
Title: Elementary School Crossing Guard Locations

Department/Division: Operations

Purpose

1. The purpose of this policy is to ensure that:
 - a. school crossing guard services are provided in appropriate locations based on consistent standards and sound judgment to support active and safe transportation options for students; and
 - b. the process to review school crossing guards locations is clearly communicated and accessible to citizens and community partners.

Scope

2. This policy shall apply to all requests to review a location to add, remove or relocate a school crossing guard in the City.
3. This policy does not apply to requests related to School Crossing Infrastructure or other services.

Application

4. Where a process or standard for reviewing school crossing guard locations is not set out in this policy, the City adopts the process or standard set out in the School Crossing Guard Guide produced by the Ontario Traffic Council.

Policy

5. To request that the City add, remove or relocate a school crossing guard, any person or group may submit the request in writing to the City and the request should include the following information:
 - a. the name and contact information for the person;
 - b. the location of the request;
 - c. whether the request is to add, remove or relocate a school crossing guard; and
 - d. any other supporting information.
6. When a request is received, it shall be forwarded to the appropriate committee for review and recommendation to Council.

Title: Elementary School Crossing Guard Locations

7. Prior to undertaking any work or study of a location Council may:
 - a. direct staff to conduct a Gap Study and Site Inspection and provide a staff report; or
 - b. deny the request and take no further action if Council is satisfied and expressly identifies that the placement of a school crossing guard would not be permitted for one or more of the reasons set out in sections 8, 9 or 10 of this policy.
8. School crossing guards are not permitted on roads with a speed limit greater than 60 kilometres per hour.
9. School crossing guards may not be permitted:
 - a. when there are no resources available to hire a crossing guard;
 - b. at a location where, within one year, Council has considered and refused to place a school crossing guard; or
 - c. at any location where Council believes, in good faith, that a guard would not be permitted due to the conditions listed in section 3 of Appendix A to this policy.
10. Gap Studies and Site Inspections shall be conducted in accordance with the process and standards set out in Appendix A to this policy.
11. In consideration of the gap study and site inspection results and any factors or constraints set out in sections 8, 9 or 10 of this policy, the appropriate Committee may recommend that City Council:
 - a. deny the request;
 - b. add, remove or relocate a school crossing guard at the location;
 - c. direct staff to collect more information; or
 - d. direct staff to undertake changes to signal timing or modify School Crossing Infrastructure.
12. Council's decision in section 11 will not become effective until:
 - a. approval from the Ministry of Transportation of Ontario where the decision affects a provincial highway connecting link;
 - b. approval by the County where the decision affects a County road;
 - c. the location can be staffed by qualified personnel; or

Title: Elementary School Crossing Guard Locations

- d. such time, after the conditions in subsections a, b or c are meet, as directed by Council to accommodate school scheduling, financial or budget constraints or any other expressly identified reason Council deems appropriate.
13. Council’s decision in section 11 will be communicated as required, including:
- a. to the person or group who submitted the request; and
 - b. to the Principal of any schools expected to be affected.

Definitions

14. For the purposes of this policy:
- “City” means The Corporation of the City of Owen Sound;
 - “Council” means the Council of the City;
 - “County” means The Corporation of the County of Grey;
 - “School Crossing Guard Guide” means the School Crossing Guard Guide produced by the Ontario Traffic Council; and
 - “School Crossing Infrastructure” includes signs, signals, pavement markings, sidewalks, traffic control devices or any other device or physical improvement at school crossings.

Appendices

- A. Site Inspections and Gap Studies

Revision History

Approval	Date
Council Resolution No. R-131007-021	October 7, 2013
By-law 2016-105	July 11, 2016

Appendix A to Policy O67 - Site Inspections and Gap Studies

Site Inspections

1. Site Inspections may be conducted:
 - a. to assess School Crossing Infrastructure; and
 - b. to identify concerns and determine if a school crossing is safe for students.
2. Site Inspection may be conducted at any time before or together with a Gap Study.
3. Site Inspections may include, but shall not be limited to, consideration of:
 - a. student walking routes (including shortcuts and proximity to school);
 - b. location and condition of sidewalks, pedestrian crossings, School Crossing Infrastructure and traffic control devices;
 - c. observed or historic traffic safety, such as visibility; blind spots; traffic infractions, incidents or collisions; stopping compliance; red signal running; or speeding;
 - d. traffic patterns (including school and transit buses) and vehicle parking (including stopping, student drop-off, loading or unloading); and
 - e. road conditions (i.e. grade, width, class, maintenance, snow removal).
4. In accordance with the School Crossing Guard Guide, adding a new school crossing location is not warranted until all alternative solutions are exhausted, including applying timing as set out in subsection 7.b to signalized intersections. If no suitable alternatives exist, a Gap Study may be conducted.

Gap Studies

5. Gap Studies may be conducted to determine if a school crossing guard is warranted or justifiable based on the number of safe gaps in traffic and the number of students crossing the road.
6. Gap Studies must be conducted during average or better than average weather as determined by the Engineering Division.
7. In accordance with the School Crossing Guard Guide, Gap Studies will be based on the following standards:
 - a. the target student population is students in kindergarten to grade 6 and may include students in grades 7 and 8 at the Engineering Division's discretion;
 - b. the safe gap will be 4 seconds (s) plus the road width (w) in metres (m) divided by 1 metre per second (m/s), i.e. $4s + (w \div 1 \text{ m/s})$;
8. A school crossing guard will be considered to be warranted at a location with the following criteria:
 - a. a minimum of 5 students are observed crossing at the location; and
 - b. fewer than 4 safe gaps are observed in a 5 minute period for 50% of the 5 minute periods studied.