



## Closure of On-Site Parking & Drop-Off Areas

**Date of Issue:** September 2023  
**Reviewed/Revised:** N/A  
**Memo To:** All Stakeholders  
**From:** Director of Education

### ACCESSIBILITY:

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### PURPOSE:

Waterloo Catholic District School Board schools may have driveways, bus loops, parking lots and purpose-built parent drop-off zones on school sites. Administrators have the responsibility and authority for controlling access to the school property, evaluating student and vehicular safety in their parking lots and drop-off areas and taking appropriate action.

### REFERENCES:

- N/A.

### FORMS:

- N/A.

### REPORTS:

- N/A.

### APPENDICES:

- N/A.

### COMMENTS AND GUIDELINES:

Administrators may determine that student safety is at risk due to the traffic volume or drivers' behaviour on a school site. Administrators may choose to close access to on-site parking and / or drop-off areas for parent / guardian use during morning student drop-off and afternoon student pickup periods.

Closing on-site parking and / or drop-off areas may result in added traffic and pedestrian safety concerns on adjacent public streets, impacting other road users and neighbours.

Addressing on-site traffic concerns must be explored before the school parking lot or drop-off zones on-site are closed to parent / guardian users.

Before closing vehicular access to on-site parking and / or drop-off areas, the following steps are required:



## School Travel Plan

Administrators must first engage with Student Transportation Services of Waterloo Region (STSWR) to develop and implement a School Travel Plan (STP).

The two main goals of STP are to:

1. reduce vehicular traffic at schools, and
2. encourage more active transportation modes like walking, cycling, and scootering for the journey to / from school.

The STP process is guided and supported by an STP Facilitator who brings school, school board, municipal and community stakeholders together to identify and resolve issues.

The STP Facilitator also coordinates activities that may include education, encouragement, engineering, and enforcement interventions in collaboration with a school-level STP committee and will support the Administrator with engagement of stakeholders.

## Stakeholder Engagement

Stakeholders may include traffic / transportation specialists, by-law officers, crossing guard coordinators, urban planners, police, parents, students, neighbourhood association representatives and community leaders, Trustees and Councillors.

Stakeholders may assist with identifying options and developing a plan to address school-specific concerns, including:

1. School Administrator
  - Promote school-specific STP actions
  - Consider permitting system for parents / guardians requiring on-site pickup / drop-off
    - Kindergarten parents / guardians
    - Students with accessibility needs
    - Parents / guardians with accessibility needs
  - Identify and promote carpool options for staff
  - Promote other staff actions to reduce vehicular trips to and from school
2. Municipal resources such as by-law officers, community policing or other traffic safety officials
  - Identify alternative off-site drop-off / pickup areas that could be utilized (i.e., legal on-street alternatives, municipal parking lots, etc.)
  - Improve on-street school zone signage
  - Identify on-street traffic calming measures
  - Identify other on-street improvements to address traffic concerns and pedestrian safety
3. Facility Services and Planning Department Staff
  - Augment or modify signage on school site
  - Add, remove or alter pavement markings on school site

- Support STP actions with the development of maps directing parents to alternative off-site drop-off / pickup locations

#### 4. School Community

- Explore methods to reduce vehicular trips to / from school
- Encourage active transportation by students who are eligible to walk to school
- Encourage the use of provided bus transportation for eligible students
- Support the school with regular communication about parking lot safety and drop-off zone etiquette
- Establish a Walking School Bus program or program (i.e., Trailblazers)
- Coordinate other efforts (e.g., contests, special days, etc.) to encourage active transportation and discourage vehicular trips

### **Closing Access to On-Site Parking and / or Drop-Off Areas**

Only after there has been a demonstrated effort to address the on-site traffic and safety concerns, should closing on-site parking and / or drop-off areas be considered.

Should it be decided by the Administrator to close parent / guardian access to on-site parking and / or drop-off areas after engaging in an STP process, notice will be provided to board and external stakeholders. Such notice of the planned closure will be issued no less than 30 days prior to the planned closure and will include a detailed plan outlining the reasons for the closure, efforts taken to address concerns, stakeholders involved, communication plan for the closure and accommodations to be made to address those stakeholders requiring access to the school site will be provided.

The preparation and delivery of such notice of closure will be supported by School Travel Planning Supervisor, Student Transportation Services Waterloo Region and the board's Manager of Planning and delivered to the following:

- Superintendent of Learning
- Superintendent of Corporate Services
- Senior Manager of Facility Services
- General Manager, Student Transportation Services Waterloo Region
- Local municipal STP contact and municipal by-law enforcement

The Administrator will notify the school community of the planned closure and alternative plans and accommodations no less than 10 school days prior to the date of the planned closure.