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## Part A. School Traffic Safety and Mitigation Guidance

Enhancement of both the safety and quality of life within school zones, residential neighborhoods, and on school property need to be achieved through the following means:

- Education:** Increase the neighborhood residents' and parent awareness that there are traffic related safety concerns such as pedestrian/bicycle access, school bus and emergency vehicle access., excessive speeds, non-local (cut-through) traffic, and the potential for accidents.
- Engineering:** Evaluate the affected street for speeding, traffic volumes, and accidents to determine if traffic-calming measures are warranted. Evaluate school property to ensure bus, emergency vehicle, pedestrian, bicycle access is priorities and vehicle traffic is managed and minimizing queuing on public roadways.
- Enforcement :** Encourage parents and visitors to respect and follow school property traffic policies and arrival and dismissal procedures. Encourage compliance with speed limits on local streets through speed reducing tactics provided by the Brookline Police Department, Transportation Board, and Parking Committee, which include, but are not limited to traditional enforcement, and the use of speed monitoring devices.

### I. PURPOSE:

The School Committee and administration strive to ensure overall safety of students, employees, and community members while on school property. The School Committee encourages walking, bicycling, school bus, car pool, and other means of mass transit to access school property. In addition, the School Committee is aware of and understands that traffic conditions on school property and subsequently residential streets abutting school property affect the neighborhoods' livability.

The goal of the School Committee Traffic Safety and Mitigation Policy is to improve safety by affecting driver behavior and the quality of life for residents, pedestrians, bicyclists, and motorists. In addition, it is to ensure that school traffic plans do not hinder quick response time for emergency service vehicles including fire trucks, police cars, ambulances, and large vehicles such as school buses and trucks used for providing essential municipal, school, and resident services.

The School Committee is responsible for traffic safety and mitigation on school property. Principals are responsible for following School Committee policy and for the safe and proper transfer of students to/from home. The principal's jurisdiction is the management and operations of school grounds and school owned/contracted vehicles. Visitors, parents, guardians, and designated care-givers are responsible for following all posted policies, regulations and guidelines for traffic safety and mitigation on and around school property.

Traffic safety and mitigation improvement can be achieved through education, enforcement, and engineered traffic calming programs. Traffic calming is defined as a combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non-motorized street users.

## II. SCOPE OF RESPONSIBILITY:

The superintendent will monitor the implementation of the policy and provide support to principals and the transportation coordinator who are responsible for implementing the policy and establishing student to parent transfer procedures for the school buildings. Traffic plans, signage, direction are part of this policy and must follow Manual on Uniform Traffic Control Devices (MUTCD) standards. The School Superintendent or designee is appointed to the Brookline Parking Committee.

Any changes to posted traffic plans for each school building must be reviewed by the Brookline Parking Committee and Transportation Board before being approved by the School Committee and implemented by the building principal.

## III. ADMINISTRATION

The following shall be enforceable at all times, but with diligence during school hours, commencing 7:00 a.m.-6:00 p.m. on days Brookline Public Schools is in session, including summer school programs:

1. Traffic and parking regulations promulgated by the Commonwealth of Massachusetts and the Town of Brookline must be followed and are enforceable by the Brookline Police Department on school property. *This will be apply to all modes of transportation (e.g., vehicle or bicycle)*
2. All school traffic plans shall use the Brookline Public Schools Standard Signage and Pavement Markings Guide and shall be Manual on Uniform Traffic Control Devices (MUTCD) compliant.<sup>1</sup>
3. Violations of traffic regulations or safety and mitigation policies may be subject to fines and other penalties permitted by law.
4. School traffic plans, policies, and guidance will be posted on the district web site for each school location and reviewed annually by the principal and the school department's liaison to the Brookline Parking Committee and Transportation Board.
5. School hours will be posted on district calendars and web sites.
6. Instructions given by school designated traffic personnel must be followed. School traffic personnel are identified as any individual wearing a garment that meets the requirements of ANSI 107 (OSHA) and using hand-signaling devices, such as STOP/SLOW paddles, to control traffic through specified temporary traffic control zones.

