

Traffic Control Devices for School Zones

March 2017



PROCEDURE FOR REQUESTING TRAFFIC CONTROL DEVICES FOR SCHOOL ZONES

This document establishes procedures for requesting traffic control devices for school-related pedestrians and vehicle circulation. The procedure emphasizes the involvement of citizens, community staff, and school district administration to help identify, prioritize, and process requests. This document also includes The City of Allen Guidelines for School Traffic Control Devices and Contact information to assist Principals and Allen Independent School District (AISD) staff when preparing requests for consideration by the City of Allen Traffic Safety Advisory Committee (consisting of key City of Allen Engineering, City of Allen Police/Fire Department, and AISD Staff).

Procedures

1. Requests for traffic control devices (traffic signs, pavement markings, etc.) shall, as a minimum, include the following information:
 - Name and address of requestor;
 - Daytime phone number;
 - E-mail address (optional);
 - Description of the problem(s);
 - Type of traffic control device(s) requested;
 - Location of traffic device(s) to be installed;
 - Direction(s) of travel for which traffic control device is provided;
 - Time period(s) traffic device will be in effect, if applicable;
 - Day(s) of the week the traffic control is in effect;
 - Community support for the proposed traffic control(s).
2. Describe how the requested traffic control device(s) improves overall safety and mobility of student pedestrians, bicycles, and vehicular traffic. Also, cite the impact the proposed traffic control device(s) may have on the adjacent neighborhood.
3. The 'Safe and Secure Schools' Department and Transportation Department Crossing Guard Coordinator must support the request before forwarding it to the TSC for consideration.
4. If the Allen ISD Administration supports the request, it is then forwarded to the Traffic Safety Committee (TSC) for consideration.
5. Upon completing an investigation, the TSC will make a recommendation on granting or denying the request. The TSC will notify AISD Staff of its decision. Implementation of the traffic control devices will befall the School District for all signage on all school

district property, including driveways. The City of Allen shall install signage in the public right-of-way (ROW), in accordance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD). The City of Allen will not install signage that does not comply with the TMUTCD.

Please note all requests related to school walking/biking safety must be reviewed and supported by the 'Safe and Secure Schools' Department of the AISD. The TSC will not process requests from individuals and will direct the requestor to contact the AISD Safe and Secure Schools Department so that the procedures described herein can be followed. The TSC, with input from the AISD staff, shall make the final decision on installation of the requested traffic control devices.

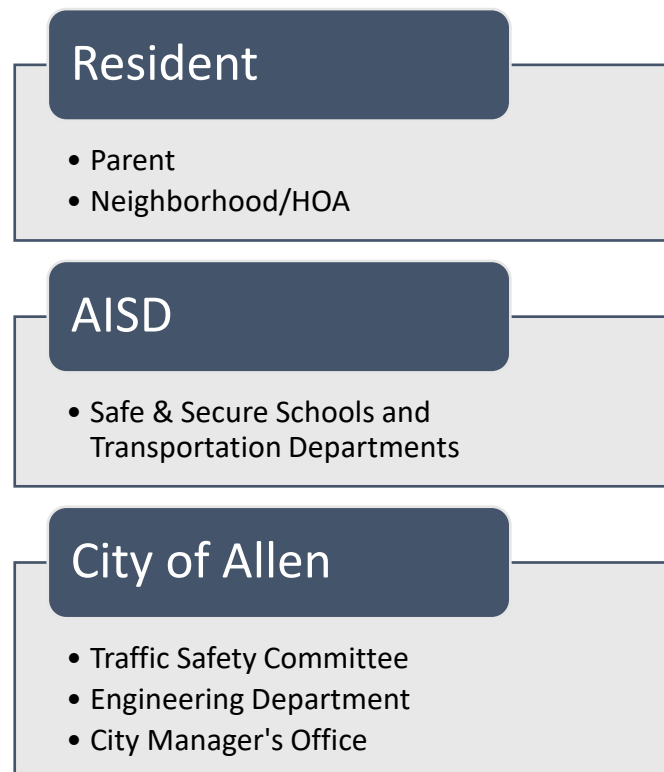
Appeals

Appeals shall be submitted, in writing, to the Director of Engineering, identifying the perceived flaw in logic and conclusions derived by the TSC. Requests for appeal will not be considered without additional information. Final decision authority remains with the Allen City Manager's Office.

GUIDELINE FOR TRAFFIC CONTROL DEVICES FOR SCHOOLS

Traffic Safety Committee

The Traffic Safety Committee (TSC) has been established to afford collaboration and balanced judgement as it relates to traffic control decisions throughout the community. Comprised of staff from various departments within both city and school administrations, the TSC is the collective decisive body on any changes. Fundamentally, the request begins with an observation and request made by a parent through the school principal. The 'Safe and Secure Schools' Department and Transportation Department Crossing Guard Coordinator must support the request before forwarding it to the TSC for consideration.



