



## Traffic Flow Maps & Distribution

### Standard Operating Procedure

Student Transportation Services of Waterloo Region  
School Travel Planning  
[www.stswr.ca/walkzone](http://www.stswr.ca/walkzone)

VERSION: 0.0.1

DATE: April 8th 2020

PARTY RESPONSIBLE: School Coordinator

DOCUMENT INFORMATION			
VERSION NO		CURRENT VERSION DATE	April 8th 2020
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RESPONSIBLE PERSON	School Admin	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Dawn Cordeiro Alex Ricci Leslie Maxwell	SIGNATURE	
APPROVAL		PHONE NO	

#### PROGRAM DESCRIPTION:

Traffic flow maps present information regarding how traffic is to move on or near a school campus. This information can be invaluable to parents, grandparents, and students in areas where cars share space with children on foot. These maps show a variety of information; including active transportation access points, restricted parking, drop-off areas, and school bus loading zones.

These maps must be distributed through school communication channels regularly in order to effectively remind the school community of the importance to travel carefully and legally near our children.



PURPOSE:

*This SOP will describe the process an administrator would follow to develop a successful Traffic Flow Map at an individual school, to list tools available at STSWR to support this process, and to describe the outcomes a school can expect upon participation.*

DEFINITIONS:

**Traffic Flow Map:** *A map outlining active transportation and vehicle traffic flow, parking, drop-off and pick-up expectations and any other relevant information that will improve traffic and increase student safety.*

**Drop-off Zones:** *Areas designated for student drop-off and pick-up.*

**No Parking:** *Areas where parking (leaving a vehicle for any length of time) is not allowed, as determined through a bylaw (or, if on school property, designated by the school). Stopping to drop off students is technically allowed here, but not always safe due to increased congestion at school sites during school commute times.*

**No Stopping:** *Areas where no stopping, even to drop-off a student, is not permitted through bylaws or, if on school property, designated no stopping by the school.*

PROCESS:

*In order to take part, a school Administrator must:*

1. Request map support from STSWR.
2. Work with STSWR, school staff, and parents to determine desired traffic flow and pinpoint parking restriction signage.
3. Review map created by STSWR.
4. Distribute map to families through school communications and post it on the school website. Determine if a traffic brochure is necessary.
5. Monitor traffic in the days following communication of traffic flow maps to parents.
6. Answer parent concerns directly.

RESOURCES:

- STSWR Facilitator
- Map sample



### Communications required:

- School messaging to families about the importance of traveling legally and safely near students, using map to illustrate.

### Associated SOPs

- Traffic Observations
- Parking Lot Assessment
- Walkabout

### Equipment/tools available from STSWR

- Mapping resources
- Traffic brochure template
- Traffic observation template
- Sample traffic flow maps

### Links

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

### SAFETY AND SUCCESS PROVISIONS

1. Share the maps widely and ask for feedback to ensure they are clear. Administrator monitoring of traffic near the school site after any changes to traffic flow to determine if traffic flow must be more clearly defined in the physical space.
2. Focus on children's safety when communicating with the traffic flow maps and when making any changes to the current traffic flow. Be available to discuss these issues and to modify if needed.
3. Present expectations at the start of each school year and communicate with the map consistently throughout the year to make the traffic flow expectations a standard procedure.

### EMERGENCY PROCEDURES

- Call police with collision information, every time a collision occurs on site.

### EXPECTED RESULTS

- Safer environment for students.
- Better traffic behaviour.
- More efficient use of the school parking lot and school frontage.
- Awareness of issues, concerns and changes to the school parking lot and school frontage.
- A show of commitment by the school to decrease vehicle conflict at the school site and to clearly define expectation around protected space for students on foot.