

## **INSTRUCTIONS FOR PREPARING APPLICATION FOR DETERMINATION OF A SERIOUS SAFETY HAZARD**

This form may be used by parents/guardians of students:

- who are not eligible for school bus service, **AND**
- who live less than 1.5 miles from their zoned school, **AND**
- who encounter safety hazards listed below in their walk to school

*Do not use this form if your child is already receiving school bus service.*

### **INTRODUCTION**

The Chicago Public Schools, Student Transportation (STS) uses the State of Illinois statues and guidelines in determining hazard exceptions. Students who are not eligible for transportation services (school bus service or student reduced CTA transit cards) may qualify for such services should a serious safety hazard exist. The parent/guardian may apply for a serious safety hazard determination by filing an application for each school in which they have a pupil attending when such school is less than 1 ½ miles from their residence. These instructions provide the guidelines for completing that application.

When determining whether a safety hazard exists, the STS reviews the seriousness of three potentially dangerous conditions a child may encounter while walking to school:

1. Walking on or beside a highway without sidewalks,
2. Crossing a roadway, and/or
3. Crossing railroad tracks.

These instructions identify factors for each type of potential hazard and weigh their relative importance. The factors are assigned point values from 1 to 10. Factors which are more important are assigned a higher point value. The points for these factors are to be added together. A serious safety hazard is declared to exist in any situation in which the total points equal or exceed the values identified in Table 1 on page 5.

Once an application for determination has been processed, the STS will notify the school in writing of the determination. The school will in turn notify the parents/guardians of the decision.

### **GENERAL INSTRUCTIONS**

The form entitled *Application for Determination of a Serious Safety Hazard* should be completed for each school for which the parent has a pupil attending when such school is less than 1 ½ miles from their residence. Copies of the form are available from the STS at the following website:

<https://www.cps.edu/services-and-supports/transportation-services/>

The parent/guardian is to complete the application and forward it to the principal of the student's attending school; the principal will review the application for accuracy and completeness, sign it, and forward to the STS after September 15. The STS will approve or disapprove the application and a notice of determination is sent to the attending school principal, who in turn notifies the parent or guardian.

A sample of a completed application is shown in Appendix A on page 8.

## WHO MAY SUBMIT AN APPLICATION

Any parent or guardian of a qualifying pupil may submit an *Application for Determination of a Serious Safety Hazard*. The pupil must be under the age of 21 at the close of the school year and have been a full-time pupil enrolled in a kindergarten through 8<sup>th</sup> grade program at the school within 1 ½ miles of the pupil's residence that meets the requirements for compulsory attendance. Both pupil and parent/guardian must be Illinois residents.

## WHERE TO SUBMIT AN APPLICATION

The completed application is to be submitted to the principal of the attending school. The principal will review the form for accuracy and completeness, then sign and forward the application

## WHEN TO SUBMIT AN APPLICATION

Applications must be submitted no later than 30 days from enrollment. If the parent/guardian has moved or the pupil is attending a different school, or if any conditions change that would affect the status of an approved application, a new application must be submitted. Student Transportation Services will review approved applications periodically to determine if conditions have changed, home address changed, etc., and notify parent/guardian and the school if the student is no longer eligible for bus service.

## INSTRUCTIONS FOR PREPARING THE APPLICATION

All information must be provided beginning on page 13. This includes the name of the student(s), address of residence, name and telephone number of the parent or guardian submitting the application, and name and address of the school attended by the student(s).

For the purposes of this application the following definitions apply:

Active Protection (Table 5): Any protection device activated by the approach of an oncoming train (including lights, bells, and gates) or protection by a crossing guard.

Crossbucks Only (Table 5): An X – shaped sign mounted upon a post at a rail-highway crossing marked with the words “Railroad” on one panel and “Crossing” on the other.

Curb. A vertical or sloping barrier along a roadway at least four inches high, clearly defining the edge of roadway.

Lanes of Traffic Crossed (Table 4): The number of lanes of traffic on the roadway being crossed. This number would include through lanes, turning lanes and parking lanes.