In an effort to support safe arrival and dismissal of all students and employees, the principal may:

- Assign parking spaces for employees; (Visitor and handicap parking will be designated on the posted plan for the school.)
- Remove illegally parked vehicles or other obstructions from traffic flow areas and invoice the owner of the vehicle or obstruction for the removal cost;

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<sup>1</sup> <http://mutcd.fhwa.dot.gov/>

<sup>2</sup> <http://www.dmv.org/ma-massachusetts/safety-laws.php#Cell-Phones-and-Texting>

- Restrict cars from standing, parking, or idling in the pick-up zone prior to the designated time;
- Require use of placard or other signs to identify vehicles picking up students in designated vehicle lanes;
- Establish written transfer procedures for a child from the school house to the parent or other authorized designee;
- Prohibit students from being loaded into vehicles in undesignated areas;
- Discourage the use of cell phones in the drop-off or pick-up lane/zone; (All drivers, regardless of age or license status, are banned from texting while behind the wheel.<sup>2</sup>)
- Require submission of license plate numbers upon request for all vehicles driven by visitors, parents, employees, students, and family-designated drivers;
- Use license plate information to grant permission and privileges, provide notice or educational material, or assess authorized fines, penalties, to owners and operators;
- Remove privileges of parents to pick up their student should the owner/operator behavior be deemed unsafe to other motorists, employees, or students.

The following actions are prohibited:

- PARKING, STANDING, OR WAITING to drop off or pick up students in designated bus lanes.
- Jaywalking. Use all painted crosswalks for crossing driveways and in parking lots. Avoid illegal or reckless pedestrian crossing of a roadway or driveway.
- Exiting a vehicle in a non-curbside lane (driver's side).
- U-turns on school property or adjacent public ways.
- Double-parking.
- Blocking an intersection in a neighborhood or on school property.
- Dropping off or picking up passengers in a driveway or traffic lane.
- Horn honking, except as a warning of imminent danger.

#### IV. TRAFFIC SAFETY & MITIGATION GUIDELINES

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<sup>2</sup> <http://www.dmv.org/ma-massachusetts/safety-laws.php#Cell-Phones-and-Texting>

The School Committee and administration strive to ensure overall safety of students, employees, and community members while on school property. The School Committee encourages walking, bicycling, school bus, car pool, and other means of mass transit to access school property.

The School Committee provides for school bus services to and from home over 1.5 miles, and a pass partnership with the MBTA for high school and middle school students. Information about these programs is available at the Brookline Public Schools Transportation web site {<http://www.brookline.k12.ma.us/domain/66>}

## Tips for Motorists

- When a school bus or children are present slow down and proceed with caution, obeying all traffic laws and speed limits.
- Always stop for a school bus that has stopped to load or unload passengers. Red flashing lights and an extended stop arm tell you the school bus is stopped to load or unload children. Under certain conditions State Law requires you to stop.
- Be alert and ready to stop. Watch for children walking in the street, especially where there are no sidewalks. Watch for children playing and gathering near bus stops. Watch for children arriving late for the bus, who may dart into the street without looking for traffic. When backing out of a driveway or leaving a garage, watch for children walking or biking to school.
- When driving in neighborhoods or school zones, watch for young people who may be in a hurry to get to school and may not be thinking about getting there safely.
- Do not arrive more than 30 minutes before the posted start or release times of school.
- Do not expect your child to be dismissed before the posted dismissal time. Student learning continues up to the posted dismissal time. Students can take between 5-10 minutes to be ready for boarding vehicles.
- Schedule all afterschool appointments, activities, play dates, etc. 30-45 minutes after the school dismissal time. This will allow enough time for all vehicles to safely travel within Brookline from school to the desired location(s).
- If a curbside location is not available, cars should park legally and drivers should walk to the school.
- To prevent unnecessary traffic back-ups or delays, students should disembark or embark in an expeditious and safe manner on the passenger side of any vehicle, never the driver's side.
- Drivers in pick up lanes should not exit their vehicles while waiting in the queue.
- Do not engage faculty, staff, or passersby in conversation while in the pick up/drop off lane. Traffic and safety are the primary concerns for faculty and staff outside at arrival and dismissal. If you wish to talk with a teacher, please call the school office and leave a message or make an appointment.

- Traffic officers and school personnel will be on duty daily during arrival and dismissal times. Please direct any problems to them only if there is imminent danger. Otherwise, report your concern to the principal's office.

