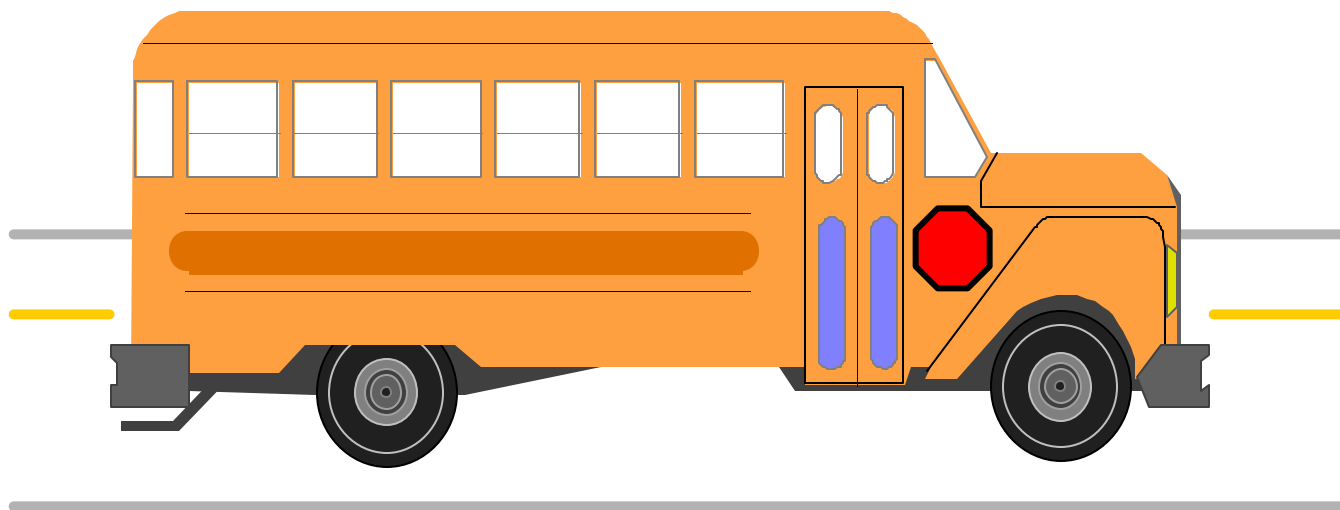


December 2001



School Safety Busing

And Instructions for Submitting Findings

SCHOOL SAFETY BUSING AND INSTRUCTIONS FOR SUBMITTING FINDINGS

REVISED DECEMBER 2001

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INTRODUCTION

Section 29-3 of the School Code (105 ILCS 5/29-3) allows local school districts to receive reimbursement from the State Superintendent of Education for the busing of pupils for distances of less than 1 1/2 miles when conditions are such that walking, either to or from the school to which a pupil is assigned for attendance or to or from a pick-up point or bus stop, constitutes a serious hazard to the safety of the pupil due to vehicular traffic or rail crossings. It provides that a school board may provide free transportation in such cases, but does not mandate such transportation. It also provides that this transportation shall not be provided if adequate transportation for the public is available.

The local school board determines what constitutes a serious safety hazard in accordance with guidelines promulgated by the Illinois Department of Transportation, in consultation with the State Superintendent of Education. The rules contained herein provide the guidelines for determining the existence of serious hazards to the safety of pupils walking to school due to vehicular traffic; they do not in any way pertain to the determination of hazards to adults, bicyclists, or operators of motor vehicles.

There are four basic types of serious safety hazards which pupils walking to school encounter: (1) walking along a roadway, (2) walking on a roadway, (3) crossing a roadway, and (4) crossing railroad tracks. The guidelines address these four types of hazards.

The variations of situations posing serious safety hazards are, for all practical purposes, limitless. No two highways or street corners are exactly alike. However, certain factors will be present in most serious safety hazard situations. These include speed and volume of vehicular traffic, and exposure of pupils to the traffic. Furthermore, the age of the pupils must be considered since that which is a serious safety hazard to a kindergarten student may not be for an eighth grade student. Older age reflects both mental and physical maturity and is directly related to the ability to deal with hazardous situations. Some factors are present in all of the four types of hazards (e.g., age of pupils) while others do not apply for all types (e.g., the presence of signals is a factor to be considered for crossing roadways and railroads but not for walking along or on a roadway).

