school days only. Part time prohibitions effective on school days can be installed to keep a crosswalk or school area clear of visual obstructions to the driver, to provide curb space for bus stops, to encourage smooth traffic flow, or to increase lane widths. The "Time of Prohibition" (such as 7 AM to 4 PM) will be determined by the Traffic Engineer after consultation with School and Police authorities.
- C. Temporary Parking Prohibitions: their application is governed by general policies. Signs should be erected in conjunction with construction, special events, or at any time when

parking or parked vehicles would cause serious delay, congestion or significant accident hazards.

## **II. Street Closures**

Policy: The closing of streets crossing or dividing school grounds is provided for by the California State Vehicle Code, Section 21102, "Local authorities may adopt rules and regulations by ordinance or resolution closing to vehicular traffic that portion of any street or highway crossing or dividing any school ground or grounds when in the opinion of the legislative body having jurisdiction such closing is necessary for the protection of persons attending such school or school grounds. The closing to vehicular traffic may be limited to such hours or days as the legislative body may specify. No such ordinance or resolution shall be effective until appropriate signs giving notice thereof are posted along the street or highway affected, nor in the case of State highways, until such ordinance or resolution is approved by the Department of Transportation." Closures will be investigated and recommendations made thereon when requested by the school authorities. All recommended closings must be approved by Resolution of the City council before becoming effective.

Posting: The City will provide all signs regulating the closure. The school requesting the closure will furnish and maintain all required barricades, and will be solely responsible for the erection and removal of the same in accordance with the days and hours specified in the ordinance or resolution. The school will also be solely responsible for all necessary supervision of the closed portion of the roadway.

## **III. Curb Zone Markings**

Policy: when the curb is painted to indicate parking regulations, only the following colors shall be used to indicated their specific regulation:

1. White Curbs - Passenger Zones - - California Vehicle Code, Sec. 21458, "White indicates stopping only for loading or unloading of passengers for such time as may be specified by local ordinance or for the purpose of depositing mail in an adjacent mailbox." San Diego Municipal Code, Section 86.03.1, restricts the use of passenger loading zones as follows, "No person shall stop, stand or park any vehicle in any passenger loading zone for a period of time longer than is necessary for the loading or unloading of passengers and baggage; provided that such loading or unloading shall not consume more than three (3) minutes, except in front of hotels where such loading or unloading shall not consume more than ten (10) minutes."
2. Yellow Curbs - Loading Zones - - California Vehicle Code, Section 21458(b). Yellow indicates stopping only for the purpose of loading or unloading passengers or freight for such time as may be specified by local ordinance. San Diego Municipal Code, Section 86.10 restricts loading zone usage as follows: "No person shall stop or stand any vehicle in a "Loading Zone" for a period of time longer than is necessary for the loading or unloading of passengers or materials. No vehicles except motor trucks and commercial vehicles shall stop, stand or park in such zone for the purpose of loading or unloading

materials, goods or merchandise. Such loading or unloading shall not consume more than three (3) minutes for passengers nor more than twenty (20) minutes for materials, goods or merchandise. Loading zones shall be operative between 6:00 AM and 6:00 PM excepting Sundays and holidays; provided, however, that the City Manager may determine and declare other hours during which any loading zone shall be operative, and such operative period shall be effective when appropriate signs giving notice thereof are erected upon such street."

3. Red Curbs - Parking Prohibited - - California Vehicle Code, Section 21458 (1) "Red indicates no stopping, standing, or parking, whether the vehicle is attended or unattended, except that a bus may stop in a red zone marked or sign-posted as a bus loading zone."

#### **IV. On Campus Traffic Controls**

Orderly and effective regulation of vehicular and pedestrian movements on and about school sites contributes significantly to a smooth, efficient and safe traffic environment near schools.

For this reason, it is recommended that school administrators review their sites, using the following list of recommended practices as a guide, to improve their traffic flow patterns. The effectiveness of a specific method of improvement is normally dependent upon the nature of the plant's physical characteristics and accessibility from adjacent roadways. However, complexities can arise that do not lend themselves to uniform solutions. For these cases, school administrators are encouraged to seek the services of the City's Traffic Engineering Section.

#### **V. Recommended Practices**

- A. Restrict the use and parking of bicycles, motorcycles, and motor vehicles to specific locations that are separated by barrier or adequate distance from playground areas, school bus loading zones, and where possible from each other.
- B. Establish driving standards for those students permitted to drive private vehicles to and from school. Students should have permission from parents and provisions should be included to revoke driving privileges if and when misused.
- C. Establish registration procedures at each school for student operated motorcycles and motor vehicles.
- D. Arrange faculty parking facilities near student parking facilities so that supplementary supervision of student behavior is more readily available.
- E. Prohibit operated bicycles, motorcycles and motor vehicles from leaving campus without permission during regular school hours.
- F. Prepare and distribute information to parents, school patrons, and students concerning driving, parking, loading and unloading regulations in effect at each school.

G. Develop and maintain a student accident reporting system for on-site incidents. Analysis of these statistics can produce valuable indicators of problem areas and serve as the basis for remedial action.