
ADMINISTRATIVE DIRECTIVE – 112.047
SCHOOL CROSSING GUARD SERVICES CRITERIA

EFFECTIVE DATE: September 25, 2017
REVIEW SCHEDULE: ANNUAL
AFFECTS: All Personnel

REVISION DATE: December 2, 2024

I. PURPOSE

The purpose of this administrative directive is to establish a process to determine the need for school crossing guard services. This directive provides the criteria used to evaluate the need for new school crossing guard service locations as well as criteria for eliminating non-qualifying locations. An annual review of all school crossing guard service locations is required in order to determine the effectiveness in enhancing the safety of school children.

II. POLICY

- A. It is the Department's policy to provide school crossing guard service at every approved location. However, nothing in this Administrative Directive shall be construed to mean that school crossing guard services is required to be placed at every approved location.
- B. Annual budget considerations will determine the maximum number of school crossing guard service locations.
- C. When determining the need for school crossing guard services at a location, the Department shall conduct an analysis using the School Crossing Guard Service Criteria (SCGS Criteria).
- D. A minimum SCGS Index of five (5) confirms the need for school crossing guard services. However, to allow for inconsistencies in motor vehicle traffic patterns and school children crossings at different times, a variance of negative one (-1) is authorized. Thus, the minimum SCGS Index that validates the need for school crossing guard services is set at four (4).
- E. No more than two (2) studies per school year will be conducted at any one location.
- F. School crossing guard services shall only be considered for elementary schools or elementary and middle schools, if the two are located immediately adjacent to each other.
- G. Annually, the Department shall conduct an analysis of all the established school crossing guard service locations to ensure the need for school crossing guard services is being met and more importantly, the program is enhancing the safety of school children.

III. DEFINITIONS

- A. Crosswalk –
 - 1. The portion of a roadway, including an intersection, designated as a pedestrian crossing by surface markings, including lines; or
 - 2. The portion of a roadway at an intersection that is within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway.
- B. Location – A school crosswalk or intersection within a designated school crossing zone where pedestrian students cross a roadway.
- C. Objective Variables – Criteria directly measureable used to determine the School Crossing Guard Service Index (SCGS Index) score.
- D. School Crossing Guard – A responsible person who is at least 18 years of age and is designated by a local authority to direct traffic in a school crossing zone for the protection of children going to or leaving a school. The City classifies the Guards as "Temporary Part-Time Employees." Guards

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work 30 minutes in the morning and 35 minutes in the afternoon. They are compensated 1.5 hours per assignment (morning and afternoon) for a total of 3 hours per school day.

- E. School Crossing Guard Service Criteria – Criteria consisting of “objective variables” that are directly measureable and “subjective factors” which could influence the need for school crossing guard services used to develop a SCGS Index.
1. Variable “X” represents traffic volume or the number of motor vehicles crossing through an intersection or school crosswalk from all directions within a school crossing zone during the posted school crossing times. The variable is measured in vehicles per hour (VPH). The standard value for “X” is 300 per hour.
 2. Variable “Y” represents the number of school children crossing an intersection or school crosswalk from all directions within a school crossing zone during the posted times. The variable is measured in total number of school children crossings only. Adults and non-school age children are not counted. The standard value for “Y” is 50 children crossing.
 3. Variable “Z” represents the median speed of vehicles traversing a school crossing zone during posted school crossing times. The standard value for “Z” is the legal posted speed limit for the school zone crossing.
 4. Variable “W” is the number of traffic lanes for the street(s) or intersection(s) in the school crossing zone surveyed. In the event an intersection consists of two streets with different numbers of lanes, the larger of the two is used.
 5. Variable “S1” and “S2” represent sight distances from a school crosswalk. This indicates how far a driver can see a hazard and come to a complete stop. S1 is the variable for one direction while S2 is the variable for the opposite direction. The standard value for S1 and S2 is 175 feet, which represents a stopping distance for a vehicle traveling 30 mph on wet pavement.
 6. Variable “T” represents traffic control devices at an intersection or school crosswalk. Because such devices increase safety at an intersection or school crosswalk and reduce the risk of crashes, injuries, or deaths, a negative value is assigned to the variable “T.” Each traffic control device is assigned a value of negative one (-1).
- F. School Crossing Guard Service Index (SCGS Index) – An Index score based on objective variables, standard values, and formulas used to determine whether school crossing guard services are needed at a location. The minimum SCGS Index that would normally warrant a crossing guard is five (5). To allow for a variance in traffic volume and school children crossing at different times, a variance of one (1) is authorized. Thus, the minimum net SCGS Index that would normally warrant a crossing guard is four (4).
- G. School Crossing Guard Services Program Manager – This position is responsible for management of the School Crossing Guard Services Program. The City classifies the manager as a “Regular Part-Time Employee (20 hours).” The manager is not permitted to work more than an average of 29 hours per week in a fiscal year.
- H. School Crossing Guard Services Supervisor – This position is responsible for supervision of the School Crossing Guard Service Program personnel. The City classifies the supervisor as a “Regular Part-Time Employee (20 hours).” The supervisor is not permitted to work more than an average of 29 hours per week in a fiscal year.