Length of Hazardous Section (Table 2): The length (rounded to the nearest tenth of a mile) of the hazardous condition to which a pupil walking along a roadway is exposed. It is limited to those sections without sidewalk where the pupil walks on the roadway or on a shoulder within five feet of the roadway. The pupil covered by the submittal must walk the complete length of the hazardous section. The length may be measured by normally accepted method.

Narrow Bridge or Underpass (Table 2): A narrow bridge or underpass which, because of the narrowness of the structure and its lack of a sidewalk, forces a pupil walking to school to walk on the roadway for at least 50 feet.

No Stop Control (Table 4): No stop signs or traffic signals that would require vehicles to stop on the roadway which the pupil is crossing. (Yield signs are not stop controls.)

Number of Trains (Table 6): Daily number of trains passing through the crossing during the periods when school children are normally going to and from school. This number may be obtained from railroad companies or by counting trains. **EXAMPLE:** If two trains cross in the morning period and one crosses in the afternoon period, the number of trains are three.

Roadway (Tables 2 and 4): The portion of a road, street or highway on which vehicles travel, consisting of the pavement surface, exclusive of including the shoulders.

Shoulder (Table 2): The relatively flat area between the outer edge of a roadway with no curb and the point where the earth begins sloping either upward or downward, intended for use by stopped vehicles and for emergency use.

Speed of traffic (Table 3): The posted speed limit, except that special school speed zones of 20 miles per hour, shall be considered. If speed limit signs are not present, the speed of traffic shall be considered to be 30 miles per hour in an urban area and 55 miles per hour in a rural area.

Traffic Signals (Table 4): Traffic lights that alternately stop traffic on one approach and then another.

Stop Sign (Table 4): Traffic is required to stop on the roadway being crossed by the pupil.

Volume of Traffic (Table 3): The volume of traffic shall be classified as light, moderate or heavy on the basis of a five minute vehicular traffic count during either the morning or afternoon crossing period using the following:

<b>VOLUME</b>	<b>2-LANES (1 or 2 Way)</b>	<b>3-LANES OR MORE (1 Way) 4-LANES OR MORE (2 Way)</b>
Heavy	More than 40 vehicles	More than 60 vehicles
Moderate	20-40 vehicles	40-60 vehicles
Light	Less than 20 vehicles	Less than 40 vehicles

This count shall include all through traffic and turning vehicles. For this table only, use the number of through lanes to determine the volume of traffic.

**POINT DETERMINATION (lines 1 through 10 on pages 14 and 15 of form)**

Complete only the sections corresponding to the types of hazards the pupil encounters.

Where conditions (e.g., speed, volumes, etc.) vary within the section being considered, the most critical (the highest points) may be used. However, the route used between home and school must avoid hazardous locations when a more reasonable route is available. The submittal is to be based on conditions that will remain basically unchanged throughout the school year.

The roadways on or along which the pupil must cross can either be public or private. In the case of a private road, such as an entrance to a shopping center or an industrial plant, the five-minute volume must be representative of a five-minute period when the pupil walks on the way to or from school.

A school route will be determined to be a serious safety hazard for children in certain grades if it produces at least the points shown in Table 1.

**PLEASE NOTE:** When a pupil encounters a combination of hazardous conditions, the determination of a serious safety hazard will be made on the basis of the total number of points for any two situations of either the same or different types. **If a combination of two hazards of the same type is to be considered, photocopy the appropriate section (on page 14 or 15) so that point totals for both of the similar type situations can be obtained.**

**Table 1 – Qualifying Points**

GRADES	POINTS	
	SINGLE HAZARD TYPE I, II, or III	COMBINATION OF TWO TYPES I, II, or III HAZARDS
K-8	10	18

**Type I Hazard – Walking On or Beside A Highway Without Sidewalks**  
(Lines 1 through 4 on page 14 of form)

Line 1. Indicate the location of the pupil in relation to the roadway by checking the appropriate box. Enter the length of the hazard and the appropriate number of points from Table 2.

