



# Lexington Public Schools

146 Maple Street ❖ Lexington, Massachusetts 02420

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To: Paul Ash, Superintendent  
From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business  
Date: February 15, 2013  
Re: Update on School Traffic, Transportation, and Signage Around our Schools

During the past year, while involved with community efforts to improve transportation and traffic safety around our schools, a recurring omission of information has come to light. Part of the solution to solving traffic issues around our schools is for the School Committee to formally adopt and maintain traffic policies as the property owner. Currently traffic procedures are the responsibility of the Principal. However, it is important to note that the only enforcement strategies available to Principals, or their staff members, are their power of persuasion. Under current conditions, and for the safety of our staff, we can no longer support this model.

In order to provide a solution to the traffic issues around our schools, the school department must codify the current practice and policies of the Principals, implement compliance with MUTCD standards, consider allowing defined police enforcement authority on School Committee property, and provide a more formal review process for changes to traffic flow on school property in the future.

Attached for your information is a memorandum citing the back log of traffic mitigation efforts that need to be addressed formally by the School Committee. As a means of coordinating various interests, I recommend the district make two presentations. The first, on February 26, will be to provide an overview of current state. The second, in September, will present all school traffic plans for formal enforcement "codification"; how to use Traffic Safety Advisory Committee (TSAC) for updates and changes; and a DPF maintenance plan and budget requirements for sustainability. The goal is to establish policy on School Committee property for standards of behavior and compliance for vehicular traffic, parking, idling, and emergency access.

In the interim, the School Committee is being requested to take immediate action on three recommendations from TSAC at three of our elementary schools. The recommendations are as follows:

1. **Bridge School:** Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need a vote of the School Committee to be able to assist us in enforcement on school property
  - a. For the Board of Selectmen: Recommendation to add no parking signs along Middleby Road between two cross walks and the entrance and exit of the school (final location in front of school to be determined).
  - b. For School Committee: Recommendation to add no parking signs for 25 feet along the entrance and exit driveways intersecting with Middleby Road, with Police enforcement privileges/rights. DPW responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.
2. **Bowman School:** Buses and Emergency Vehicles access Bowman School via Worthen Road and the driveway extension. Allowing contractors and/or other employee parking jeopardizes life safety for the building and bus access. The crossing guard is not a traffic enforcement agent. The crossing guard is there to cross pedestrians and direct traffic.
  - a. For the Board of Selectmen: Recommendation to install no parking signs at the end of Worthen Road.
  - b. For School Committee: Recommendation to install no parking signs with police enforcement privileges/rights on the curve of drive way. DPW is responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

*Lexington Public Schools – Update on School Traffic, Transportation, and Signage Around our Schools*

3. **Hastings Elementary School:** Parents cue on one side of the street closest to the school. The balance of the road needs to be left accessible for emergency vehicles and passing traffic. Cars are and have been parking on both sides, resulting in grid lock at arrival, dismissal, and parent events. This request has been in the cue for DPF to implement. Capital Funds should be requested to implement this traffic safety measure.
  - a. For the Board of Selectmen: No action
  - b. For School Committee: Recommendation to install no parking signs on Crosby Road (school property only) as previously recommended by TSAC as part of a traffic mitigation plan, with police enforcement privileges/rights. DPW responsible for installing signs on public roadways. DPF responsible for installing signs on School Committee property.

Ongoing resources from the committees below are available to the district employees directly or through the school department liaisons:

- Traffic Safety Advisory Committee: <http://www.lexingtonma.gov/committees/tsac.cfm>
  - Liaison: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations
- School Transportation Safety Study Committee: <http://www.lexingtonma.gov/schooltransportationcommittee.cfm>
  - Liaison: Mary Ellen Dunn, Assistant Superintendent for Finance and Business Operations
- Safe Routes to Schools (sub-committee of Sidewalk Committee):  
<http://www.lexingtonma.gov/committees/sidewalk/saferoutes.cfm>
- Lexington Sidewalk Committee: <http://www.lexingtonma.gov/committees/sidewalk.cfm>
  - Liaison: Elaine Celi, Transportation Coordinator
- Bicycle Advisory Committee: <http://www.lexingtonma.gov/committees/bicyleadvisory.cfm>

These committees and their members are very interested in working with members of the school community to support improvements around multimodal ways of students accessing our schools.



