



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** School Traffic Safety

**NUMBER:** REF- 4492.1

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**ROUTING**  
All Schools and Offices

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**PURPOSE:** The purpose of this Reference Guide is to assist school administrators in requesting traffic surveys, speed limit signs, pavement markings, crossing guards or other assistance to resolve traffic safety issues.

**MAJOR CHANGES:** This Reference Guide replaces *Reference Guide 4492.0, School Traffic Safety, September 30, 2008*. Updated information is provided, including new guidance on passenger loading zones and the Safety Valet Program.

**INSTRUCTIONS:** Background

The State of California, Department of Transportation (Caltrans) and local law enforcement/transportation agencies establish traffic safety requirements for school sites, including those associated with the posting of warning signs, pavement markings, crossing guards, on-street parking restrictions, pedestrian routes to school maps, stop signs and traffic signals. The Office of Environmental Health and Safety (OEHS) works with these agencies to assist school administrators in obtaining the necessary support to resolve traffic safety issues.

General Requirements

Site Administrators shall inform students, staff and parents of designated student drop-off and pick-up points and safety procedures to follow at the school, and issue the pedestrian routes to school maps to students.

Site Administrators should distribute and post the “[Back to School Safety Tips](#)” flyer which provides general guidance for students, parents and administrators.



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### Passenger Loading Zones

OEHS can assist Principals with evaluating parking around the school and ensuring passenger loading areas are safe and meet the school's needs.

School passenger loading areas mainly consist of three different sign types:

- “*Passenger Loading Only, 6:30 AM to 9 AM, 1:30 PM to 4 PM*”
- “*2 Hour Parking 9 AM – 1:30 PM, School Days*”
- “*15 Minute Parking, 7 AM to 5 PM, School Days*”

(There are variations of the passenger loading signage depending on the municipality having jurisdiction.)

OEHS will evaluate various safety criteria. For example, passenger loading zones should be separated from bus loading zones. This minimizes traffic congestion and provides safe harbor for students coming to and from school.

### School Bus Zones

OEHS can also assist with evaluating school bus zones and addressing other safety concerns associated with these zones. Schools with bus transportation for students shall have a clearly designated bus zone for student drop-off and pick-up. The zone shall be marked with signs indicating, “*Tow-Away, No Stopping, 7AM – 5PM, School Days, School Buses Excepted.*” Loading and unloading of students shall take place only within the designated areas.

Should it become necessary to change the current school bus zone, certain factors must be taken into account. Bus zones should be located where the following conditions exist: ready access for students to school grounds through a building or gate entrance; adequate visibility of crosswalks, driveways and intersections; minimal contact between bus operations and private vehicles; and unobstructed adjoining sidewalks. In addition, students must be supervised during loading and unloading activities.

### Safety Valet Program

The Safety Valet Program improves the safety of students by providing a more fluid movement of vehicular traffic. The program is designed so parents will not have to park or exit their vehicles when dropping off children during the morning drop off time. OEHS coordinates the program in cooperation with the Los Angeles School Police Department (LASPD) who conducts on-site training of parent volunteers prior to the program implementation. For more information, please review [Reference Guide 5496.1, \*Implementing a Safety Valet Program at Schools\*](#).



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### Requests for Crossing Guards

To request a crossing guard, Site Administrators should send a written request to OEHS with the specific location for the proposed assignment. Crossing guards can be assigned by City or County agencies to early education centers, primary centers and elementary schools. The Los Angeles Department of Transportation (LADOT) or Public Works Departments will conduct a survey of the location and determine if it meets the following criteria:

- A minimum of 20 or more children attending elementary school who cross the intersection or location; or
- A minimum of 300 vehicles in a one-hour period must pass through an uncontrolled intersection (no signal or stop signs) which children must cross; or
- A minimum of 500 vehicles in a one-hour period must pass through a controlled intersection which children must cross.

For a school to qualify for a paid crossing guard in the City of Los Angeles, LADOT must conduct a traffic volume survey to justify the need. If justified, a paid crossing guard will be assigned by the LADOT provided there is available funding. The Los Angeles County Public Works Department provides the same services to schools within the county but outside of the city.

LAUSD schools and offices are not permitted to hire their own crossing guards independent of the municipality with jurisdiction. Additionally, District sites may not organize volunteers to act as crossing guards as there is no approved volunteer crossing guard program available for LAUSD schools.

### Educational Materials on Traffic Safety

For assistance or information on traffic education programs and training materials available for schools, contact OEHS at (213) 241-3199. Traffic and pedestrian safety educational materials in eight languages are also available on the OEHS website at:

<http://lausd-oehs.org/trafficandpedestriansafety.asp>.

### Law Enforcement

For traffic safety issues that cannot be resolved with the tools referenced above, the Site Administrator should confer with Los Angeles School Police Department at 213-625-6631 or complete an online request for traffic enforcement at <http://www.lasped.com/>. OEHS may also be reached at 213-241-3199 for additional assistance with traffic enforcement. Site



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Administrators may also contact the local law enforcement agency having jurisdiction.

### Summary

Site Administrators requiring assistance, should send a written request to OEHS for traffic surveys, parking restrictions, crosswalks, advance warning signs (school zone), school parking signage, traffic controls, crossing guards, or for determinations on whether vehicle enforcement is required to ensure the safety of students and staff. Requests should be directed to [trafficsafety@lausd-oehs.org](mailto:trafficsafety@lausd-oehs.org) or by written correspondence to OEHS, LAUSD Beaudry Headquarters, 28<sup>th</sup> Floor, Attention: School Traffic Safety Programs. The [\*Employee Request for Correction of Safety Hazard\*](#) form may be used for this purpose, but is not required.

The request should include a description of the problem and the specific location. Emergency requests may be made by telephone the OEHS Traffic Safety Officer at (213) 241-3199, but a written request must also be submitted. Requests for the assistance of local transportation agencies should be made only through OEHS.

OEHS will evaluate the request before forwarding to the appropriate transportation agency. OEHS will keep the school apprised of any developments including the agency's determination.

### **RELATED RESOURCES:**

Office of Environmental Health & Safety: <http://www.lausd-oehs.org>  
L.A. Department of Transportation: <http://www.lacity.org/ladot/dottips.htm> and  
<http://www.watchtheroad.org>  
Los Angeles School Police Department: <http://laspd.com>  
Los Angeles Police Department: <http://www.lapd.org>  
Safe Kids: <http://www.safekids.org>  
California Office of Traffic Safety: <http://www.ots.ca.gov/kids/index.org>  
Safe Moves: <http://www.safemoves.org>  
Metropolitan Transit Authority: <http://www.metro/net/ridesafely>

### **ASSISTANCE:**

For further information, please contact Traffic Safety Programs at the Office of Environmental Health and Safety at (213) 241-3199.