



SCHOOL TRAFFIC MANAGEMENT PLAN GUIDELINES

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:

- School site location and description of adjacent roadways
- School hours for each grade level
- Student enrollment for each grade level
- Total number of ingress and egress points of access for both motor vehicles and pedestrians
- Designated student drop-off and pick-up locations
- School bus loading operations
- Provide adequate storage for stacking cars on site, including methodology for queuing projections
- Proposed student drop-off and pick-up coordination system: passenger ID system, separation of modes of transportation, staggering times, etc.
- Number and location of school staff assisting with unloading and loading students, including staff requirements and expectations.
- Identify pedestrian routes up to half a mile away from all pedestrian access points
- Parking management strategies, if any.
- Recommendations to encourage walking and biking, if applicable.
- Recommendations to inform and engage
- Number and location of adult school crossing guards and/or off-duty deputized officers, if any.
- On-site traffic circulation, including temporary traffic control devices, if any.
- Traffic control plan depicting traffic signs on public rights-of-way, if any.
- 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
- Developed with direct input from individuals familiar with the general characteristics of the traffic needs. Includes confirmation statement, preferably signed by school administration.
- Prepared in a format that is easy to transmit to parents and school staff.
- 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.

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

COMMENTS: _____

REVIEWED BY: _____ DEP: _____ DATE: _____