A serious safety hazard is actually a situation that results from the presence of a combination of the factors. The best way to determine the existence of a serious safety hazard is to weigh the factors that contribute to the hazard. The rules identify the most relevant factors for each type of hazard situation and weigh their relative importance. The factors are assigned point values from 0.5 to 5. Factors that are more important are assigned higher point values. It is not possible to quantify all factors that may contribute to a hazard due to vehicular traffic. Therefore, a maximum of two points can be added on the basis of judgment of a school board. A serious safety hazard is declared to exist in any single situation in which the sum of points equals or exceeds 12.

In determining whether a serious safety hazard exists in a particular situation, a school board must first assess those factors assigned points in the point tables. The points for these factors are to be added together. If this point total were 12 or greater, the school board's determination that a serious safety hazard exists would be approved. If the points total 11, the situation will qualify if the school board decides that the traffic hazard

warrants the addition of one extra judgment point. Two judgment points added to a total of 10 points from the tables would also qualify.

A school board must give the reason for the addition of judgment points. By statute they must relate to hazards due to vehicular traffic. Factors which would support judgment points include, but are not limited to, unusual accident experience, inadequate sight distance, railroad switching at a crossing, and a high volume of vehicles crossing the walkway during the time pupils are walking to and from school such as at a shopping center, major gas station, etc.

It is recognized also that pupils walking to school may encounter multiple hazardous situations of different types. For these pupils, busing will be reimbursable if the combined point totals for any two situations equals or exceeds 20 points.

The rules therefore address the most relevant factors and allow for local judgment as to other traffic hazards which the local board deems relevant.

The Code provides that the Department will, within 30 days after submission, review the findings of a school board and approve or disapprove the school board's determination that a serious safety hazard exists. This is provided for in the rules. In particular, the school board's findings and determination shall be made on forms issued by the Department. The form and a map showing the location of the serious safety hazard and the route walked by the pupils are to be submitted to the Department's District Office for the transportation district in which the school district is situated. The submission may include other materials, such as photographs, the school board believes may aid the Department.

The rules provide that an incomplete submission will be disapproved without prejudice and may be resubmitted at any time. A complete submission will be reviewed by the District Office for correctness. If a submission is disapproved, the school board shall be informed why and upon what information the Department's decision was based. A disapproved determination may not be resubmitted, unless conditions have changed, during the same school year in which it was originally submitted.

School districts are encouraged to take steps to ensure that pupils who walk to school follow routes that minimize conflicts with traffic. Where practical, intersections with existing stop signs, marked crosswalks, traffic signals, etc., should be utilized in planned school routes since they afford greater protection for the pupils. The conditions at each potential crossing location should be evaluated to determine the safest place for pupils to cross. Visibility, parking conditions, available gaps in traffic, and speed are a few of the many factors that should be considered. It is advantageous to group pupils so large numbers cross together at school crossing locations. Motorists are more aware of such crossings. Pupils should be thoroughly instructed by the schools and parents on the purpose and proper use of the school route plan. Checks should be made to determine the plans are being used properly. They may have to be modified periodically to reflect changed conditions. School officials may receive assistance in preparing school route plans from local engineering and law enforcement agencies. Materials on this subject are available from the National Safety Council, the Chicago Motor Club, and the Illinois Department of Transportation.

Reimbursement to school districts for busing is the responsibility of the State Superintendent of Education. For this reason the rules do not address applications for reimbursement, which under statute are made to the State Superintendent, rather than to the Department.

No provision has been allowed for a formal hearing on a school board's determination or for administrative appeals. Under statute, the Department must approve or disapprove within 30 days after receipt of a submission. This short time period effectively precludes hearings for administrative appeals. The statute does provide that the Department's decisions are subject to judicial review under the Administrative Review Act. Discussions and informal communications between the school districts and the Department's District Offices during the review process are not precluded, however, and are encouraged.

The revisions contained herein, without exception, allow the same, or additional, pupils to qualify as would have qualified under the former guidelines. They do not invalidate any previously approved submittals. New submittals covering previously approved situations are, therefore, not necessary unless a school board wishes to add to the scope of the previous approval.