## Tips for Parents

- Be a good role model, especially when you are with your children. Always
  - Buckle up in the car.
  - Wear a helmet when biking.
  - Follow pedestrian safety rules, and especially
  - Treat adults and children respectfully and civilly.
- Help your children learn and practice the safety rules for walking, bicycling, or riding in a passenger car, school bus, or transit bus.
- Supervise young children as they are walking or biking to school or as they wait at the school bus stop.

## Tips for Students

- Be a good role model for your younger brothers and sisters and friends, and help them learn and practice the safety rules.
- Always
  - Buckle up when you're riding in a car, school bus, or other vehicle when they are available.
  - Ride in the back seat. It's the safest place for young people.
  - Wear a helmet and follow traffic safety rules when riding your bike.
- If you ride a school bus, learn and practice the safety rules for
  - Waiting at the bus stop.
  - Getting on and off the bus, and
  - Riding the bus.
- If you walk to school, learn and practice the safety rules for pedestrians.
  - Always cross at cross walks;
  - Obey all traffic signs, traffic lights, and crossing guard instructions.

## Procedure for changing School Traffic Plans:

The Superintendent will monitor the implementation of the policy and provide support to principals and the transportation coordinator who are responsible for implementing the policy and establishing student to parent transfer procedures for the school buildings.

Any changes to posted traffic plans for each school building must be reviewed by the Traffic Safety Advisory Committee before being approved by the School Committee and implemented by the building principal.

- Step 1: Recommendation/issue/concern to change posted plan must be provided in writing by or to the school principal with documentation of details the situation warrants.
- Step 2: School principal reviews recommendation/issue/concern and completes a work order, assigns to Step 3 for data gathering and recommendation, or moves to Step 4 to make a correction to the approved plan.
- Step 3: Safe Routes to School Committee (each building) and school liaison to Brookline Parking Committee review and provide recommendation using data collection and other best practices recommendations and submit summary to step 4.
- Step 4: Brookline Parking Committee reviews concern and forwards recommendation or correction to
1. Municipal department for correction (e.g., DPF, DPW, Police, etc.), or
  2. Board of Selectmen for traffic by-law change or traffic codification change, and/or
  3. Superintendent for recommendation to School Committee for building traffic plans or policy change.
- Step 5: Board of Selectmen for review, comment, or approval based on Brookline Parking Committee and Transportation Board recommendation.  
and/or  
Superintendent sends recommendation to School Committee for review, comment, or approval based on Brookline Parking Committee and Transportation Board recommendation.
- Step 6: Board of Selectmen provides direction through Town Administrator to DPW, Police, or other municipal department to initiate correction, or update town by-law or local traffic codes.
- School Committee provides direction to School Administration to initiate correction or update to the approved traffic plan and policy for the specific building.

### **School Employees used for Traffic Control:**

Because school employees are responsible for public safety and make the greatest number of public contacts they should have the following minimum qualifications:

- Sense of responsibility for the safety of the public, employees, and students
- Training in safe traffic control practices
- Mental alertness and the ability to react in an emergency

- Courteous but firm manner

## HIGH-VISIBILITY CLOTHING

Employees exposed to public vehicular traffic must be provided with, and must wear, warning vests or other suitable garments marked with or made of reflectorized or high-visibility material. Garments must meet the requirements of ANSI 107. The most significant aspect of ANSI 107 is that it requires 360-degree visibility; meaning the wearer can be seen from all sides.

## HAND-SIGNALING DEVICES

Hand-signaling devices, such as STOP/SLOW paddles, lights, and red flags are used to control traffic through temporary traffic control zones. The STOP/SLOW paddle, which gives drivers more positive guidance than red flags, should be the primary hand-signaling device. The standard STOP/SLOW sign paddle shall be 18 inches square with letters at least 6 inches high. A rigid handle should be provided. This combination sign should be fabricated from light semi-rigid material, and shall have an octagonal shape. The background of the STOP face shall be red with white letters and border. To improve conspicuity, the STOP/SLOW paddles may be supplemented by one or two symmetrically positioned alternately flashing white high-intensity lamps on each side. The background of the SLOW face shall be orange with black letters and border. When used at night, the STOP/SLOW paddle shall be retro reflectorized in the same manner as signs.