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To: Principals

From: Mary Ellen Dunn, Assistant Superintendent for Finance and Business, and TSAC Liaison

CC: Paul Ash, Superintendent  
Pat Goddard, Director of Public Facilities  
School Committee

Date: January 15, 2013

Re: Traffic Safety Advisory Committee (TSAC) Liaison Report

The Traffic Safety Advisory Committee (TSAC) is forwarding recommendations that require School Committee action to address traffic mitigation and life safety concerns on or around School Committee property. While reflecting on the recommendations, please note that they highlight the need for the School Department to address four proactive priorities for the management of traffic and safety on school property. The four priorities are the

1. Adoption of formally published rules and regulations for traffic management on school property;
2. Installation and maintenance of signage, pavement markings, and roadway improvements in accordance with MUTCD<sup>1</sup>;
3. Communication, education, and training of traffic rules and regulations including OSHA regulations for
  - a. School Committee, Administration, and employees; and
  - b. Community members, parents, and students;
4. Enforcement policies or procedures of traffic management on school property.

The next steps after reviewing the TSAC recommendations include but are not limited to the following:

1. Principals review attached and provide feedback or adopt the TSAC recommendations to resolve site specific concerns and provide site specific traffic plans/requests to TSAC Liaison by **February 15** ;
2. TSAC liaison collect and review Traffic Management Rules and Regulations from each school and prepare document ready for formal adoption and publication by the School Committee;
3. TSAC liaison requests a Town GIS mapping layer to codify signage, pavement markings, and other devices from Principal directed Traffic Management Rules and Regulations to provide for easy inventory and maintenance by DPF; and
4. DPF review cost impact for installation and maintenance of signage, pavement markings, and other devices that are approved and codified on the GIS mapping layer with assistance and coordination with DPW.

<sup>1</sup> [Manual on Uniform Traffic Control Devices \(MUTCD\) - FHWA](#), [mutcd.fhwa.dot.gov/](http://mutcd.fhwa.dot.gov/)

## *Traffic Safety Advisory Committee – January 2013 Liaison Update*

Provided for you is a summary of the items that have been reviewed by the Committee and action steps required from the committee.

### **TSAC Recommendations**

#### **Policing For Traffic Calming On School Property**

Action Requested: School Committee establish traffic control and mitigation policy and protocol that mirrors the Board of Selectmen using TSAC as the same filter for review.

Action Requested: site specific recommendations

The following have been submitted to TSAC from the Police Department to assist in mitigating traffic and parking issues around some of our schools.

1. **Bridge School:** Parent parking along Middleby Road and at the ends of the driveways is causing a life safety issue. Cars are blocking access for emergency vehicles and school buses. Police need the vote of the School Committee to be able to assist us in enforcement on school property
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4. **Estabrook School:** There are ongoing issues of visibility for buses and emergency vehicle access that is currently compromised by parents parking and waking their students to school. Moving parking access back 50 feet from the intersection will improve site lines for pedestrians and drivers.
  - a. For Board of Selectmen: At Grove Street and Eldred Street, 50 feet of Eldred Street will be designated as No Parking. DPW responsible for installing signs on public roadways.
  - b. For School Committee: No Action

## Safe Routes to Schools TSAC Submissions and Recommendations

Safe Routes to Schools is a sub-committee of the Lexington Sidewalk Committee. Traffic signs and pavement markings prior to 2008 were funded by either the School Department facilities budget or grant funds.

Action Requested: School Committee establish traffic control and mitigation code for all school property with dedicated funding for signage, paint, maintenance and repair. The Codification would also require the establishment a GIS layer for easy inventory and replacement in future years by the Department of Public Facilities. All traffic control and mitigation will be compliance with National Standards for Traffic Control Devices; the Manual on Uniform Traffic Control Devices for Streets and Highways from the Federal Highway Administration (FHWA)<sup>2</sup>

