

ADULT SCHOOL CROSSING GUARD REQUEST INSTRUCTIONS



How to Request an Adult School Crossing Guard

All requests for Adult School Crossing Guards must come from school principals or assistant principals. Parents, PTA presidents, and other community members who wish to request a new School Crossing Guard location may provide input to their school's principal/assistant principal to submit the request. In order to request a School Crossing Guard, the school principal or assistant principal must complete and submit the attached School Crossing Guard Request Form.



For School Crossing Guard requests, DDOT requires the school to count the number of student pedestrians and bicyclists crossing the street at the desired School Crossing Guard location during any one hour period. The count may take place during the morning or during the afternoon. If the location where the crossing guard is being requested is at the intersection of two streets, students may be counted if crossing either street but no student shall be counted more than once. When completing the Request Form, the principal must include information on the number of student pedestrians and bicyclists counted as well as the time and date that the count was conducted. The count should be conducted by the school principal or by another reliable person. DDOT will verify the count provided by the school.

For Which Locations May a School Crossing Guard be Requested?

- School Crossing Guards may be requested for any location with a **crosswalk** that serves a **minimum of 20** student pedestrians and/or bicyclists during a one hour period. The purpose of Adult School Crossing Guards is to help children safely cross the street as they walk or bicycle to and from school. Adult school crossing guards will **not** be provided for the purpose of directing pick-up and drop-off traffic in front of the school.
- Locations are eligible for a School Crossing Guards request if they are within ¼ mile of at least one **public** or **public charter** school that includes the grades Pre-Kindergarten through Sixth grade.
- DDOT will **not** locate School Crossing Guards at uncontrolled locations (that is, locations without a traffic signal or stop sign) if the street is designated as high risk according to the Crossing Deficiency Analysis from the Pedestrian Master Plan (which can be found at the following website: <http://www.tooledesign.com/projects/dc/>). Streets that are high risk are the streets that are the most dangerous to cross without a traffic signal because they have heavy traffic volumes and many lanes of traffic. In these cases, DDOT recommends that students cross the street at the nearest traffic signal.

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How DDOT Prioritizes School Crossing Guard Locations

Adult School Crossing Guards are a limited resource and as such there will always be unmet demand. DDOT will analyze all new requests for Crossing Guards according to the scoring factors outlined below. As part of the analysis, each requested location will receive a numerical score. The analysis will result in a prioritized list of locations for new School Crossing Guards. The locations with the highest score will receive first priority for new Crossing Guards. School Crossing Guards will be assigned to the highest scoring schools to the extent that resources allow.



The following scoring factors are used to prioritize School Crossing Guard locations. These factors are consistent with nationwide best practices for locating School Crossing Guard posts:

- **Crossing Difficulty:** This factor is based on the crossing deficiency analysis that was conducted as part of the DC Pedestrian Master Plan (which can be found at the following website: <http://www.tooledesign.com/projects/dc/>) and accounts for traffic volumes, the number of lanes of traffic, and traffic speeds. Research

has shown that these factors influence the safety of a given street crossing.

- **Number of Schools Affected:** This factor measures the number of schools with grades PK-6 that would benefit from a School Crossing Guard at a particular location. More points are given to locations that would benefit more than one school.
- **Distance to Existing School Crossing Guard:** This factor accounts for the distance to the nearest existing School Crossing Guard. More points are given for locations that are far from existing School Crossing Guards.
- **Other Engineering Factors:** This factor measures a number of other elements that affect the safety of a given crossing location. These elements include, but are not limited to, sight distance, the complexity of the intersection, and the presence of turning vehicle conflicts.
- **Pedestrian Volume:** This factor measures the number of students who cross the street at the requested location. For a School Crossing Guard to be provided, a minimum of 20 student pedestrians and/or bicyclists are required during a one-hour period.
- **Reported Pedestrian Crash History:** This factor takes into account the number of police-reported pedestrian crashes that have occurred at the requested location during the most recent three years for which data is available.

How Long Does the Process Take?

DDOT will analyze all School Crossing Guard Requests within thirty days of receipt and will inform the school principal of the requested location's placement on the School Crossing Guard Waiting List. New School Crossing Guards will be assigned to the locations with the highest priority/ranking to the extent that they are available.