DIVISION OF HIGHWAYS
BUREAU OF OPERATIONS

COPY OF:

PART 556: RULES ON TRANSPORTING PUPILS WHERE WALKING
CONSTITUTES A SERIOUS SAFETY HAZARD

Section

556.110	Purpose
556.115	Definitions
556.120	Walking Along a Roadway (Type I hazard)
556.130	Walking on a Roadway (Type II hazard)
556.140	Crossing a Roadway (Type III hazard)
556.150	Crossing Railroad Tracks (Type IV hazard)
556.160	Multiple Hazards
556.170	Procedures

AUTHORITY: Implementing and authorized by Section 29-3 of the School Code [105 ILCS 5/29-3].

SOURCE: Adopted at 4 Ill. Reg. 27, p. 426, effective June 19, 1980; amended at 5 Ill. Reg. 5915, effective May 27, 1981; codified at 7 Ill. Reg. 12894; amended at 20 Ill. Reg. 12626, effective September 6, 1996; amended at 25 Ill. Reg. 16534, effective December 18, 2001.

Section 556.110 Purpose

This Part establishes guidelines and procedures for determining the existence of a serious safety hazard and applies to serious safety hazards encountered by pupils walking on or along roadways, crossing roadways and crossing railroad tracks. This determination allows for the State Board of Education to provide busing reimbursement to school districts that choose to transport pupils residing within 1 1/2 miles from the school attended where conditions are such that walking, either to or from the school to which a pupil is assigned for attendance or to or from a pick-up point or bus stop constitutes a serious hazard to the safety of the pupil due to vehicular traffic or rail crossings. Such transportation shall not be provided if adequate transportation for the public is available.

Section 556.115 Definitions

The following words or phrases when used in this Part shall have the meanings ascribed to them below.

“Controls providing pedestrian protection” – Either of the following:

All way stop – all approaches to the intersection are required by signs to stop; or

Adult crossing guards – any intersection where traffic is stopped by an adult crossing guard, regardless of other traffic controls.

“Crossing protection” –

Crossbucks only – An “X” shaped sign mounted upon a post at a rail-highway crossing inscribed with the words “Railroad” on one panel and “Crossing” on the other.

Active protection – Any protection that is designed to be actuated by the approach of an oncoming train (including lights, bells and gates) or protection by a crossing guard.

“Curb” – A vertical or sloping barrier along a roadway at least 4 inches high, clearly defining the edge to motorists.

“Department” – The Illinois Department of Transportation, acting through its District Engineers.

“Length of hazardous section” – The length (rounded to the nearest tenth of a mile) of the hazardous condition to which pupils walking along a roadway are exposed. For Type I hazards (see Section 556.120), it is limited to those sections where pupils walk on a shoulder within 10 feet of the roadway or behind a curb or ditch within 8 feet of the roadway. For Type II hazards (Section 556.130), it is limited to those sections where pupils must walk on the roadway because no shoulder or walkway exists off the pavement, or because of a narrow bridge or underpass. All of the pupils covered by the submittal must walk the complete length of the hazardous section. The length may be scaled from a map or measured by a “walking wheel” or a car odometer.

“Narrow bridge or underpass” – A narrow bridge or underpass that forces pupils walking to school, because of the narrowness of the structure and its lack of a sidewalk, to walk on the roadway for a minimum of 50 feet.

“No stop control” – When no stop signs or traffic signals exist on the roadway the pupils are crossing, requiring vehicles to stop. Yield signs are not stop controls.

“Number of tracks” – The total number of tracks that carry trains during periods when pupils are normally going to and from school. Example: If 2 tracks carry trains during the morning period and one of those tracks carries trains during the afternoon period, the number of tracks is 2.

“Number of trains” – The daily number of trains passing through the crossing during the periods when pupils are normally going to and from school. This number may be obtained from railroad companies or by counting trains. Example: If 2 trains cross in the morning period and one crosses in the afternoon period, the number of trains is 3.

“Roadway” – The portion of a road, street or highway on which vehicles travel, consisting of the pavement surface, exclusive of the shoulders.

“School Code” – 105 ILCS 5/29-5.2.

“Shoulder” – 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 the accommodation of stopped vehicles or for emergency use.

“Speed of traffic” – The speed of traffic shall be based on the posted speed limit. In special school speed zones as authorized by Section 11-605 of the Vehicle Code [625 ILCS 5/11-605], the speed limit that is in force when the special school speed zone is not in effect shall be used. 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.

“Train” – One locomotive by itself, 2 or more locomotives coupled together, or one or more locomotives with train cars.