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- I. School Crossing Zone – A reduced-speed zone designated on a street by a local authority to facilitate safe crossing of the street by children going to or leaving a public, private elementary, or secondary school during the time the reduced speed limit applies. School Crossing Zone, School Traffic Zone, and School Zone shall mean the same.
- J. School Crosswalk - A crosswalk designated on a street by a local authority to facilitate safe crossing of the street by children going to or leaving a public or private elementary or secondary school.
- K. Subjective Factors – Issues that could influence the need for school crossing guard services. Such factors include, but are not limited to:
 - 1. Hazards that would affect the visibility of motorists and/or pedestrians;
 - 2. The proximity to the area of the school crossing guard services location or proposed location in which a large percentage of teenage motorist(s) drive within the affected school crossing zone, nearby streets, or intersections; and/or
 - 3. The number of elementary school age children or middle school children, if appropriate to consider, who reside in the area school crossing guard services location or proposed location that would potentially be affected.

IV. PROCEDURES

- A. Data Collection for Determining the School Crossing Guard Service Index
 - 1. Variable “X” represents traffic volume or the number of motor vehicles crossing through an intersection or school crosswalk from all directions within a school crossing zone during the posted times. The variable is measured in vehicles per hour (VPH)
 - (a) The count shall take place during posted school crossing zone times, both in the morning and the afternoon.
 - (b) Appropriate personnel assigned to the Traffic Unit shall conduct the vehicle count using the appropriate specialized instruments.
 - (c) The standard value established for variable “X” is three-hundred (300) vehicles per hour.
 - (d) See Appendix A for Formulas and Calculations.
 - 2. Variable “Y” represents the number of school children crossing an intersection or school crosswalk from all directions within a school crossing zone during the posted times. The variable is measured in total number of school children crossings only. Adults and non-school age children are not counted.
 - (a) Data collection shall take place during posted school crossing zone times, both in the morning and the afternoon.
 - (b) School Crossing Guard Program management and supervision as well as officers on light duty may assist in the data collection.
 - (c) The standard value established for variable “Y” is fifty (50) school children crossings.
 - (d) See Appendix A for Formulas and Calculations.
 - 3. Variable “Z” represents the median speed of vehicles traversing a school crossing zone during posted times.

