Procedure for Removal 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 need for an existing 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 Removal:

1) Existing School Bus Stop Ahead or School Bus Turn Ahead Sign is reported to be unnecessary.
   Location: _____
   School District: _____
   Proposed by: _____ Date: _____

2) Collect Information.
   School District: _____
   Verify if stop / turn location is currently used: In Use ☐ Not In Use ☐
   If the stop / turn location is not being used, the sign should be removed.
   If the stop / turn location is in use:
   ☐ Check files for initial request / drawing.
   ☐ Determine if any changes have been made to the roadway that would affect need for school bus signs (i.e. hill cut, clearing and grubbing, etc.). Please list such changes below:
   _____

3) Visit the location in the field. (Only necessary if location is still in use and changes have been completed that may affect the available school bus sight distance.)
   Date of Visit: _____
   ☐ Verify existing diagram (re-draw if necessary), including sight distance, stop / turn locations, etc.
   Is school bus visible for 500 feet in advance of stop / turn? Yes ☐ No ☐
   If yes, existing sign should be removed.
   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 the sign needs to be removed.
   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 should be left in place.

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 removed. ☐ Not Applicable
   Date sent to Traffic Department: _____ Date Removed: _____
   Other Changes: _____
   _____

Attached Documents:

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