## HAND-SIGNALING PROCEDURES

STOP/SLOW paddle and flag use are illustrated below. The following methods of signaling with STOP/SLOW paddles should be used:

- To Stop Traffic-The flagger shall face traffic and extend the STOP sign paddle in a stationary position with the arm extended horizontally away from the body. The free arm should be raised with the palm toward approaching traffic.
- To Direct Stopped Traffic to Proceed-The flagger shall face traffic with the SLOW paddle held in a stationary position with the arm extended horizontally away from the body. The flagger should motion with the free hand for traffic to proceed.
- To Alert or Slow Traffic-The flagger shall face traffic with the SLOW sign paddle held in a stationary position with the arm extended horizontally away from the body. The flagger may motion up and down with the free hand, palm down, indicating that the vehicle should slow down.

The following methods of signaling with a flag should be used:

- To Stop Traffic-The flagger shall face traffic and extend the flag staff horizontally across the traffic lane in a stationary position, so that the full area of the flag is visible hanging below the staff. The free arm should be raised with the palm toward approaching traffic.
- To Direct Stopped Traffic to Proceed. The flagger shall face traffic with the flag and arm lowered from view of the driver. With the free hand, the flagger should motion traffic to proceed. Flags shall not be used to signal traffic to proceed.
- To Alert or Slow Traffic. The flagger shall face traffic and slowly wave the flag in a sweeping motion of the extended arm from shoulder level to straight down, without raising the arm above a horizontal position.



## PREFERRED METHOD

Paddle



To Stop Traffic



Traffic Proceed



To Alert and Slow Traffic <sup>3</sup>

<sup>3</sup> Table III-2. A Policy on Geometric Design of Highways and Streets, AASHTO, 1990, p. 125.

## V. Legal References

1. Manual on Uniform Traffic Control Devices (MUTCD) – FHWA;
  - a. State Supplement: Massachusetts Amendments to the 2009 MUTCD (January 2012) (PDF, 1.9MB);
  - b. State Traffic Control Detailed Drawings, Policies, Design Manuals: Massachusetts DOT Highway Division Manuals
2. No Idling: 540 CMR: REGISTRY OF MOTOR VEHICLES (Chapter 386 of the Acts of 2008)
3. Town By-Laws:
  - a. IDLING OF MOTOR VEHICLES: §7.5.8
  - b. **Animals on School Grounds:** Need New Town By-Law: §Prohibited activities, Clause \_: Add *“To allow any domestic animal, other than dogs on leash to go upon these grounds. All animals, including dogs, are expressly prohibited from school grounds, playgrounds, and playing fields. The exception is a service animal as designated by the American with Disabilities Act.”*
  - c. Restraint of dogs required; licenses; § 8.6.7(a).
  - d. Parking: Town By-Laws: § 7.5.13,
4. Town Boards and Committees:
  - a. Bicycle Advisory Committee: <http://www.brooklinema.gov/143/Bicycle-Advisory-Committee>
  - b. Parking Committee: <http://www.brooklinema.gov/699/Parking-Committee>
  - c. Public Transportation Advisory Committee: <http://www.brooklinema.gov/1066/Public-Transportation-Advisory-Committee>
  - d. Transportation Board: <http://www.brooklinema.gov/392/Transportation-Board>
5. Town Regulations
  - a. Permit Parking Regulations: Section 6, PARKING PERMITS FOR SCHOOL STAFF <http://www.brooklinema.gov/DocumentCenter/Home/View/534>  
Section 6  
PARKING PERMITS FOR SCHOOL STAFF  
A. School Permit Parking Plan for Public Schools Owned and Operated by the Town of Brookline
    1. School Permit Parking Plan
      - a. If after exhausting all reasonable efforts to limit the demand for on-street parking spaces (a) by creating as many off-street parking spaces as feasible on the school property or at remote, off-street locations, and (b) by encouraging transit use and carpooling, there remains a need for school staff to park on adjacent residential streets for more than 2 hours, the Transportation Board shall authorize the granting of exemptions to the 2-hour rule during the school day and school year to those staff persons identified in a school permit parking plan approved by the Transportation Board.
    2. School Staff Permits
      - a. As a condition of granting exemptions to the 2-hour rule for school staff, the Transportation Division or it’s designee shall annually manufacture and distribute uniquely identifiable permits as approved by the Transportation Board for placement on the rear passenger side windows of all exempted vehicles that will be parked on streets adjacent to the school during that

school calendar year. If necessary, the streets (or street segments) on which the permitted vehicles are to be parked may be determined and designated by signage by the Transportation Division.