1. **No Idling Signs Re-installed at schools** - No idling signs were installed at all school with the passage of Lexington's local No Idling ordinance with grant money provided by the state and private sources. Since that time, many signs have been removed and need to be replaced. School Committee needs to request that the Department of Public Facilities replace school traffic signs on school property. If the existing inventory from the Board of Health signage is utilized, then additional overlay stickers will also have to be purchased in order to correct their wordage (i.e. changing the term "zone" to "community"). This inventory is in the possession of the Department of Public Facilities.
2. **Crosswalks on School Property** – The School Department needs to review, update, and formalize all crosswalks on school property. The following are particular areas of concern:
  - a) Adoption: recommendation that traffic safety measures on school property follow a similar protocol and approval process as exercised by the Board of Selectmen including formal adoption and codification meeting federal, state, and local requirements.
  - b) Maintenance: Ensure that DPF fund and maintain pavement markings and signage annually on all school property using the codified adoption procedures.
3. **Curbing** – Maintenance of curbing on school driveways is essential to direct water runoff and to indicate roadway versus pedestrian boundaries. DPF is responsible for the maintenance of all school driveways including curbing, sidewalks, and signage on School Committee Property.
- 4) **No Parking and Other Traffic Management Signage**– School Administrators and the Police have expressed frustration in not being able to enforce posted school property traffic signage. The Police do not have the same jurisdiction on school property as they have on public roadways and there exists no mechanism for the enforcement of traffic rules on school property for either party. In order for both parties to have enforcement authority, the School Committee must grant such through a codification procedure. Signage such as that designating "No Parking" on school property would need to be formally adopted and codified in order to become enforceable. Enforcement should be clearly stated on the sign as to jurisdiction. Examples of traffic management signage may include but is not limited to No Parking, Bus Lane Only, Crosswalk obstruction and right-of-way, and Keep Right. Approved signs need to be installed, replaced and maintained by DPF.
- 5) **Update GIS Mapping Layer for Town Engineering, DPW, and DPF** – Once codification takes place, Safe Routes to Schools recommends adding a GIS mapping layer to GIS for easy dissemination of information and data to DPF, DPW, Police, and school personnel.

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<sup>2</sup> [MassHighway Supplemental Sign Policy](http://www.mhd.state.ma.us/default.asp?pgid=content/traffic/signPolicy&sid=about) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F  
<http://www.mhd.state.ma.us/default.asp?pgid=content/traffic/signPolicy&sid=about>

**Other Traffic Mitigation Proposals**  
**reviewed by TSAC, Sidewalk Committee, DPW, and other interested citizens**

1. **School Zone Signs Project:** DPW and Safe Routes to Schools are applying for Metropolitan Area Planning Council grants funds for a study focusing on the evaluation and subsequent recommendations of Lexington school zones. It proposes to use an independent transportation engineer to complete an evaluation and inventory of existing school zones, signage, crosswalks, and pavement markings and to recommend uniform traffic devices meeting Massachusetts requirements. This ongoing effort is coordinated with the above Police recommendations. Existing school zone signage and pavement markings are dated, inconsistent, and are either under or over represented, depending on the location.

Action Requested: School Committee submit a letter of support for grant funds upon request. {January 8, 2013 SC meeting}

2. **Clarke Bus Loop - FY14 Capital Request:**

Clarke Middle School will more than likely have 14 buses by the end of the school year (12 district, 2 METCO). The stress between buses and cars is growing rather than reducing with more buses. This is the highest number they have had in my six years in Lexington.

The long term problem we need to solve for this school is how to separate car and bus traffic. We have requested \$35,000 for design services to review the following long term design concept:

- an 18ft wide oblong bus loop starting at the end of the existing parking lot, running along the side of the building with a three to four foot green space (existing hill) and curved back to the fire access/Stedman Road. (Losing one dying tree in the process)
- Move and protect the existing memorial classroom space by moving it closer to the existing trees and possibly improving the design and layout. Replace tree and bushes at the front edging of the classroom space.
- Add parking spaces along Stedman Road side of the perimeter replacing the two to three lost in the driveway construction.
- Consultation with Fire Department to ensure compliance and feasibility for emergency response to the school
- Placeholder of \$300,000 for FY15 Capital Budget for anticipated construction cost.
- Review parking regulations on Stedman Road along with installing sidewalks.

The Short Term (October 2012 to construction completion of a bus/car loop):

- Open existing Gate for buses to come from Stedman Road and exit to the circle and out Brookside Road
- Need to fill in next to the curbing to slant from driveway up to level with fire lane.
- Temporarily to be used in the AM only for 5-6 buses heading North on Waltham Street

**Staff Safety Notice from Police for traffic management on school property.**

Action Requested: School Committee continues support of emergency response materials and supplies



MEMORANDUM

TO: All Staff  
FROM: Captain Manuel Ferro Lexington Police Department  
SUBJECT: Reflective Vests / Arrival Dismissal Process.  
DATE: August 27, 2012

For the safety and visibility of all LPS faculty/staff who are involved in the active school arrival/dismissal process and where these individuals are in crosswalks, roadways, or the like, O.S.H.A regulations require reflective vests to be worn. The vests are located in the Safety Transportation Kit which will be distributed by MaryEllen Dunn, Asst Superintendent of Business and Finance.

Thank you for your support and have a safe and exciting School Year.