**Table 2 – Situation and Length of Hazardous Section**

SITUATION	LENGTH	POINTS
Pupil on roadway for a minimum of 50’ because of narrow bridge or overpass	50’ – 100’	7
	100’ – 200’	9
	More than 200’	10
Pupil on roadway for a minimum of 300’ because of no shoulder or sidewalk	300’ – 1000’	7
	1000’ – 2000’	9
	More than 2000’	10
Pupil on narrow shoulder within 5’ of roadway for a minimum of 0.2 mile	0.2 – 0.5 mile	6
	0.5 – 1 mile	8
	More than 1 mile	10

Line 2. Enter the speed of traffic. See the definition for the “Speed of Traffic” on page 3.

Line 3. Indicate the volume of traffic and enter the appropriate points from Table 3. See the definition for “Volume of Traffic” on page 3.

**Table 3 – Speed and Volume of Traffic**

SPEED	VOLUME	POINTS
50-55 mph	Heavy	8
	Moderate	6
	Light	4
40-45 mph	Heavy	6
	Moderate	4
	Light	2
30-35 mph	Heavy	5
	Moderate	3
	Light	1

Line 4. Total lines 1 and 3.

If a combination of two type I hazards of the same type are to be considered, photocopy the appropriate section (on page 14) so that point totals for both type I hazards are considered.

Example (Type I Hazard)

A 4<sup>th</sup> grade child going to an elementary school must walk 4 feet from the roadway on a shoulder along a 2-lane road for a distance of ½ mile. If the road is posted at 50 mph, with a five minute vehicular traffic count of 30, the situation would produce the following points:

$$8 \text{ (Table 2)} + 6 \text{ (Table 3)} = 14 \text{ points}$$

Since the point total 14 exceeds the 10 points required for a 4<sup>th</sup> grade child, the situation qualifies the pupil.

**Type II Hazard – Crossing a Roadway  
(Lines 5 through 7 on page 14 of form)**

Line 5. See the definitions for “Lanes of Traffic Crossed”, “Traffic Signals” and “Stop Signs” on pages 2 and 3. Enter the appropriate points from Table 4.

For Type II hazards, the pupil must be crossing a roadway at an intersection. The name of the roadway being crossed is to be indicated on the form.

Two roadway crossings could occur at an intersection where the children are making a right angle or left angle turn. When this is the case, the most critical highway (highest points) should be used. Indicate the type of control and the number of lanes of traffic on the roadway being crossed by checking the appropriate box.

**Table 4 – Type of Traffic Control**

<b>CONTROL OF TRAFFIC ON ROADWAY BEING CROSSED</b>	<b>TWO-LANES CROSSED</b>	<b>THREE LANES OR MORE CROSSED</b>
Does not stop	6 points	8 points
Stopped by traffic signals or stop signs	2 points	4 points

Line 6. Enter the speed of traffic on the roadway being crossed. Then indicate the volume of traffic on the roadway being crossed by checking the appropriate box. See the definitions for “Speed of Traffic” and “Volume of Traffic” on page 3. Enter the number of points as indicated in Table 3 on page 4.

Line 7. Total lines 5 and 6.

**If a combination of two type II hazards of the same type is to be considered, photocopy the appropriate section (on page 14) so that point totals for both type II hazards are considered.**

Example (Type II Hazard)

An 8<sup>th</sup> grade child walking to a middle school must cross a 4-lane highway at an intersection where the highway traffic is not required to stop and the speed is posted at 45 mph. A five minute vehicular count shows 65 vehicles. The pupil would have the following points.

$$8 \text{ (Table 4)} + 6 \text{ (Table 3)} = 14 \text{ points}$$

Since the point total of 14 exceeds the 10 points required for an 8<sup>th</sup> grade student, the situation qualifies the pupil.

**Type III Hazard – Crossing Railroad Tracks**  
**(Lines 8 through 10 on page 14 of form)**

For Type III hazards, note that the number of tracks in use and the daily number of trains are to be counted for only the morning and afternoon crossing periods (no more than 30 minutes each). However, the trains in both periods may be counted. Trains during the noon periods are not to be considered (except for kindergarten children) since they could be avoided by the same type of luncheon arrangements that would be required if the pupil were bussed. The number of trains during the crossing periods must be on a typical day. For instance, switching movements across a crossing can be considered, but the number used should be an average of a typical day. Tracks must be within 100 feet of each other to be considered as part of the same crossing. Crossings with either full crossing guards or adult school crossing guards will be considered as having active protection.