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## Part B. New Elementary School Traffic Safety Plan

### I. Arrival and Dismissal Procedures:

#### A. 9<sup>th</sup> Elementary School @ Baldwin

##### Drop-Off Procedures

*Short narrative*

Onsite: staff helping with drop-off

Offsite: Police directing traffic, crossing guards

##### K-2 Drop-off and Parking

During morning arrival, school employees will staff the parking lot in accordance with the Traffic Mitigation and Safety Guidance policies to assist with student drop off. Morning arrival will be staffed in a way to support the curbside drop off of all students Pre-K through 8<sup>th</sup> grade. In addition to promoting safe curbside drop-off of all students, the parking lot will maintain designated spots for “Live Parking” to support parents who choose to park and accompany their child to the school building. These spots will be designated with signs marking them as available for drop off during specific times prior to the beginning of school.

Soule Early Education Entrance (Hammond) will be prohibited from use during drop-off and pick up.

##### Pick-Up Procedures

*Short narrative*

Onsite: staff helping with drop-off

Offsite: Police directing traffic, crossing guards

Soule Early Education Entrance (Hammond) will be prohibited from use during drop-off and pick up.

*Short narrative*

Designated Location:

#### B. Soule Early Education Center Drop-off and Parking

Drop-off for Soule Early Education Center occurs after the conclusion of drop-off for the 9<sup>th</sup> School at Baldwin, between 8:00 a.m. and 8:30 a.m. each morning,

*Short narrative – Use Prohibited for 9<sup>th</sup> Elementary School Drop off or Pickup*

- a) How does Soule drop-off work? Arrival and Dismissal times
  - i) Heath Street Entrance
    - (1) In drop-off lane
    - (2) Using the dedicated “drop-off” spaces - 26 "Drop-off" spots available
  - ii) Hammond Street Entrance
    - (1) In drop-off lane
    - (2) Using the dedicated “drop-off” spaces

## II. Parking Instructions

### Short narrative

#### A. Overview

1. Total parking spaces in parking lot and on Heath St? (106)
2. Total staff for school? 115
3. Total staff parking on-site? 75-80
4. Total parking spaces reserved for K-2 "Drop Off " (26-31)
5. Total staff parking off-site? 30-35
6. Total parking spaces for Soule Recreation users during the school day?
  - a. 26-31 spots designated for daytime use
  - b. Plus spots in the drop-off lane between 8:30 a.m. and 2:00 p.m.

#### B. Handicap Parking and Access

1. Total # of handicap spots needed? 5
  - a. JLA determining how many and where
  - b. How far from Gyms, Fields? – AAB Review

#### C. Event Parking

During the school day, there are typically individual class or full grade events that parents attend. During these events, parents will be able to park in the spots designated for daytime use.

##### 1. Event Parking: During school day

1. 26 spots "non-staff" in parking lot
2. 10-15 parking spaces available in drop-off lane
3. 0 spaces on Woodland Access Drive
4. 10 Heath Street
5. Parking spaces on Heath Access Lane (do we want to do this?)
6. X handicap loading and unloading zone spots (JLA)

##### 2. Event Parking: Night

- 1) 106 spaces in lot
  - i) 10 to 15 heavy turnout nights per school year
  - ii) Must allow for parking spaces for participating staff
  - iii) The busiest nights where there a lot of staff and parents (e.g. back to school night) would be done by grade level cluster)
- 2) 10-15 spots in drop-off lane
- 3) 0 spots on Woodland Access Drive {prohibited due to width}
- 4) TBD spots on Heath Access Lane
- 5) 5 handicap spots {See Handicap Parking Section}

##### 3. Event Parking: Weekends for Soule Recreation

1. 106 spots in lot
2. 10-15 spots in drop-of lane
3. 0 spots on Woodland Access Drive
4. TBD spots on Heath Access Lane
5. 5 handicap spots
6. All spots in lower parking lot

**4. Employee Parking**

*Short narrative with appendix map to be completed*

a) **On-Site - Assignment or not**

b) **Off-site - Assignment or not**

i. We need **35** spots for staff off-site

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