“Train speed” – The highest lawful speed at the crossing. This may be obtained from either the railroad company or the Illinois Commerce Commission, or local law enforcement officials may use radar.

“Volume of traffic” – The peak hourly volume of traffic during the periods when pupils are going to or from school. In many cases, Average Daily Traffic (ADT) volumes may be available from the agency maintaining a road (the State or county highway department or municipal street department). In those cases the hourly volumes may be considered as 15 percent of the ADT in rural areas and 10 percent in urban areas. If no ADT figures are available, or if the school district prefers, it may make a one hour count (of vehicles in both directions) on a typical school day (e.g., 7:30 a.m.-8:30 a.m., 2:30 p.m.-3:30 p.m., or, for kindergarten pupils, during the noon hour period).

“Walkway” – The area on which pupils normally walk along a street or highway, including a concrete sidewalk, a surfaced or unsurfaced pathway, or a roadway shoulder. The walkway, when immediately adjacent to the roadway, must be at least 2 feet in width and maintained in suitable walking condition throughout the school year; otherwise, the pupils should be considered walking on the roadway, a Type II hazard. Walkways also include pathways created by school districts or other groups on public land that may be used by pupils to avoid a more hazardous route.

Section 556.120 Walking Along a Roadway. (Type I hazard)

- a) A serious Type I safety hazard exists if the total of the points from the tables and any judgment points equals or exceeds 12 and the situation qualifies for points from at least Tables 1, 2 and 5. The situation is not disqualified if no points are obtained from Tables 3 and 4. School districts should add judgment points if found proper, even though the points from the tables alone equal or exceed 12.
- b) Determination of serious safety hazard.
 - 1) Factors to be considered. The following factors are relevant in determining whether pupils walking along a roadway are endangered by a serious safety hazard: grade of pupil, location of walkway in relation to roadway, speed of traffic, volume of traffic and length of hazardous sections. To determine

whether a serious safety hazard exists in a particular situation a school board shall assign points as appropriate for these factors, using the following tables (fractional points may be assigned only in accordance with the tables):

A) Grade of Pupil – Table 1

GRADE	POINTS
K-8	5
9-12	2

B) Location of Walkway – Table 2

LOCATION	DIST. BETWEEN EDGES OF ROADWAY AND WALK*	POINTS
Walkway on shoulder (no curb present)	Less than 5 feet	3
	5 Feet - 10 feet	1
Walkway Behind Curb or Ditch	Less than 4 feet	2
	4 Feet - 8 feet	0.5

*Pupils walking immediately adjacent to the roadway on a walkway less than 2 feet in width are considered to be walking on the roadway.

C) Speed of Traffic – Table 3

SPEED (MPH)	POINTS
50-55	4
40-45	2
30-35	0.5

D) Volume of Traffic – Table 4

HOURLY VOLUME	POINTS	
	2-Lane	4-Lane
Greater than 1500	5	4
1200-1500	4	3
800-1199	3	2
400-799	2	1
100-399	1	0.5

E) Length of Hazardous Section – Table 5

DISTANCE (MILES)	POINTS
Greater than 1.0	2
0.8 - 1.0	1.5
0.5 - 0.7	1
0.2 - 0.4	0.5

- 2) Judgment Points. A school district may add one or two points for judgment factors peculiar to the hazards due to vehicular traffic in a specific situation.

These additions must be accompanied by adequate information to justify the special circumstances being considered.

3) Examples:

- A) Pupils going to an elementary school with pupils through 5th grade, on a walkway 4 feet from the roadway on a shoulder along a two-lane road posted 50 miles per hour, with an hourly volume of 500 vehicles, for a distance of 1/2 mile, would have the following points:

$$5(\text{Table 1}) + 3(\text{Table 2}) + 4(\text{Table 3}) + 2(\text{Table 4}) + 1(\text{Table 5}) = 15$$

Since the point total (15) exceeds 12, the situation qualifies for all pupils at the school.

- B) Pupils going to an elementary school with pupils through 6th grade, on a walkway 3 feet from a four-lane roadway that has curbs and is posted at 25 miles per hour, with an hourly volume of 1300 vehicles, for a distance of 1 1/4 mile, would have the following points:

$$5(\text{Table 1}) + 2(\text{Table 2}) + 0(\text{Table 3}) + 3(\text{Table 4}) + 2(\text{Table 5}) = 12$$

Since the point total equals 12, the situation qualifies for pupils through 6th grade. Points from Tables 1, 2, and 5 (but not 3 and 4) are required to qualify for this type (Type I) of hazardous situation.