Line 8. Indicate the type of protection and the number of tracks in use during the crossing periods on a typical day. See the definitions for “Active Protection” and “Crossbucks Only” on page 2. Enter the number of points as indicated in Table 5.

**Table 5 – Number of Tracks and Type of Protection**

NUMBER OF TRACKS	TYPE OF PROTECTION	
	ACTIVE (Lights or Gates)	CROSSBUCKS ONLY
3 or more	6 points	8 points
1 or 2	4 points	7 points

Line 9. Indicate the number of trains during the school crossing periods. See the definition for “Number of Trains” on page 2. Enter the number of points as indicated in Table 6.

**Table 6 – Number of Trains**

NUMBER OF TRAINS DURING SCHOOL CROSSING PERIODS	POINTS
4 or more	7
3	6
2	5
1	4

Line 10. Total lines 8 and 9.

**If a combination of two type III hazards of the same type is to be considered, photocopy the appropriate section (on page 15) so that point totals for both type III hazards are considered.**

Example (Type III Hazard)

A 5<sup>th</sup> grade child walking to school must cross a 2-track railroad crossing with flashing lights. If this location has 2 trains crossing daily during the 30 minute period when children are going to school, and one train crossing daily during the 30 minute period when children are returning from school, there would be a total of 3 trains and the situation would produce the following points:

Since the point total of 10 equals the 10 points required for a 5<sup>th</sup> grade child, the situation qualifies the pupil.

## **FINDINGS**

- Line 11. For routes where a single hazard exists, indicate type of hazard, the number of points produced by the hazard and the highest grade level that would qualify for reimbursement.
- Line 12. For routes where combinations of hazards exist, indicate the types of hazards, the sum of points produced by the two hazards, and the highest grade level that would qualify for reimbursement. It should be noted that the two hazards identified may be of the same type or different types.

## **PARENT/GUARDIAN CERTIFICATION**

Enter the name and grade level of pupil for which you are filling the application. Also enter the names of the streets or roads along which the pupil is walking in the hazardous location or section. For Type I hazards, enter the names of the streets, roads, or other landmarks that describe the limits of the hazardous section (e.g., bridge over Salt Creek; Illinois Central Gulf Railroad underpass.) For Type II hazards, enter the name of the street or road that intersects with the road listed above to form the intersection being crossed. For Type III hazards, enter the name of the railroad(s) whose tracks are being crossed.

Sign and date the application.

**NOTE:** The parent or guardian applying must notify the principal and the STS any time conditions change that would affect the approval status of the application.

## **TEMPORARY HAZARD**

Where the points entered are affected by a temporary condition such as a long-term construction project which increased hourly volumes of traffic, changed the length of a hazardous section, caused a relocation of a walkway, etc., the submittal shall be accompanied by an explanation of the temporary condition, the effect on the determination of points and the anticipated data when the temporary condition will no longer affect the route.

## **WHAT TO SUBMIT**

Upon completion of the Application for Determination of a Serious Safety Hazard, one copy for each qualifying location must be submitted to the principal of the school of attendance to be considered.

A map, or a section of map, written materials or photographs, shall be attached to the original showing (preferably in colored pen or pencil) the location(s) deemed to be hazardous; the school to which the children are walking; and the area(s) in which the children live. The location(s) deemed to be hazardous must be between the area(s) in which the children live and the school to which they are walking.

**APPENDIX A**

**EXAMPLE**

**Application for Determination of Serious Safety Hazard**

Separate copies of this application are to be completed for students K-8 and submitted to the appropriate school of attendance. The principal will submit the application to Student Transportation Services (STS) which will approve or disapprove the application and forward a notice of its determination to the school of attendance who will thereafter transmit the determination to the parent or guardian.

