

|                             |                           |
|-----------------------------|---------------------------|
| <b>CLASS Business Unit:</b> | Student Transportation    |
| <b>Operating Procedure:</b> | Hazard Designation Review |
| <b>Reference:</b>           | STS-PRO-050-15            |
| <b>Adopted:</b>             | November 19, 2015         |
| <b>Revised:</b>             |                           |

## 1.0 Scope

CLASS is committed to promoting student safety and to using appropriate walking paths in the calculation process for the determination of student transportation eligibility. In some cases, areas may be identified as a hazard on a temporary or extended duration and CLASS shall endeavor to provide transportation to the impacted students while the identified hazard exists.

An identified hazard is a geographic area that CLASS does not expect students to use as part of the walking path to school. Identified hazard areas will not be used by CLASS when measuring a student's distance to their catchment school. The resulting modified walk path may change a student's walk to school distance and thus could impact their transportation eligibility.

Such designations are at the sole discretion of CLASS in accordance with the provisions of this operating procedure, whose decision is final.

## 2.0 Responsibility

- a. It is the responsibility of CLASS to review community concerns regarding the walkability of a route to school.
- b. It is the responsibility of CLASS to ensure the appropriate hazard designations are in place throughout the district in accordance with this procedure.
- c. It is the responsibility of CLASS to utilize the tools and guidelines in this operating procedure when reviewing walking routes.
- d. It is the responsibility of CLASS to conduct a review in accordance with the tools and guidelines of this operating procedure of walking routes that present as potential hazards.

- e. It is the responsibility of the parent/guardian of students who are not eligible for transportation to determine the route their children will take while travelling to/from school.
- f. It is the responsibility of the parent/guardian to determine if their child needs to be accompanied to/from school. The parent/guardian shares in the safety and responsibility of their children while walking between home and school.
- g. Pedestrian safety is the responsibility of the local Municipality. In situations where a hazard has been identified, and the Municipality at the request of CLASS has not been able to resolve through prevention strategies, a hazard designation may be warranted.
- h. It is the responsibility of the local Municipality to provide pedestrian facilities or services for walking, which includes road, sidewalk and walkway/pathway installation and maintenance, as well as the placement of adult crossing guards.

### 3.0 Procedure

3.1. CLASS uses several criteria to determine whether a hazard exists along the walking path to school. Each item in and by itself does not specifically warrant a hazard designation, however, a combination of factors may result in CLASS determining that a hazard exists.

- Volume of Traffic: the volume of traffic during the time when students will be walking to and from school is taken into consideration for students that must cross streets/roads. The Provincial Warrants, developed by the Ontario Traffic Conference with the Ministry of Transportation, determines if the crossing is a hazard, or can be managed with crossing support (guard/patrols) or requires no intervention.

*If the speed limit is 70km/h or less and students would be required to cross at an uncontrolled intersection:*

| <b>TRAFFIC CLASSIFICATION</b> | <b>OBSERVED TRAFFIC VOLUME</b>  | <b>INTERVENTION REQUIRED?</b> |
|-------------------------------|---|-------------------------------|
| <i>Low Traffic</i>            | <i>Up to 3 cars per minute</i>  | <i>No</i>                     |
| <i>Medium Traffic</i>         | <i>4 to 30 cars per minute with a minimum of one 15 second gap in traffic per 5 minutes</i> | <i>No</i>                     |
| <i>Medium Traffic</i>         | <i>4 to 30 cars per minute without traffic gaps outlined above</i>                          | <i>May be Required</i>        |

|                     |                                     |            |
|---------------------|-------------------------------------|------------|
|                     |                                     |            |
| <i>High Traffic</i> | <i>More than 30 cars per minute</i> | <i>Yes</i> |