Section 556.130 Walking on a Roadway. (Type II Hazard)

- a) Qualification. A serious Type II safety hazard exists if the total of the points from the tables and any judgment points equals or exceeds 12 and the situation qualifies for points from at least Tables 6, 7 and 10. The situation is not disqualified if no points are obtained from Tables 8 and 9. School districts should add judgment points if found proper, even though the points from the tables alone equal or exceed 12.

b) Determination of serious safety hazard.

- 1) Factors to be considered. The following factors are relevant in determining whether pupils who must walk on a roadway are endangered by a serious safety hazard: grade of pupil, reason for walking on the roadway, speed of traffic, volume of traffic, and length of hazardous section. To determine whether a serious safety hazard exists in a particular situation, a school board shall assign points as appropriate for these factors using the following tables (fractional points may be assigned only in accordance with the tables):

A) Grade of Pupil – Table 6

GRADE	POINTS
K-8	5
9-12	2

B) Reason for Walking on Roadway – Table 7

LOCATION	POINTS
On roadway* for a minimum of 350 feet because no shoulder or walkway exists off the pavement	3
On roadway* for a minimum of 50 feet because of a narrow bridge or underpass	4

*Pupils walking immediately adjacent to the roadway on a walkway less than 2 feet in width are considered to be walking on the roadway.

C) Speed of Traffic – Table 8

SPEED (MPH)	POINTS
50-55	4
40-45	2
30-35	0.5

D) Volume of Traffic – Table 9

HOURLY VOLUME	POINTS	
	2-Lane	4-Lane
Greater than 1500	5	4
1200-1500	4	3
800-1199	3	2
400-799	2	1
100-399	1	0.5

E) Length of Hazardous Section – Table 10

DISTANCE (MILES)	POINTS
Greater than 1.0	5
0.8 - 1.0	4
0.5 - 0.7	3
0.2 - 0.4	2
Less than 0.2	1

- 2) Judgment points. A school district may add one or two points for judgment factors peculiar to the hazards due to vehicular traffic in a specific situation. These additions must be accompanied by adequate information to justify the special circumstances being considered.

3) Examples:

- A) Pupils going to a school with pupils through 12th grade, walking on a roadway for 100 feet because of a narrow bridge on a two-lane road posted 50 miles per hour, with an hourly volume of 500 vehicles, would have the following points:

$$2(\text{Table 6}) + 4(\text{Table 7}) + 4(\text{Table 8}) + 2(\text{Table 9}) + 1(\text{Table 10}) = 13$$

Since the point total (13) exceeds 12, all pupils through 12th grade would qualify. (Note that pupils through 8th grade would be eligible for additional points from Table 6, but since pupils through 12th grade qualify, only one submittal is required.)

- B) Pupils going to a school with pupils through 6th grade, walking 250 feet on a two-lane roadway posted for 50 miles per hour with no shoulder or walkway, with an hourly volume of 500 vehicles would have the following points:

$$5(\text{Table 6}) + 0(\text{Table 7}) + 4(\text{Table 8}) + 2(\text{Table 9}) + 1(\text{Table 10}) = 12$$

Although the point total is 12, the situation would not qualify because points from Tables 6, 7 and 10 are required to qualify for this type (Type II) of hazardous situation. The situation did not qualify for points from Table 7 because it existed only for a length of 250 feet.

Section 556.140 Crossing a Roadway. (Type III hazard).

- a) Qualification. A serious Type III safety hazard exists if the total of the points from the tables and any judgment points equals or exceeds 12 and the situation qualifies for points from at least Tables 11, 12 and 14. The situation is not disqualified if no points are obtained from Table 13. School districts should add judgment points if found proper, even though the points from the tables alone equal or exceed 12.

- b) Determination of serious safety hazard.

- 1) Factors to be considered. The following factors are relevant in determining whether pupils crossing a roadway are endangered by a serious safety hazard: grade of pupil, type of intersection control, speed and volume of traffic, and width of roadway. To determine whether a serious safety hazard exists in a particular situation, a school board shall assign points as appropriate for these factors, using the following tables (fractional points may be assigned only in accordance with the tables):

A) Grade of Pupil – Table 11

GRADE	POINTS
K-8	5
9-12	2

B) Type of Intersection Control – Table 12

CONTROLS ON ROADWAY BEING CROSSED	POINTS
No stop control	3
Traffic signals	2
Two-way stop control	1
Control providing pedestrian protection. (All way stop, or adult crossing guards.)	0.5

Where pupils must cross more than one roadway at an intersection, the control with greatest point value should be considered.