(PLEASE TYPE OR PRINT IN INK)

Name: Jimmy Smith and Brooke Smith Grade: 7<sup>th</sup>/8<sup>th</sup>

Student ID: 22225555; 22225556

Address: 204 MAPLE ST. City: CHICAGO

Zip Code: 60603 Telephone Number: (773) 555-1603

Name of School of Attendance: GLENWOOD ELEMENTARY

Address of School: 100 N. PINE ST. CHICAGO 60600  
City Zip Code

Hazard Along: Old Chatham Road  
(Street or Road Name)

Type I at: Norfolk and Western RR underpass

Type II at: \_\_\_\_\_

Type III at: \_\_\_\_\_

A school route will be determined to be a serious safety hazard for children in certain grades if it produces at least the following points:

GRADES	POINTS	
	SINGLE HAZARD TYPE I, II, or III	COMBINATION OF TWO TYPES I, II, or III HAZARDS
K-8	10	18

Only the section(s) of the types of hazards that apply in your situation need to be completed.

**Location:**

On the following page, please provide a map or sketch showing the school route. At the minimum, this map should include the location of the property line where the pupil(s) reside(s), location of the school that the pupil(s) attend(s), and the route the pupil(s) travel(s) to and from school. Please include all street names and route numbers on the map.



**POINT DETERMINATION**

**Type I Hazard – Walking on or Beside a Highway Without Sidewalks**

1. Location on highway (check one):

- Pupil on roadway for a minimum of 50' because of a narrow bridge or overpass
- Pupil on roadway for a minimum of 300' because of no shoulder or sidewalk
- Pupil on shoulder within 5' of roadway or narrower with no sidewalk

Length of section 120 (feet/miles)

9 Points (from Table 2 on page 4)

2. Speed of traffic 45 mph

3. Five minutes vehicular traffic count 30 vehicles

Through lanes of traffic 2 lanes

Volume of traffic (check one):

- Heavy
- Moderate
- Light

4 Points (from Table 3 on page 4)

4. Total of lines 1 and 3

13

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**Type II Hazard – Crossing a Roadway**

Name of Roadway Being Crossed: \_\_\_\_\_

5. Traffic control on roadway being crossed (check one):

- Does not stop
- Stopped by signals or stop sign

Roadway being crossed is (check one):

- 2-lane
- 3 or more lanes

\_\_\_\_\_ Points (from Table 4 on page 5)

6. Speed of traffic on roadway being crossed \_\_\_\_\_ mph

Volume of traffic on roadway being crossed (check one):

- Heavy
- Moderate
- Light

\_\_\_\_\_ Points (from Table 3 on page 4)

7. Total of lines 5 and 6

\_\_\_\_\_

**Type III Hazard – Crossing Railroad Tracks**

8. Number of tracks crossed: \_\_\_\_\_  
Type of crossing protection (check one):  
 Flashing lights or gates  
 Crossbucks only \_\_\_\_\_ Points (from Table 5 on page 6)
9. Number of trains daily during school crossing periods \_\_\_\_\_ Points (from Table 6 on page 6)
10. Total of lines 8 and 9 \_\_\_\_\_ Points

**Findings**

11. A single hazard exists for children through the 8th grade because a I Type \_\_\_\_\_ situation produces 13 points.
12. A combination hazard exists for children through the \_\_\_\_\_ grade because the sum of a Type \_\_\_\_\_ situation produces \_\_\_\_\_ points.

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**Parent/Guardian Certification**

I hereby certify that the information in this application, including accompanying map or sketch, is true and correct to the best of my knowledge and belief. I am hereby filing an application for determination that a serious safety hazard exists with respect to the following qualifying pupil.

12-01-06  
Date

James Smith  
Signature of Parent/Guardian

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**Attending School Principal Certification**

I hereby certify that this application has been examined for completeness by me and submitted this date to Student Transportation Services.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

