



## PHOENIX – CROSSWALK OPERATING AGREEMENT PROCEDURES

### **Summary**

All 15 MPH Yellow Crosswalks are governed by an operating agreement between Phoenix and the school entity. These agreements list the responsibilities for the both parties in the operation of the crosswalk. The agreement becomes legal and binding once it is signed by the Superintendent or head of the school district and the Deputy Director from Phoenix. The School Safety Coordinator from Phoenix keeps the original on file and sends out copies to the school, school district and police. The agreement can be updated or modified as many times as necessary.

### **Step One- Warrant Review**

Before a crossing can be installed, a review of potential crossing locations must be studied and documented by Phoenix for pedestrian activity. Crossing data will be collected over an hour for school arrival in the morning and an hour at school dismissal in the afternoon. If there is evidence of crossing activity, the process can move on to step number two. Any infrastructure needs would be assessed at this time as well.

### **Step Two- Meeting with School**

Once step one is completed, step two is meeting with school administration to discuss the possible installation of the crosswalk and what the parameters of the operating agreement would be. This would include the hours of operation, whether a crossing guard is required or recommended and if the portable signs for the crosswalk can stay in the roadway all day or not.

### **Step Three- Creating the Agreement**

The School Safety Coordinator from Phoenix would create the operating agreement based on the information from the school meeting in step two.

### **Step Four- Meeting with School District Administration**

The School Safety Coordinator from Phoenix would meet with school district administration to review the agreement and get the signature of the Superintendent.

### **Step Five- Installation of the Crosswalk and Ramp Work**

Once the School District Administration has approved the agreement, the School Safety Coordinator from Phoenix will mark locations for sign installation and write up the job information for the signing and striping crew from Phoenix to complete the work. If ADA ramps are needed, this could slow down the process. Typical time for crosswalk and sign installation is 30-45 days. ADA ramp work could add 60-90 days on to the timetable.

### **Step Six- Deputy Director Review and Signature**

While the work in step five is happening, the Deputy Director from the Phoenix Street Transportation Department will review and make the final signature to the agreement.

For further information contact:

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