
Procedure for Installation of School Bus Stop Ahead Signs

Purpose and Objective:

The purpose of this procedure is to establish in writing the process to be followed when considering the installation of a School Bus Stop Ahead or School Bus Turn Ahead Sign. The objective is to clarify and streamline the process so that it can be completed with improved efficiency and consistency. For convenience, this procedure is designed to be used as a form.

References:

Ohio Manual of Uniform Traffic Control Devices §7B.10
Traffic Engineering Manual §702-7
District 7 School Bus Sign Policy

Process for Installing:

- 1) New School Bus Stop Ahead or School Bus Turn Ahead Sign is requested.

Location / address: _____
School District: _____
Proposed by: _____ Date: _____

- 2) Collect Information.

School District: _____
Verify that stop / turn location is currently used: In Use Not In Use
If the stop / turn location is not being used, sign will not be installed, and no further study is needed.

- 3) Visit the location in the field.

Date of Visit: _____
Draw up diagram showing the available sight distance for busses, the stop turn locations, and any other applicable features.
Is school bus visible for 500 feet in advance of stop / turn? Yes No
If yes, no sign is needed and therefore a sign will not be installed.
If no, can the stop / turn location be moved so that it is visible for 500 feet? Yes No
If yes, the stop / turn location needs to be moved, and no sign will be installed.
If applicable, describe where the stop or turn needs to be moved to:

If no, the School Bus Stop Ahead or School Bus Turn Ahead sign will be installed.

Logpoint for new sign: _____

- 4) Follow up with the field study.

Respond to the requestor.
Date Responded: _____
Copy the response to the school district if they did not make the request. Not Applicable
Date Responded: _____
If applicable, send to Traffic Department to have the sign ordered and installed. Not Applicable
Date sent to Traffic Department: _____ Date Installed: _____

Attached Documents:

- Initiating letter, study, etc.
 Diagram of location
 Other Information: _____