**Action by Student Transportation Services**

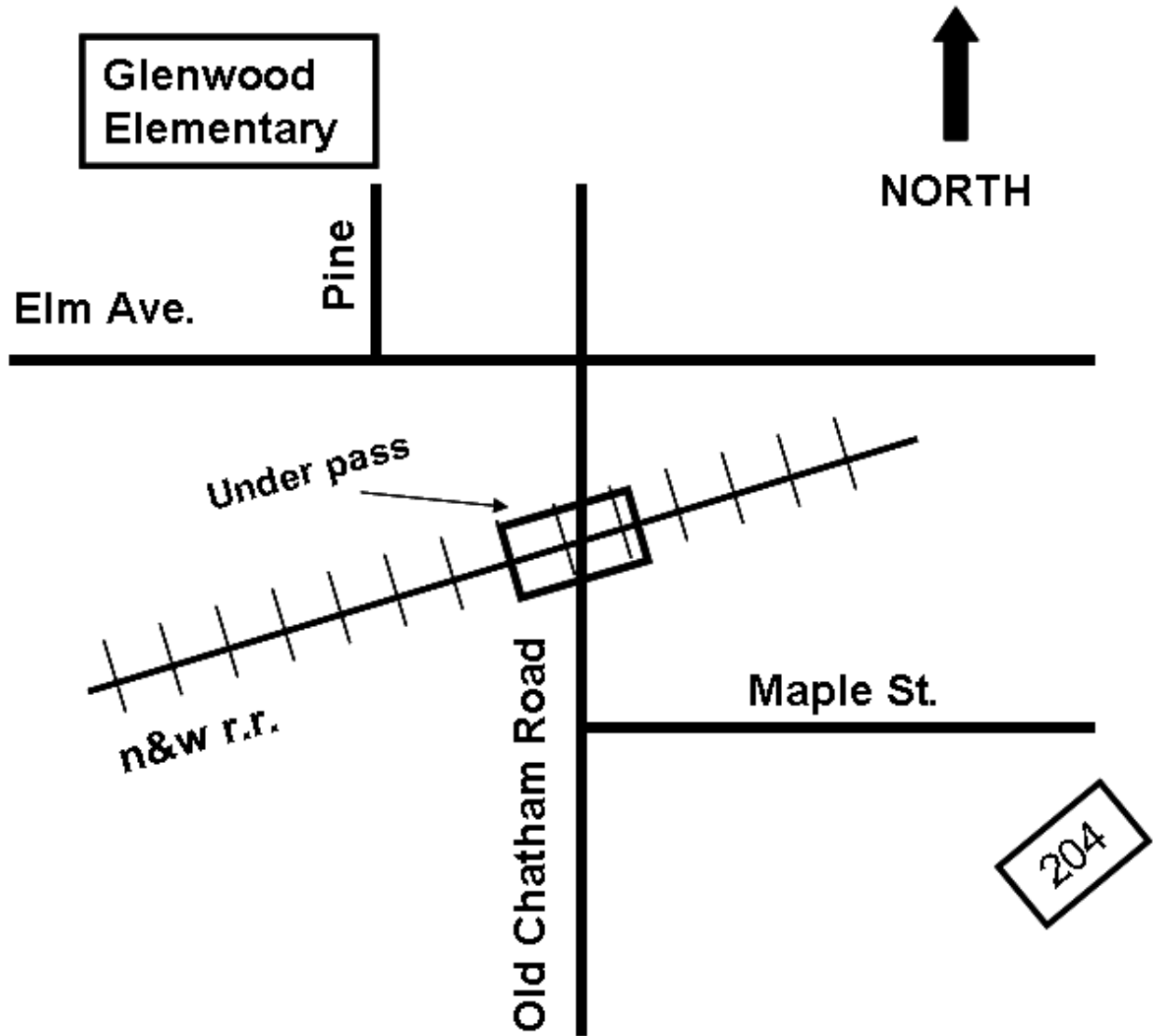
Date Submittal  
Received \_\_\_\_\_

- Approved on the basis of information received  
 Disapproved for reason(s) noted in notice to principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
STS Signature

# MAP OF THE SCHOOL ROUTE EXAMPLE



Chicago Public Schools  
 Student Transportation Services  
**Application for Determination of Serious Safety Hazard**

Separate copies of this application are to be completed for students K-8 and submitted to the appropriate school of attendance. The principal will submit the application to Student Transportation Services (STS) which will approve or disapprove the application and forward a notice of its determination to the school of attendance that will thereafter transmit the determination to the parent or guardian.