C) Speed and Volume of Traffic – Table 13

SPEED (MPH)	HOURLY VOLUMES	POINTS
45 - 55	Greater than 1500	5
	1000 – 1500	4
	500 – 999	3
	250 – 499	2
	100 – 249	1
30 - 40	Greater than 1500	4
	1000 – 1500	3
	500 – 999	2
	250 – 499	1
Less than 30	Greater than 1500	3
	1000 – 1500	2
	500 - 999	1

D) Width of Roadway – Table 14

WIDTH (FT)	POINTS
40 of Greater	2
25 - 39	1
24 or Less	0.5

- 2) Judgment Points. A school district may add one or two points for judgment factors peculiar to the hazards due to vehicular traffic in a specific situation. These additions must be accompanied by adequate information to justify the special circumstances being considered.

3) Examples:

Pupils going to a junior high school with pupils from 6th through 9th grades, crossing a highway at an intersection where the highway traffic is not required to stop, that is posted 45 miles per hour, has an hourly volume of 600, and is 48 feet wide, would have the following points:

$$2(\text{Table 11}) + 3(\text{Table 12}) + 3(\text{Table 13}) + 2(\text{Table 14}) = 10$$

Since the point total is less than 12, all pupils through 9th grade would not qualify. However, pupils through 8th grade would qualify and if special considerations could justify two judgment points, pupils up through 9th grade would qualify.

Section 556.150 Crossing Railroad Tracks (Type IV Hazard)

a) Qualification. A serious Type IV safety hazard exists if a situation qualifies for points from all of Tables 15 through 17 and the total of the points from the tables and any judgment points equals or exceeds 12. School districts should add judgment points if found proper even though the points from the tables alone equal or exceed 12.

b) Determination of serious safety hazard.

1) Factors to be considered. The following factors are relevant in determining whether pupils crossing railroad tracks are endangered by a serious safety hazard: grade of pupil, crossing protection and number of tracks, and speed and number of trains. To determine whether a serious safety hazard exists in a particular situation, a school board shall assign points as appropriate for these factors, using the following tables (fractional points may be assigned only in accordance with the tables):

A) Grade of Pupil – Table 15

GRADE	POINTS
K-8	5
9-12	2

B) Crossing Protection and Number of Tracks – Table 16

NUMBER OF TRACKS (In use during school crossing hours)	POINTS	
	Active Protection	Crossbucks Only
3 or more	3	5
2	2	4
1	1	2

C) Speed and Number of Trains – Table 17

DAILY NUMBER OF TRAINS (During school crossing periods)	POINTS	
	Train Speed(mph) Less than 40	Train Speed(mph) 40 or Greater
4 or more	4	5
3	3	4
2	2	3
1	1	2

2) Judgment points. A school district may add one or two points for judgment factors peculiar to the hazards due to vehicular traffic in a specific situation. These additions must be accompanied by adequate information to justify the special circumstances being considered.

3) Examples:

Pupils going to an elementary school with pupils through 9th grade, crossing a two-track crossing with flashing lights, that has 3 trains crossing daily during the periods pupils are going to and from school, at speeds up to 49 miles per hour, and where there are also switching operations that would justify 2 judgment points, would have the following points:

$$2(\text{Table 15}) + 2(\text{Table 16}) + 4(\text{Table 17}) + 2(\text{judg.}) = 10$$

Since the point total is less than 12, the pupils in 9th grade would not qualify, but those in K through 8th grade would. An application for pupils only through 8th grade should be submitted.

Section 556.160 Multiple Hazards.

a) Pupils walking to school may encounter multiple hazardous situations. A serious safety hazard exists if the total of the points from the tables and any judgment points for any two situations encountered by the same pupils equals or exceeds 20 points. Multiple hazards consist of the two worst hazard situations.

b) Examples:

1) Pupils through 12th grade walking on a shoulder 4 feet wide where there is no curb, along a two-lane road posted at 40 miles per hour with an hourly volume of 1100 vehicles, for a distance of 0.5 mile, would have the following points for this Type I hazard (see tables in Section 556.120(b)(1)):

$$2(\text{Table 1}) + 3(\text{Table 2}) + 2(\text{Table 3}) + 3(\text{Table 4}) + 1(\text{Table 5}) = 11$$

This situation alone would not qualify.

