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 **CLASS**
SHARED SCHOOL SERVICES

School Site Traffic Management Plan

Merlin Area Public School

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Chatham-Kent Lambton Administrative School Services "CLASS", in collaboration with key personnel from the respective school Boards, has developed tailored traffic management plans for all schools within the district to help ease traffic congestion and promote safety around school sites.

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Purpose

Schools present unique safety challenges with respect to the significant daily spikes in traffic volume on and around school property during the school year. School Site Traffic Management Plans outline how traffic will safely operate on the site, including pedestrians, those using mobility devices, cyclists, motorized vehicles and school purpose vehicles.

The School Site Traffic Management Plan will allow anyone who is new to the school community to become familiar with how the school site operates and act as a refresher for those who are familiar with the school. This plan and the accompanying appendices are intended to promote active travel to school as well as help manage traffic on the school site.



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Definitions



School Purpose Vehicle - Any vehicle contracted by CLASS to transport students between home and school. This includes traditional yellow-and-black full sized school buses, mini-sized school buses, accessible school buses, school purpose minivans, accessible school purpose minivans and taxis.



Active Travel - Any form of human-powered transportation such as walking, cycling, using a wheelchair, using a scooter or skateboard.



Kiss N' Ride - A designated zone that is used for quick student pick-ups and drop offs at a school. Vehicles enter the zone, stop to let the student(s) in/out, and drive away immediately. Driver always remains in the vehicle.



School Bus Loading Zone - The designated area(s) where School Purpose Vehicles are permitted to load and unload students without the use of overhead lights. This / these area(s) may be located on the street, on school property or part of a designated laneway / loop or integrated into parts of the school property shared with motorists. Some School Bus Loading Zones may be multiple lanes wide, or at multiple locations at the school to accommodate large number of School Purpose Vehicles, different vehicle configurations or student needs.

Definitions



Community Safety Zone - A Municipally designated and signed zone implemented on road sections adjacent to schools in which a maximum speed limit of 40 km/h applies at all times.



Fire Route - Local Municipal regulations, in accordance with the Ontario Building Code require all school facilities to have provisions for firefighting and to have defined access routes for fire department vehicles as well as minimum requirements for the location and design of fire routes.



Pedestrian Crossovers (PXO) - Pedestrian crossovers are marked crosswalks identified by signs, pavement markings and in some cases, they may have flashing beacon lights. Pedestrians, vehicles, and cyclists need to understand the rules of the road at these crosswalks to ensure safety for everyone.



School Crossing Guards - A school crossing guard is a designated adult whose purpose is to supervise a designated school crossing location and support pedestrian students safely crossing the road(s) and stop traffic. Local Municipalities independently decide whether to offer this program and are solely responsible for all aspects therein.

Safe Active Travel

Active travel is a great way to get to and from school. There are many health and environmental benefits associated with active travel in addition to the positive impacts on students. The more a school encourages active travel, the better the chances that traffic congestion around the school will decrease.

Crossing Guards - There are a number of communities within the district that offer adult crossing guards that can help students get to and from school safely. Local Municipalities independently decide whether to offer this program and are solely responsible for all aspects therein. School Crossing Guard locations are identified in APPENDIX 3, where available.

Pedestrian Crossovers (PXO) - Communities across the district have various designs of PXOs to assist pedestrians, those using mobility devices, cyclists and those using a scooter or skateboard safely cross key intersections and roads.

There are two levels of PXOs (Level 1 and Level 2) as described in Ontario Regulation 402/15. Level 1 corresponds to PXO type A, and Level 2 corresponds to PXO types B, C, and D. Descriptions of each type of PXO per the Ontario Traffic Manual, Book 15, June 2016 are provided below and are available online at: <https://carmanah.com/wp-content/uploads/2018/08/OTM-BOOK-15-Pedestrian-Crossing-Treatments-June-2016.pdf>



Safe Active Travel

Level 1 Type A PX0 - This style of pedestrian crossover is defined by the prescribed use of regulatory and warning signs, flashing amber beacons, and pavement markings. It uses pedestrian-activated flashing amber beacons on double-sided, internally illuminated OVERHEAD X signs installed at the pedestrian crossover.

Level 2 Type B PX0 - This style of pedestrian crossover is defined by the prescribed use of regulatory and side mounted and overhead mounted crossover warning signs, rapid rectangular flashing beacons and pavement markings. It uses pedestrian activated double-sided rectangle rapid flashing beacons mounted above each set of side-mounted pedestrian crossover signs installed at the pedestrian crossover.

Level 2 Type C PX0 - This style of pedestrian crossover is defined by the prescribed use of regulatory and side mounted warning signs, rapid rectangular flashing beacons and pavement markings. It uses pedestrian activated double-sided rectangle rapid flashing beacons mounted above each set of side mounted pedestrian crossover signs installed at the pedestrian crossover.

