

Appendix A

Changes Recommended to the School Crossing Guard Section of the Town's Transportation Management Policy (Policy No. ENG. 1-02, 2009)

NOTE: Proposed new wording is in "**bold**" print, whereas wording being eliminated is in "~~double
strike through~~" print.

SECTION A-1

Changes being recommended to subsection entitled "School Guard Crossing", under main section "Pedestrians", on page 3 of Policy No. ENG. 1-02 "Transportation Management Policy"

School Guard Crossing:

- ~~1. The Traffic and Transportation Management Advisory Committee TTMAC (or its successor) shall be considered the authority for the Town in the governance of school guard crossings. All requests shall be in a written form to TTMAC.~~

The Development and Infrastructure Services commission's Senior Management Team (SMT), or its successor, shall be considered the authority for the Town of Newmarket in recommending school guard crossing locations to Council. Town Council is the authority to approve the necessary amendments to the Traffic Bylaw regarding school crossing guards. All requests shall follow the process as outlined in Engineering Services' "Public Consultation and Support Policy", developed by Transportation Services, and as approved by Town Council.

- 2 The Engineering Services Department shall be considered the agency capable of undertaking the necessary **Pedestrian Exposure Index (PEI) studies and reviews**, gap analyses and field inspections. The procedure for reviewing school crossing guard locations is found in Appendix D.

SECTION A-2

Changes being recommended to “Appendix D” of Policy No. ENG. 1-02 “Transportation Management Policy”

Appendix D

PEDESTRIANS

The “Pedestrians” Appendix defines the process, limits and warrants for studies involving the placement of school crossing guards.

D.1 The following are some considerations when reviewing a location:

- **A request for a new crossing guard location shall not trigger a crossing guard study if there already exists an all-way stop control, a traffic signal, or a school crossing guard location along the students’ travel path to the school near the location being requested, as determined by Transportation Services staff.** ~~be within 150 metres of an all-way stop control, traffic signal street, or an existing school crossing guard location~~
- **In order to trigger a school crossing guard study, there shall be a**~~The~~ **minimum number of ten (10) elementary school aged children crossing the street at the study location either during the morning or during the afternoon study time periods.** ~~shall be no less than 10 children for both the morning and afternoon time periods.~~
- ~~Gap studies shall be taken 30 minutes before first bell and 30 minutes after last bell.~~
- ~~Minimum number of safe gaps per 5 minute period shall be four (4) for more than 50% (4 or more) of the six 5 minute time periods in each 30 minute gap study.~~
- **The PEI threshold, which is the cross-product of conflicting vehicles and pedestrians, per hour of the peak-period study, are calculated by the Town as per the Ontario Traffic Council (OTC) guidelines and as further defined below. These thresholds shall be used to determine if the location warrants a school crossing guard:**
 - i. **The PEI threshold level for intersections controlled by an all-way stop is: 7,000.**
 - ii. **The PEI threshold level for mid-block locations and for intersections with a minor stop sign is: 4,700.**
 - iii. **The PEI threshold level for signalized intersections is: 7,000.**
- **School crossing guards will ONLY be considered for elementary school-aged children.**
- **School crossing guard location will ONLY be considered on roads with posted speed limits of 50 km/h or less.**

- D.2 ~~If the gap studies indicate that the school guard crossing is not warranted but the results are close, then a second gap study will be performed.~~
The PEI study will be conducted on two separate days, during both the morning and afternoon peak time periods as determined by Transportation Services staff. Warrants are met if two or more of the study times reach or exceed the PEI threshold level.
- D.2.1 For mid-block and minor stop locations only, if the PEI value does not meet 100% of the threshold level, but meets the level to 75% or above, AND if there is no all-way stop control or traffic signal on the street being studied, AND if there is no existing school crossing guard location along the walking path to the school, a supplementary gap study will be undertaken to ensure that there are safe opportunities for pedestrians to cross. The following provides the procedure for a gap study:
- Measurements are to be taken for the half-hour time period starting 30 minutes before first bell and for the half-hour time period ending 30 minutes after last bell.
 - The minimum number of safe gaps within a 5-minute period, as defined by the OTC, shall be four (4) gaps to assume a sufficient opportunity to cross the street during any given 5-minute period.
 - There are six (6) 5-minute time periods during the full 30-minute gap study. A minimum of four (4) of those six 5-minute time periods must have sufficient opportunities to cross, as defined by the OTC, to conclude that the 30 minute time period contains enough opportunities to cross the street without the requirement for a crossing guard.
 - Either one, or both the morning and/or afternoon period must have less than adequate crossing opportunities, as defined by the OTC, to warrant a school crossing guard to be assigned to that location.
- D.3 ~~Irrespective of the results of the gap study~~ **Regardless of the results of the gap study** PEI study, if it is in the opinion of the review agency (**SMT**) that a school guard crossing is ~~needed warranted, due to~~ **based on sound** engineering or safety **judgment** considerations, then ~~at the reason(s) behind the judgment warrant~~ **must be documented and presented in the report to Council for approval.**
- D.4 ~~All field inspections and gap studies must conform to the requirements outlined in the School Crossing Guard Guide, January 2006.~~
A crossing guard location review shall be undertaken approximately every four (4) years to determine if the PEI threshold levels are still valid or if they should be changed, and if the active crossing guard locations still meet any modified thresholds as a result of any updated levels.