- Number of Travelled Lanes: CLASS takes into consideration the number of lanes a student must cross. In many cases, the number of regular lanes on a road is an indicator of traffic volume. Students in JK to grade 8 are not expected to cross a multi-lane road of four (4) travelled lanes or greater without the presence of an adult crossing guard, traffic signal, crosswalk, or other traffic calming devices.
- Posted Speed Limits: CLASS takes into consideration the posted speed limits of a street/road. Consideration will be given for roads that have speed limits of 80km/h or greater.
- Sidewalks: CLASS does not take into consideration the presence of sidewalks in and by itself. Many communities that CLASS provides student transportation for do not have sidewalks.
- Snow removal: CLASS does not take into consideration the expedience of removal of snow from roads or sidewalks as this is a homeowner / municipal responsibility.
- Grade Level of Students: CLASS takes into consideration the grade level of a student that must walk to school. In some situations, CLASS will, in combination with other criteria, designate an alternate walking route for specific grades.
- Historical Designations: CLASS takes into consideration pre-existing hazard designations. CLASS may periodically review existing hazard designations to determine if the appropriate designation is in place.
- Crossing of Bridges: CLASS takes into consideration the crossing of bridges. Students in grades 9-12 are expected to cross bridges that have a dedicated sidewalk. Students grades JK-8 are expected to cross bridges that have a physical barrier separating the sidewalk from the travelled lanes.
- Crossing of Train Tracks: CLASS takes into consideration the crossing of train tracks. Students are expected to cross train tracks that are protected by a warning system (arm and/or bell and/or lights).
- Construction Areas: CLASS takes into consideration the presence of construction areas. Students in grade JK-8 are not expected to walk through active construction zones.
- Sidewalk Along Major Roads: CLASS takes into consideration the presence of sidewalks along major roads. Sidewalks must be present along roads with 4 travelled lanes or more that meet the high traffic volume criteria.

- Crossing at a Corner: CLASS takes into consideration the need to cross at a corner. Students are not expected to cross a street mid-block. Walk to school distance will be calculated by crossing at corners.

3.2. CLASS staff will use the tools and guidelines in this operating procedure to determine whether a hazard has been identified in consultation with the Manager of Transportation Services.

3.3. CLASS staff will communicate with affected families in the event of a change in transportation eligibility with an appropriate notice period.

3.4. Students may not automatically qualify for transportation when a hazard is identified. There may be a suitable walking route that would avoid the hazard.

3.5. CLASS has the sole discretion to determine if a walking route is hazardous for students. CLASS decision is final.

#### 4.0 Definitions

| Term                      | Definition  |
|---------------------------|---|
| Hazard                    | A hazard is an area which CLASS has identified as "not safe" for students to walk through as part of the walking path for determining transportation eligibility. Hazard designations are established in accordance with the tools and guidelines in this operating procedure.                                |
| Bridge                    | A bridge is a vehicle crossing structure with travelled lanes spanning a gap such as a waterway, roadway, railway or other obstacle. The crossing structure shall be at least 12 metres (length of one full size school bus) in length and two travelled lanes in width. Culverts are not considered bridges. |
| Uncontrolled Intersection | An uncontrolled intersection is an intersection without any traffic calming devices such as traffic signals, signs, crosswalks, crossing guards etc.  |

|                 |  |
|-----------------|--|
| Travelled Lanes | A travelled lane is a portion of the roadway intended for regular vehicle traffic use. Paved shoulders, bicycle lanes, turning lanes and medians are not considered travelled lanes. |
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**5.0 Appendices**

APPENDIX A – Hazard Assessment Form

APPENDIX A

**Walk Hazard Assessment Worksheet**



|  |             |                      |                       |                       |
|--|-------------|----------------------|-----------------------|-----------------------|
| <b>Date Submitted:</b>   |             | <b>Submitted By:</b> |                       |                       |
| <b>Nature of Concern:</b>  |             |                      |                       |                       |
|  |             |                      |                       |                       |
|  |             |                      |                       |                       |
| <b>Traffic Volume Rating</b><br>(3/min=low, 4-30/min=mid, 31/min=high) | <b>LOW</b>  | <b>MID</b>           | <b>HIGH</b>           | <b>NOT APPLICABLE</b> |
|  |             |                      |                       |                       |
| <b>Criteria</b>  | <b>PASS</b> | <b>FAIL</b>          | <b>NOT APPLICABLE</b> |                       |
| Travelled lanes exceeds 4 w/o crosswalk/traffic signal (jk-8)          |             |                      |                       |                       |
| Posted speed limit 80km/h or greater                                   |             |                      |                       |                       |
| Bridge has separate sidewalk / divider from roadway (jk-8)             |             |                      |                       |                       |
| Train crossing with warning system                                     |             |                      |                       |                       |
| Construction area w/o alternate route (jk-8)                           |             |                      |                       |                       |
| Sidewalk along major roads w/o alternate route                         |             |                      |                       |                       |
| Crossing mid-block w/o crossing guard or traffic control devi          |             |                      |                       |                       |
| <b>Comments:</b>   |             |                      |                       |                       |
|  |             |                      |                       |                       |
|  |             |                      |                       |                       |
|  |             |                      |                       |                       |
| <b>Results:</b>  |             |                      |                       |                       |
|  |             |                      |                       |                       |
|  |             |                      |                       |                       |
| <b>Investigated By:</b>  |             |                      | <b>Date:</b>          |                       |