Repair and Maintenance

Requests for repair/maintenance for existing traffic control devices in the public ROW (along public streets) should be forwarded directly to the City of Allen Engineering Department (214-509-4576). Any requests for repair/maintenance for existing traffic control signage and markings on school property should be forwarded to the Allen Independent School District 'Safe and Secure Schools' Department. When contacting, please provide:

- The type of device(s) being reported (i.e., a school zone flasher);
- Reason for contacting (i.e., a flasher is not working properly, sign is missing);

- The location of the device (i.e., southeast corner of Glendover and Twin Creeks);
- Direction of travel for which the device is provided (i.e., for eastbound traffic).

Reduced Speed School Zones (20mph)

Reduced Speed School Zones are designed to reduce the speed of vehicular traffic so that:

- Motorist are more alert of pedestrian activities;
- Motorist require shorter distance to stop;
- Pedestrians, especially young children, can anticipate approaching vehicular movements more accurately.

The Traffic Safety Committee (TSC) does not recommend implementing school zones to serve:

- High schools, Middle Schools, Early childhood centers, private schools, and daycare facilities;
- Intersections where stop signs or pedestrian signals are already provided;
- Locations that are not located in close proximity of the subject school
- Roadways where a school bus service is available for students who elect to cross on foot otherwise;
- Extracurricular activities (i.e., after-school band practices, tutoring, etc.):
- Crossings where school pedestrian activity is minimal (less than 20);
- Locations where adequate gaps in traffic are available for pedestrian to cross the roadway.

The length of a school zone should be kept as short as practical and is determined based on the immediate conditions of the road such as property lines, intersection locations, vertical/horizontal curves, and visibility obstructions.

In every case, the Allen Engineering Department will only conduct a traffic safety investigation if requested by the AISD to determine the appropriateness of the request and its subsequent disposition.

Exhibit A identifies the school zones that have been established prior to the creation of this policy. They may or may not comply with the above guidelines. As such, they do not constitute justification for any future installations that do not comply. It shall be assumed that the validity of an existing traffic control device is always subject to renewed scrutiny (and retirement/removal, if necessary).

School Zone Warning Flashers

Warning flashers are used to draw the attention of motorists to 20mph school zones. Warning flashers are typically provided on:

- School zones located on major thoroughfares;

- Secondary thoroughfares with low driver compliance to the posted 20 mph speed limit (i.e., 85th percentile speeds during the school zone hours exceed 25 mph).

School Crosswalks

School crosswalks should only be installed when in conjunction with a 20 mph school zone, traffic signals or stop sign controls. Locations where school crosswalks should not be installed include:

- Locations outside of an established school route;
- Street intersections not adjacent to school property;
- Across major thoroughfares, where the TMUTCD does not advise installation based on traffic volume

School Adult Crossing Guards

Adult crossing guards assist elementary school students at selected, marked crosswalks within school zones. Middle school students and older children possess the cognitive ability to cross roadways with appropriate judgement, without supervision. Any exceptions to the elementary-only provision of this policy for adult crossing guards shall be approved by the TSC for documented and extenuating circumstances only.

Exhibit A identifies the crossing guard locations that have been established prior to the creation of this policy. Their position may or may not comply with the above guidelines. As such, they do not constitute justification for any future installations that do not comply. It shall be assumed that the presence of crossing guards at any location is always subject to renewed scrutiny (and retirement/removal, if necessary).

Pedestrian/Traffic Signals

The criteria for installation of traffic signals for school pedestrians is based on warrants as established in the Texas Manual on Uniform Traffic Control Devices (TMUTCD). For further consideration for installation of a traffic signal, one or more warrants in the TMUTCD must be met. Along with the warrant study and engineering judgement, the TSC may determine whether the installation of traffic signals will improve overall safety and/or capacity of the intersection.

Parking Restriction

The 'Safe and Secure Schools' Department of the AISD shall serve as the sponsor for any given parking restriction. Upon receipt of the request from the AISD, the TSC will verify the need. If successfully verified, the Allen Engineering Department (AED) will coordinate the sign installation. A parking restriction will not be considered again for the same section of road for a period of one year from the date of the initial study.

Stop Signs

The City of Allen does not install stop signs for speed control. Stop signs should be used for intersecting traffic control in a manner that minimizes vehicular delay as much as possible. For speed control, see Police Enforcement.

General Speed Limit Reduction Policy

The established prima facie speed limit on residential streets is 30 miles-per-hour. Under current Texas law, a local municipality may reduce this speed limit to 25 miles-per-hour with certain restrictions and requirements. The City of Allen has attempted speed limit reduction once before, as a case study, and determined that the reduced posted speed limit did not reduce the average or 85th percentile speed in the neighborhood (when comparing measured speeds prior to implementation to those speeds 10 years later). Consequently, the City of Allen will not entertain requests to lower prima facie speed.

Police Enforcement

A request for police enforcement can be filed by phone or online (See Contact information). When contacting, provide as much detailed information as possible.

Contact Information

The City of Allen
Police Department
Traffic Unit (Enforcement)
Phone: 214-509-4288
Online Request Form: www.cityofallen.org (search 'online form to file a traffic complaint')

The City of Allen
Engineering Department
Phone: 214-509-4576
Fax: 214-509-4990
coa@cityofallen.org

Allen Independent School District
Safe and Secure Schools Department
Allen ISD
1451 N. Watters
Allen, Texas 75013
(972) 236-0637

