



Parking Lot Assessments

Standard Operating Procedure

Student Transportation Services of Waterloo Region
School Travel Planning
www.stswr.ca/walkzone

VERSION: 0.0.1

DATE: March 27, 2020

PARTY RESPONSIBLE: School Coordinator

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APPROVAL		PHONE NO	

PROGRAM DESCRIPTION:

A parking lot assessment brings together stakeholders to assess and recommend changes that improve safety and functionality. Assessments may involve school administrators and municipal staff in addition to the School Travel Planner.



PURPOSE:

This SOP will describe the process an administrator would follow to develop a successful Parking Lot Assessment at an individual school, to list tools available at STSWR that support this process, and to describe the outcomes a school can expect upon participation.

DEFINITIONS:

Parking lot assessment: *An opportunity to address traffic flow and safety concerns in a school parking lot, by assessing the lot at pick-up and drop-off times. Stakeholders come together to assess the lot and then draft recommendations around layout, driver usage, and any elements that will improve student safety.*

Stakeholders: *A number of the following stakeholders may be involved depending on the situation: school administrators, city planners, school board planners, School Superintendent, School Trustee, Municipal Ward Councilor, School Travel Planning Facilitator.*

PROCESS:

In order to take part, a school Administrator must:

1. Request a parking lot assessment by contacting STSWR or arranging this within the school's School Travel Planning Committee.
2. Determine a date and time (morning drop-off is ideal and if possible, an additional observation can be done during pick-up time).
3. Attend the parking lot assessment, noting traffic flow, safety concerns, signage needs, and traffic infractions.
4. Attend group debrief to help determine next steps, action items, and who is responsible for each.
5. Communicate to parents any changes that will be implemented and the new expectations for parking lot use.
6. Observe changes and communicate outstanding concerns with the School Travel Planning Facilitator.

RESOURCES:

- Parking lot assessment sheet
- List of stakeholders to consider plus connection to those stakeholders
- Parking lot examples from other schools

Communications required:

- Repeated communication to parents about parking lot changes and new expectations
- Optional: Communication to parents to gain feedback about changes

Associated SOPs

- Initial Assessment
- Traffic Flow Maps
- Walkabout

Equipment/tools available from STSWR

- Assessment tool
- Clipboards, pens
- Coordinator support
- Customized Traffic Flow Map

Links

STSWR Walk Zone: <https://www.stswr.ca/walkzone/>

STSWR Traffic Flow Maps <https://www.stswr.ca/walkzone/traffic-flow-maps/>

SAFETY AND SUCCESS PROVISIONS

1. Observe from a safe space, wearing traffic safety vest.
2. Discuss normal behaviours as a supplement to the observation.
3. Clear and timely communication about the intent of the changes and resources to aid in supporting parents will help mitigate parent frustration.
4. Follow up assessments or changes can be considered to further improve the parking lot. Additional interventions to change culture including the promotion of walking and cycling to school can be used in conjunction with infrastructure changes.



EMERGENCY PROCEDURES

- School injury procedure for any injuries

EXPECTED RESULTS

- Safer conditions for students in the parking lot
- Improved traffic flow in parking lot
- An understanding of major issues within the school parking lot by school, STSWR, Municipal staff, and school board staff