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TO:	CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON MAY 26, 2014
FROM:	EDWARD SOLDI, P. ENG. DIRECTOR, ROADS AND TRANSPORTATION
SUBJECT:	SCHOOL CROSSING GUARD PROGRAM

RECOMMENDATION

That on the recommendation of the Director, Roads and Transportation, the following report **BE RECEIVED** for information.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

For additional information, please refer to the following committee reports:

1. June 17th 2013: Community and Protective Services Committee – “School Crossing Guard Program Implementation – Single Source”
2. July 22nd 2013: Community and Protective Services Committee – “School Crossing Guard - Program One Year Contract with Stinson Security Services Limited – Single Source”

BACKGROUND

The City’s Roadway Lighting & Traffic Control Division has been managing the School Crossing Guard Program since September 1st, 2013 when the City took over management from the London Police Services. Since September, City staff has been reviewing the School Crossing Guard Program locations based on the warrant system approved by Council and preparing a tender for the School Crossing Guard Program. This report summarizes the status of the current contract and proposes some changes to the School Crossing Guard Program locations.

DISCUSSION

There are currently 106 School Crossing Guard Program locations and Stinson Security Services Limited has operated the contract for many years through the London Police Services and with the City since September 1st 2013. The current contract ends on August 31st 2014 and a new contract is needed to ensure the uninterrupted delivery of the program.

A program was started in September 2013 to evaluate the School Crossing Guard locations based on the approved warrant system (Appendix ‘A’) with the initial review concentrating on intersections. The warrant evaluates the exposure index (number of vehicles times the number of unassisted children) during the peak hour.

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The minimum exposure indexes are:

Side Street Stop Control	10,000
All-way Stop Control	19,000
Traffic Signal	5,500

It should be noted that the traffic volume at traffic signals is the number of turning vehicles that conflict with the pedestrians. Traffic travelling straight through a signalized intersection is not considered for the School Crossing Guard Program warrant.

Existing School Crossing Guard Locations

Each School Crossing Guard Program location has not been studied; however, based on the studies conducted to date the following locations do not meet the warrant criteria:

SCGP Location	Traffic Control	# of Students	Exposure Index
Wharnccliffe Road N at Blackfriars Street	Traffic Signal	4	5%
Byron Base Line Road at Griffith Street	All-way Stop	4	10%
Emery Street E at Wellington Road	Traffic Signal	13	11%
Central Avenue at Maitland Street	All-way Stop	11	15%
Commissioners Road E at Frontenac Road	Traffic Signal	10	15%
Commissioners Road W at Viscount Road	Traffic Signal	17	15%
York Street at Lyle Street	Traffic Signal	17	18%
Tweedsmuir Avenue at Hale Street	All-way Stop	4	20%
Cheapside Street at Maitland Street	Traffic Signal	4	25%

A review of the collision data at these intersections did not identify any concerns involving pedestrians. In order to mitigate concerns related to the removal of the School Crossing Guard, enhanced pavement markings will be installed and countdown pedestrian signal heads will be installed at the traffic signal locations. This should help alleviate concerns from parents and students regarding having enough time to cross the road and visibility of the crossing.

Letters were sent to each impacted school and both school boards. Inquiries were received from a few schools and the London District Catholic School Board sent a letter opposing the removal of the School Crossing Guards. It should be noted there are numerous locations throughout the City that do not warrant a School Crossing Guard and have more students crossing than those on the list to be removed. The warrant

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system provides a fair and equitable approach to identifying and dealing with the issue of School Crossing Guard requirements.

New School Crossing Guard Locations

Throughout the year the City receives requests from the public and school principals for new School Crossing Guard Program locations. Each request is studied and the following two locations satisfy the School Crossing Guard Program warrant:

Proposed SCGP Location	Traffic Control	School
Chambers Ave at Hastings Drive	All-way Stop	Jack Chambers PS
825 Valetta St	Mid-block	Riverside PS

Financial Impact

Removing the above noted unwarranted nine School Crossing Guard locations will reduce the number of daily SCGP hours by 20.5 hours (6.7%). This has a budget impact of \$62,400 for the school year.

The addition of the two new warranted School Crossing Guard locations would add 6.25 hours to the SCGP or \$19,000.

Combining the additions and reductions, the total number of daily School Crossing Guard Program hours would be reduced by 14.25 hours or 4.7%. The budget impact is \$43,400.