Level 2 Type D PX0 - This style of pedestrian crossover is defined by the prescribed use of regulatory and warning signs, and pavement markings. It uses only side-mounted regulatory signs installed at the pedestrian crossover; flashing beacons are not required for this type of crossover.

Safe Active Travel

It is the responsibility of pedestrians to ensure all vehicles have yielded before stepping into the PXO and crossing the roadway. Cyclists must watch for pedestrians, be prepared to stop, and only proceed once the pedestrian has cleared the roadway.

Additionally, cyclists should dismount and walk the bike across. Whenever approaching the PXO, all users should remove their earphones, turn off their music, and stop texting or talking on the phone. Be attentive when crossing and keep to the following guidelines:

- Cross only at marked pedestrian crossover.
- Do not cross in the middle of the block or between parked cars.
- Cross when traffic has come to a complete stop.
- Begin to cross at the start of the flashing lights.
- Do not start to cross if you see the flashing lights have stopped.
- If you have already started to cross and the lights stop flashing, complete your crossing safely.
- Never cross when the lights are not flashing.
- Watch for traffic turning at intersections or into and leaving driveways.
- Make sure drivers see you before you cross. If the driver is stopped, make eye contact before you step into the road.



Safe Active Travel

Access / Arrival Points on School Property - The School Site Traffic Management Plan includes Active Travel Resources to support students in APPENDIX 2. Pedestrian focused access / arrival points onto and on the school property such as sidewalks and pathways have been included.

The Active Travel Resources in APPENDIX 3 also identifies “walk a block” drop-off areas. Drivers are encouraged to drop off students in these areas and allow the student to walk the rest of the way to the school. Using “walk a block” locations help reduce traffic congestion around the school.

Where available, the location of crossing guards, pedestrian crossovers, off road paths and traffic signals are also included to support students and parents/guardians in planning a route.

Bicycle / Scooter Storage on School Property - Racks are available on school property for the storage of these items. Where available these are highlighted in APPENDIX 2. Students should always walk their bicycle / scooter while on school property. Schools are encouraged to consider convenient and secure locations for racks that encourage use and discourage theft / damage. Anyone using the racks are encouraged to bring their own lock and always follow the sidewalks and paved paths to the racks.



School Traffic Management Practices



Morning Arrival - During the morning arrival, school staff supervision will be present in key areas of school property to support School Purpose Vehicle unloading and general student safety. Staff supervision typically begins 15 minutes before the AM bell, which is when students are welcome to come to the school yard. Students should safely make their way to the playground area of the school via sidewalks or paths.

Students walking / cycling / riding a scooter etc. must follow the sidewalks or paths and be alert to traffic while entering school property. Students should always walk their bicycle / scooter while on school property. Caution must be taken around passenger vehicles and School Purpose Vehicles to ensure safe departures.

School Purpose Vehicles will enter the School Bus Loading Zone and stop to await the safe unloading of students from the vehicle. School purpose vehicles will ensure vehicles are turned off wherever possible, or idling is limited to support immediate student loading / accessible service while in the School Bus Loading Zone. The School Bus Loading Zone cannot be used by parents/guardians to drop off students. Access points for the School Bus Loading Zone must never be obstructed. School Purpose Vehicles have right-of way during

entrance and exit of the School Bus Loading Zone; motorists must yield. School purpose vehicles may arrive at staggered times or in “waves” of multiple vehicles to support efficient system routing and/or to minimize the number of school purpose vehicles on a school site at any time.

Parents/guardians who must drop off their students on school property should park in the available, defined parking locations and walk them to the appropriate entrance door. Parents/guardians cannot park their vehicle in the Child Care designated parking locations. Caution should be exercised when navigating the parking lot to ensure safe passage. Where available, parents/guardians can use the Kiss N’ Ride feature to drop off their student. Vehicles are not allowed to park in the Kiss N’ Ride; parents/guardians must assist their student(s) to safely and efficiently exit the vehicle and then depart the Kiss N’ Ride safely.

Parents/guardians who are dropping off children for a school site Child Care Program should seek to avoid the morning school bell time traffic congestion wherever possible. Arriving well in advance or after the daily spikes in traffic volume will assist with an expedient process and reduce congestion at the school site. Parents/guardians who are dropping off children for Child Care programs should park in the available, defined parking locations and utilize the appropriate entrance door.

School Traffic Management Practices



Afternoon Dismissal- During the afternoon dismissal, school staff supervision will be present in key areas of school property to support School Purpose Vehicle loading and general student safety.

Walking students should safely make their way off school property via sidewalks or paths. Students walking / cycling / riding a scooter etc. must follow the sidewalks or paths and be alert to traffic while exiting school property. Caution must be taken around vehicles / motorists and School Purpose Vehicles to ensure safe departures.