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- (a) Data collection shall take place during posted school crossing zone times, in the morning and in the afternoon.
 - (b) Appropriate personnel assigned to the Traffic Unit shall conduct the speed measurement study using a calibrated speed measurement instrument.
 - (c) The standard value established for variable “Z” is the legal posted speed for the school crossing zone.
 - (d) See Appendix A for Formulas and Calculations.
4. Variable “W” designates the number of traffic lanes for the street(s) or intersection(s) in the school crossing zone surveyed.
 - (a) In the event an intersection consists of two streets with different numbers of traffic lanes, the larger number of the two is used in the variable formula.
 - (b) The standard value established for variable “W” is two (2), which represents a two-lane street.
 - (c) A totally signalized intersection has a maximum value of negative six (-6).
 - (d) See Appendix A for Formulas and Calculations.
5. Variable “S1” and “S2” represent sight distances from a school crosswalk. This indicates how far a driver can see a hazard and come to a complete stop. Actual sight measurements are taken in both directions. Variable “S1” represents one direction while variable “S2” represents the opposite direction.
 - (a) Measurements are taken at each school crosswalk that is staffed or is proposed to be staffed.
 - (b) Appropriate personnel assigned to the Traffic Unit shall conduct the sight distance measurements using an appropriate distance measurement instrument.
 - (c) The standard value established for variable “S1” and “S2” is 175 feet, which represents the stopping distance for a vehicle traveling 30 mph on wet pavement.
 - (d) To prevent a wide disparity for sight distances, a minimum and maximum value is established.
 - (1) Sight distances of 175 feet or less are assigned the maximum value of one (1).
 - (2) Sight distances of 700 feet or greater are assigned the minimum value of zero (0).
 - (e) See Appendix A for Formulas and Calculations.
6. Variable “T” represents traffic control signals or stop signs at an intersection or school crosswalk. Because such devices increase safety at an intersection or school crosswalk and reduce the risk of crashes, injuries, or deaths a negative value is assigned to the variable “T.”
 - (a) Each stop sign or traffic control signal at an intersection or school crosswalk is given a value of negative one (-1).
 - (b) An intersection totally signalized has the maximum value of negative six (-6).
 - (c) See Appendix A for Formulas and Calculations.

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7. The formulas for the SCGS Index can be found in Appendix A – Objective Variable Formulas and Calculations.

B. Request for New Crossing Guard Service Locations

1. Requests for new school crossing services shall only be accepted from the Principal or the Parent-Teacher Association (PTA) of the school affected.

2. All requests will be submitted in writing to the Administrative Lieutenant, assigned to the Office of the Chief of Police, using the Request for/or Removal of School Crossing Guard Services Form (FM618.005). This form can be completed electronically or by printing it.

3. The Administration Lieutenant will conduct a study for said location unless two (2) analyses have been conducted during the school year. The analysis will be conducted using the SCGS Criteria.

(a) The appropriate Traffic Unit personnel, the School Resource Officer Unit Sergeant, the School Crossing Guard Program personnel, and the Planning and Research Division shall provide assistance to the Administrative Lieutenant as needed.

(b) The Administrative Lieutenant will provide a written report and recommendation based on the findings of the study to the Support Services Division Deputy Chief.

(c) The Support Services Division Deputy Chief will review the written report for accuracy and completeness and make a written recommendation based on the findings of the study. This report shall be forwarded to Support Operations Bureau Assistant Chief.

(d) The Support Operations Bureau Assistant Chief will either concur with the staff's recommendation or provide an alternative one to the Chief of Police.

(e) The Chief of Police has the final determination as to whether the location should receive school crossing guard services. The decision by the Chief of Police cannot be appealed.

(f) Once a decision is made whether the requested location should receive school crossing guard services, the requestor and the school principal (if not the requestor) will be notified of the decision in writing with a letter from the Office of the Chief of Police. The Administrative Lieutenant is responsible for preparing the written response.

(1) If the request is denied, the written notification should explain the SCGS Criteria supporting the denial.

(2) If the request is approved, the written notification should explain when the Services would take effect as well as any other pertinent information.

4. In the event the requested location fails to meet the criteria for staffing of school crossing guard services, the PTA or School Principal may either agree to staff the location with volunteers from their organization or provide total funding to the City of Plano for the school crossing guard services. Said crossing guards shall be supervised by the City of Plano in accordance with the established procedures governing the school crossing guard services program.