2) The same pupils also cross the same two-lane road that is 30 feet wide at the crossing where there is no intersection control for the roadway being crossed.

The points for this Type III hazard are as follows (see tables in Section 556.140(b)(1)):

$$2(\text{Table 11}) + 3(\text{Table 12}) + 3(\text{Table 13}) + 1(\text{Table 14}) = 9$$

This situation alone would not qualify. However, the same pupils encounter both situations and since the point total for both situations equals 20, there exists a serious safety hazard for pupils through 12th grade.

Section 556.170 Procedures.

a) Determination by local school board.

The determination by a local school board that a serious safety hazard exists or does not exist shall be made in accordance with this Part, and on a form promulgated by the Department. A separate form is required for each location and not for each pupil. A school board's determination shall be supported by findings on those factors that were found to contribute to the hazard. Findings shall be indicated by completion of appropriate portions of the submittal form. Example: Speed of traffic (45 miles per hour). Volume of traffic (900 vehicles/hour). Length of hazardous section (1.2 miles). Each submittal shall be certified true and correct by an authorized representative of the school board making the submission. Long-term construction projects may have an effect on the safety of a route used by pupils walking to and from school. This could include increases in the hourly volumes of traffic, a change in the length of a hazardous section or a relocation of a walkway. Consideration of these factors may result in a serious safety hazard finding for a route that would not otherwise qualify for such a finding. Where this is the case, a temporary safety hazard determination may be made on a school-year-by-school-year basis. The decision to conduct a serious safety hazard study in accordance with this Part may be made independently by the school board. However, such a study is required to be made by the school board when requested in writing to do so by a parent or guardian of a pupil who must walk along the route in question.

b) Submission of determination.

A school board shall submit the determination form and a map showing the location of the hazard and the route walked by the pupils to the Department for review. The submittal may include other materials, such as photographs, the school board believes will aid in the Department's review. All parts of the submittal shall be in documentary form. A school board shall make its submission to the Department's District Office in which the school district is situated. A school board need not submit forms to the Department that do not support a finding of a serious safety hazard unless requested in writing to do so by a custodian of a pupil who must walk along the route in question.

c) Department review.

- 1) Within 30 days after submission, the Department will approve or disapprove the school board's determination. If a submittal is incomplete, the Department will disapprove without prejudice and inform the school district why it is

considered incomplete. If a submittal is complete, it will be reviewed by the District Office. Each form will be considered as a separate submission and an incomplete submittal will not delay approval of others submitted at the same time.

- 2) The Department's review will consist of those procedures appropriate to determine the correctness of the findings. The procedures may include the following: visiting the route in question, consulting traffic count records or counting vehicles, measuring length and width of roadways, observing train movements and obtaining train speeds from railroads, regulatory authorities or law enforcement officials. The persons conducting the review will document the procedures employed and information obtained.
 - 3) If a determination is disapproved, the Department will, in writing, inform the school board why and upon what information the Department's decision was based. A determination will not be disapproved because judgment points were not justified unless the school board gives no reason for the judgment points or unless the reason given is completely implausible or obviously not related to vehicular traffic.
 - 4) A disapproved determination may not be resubmitted for Department review during the same school year in which it was originally submitted, unless conditions have changed. However, a determination that is disapproved because of incompleteness may be resubmitted at any time.
- d) Verification upon request from State Superintendent.

The School Code provides that school districts shall annually review the conditions and certify to the State Superintendent of Education whether or not the hazardous conditions remain unchanged. The State Superintendent may request the Department to verify that conditions have not changed. Any such request by the State Superintendent shall be made to the Secretary of the Department. The Secretary will assign a request for verification to the appropriate District Office.

- e) Reimbursement.

A school district shall maintain a copy of each approved safety busing submittal in its files for future auditing of district transportation claims. Eligibility for reimbursement of transportation costs for qualifying pupils is effective on the date of the approval by the Department's District Engineer. Actual reimbursement will be handled in a manner similar to other transportation reimbursement procedures and questions should be referred to the State Superintendent of Education, rather than the Department. Questions regarding statutory provisions such as providing transportation for private schools and the prohibition of State reimbursement where adequate public transportation is available should also be addressed to the State Superintendent.

