



DEVELOPMENT SERVICES
ENGINEERING DIVISION

SCHOOL TRAFFIC MANAGEMENT PLAN GUIDELINES

SCHOOL NAME:

ZONING CASE:

A school traffic management plan (TMP) is a site-specific plan providing guidelines to coordinate traffic circulation during school peak hours. TMPs should promote strategies to manage all modes of transportation and maintain student safety paramount at all times. An effective plan requires continual planning, renewed understanding and coordinated efforts by school administration and staff, neighbors, parents, and students.

The school operator must prepare a traffic study evaluating the sufficiency of any TMP. The study must be based on field observations of both afternoon pick-up and morning drop-off periods. The study must include but is not limited to:

- 1. TMP exhibit to scale showing building footprints, curbs, parking, pavement markings, designated student drop-off and pick-up locations. *NOTE: aerial image background are difficult to duplicate and therefore are not acceptable.*
- 2. School site location and description of adjacent roadways
- 3. All ingress and egress points of access for motor vehicles or pedestrians
- 4. Pickup queuing summary table indicating school schedule and student enrollment for each grade, maximum vehicular accumulation, storage capacity, and surplus for each dismissal period and/or designated student loading zone
- 5. On-site traffic circulation, including any temporary traffic control devices
- 6. Proposed student drop-off and pick-up coordination system: passenger ID system, separation of modes of transportation, staggering times, etc.
- 7. Number and location of school staff assisting with unloading and loading students, requirements and expectations
- 8. Number and location of adult school crossing guards and/or off-duty deputized officers
- 9. Statement confirming that plan was developed with direct input from individuals familiar with the general characteristics of the traffic needs and contact information of approving school administration official
- 10. Signed, stamped and dated by a licensed Professional Engineer in the State of Texas with specific expertise in transportation and traffic engineering, preferably certified as a Professional Traffic Operations Engineer
- 11. Prepared in a format that is easy to transmit to parents and school staff. (Multiple exhibits/illustrations may be needed)
- 12. Where applicable,
 - School bus loading operations
 - Methodology for projected maximum vehicular accumulation
 - Identify pedestrian routes up to half a mile away from all pedestrian access points
 - Parking management strategies
 - Recommendations to encourage walking and biking
 - Recommendations to inform and engage parents, students, staff and neighbors
 - Traffic control plan depicting traffic signs on public rights-of-way
 - If school is adjacent to any roadway with posted speed limit of 35 mph or greater, include:
 - Turning movement counts at all adjacent major intersections
 - Stopping and Intersection sight distances at school driveway approach

RECOMMENDATION: Approval, no objection Approval, subject to conditions Denial

COMMENTS: _____

REVIEWED BY: _____ DEP: _____ DATE: _____