Tender Summary

Tenders for the SCGP (Tender 14-23) were opened on April 30th 2014. Two (2) contractors submitted tenders prices as listed below (exclusive of H.S.T.).

The Tender for the SCGP is based on a contract from September 1st 2014 to August 31st 2016, plus potentially four – one year contract extensions. The tenders based on a two year contract were as follows:

CONTRACTOR		TENDER PRICE (SUBMITTED)	CORRECTED TENDER PRICE
1.	Commissionaires Great Lakes	\$1,958,214.92	\$1,958,294.20
2.	Stinson Security Services Limited	\$1,969,792.00	---

All tenders have been checked by the Environmental and Engineering Services Department. Mathematical errors were found in the bid from Commissionaires Great Lakes; however, these did not change the order of the bids.

The Commissionaires Great Lakes and Stinson Security Services Limited submitted bid prices for the new contract and the contract has been administratively awarded to Commissionaires Great Lakes in accordance with Section 8.5 of the Procurement of Goods and Services Policy. The value of the first year of the contract is \$969,699.20 plus HST.

The current contract was the subject of a single source as a result of the transfer of the program from the London Police Service to the City, valued at \$1,049,242. The tendering of the program delivery has provided value to the City in reduced costs.

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CONCLUSION

The School Crossing Guard Program will be operated by the Commissionaires Great Lakes starting September 1st, 2014. The new contract can be accommodated within the existing Operating Budget.

As per Council approved by-law, the Managing Director of Environmental & Engineering Services and City Engineer is authorized to add or remove school crossing guard locations. The above 9 existing school crossing guard locations will be removed at the end of the current school year and the two new locations will be added for the beginning of the 2014-15 school year.

Countdown pedestrian signal heads will be installed at the traffic signal locations and enhanced pavement markings will be installed where the School Crossing Guard is being removed to mitigate any concerns from parents and students.

Traffic studies will continue at the remaining School Crossing Guard Program locations and further changes will be the subject of another report.

Acknowledgement:

This report was prepared by a team within the Roadway Lighting & Traffic Control Division comprised of Alexei Chkouro and Shane Maguire.

PREPARED BY:	RECOMMENDED BY:
SHANE MAGUIRE, P. ENG. DIVISION MANAGER ROADWAY LIGHTING & TRAFFIC CONTROL	EDWARD SOLDI, P.ENG. DIRECTOR, ROADS AND TRANSPORTATION
REVIEWED & CONCURRED BY:	
JOHN BRAAM, P.ENG. MANAGING DIRECTOR ENVIRONMENTAL & ENGINEERING SERVICES AND CITY ENGINEER	

May 5th, 2014

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Attach: Appendix "A" – School Crossing Guard Warrants

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Appendix "A"

Warrant for Mid-block Crosswalks:

Warrant	Description	Requirement	Compliance	
			Study Result	%
1. Pedestrian Volume	Volume of unassisted children attending Junior Kindergarten to Grade 6 during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm <i>peak</i>)	>50		
2. Safe Crossing Gaps	Number of safe crossing gaps in a 5-minute period.	<4		
OR				
3. Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	>3		

- Notes: 1. Posted speed limit is less than or equal to 60 km/hr.
 1.

$$\text{Safe Gap} = \frac{\text{Width of Crossing}}{\text{Average Walking Speed (1.1m/sec)}} + \text{Perception \& Reaction Time (4 sec)}$$

2. School Crossing Guard is warrant is fulfilled if Warrant #1 and Warrant #2 or Warrant #1 and Warrant #3 are satisfied.

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Warrant for Intersections:

Warrant	Description	Minimum Requirements			Compliance	
		Side Street Stop Control	All-way Stop Control	Traffic Signal	Study Result	%
1. Minimum Vehicular & Pedestrian Volume	Exposure Index of vehicle and pedestrian volume during the highest peak hour of the three hour school study periods (am peak, mid-day peak, pm peak)	10,000	19,000	5,500		
2. Collision History	The average number of reported collisions that are susceptible to correction by a School Crossing Guard over a 3 year period.	3				
3. Combined Warrant	Warrant #1 and Warrant #2	≥ 80%				

- Notes:
1. Pedestrian Volume is unassisted children attending Jr. Kindergarten to Grade 6.
 1. Exposure Index = Vehicle Volume X Pedestrian Volume
 2. Posted speed limit is less than or equal to 60 km/hr.
 3. For traffic signals the volume of traffic is the number of turning vehicles that conflict with pedestrians in the crosswalk.