5. The School Crossing Guard Program Manager shall be advised of the study's progress and the final determination to ensure that proper school crossing guard service staffing is maintained.

C. Annual Evaluation of School Crossing Guard Service Locations

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1. The Department shall annually review all established school crossing guard service locations.
 2. The analysis will be conducted using the SCGS Criteria.
 - (a) The Administrative Lieutenant shall conduct the studies with assistance as required from appropriate Traffic Unit personnel, the School Resource Unit Sergeant, the School Crossing Guard Program personnel, and the Planning and Research Division.
 - (b) Unless the Administrative Lieutenant recommends removal of a location from the school crossing guard service program, a complete in-depth report is not required.
 - (1) The Administrative Lieutenant will report the findings on the Annual School Crossing Guard Service Location Analysis Form (FM618.006).
 - (2) The completed form will be forwarded through the chain of command to the Chief of Police.
 - (3) If removal of a location is recommended, a complete study and analytical report is required as outlined in the procedures found in IV.B.1-4 of this Administrative Directive.
 - (c) Objective Variable data collected should be kept for each location in an excel spreadsheet for historical analysis and comparisons.
- D. Removal of School Crossing Guard Services from an Approved Location
1. A request for removal of a location may be accepted from an external or internal source. The Request for/or Removal of School Crossing Guard Services Form (FM618.005) shall be submitted. This form can be completed electronically or by printing it.
 2. The Administrative Lieutenant shall conduct the study following the procedures found in IV.B.1-4 of this directive unless two (2) analyses have previously been conducted during the school year.
 3. If a study will not be conducted, the Administrative Lieutenant shall notify the requestor in a written letter from the Office of the Chief of Police as to the reason(s) for this decision.

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APPENDIX “A”
Objective Variable Formulas and Calculations

Variable “X” = (VPH ÷ crossing guard period) ÷ standard value of 300)

Example: 600 vehicles travel through an intersection during a three hour crossing guard period. The standard value is 300.

Formula: Determine VPH (600 ÷ 3) = 200
(200 ÷ 300) = .67

Variable “Y” = (total number of school children crossing the location during school crossing hours ÷ standard value of 50)

Example: A total of 60 school children crossed an intersection during school crossing hours.

Formula: (60 ÷ 50) = 1.2

Variable “Z” = (median speed of traffic measured ÷ the standard value which is the legal posted speed limit)

Example: The median speed of traffic measured is 21 mph. The legal posted speed is 20 mph.

Formula: (21 ÷ 20) = 1.05

Variable “W” = (number of traffic lanes for the streets surveyed ÷ standard value of 2)

Example: The largest number of traffic lanes at an intersection is 4. The standard value is 2 traffic lanes.

Formula: (4 ÷ 2) = 2

Variable “S1” & “S2” = (the standard value of 175 feet ÷ actual sight measurement)

Example 1: The actual sight measurement at an intersection is 150 feet in one direction (Variable S1) and 250 feet in the opposite direction Variable S2).

Formula S1: (175 ÷ 150) = 1 because the sight distance is less than the standard value.

Formula S2: (175 ÷ 250) = .70

Example 2: The actual sight measurement at an intersection is 400 feet in one direction (Variable S1) and 900 feet in the opposite direction Variable S2).

Formula S1: (175 ÷ 400) = .44

Formula S2: (175 ÷ 900) = 0 because the sight distance is greater than 700 feet and considered unlimited

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APPENDIX “A”

Objective Variable Formulas and Calculations

Variable “T” = (-1 x number of traffic control devices)

Example: An intersection has 2 stop signs.

Formula: $(-1 \times 2) = -2$ (A totally signalized intersection has a maximum value of - 6)

School Crossing Guard Index = ((Variable “X” + Variable “Y” + Variable “Z” + Variable “W” + Variable S1 + Variable S2) - Variable “T”))

Example: Using example variables above

Formula: $((.67 + 1.2 + 1.05 + 2 + 1 + .70) - 2) = 4.62$