(PLEASE TYPE OR PRINT IN INK)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Name of School of Attendance: \_\_\_\_\_

Address of School: \_\_\_\_\_  
City Zip Code

Hazard Along: \_\_\_\_\_  
(Street or Road Name)

Type I at: \_\_\_\_\_

Type II at: \_\_\_\_\_

Type III at: \_\_\_\_\_

A school route will be determined to be a serious safety hazard for children in certain grades if it produces at least the following points:

GRADES	POINTS	
	SINGLE HAZARD TYPE I, II, or III	COMBINATION OF TWO TYPES I, II, or III HAZARDS
K-8	10	18

Only the section(s) of the types of hazards that apply in your situation need to be completed.

**Location:**

On the following page, please provide a map or sketch showing the school route. At the minimum, this map should include the location of the property line where the pupil(s) reside(s), location of the school that the pupil(s) attend(s), and the route the pupil(s) travel(s) to and from school. Please include all street names and route numbers on the map.

**POINT DETERMINATION**

**Type I Hazard – Walking on or Beside a Highway Without Sidewalks**

1. Location on highway (check one):  
 Pupil on roadway for a minimum of 50' because of a narrow bridge or overpass  
 Pupil on roadway for a minimum of 300' because of no shoulder or sidewalk  
 Pupil on shoulder within 5' of roadway or narrower with no sidewalk  
Length of section \_\_\_\_\_ (feet/miles) \_\_\_\_\_ Points (from Table 2 on page 4)
2. Speed of traffic \_\_\_\_\_ mph
3. Five minutes vehicular traffic count \_\_\_\_\_ vehicles  
Through lanes of traffic \_\_\_\_\_ lanes  
Volume of traffic (check one):  
 Heavy  
 Moderate  
 Light \_\_\_\_\_ Points (from Table 3 on page 4)
4. Total of lines 1 and 3 \_\_\_\_\_
- 

**Type II Hazard – Crossing a Roadway**

Name of Roadway Being Crossed: \_\_\_\_\_

5. Traffic control on roadway being crossed (check one):  
 Does not stop  
 Stopped by signals or stop sign  
Roadway being crossed is (check one):  
 2-lane  
 3 or more lanes \_\_\_\_\_ Points (from Table 4 on page 5)
6. Speed of traffic on roadway being crossed \_\_\_\_\_ mph  
Volume of traffic on roadway being crossed (check one):  
 Heavy  
 Moderate  
 Light \_\_\_\_\_ Points (from Table 3 on page 4)
7. Total of lines 5 and 6 \_\_\_\_\_

**Type III Hazard – Crossing Railroad Tracks**

8. Number of tracks crossed: \_\_\_\_\_  
 Type of crossing protection (check one):  
 Flashing lights or gates  
 Crossbucks only \_\_\_\_\_ Points (from Table 5 on page 6)
9. Number of trains daily during school crossing periods \_\_\_\_\_ Points (from Table 6 on page 6)
10. Total of lines 8 and 9 \_\_\_\_\_ Points

**Findings**

11. A single hazard exists for children through the \_\_\_\_\_ grade because a \_\_\_\_\_ Type \_\_\_\_\_ situation produces \_\_\_\_\_ points.
12. A combination hazard exists for children through the \_\_\_\_\_ grade because the sum of a \_\_\_\_\_ Type \_\_\_\_\_ situation produces \_\_\_\_\_ points.

**Parent/Guardian Certification – Initial Application**

I hereby certify that the information in this application, including accompanying map or sketch, is true and correct to the best of my knowledge and belief. I am hereby filing an application for determination that a serious safety hazard exists with respect to the qualifying pupil.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parent/Guardian

**Attending School Principal Certification**

I hereby certify that this application has been examined for completeness by me and submitted this date to Student Transportation Services.

\_\_\_\_\_ Date \_\_\_\_\_ Principal's Signature

**Action by Student Transportation Services**

Date Submittal  
Received \_\_\_\_\_

- Approved on the basis of information received  
 Disapproved for reason(s) noted in notice to principal

\_\_\_\_\_ Date \_\_\_\_\_ STS Signature

## MAP OF THE ROUTE TO SCHOOL