School Purpose Vehicles will enter the School Bus Loading Zone and stop to await the safe loading of students onto the vehicle. School purpose vehicles will ensure vehicles are turned off wherever possible, or idling is limited to support immediate student loading / accessible service while in the School Bus Loading Zone. The School Bus Loading Zone cannot be used by parents/guardians to pick up students. Access points for the School Bus Loading Zone must never be obstructed. School Purpose Vehicles have right-of way during entrance and exit of the School Bus Loading Zone; motorists must yield. School purpose vehicles may arrive at staggered times or in “waves” of groups of vehicles to support efficient system routing and/or to minimize the number of school purpose vehicles on a school site at any time.

Parents/guardians who must pick up their students should park in the available, defined parking locations and walk to the appropriate exit door to meet their student(s). Parents/guardians cannot park their vehicle in the Child Care designated parking locations. Caution should be exercised when navigating the parking lot to ensure safe passage. Where available, parents/guardians can use the Kiss N' Ride lane feature to retrieve their student. Vehicles are not allowed to park in the Kiss N' Ride and parents / guardians must remain in their vehicles while waiting for their student(s). Parents/guardians cannot park or stop their vehicle on active roadway lanes to wait for their student(s) or to access the Kiss N' Ride.

Parents/guardians who are picking up children from a school site Child Care Program should seek to avoid the afternoon school bell time traffic congestion wherever possible. Arriving well in advance or after the daily spikes in traffic volume will assist with an expedient process and reduce congestion at the school site. Parents/guardians who are dropping off children for Child Care programs should park in the available, defined parking locations.

Yard Supervision - Staff supervision is scheduled for limited time periods in key areas on school property to support student safety during morning arrival and after-school departure. Typically, supervision commences 15 minutes before the AM bell time and for 10 minutes after the PM bell time. Check with your local school for specific details regarding duration and location of yard supervision.

Vehicle Traffic

Traffic Flow on School Property - All vehicles accessing the school must follow the posted signage and ensure they do not interfere with the School Bus Loading Zone. The approved traffic flow is shown on the APPENDIX 1 school site map attached with the School Site Traffic Plan. Check with your local school for further details regarding traffic flow on the school site.



Parking on School Property - School properties often have limited available parking spaces on site due to the requirements associated with operating the facility (large number of staff, child cares, school bus loading zones etc.). Parking locations for visitors / parents / guardians / child care / students parking on school property is displayed in APPENDIX 1 of the School Site Traffic Plan. A limited number of accessible parking spaces are available on school sites; use is strictly limited to vehicles that display a valid Ontario Accessible Parking Permit. Check with your local school for further details regarding parking on the school site.



On-Street Parking - At many school sites, there are surrounding streets where on-street parking is permitted by the local Municipality. Parents / guardians choosing to drive / pickup their student(s) to / from school should consider using a “walk a block” approach to help reduce congestion at the school. Motorists should always obey all posted street signs.

Vehicle Traffic

Fire Route - All school sites have a Municipally designated official Fire Route which is a no stopping / no parking zone. Stopping and parking are not permitted in the loop at any time as per local Municipal by-law. The fire route is shown on the APPENDIX 1 school site map attached with the School Site Traffic Management Plan. Any vehicle within the fire route must vacate immediately in the event of a fire alarm. Check with your local school for further details regarding the Fire Route.













Benefits of a traffic management plan

- Clear plans and reference materials for school community.
- Defined traffic flow for pedestrians, motorists, and school purpose vehicles.
- Promotion of safe practices on school property & around school site.
- Increased awareness of ‘active travel’ and ‘walk a block’ opportunities.



Appendix 1 – Site Plan

 Vehicle Access	 Kiss N’ Ride
 School Bus Loading Zone	 Accessible Parking
 Fire Route	 Staff Parking
 Main School Entrance	 Visitor Parking
 Child Care Entrance	 Child Care Parking

Active travel benefits

- ✓ Healthier Children - Walking, cycling, or using a wheelchair, scooter or skateboard to school provides daily physical activity which supports brain development, and can lead to improved learning and attention at school. Children arrive at school alert and ready to learn.
- ✓ Less Traffic and Pollution - Fewer cars around schools reduces traffic congestion, improves safety, and decreases harmful air pollution.



Appendix 2 – Active Travel



Pedestrian Paths & Sidewalks



Pedestrian Access Points



Bike racks

Walk-a-Block encourages drivers to drop students a block from school, allowing them to 'walk-a-block' which reduces school traffic congestion.

Community Safety Zones which have a reduced speed limit, help protect students on their way to and from schools.



Appendix 3 – Active Travel



Crosswalks



Crossing Guards



Traffic Lights

“Walk-a-Block” Zone



Community Safety Zone

