



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

**TITLE:** School Traffic Safety

**NUMBER:** REF-4492.2

**ISSUER:** Carlos A. Torres, Director  
Office of Environmental Health and Safety

**DATE:** October 26, 2020

**PURPOSE:** The purpose of this Reference Guide is to assist school administrators in mitigating traffic safety concerns by requesting traffic surveys, crossing guards, on-street parking restrictions or other mitigation measures.

**MAJOR CHANGES:** This Reference Guide replaces REF-4492.1, School Traffic Safety, July 23, 2012, to reflect current program processes pertaining to traffic requests and compliance of passenger loading zones.

**INSTRUCTIONS:** Background

## ROUTING

All Schools and Offices

The State of California, Department of Transportation (CalTrans) and local law enforcement/transportation agencies establish traffic safety requirements for school sites such as those associated with posting of speed limit signs/warning signs, pavement markings, assigning crossing guards, on-street parking restrictions, pedestrian routes to school maps, and installation of stop signs/traffic signals/crosswalks. The Office of Environmental Health and Safety (OEHS) collaborates with these agencies to assist school administrators in requesting and obtaining the necessary support to alleviate traffic safety issues.

### General Requirements

Site administrators shall inform students, staff, and parents of designated drop-off/pick-up points, traffic and pedestrian safety rules/tips, and disseminate the pedestrian routes to school maps, if they are made available by the local transportation agency. [Safe Routes to School Maps](#) and supplemental traffic safety tips/resources are available under the [Safe School Traffic Program](#) section of the OEHS website.

### Parking Restrictions Around School Sites

All requests to change parking restrictions around a school site should be coordinated through OEHS. OEHS acts as the liaison between schools and state/local transportation agencies. Upon request, OEHS will conduct a site survey to evaluate various safety criteria prior to sending requests to the appropriate



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

municipality. In doing so, the school's needs are effectively communicated to the appropriate agency and conversely, site administrators will be made aware of current and new legislation.

## A. Short-Term Parking Zones:

OEHS assists site administrators with evaluating parking around the school to ensure short-term parking areas are safe and meet the school's needs. Short-term parking areas mainly consist of the following signs:

- “No Parking, 6:30AM – 9:00AM, 1:00PM – 4PM, School Days – 2 Hour Parking, 9:00AM – 1:00PM, School Days”
- “15 Minutes Parking, 7:00AM – 5:00PM, School Days”
- “No Parking, 7:00AM – 5:00PM, School Days”

For passenger loading zones, the Americans with Disabilities Act (ADA) standards require that at least one (1) accessible passenger loading zone is required per one hundred (100) linear feet. The Los Angeles Department of Transportation (LADOT) or County agencies will evaluate passenger loading zone requests to ensure compliance with ADA standards. The parking signage may vary depending on the municipality that has jurisdiction in the area.

## B. School Bus Zones

Schools that require bus transportation for students shall have a designated school bus zone for student drop-off/pick-up. OEHS assists site administrators with evaluating the school bus zones and addressing related safety concerns.

The designated school bus zone is the only area in which loading and unloading of students shall take place with staff supervision. Additionally, the area must be marked with the following sign:

- “Tow-Away, No Stopping, 7:00AM – 5:00PM, School Days, School Buses Exempt”

Should it become necessary to change the current location of the school bus zone, the new location must adhere to the following conditions:

- Ready access for students to school grounds through a building or gate entrance.
- Adequate visibility of crosswalks, driveways, and intersections.
- Minimal contact between bus operations and private vehicles.
- Unobstructed adjoining sidewalks.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

## Safety Valet Program

The Safety Valet Program is designed to improve the safety of students by providing a more fluid movement of vehicular traffic. The program allows parents to remain in their vehicles when dropping off students in the morning, as volunteers assist students to safely exit the vehicle and enter school grounds. OEHS coordinates the program in cooperation with the Los Angeles School Police Department (LASPD) and the Los Angeles Police Department (LAPD), who conduct on-site training for the volunteers prior to program implementation. For more information, please review [REF-5496.1, Implementing a Safety Valet Program at Schools.](#)

## Crossing Guards

For a school to qualify for a paid crossing guard in the City of Los Angeles, the Los Angeles Department of Transportation (LADOT) or County agencies will evaluate the request for those with elementary - aged students or younger, including early education centers, primary centers, elementary schools, and span schools. LADOT or Public Works Departments will conduct a survey of the location to justify the need and if the desired intersection meets the criteria, a paid crossing guard will be assigned by the agency, contingent on funding availability. Los Angeles Unified does not hire crossing guards.

Los Angeles Unified schools and offices are not permitted to hire their own crossing guards independent of the municipality with jurisdiction. Additionally, District sites may not organize volunteers to act as crossing guards as there is no approved volunteer crossing guard program available for Los Angeles Unified schools.

To request a crossing guard, site administrators of early education centers, primary centers, elementary schools, or span schools, should send a written request to OEHS, [trafficsafety@lausd.net](mailto:trafficsafety@lausd.net), with the specific location for the proposed assignment. OEHS will coordinate with site administrators for an on-site assessment and submit the crossing guard survey request to the appropriate agency.

## Law Enforcement

For traffic safety issues that cannot be resolved with the tools referenced above, the site administrator should confer with the LASPD or local law enforcement agency having jurisdiction. For traffic enforcement requests through LASPD, contact the Communications Center and Watch Commander at (213) 625 – 6631. OEHS may also be reached at (213) 241-3199 for additional assistance with traffic enforcement.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

---

## Summary

Site administrators requiring assistance with traffic surveys, curbside parking restrictions, crosswalk installations, advance school warning signs, traffic controls, crossing guard assignments, or any other traffic/pedestrian safety concerns, should send a written request to OEHS to coordinate an onsite visit. Requests should be directed to [trafficsafety@lausd.net](mailto:trafficsafety@lausd.net) or by calling the OEHS main line at (213) 241 – 3199.

## **RELATED RESOURCES:**

Information regarding school traffic safety can be found on the [Safe School Traffic Program](#) section of the OEHS website.

- [LADOT Safe Routes to School](#)
- [LADOT Online Service Requests Portal](#)
- [Los Angeles School Police Department](#)
- [Los Angeles Police Department](#)
- [Safe Kids Worldwide](#)
- [Safe Moves](#)
- [REF-5496.1, Implementing a Safety Valet Program at Schools](#)

## **ASSISTANCE:**

For assistance or additional information, please contact the Office of Environmental Health and Safety at (213) 241-3199, via email at [trafficsafety@lausd.net](mailto:trafficsafety@lausd.net), or by visiting the OEHS website at <https://achieve.lausd.net/oehs>.