INSTRUCTIONS FOR PREPARING SAFETY BUSING SUBMITTALS

GENERAL INSTRUCTIONS

A form entitled Serious Safety Hazard Finding and designated OPER 1945 has been developed for submitting the findings of a school board that a serious safety hazard exists. A copy of the form is attached. Additional copies of the form are available from all Illinois Department of Transportation (IDOT) District Offices, the IDOT central headquarters in Springfield, the State Superintendent of Education and all Regional Offices of Education.

It is intended that a separate form be prepared for each qualifying location rather than for each qualifying pupil. By indicating on the form the highest grade level that qualifies, all pupils at or below that level would be eligible for reimbursable busing. Furthermore, unless conditions change, that eligibility would continue year after year for pupils at or below the qualifying grade level who would be walking through the hazardous location.

An exception to the normal practice of preparing a separate form for each location, not each pupil, would be where individual pupils enter a hazardous roadway section at various points. A series of forms might be needed in such situations.

A sample of a completed submittal is shown in Appendix A.

The number of submittals prepared and the general approach used in identifying locations to be reviewed is entirely up to the school districts. The Department suggests that representatives of the school district look at situations throughout the district and develop a package of recommendations for the board's consideration. Situations where busing has previously been provided for pupils living within 1 1/2 miles of the school they attend would appear to be appropriate for early review. Locations where accidents have occurred or near where accidents have occurred or where parents have indicated their concern for the safety of their pupils may also need to be studied.

WHO MAY SUBMIT FINDINGS

The Board of Education of any public school district in the State of Illinois may submit findings to IDOT for processing.

WHERE TO SUBMIT FINDINGS

The findings are to be submitted to the IDOT District Office having jurisdiction over the county in which the school district is located (see Appendix B for map and addresses of District Offices). Assistance in using the instructions or completing the form may be obtained from the District Offices.

WHEN TO SUBMIT FINDINGS

The findings may be submitted to the IDOT District Offices at any time. However, reimbursement will be eligible only after IDOT approval, and that approval should, therefore, normally be sought prior to the beginning of the school year. Section 29-3 of the School Code (105 ILCS 5/29-3) provides that IDOT will approve or disapprove a

school board's determination within 30 days after receiving the submittal. It would be advisable for a school district to submit its findings approximately two months before the start of the school year to allow for the possibility that the submittal might require corrections or additions that could take additional time.

The findings should be submitted only when the school board desires to provide safety busing and if the completed Form OPER 1945 indicates that a serious safety hazard does exist.

WHAT TO SUBMIT

Two copies of a submittal for each qualifying location are to be submitted to the appropriate IDOT District Office. **Send submittals only to IDOT District Offices.** Any submittals sent to other IDOT locations will be returned or forwarded to the District Offices, resulting in possible lengthy delays. A map, or a section of a map, 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 pupils are walking, and the area(s) in which the pupils live. The location(s) deemed to be hazardous must be between the area(s) in which the pupils live and the school to which they are walking. The "annual sequential number" called for on the form should also be shown on the map.

Where the points entered are effected 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 date when the temporary condition will no longer effect the route.

As indicated on the form, an explanation of any judgment points added must be attached to the form. Any other supportive information, such as photographs, etc., may also be submitted. The requirements in the rules that all parts of the submittal shall be in documentary form merely means that the application must not consist of oral information but shall be a formal written presentation.

If the school district wishes, it may submit its findings by certified mail with delivery receipt requested. The Department will use regular first class mail.

INSTRUCTIONS FOR PREPARING FORM OPER 1945

All blocks in the heading of the form are to be completed on all forms submitted. The name, title, and telephone number of a contact person are requested to facilitate questions or other communications that may be desirable between IDOT district and school district personnel.

To aid in the identification of the submittal, a three-part annual sequential number is requested. The first part of this number is the school district number, the second part consists of the last two digits of the calendar year, and the third part is the sequential number of the submittal form from that school district in that calendar year. The first form submitted in 2002 from District 5 would be 5-02-1. This number should be used on the map and other material submitted.

Type of Condition (Lines 1 and 2) Only one of these two lines is to be used.

Line 1 This box should be checked for a location that qualifies (equals or exceeds 12 points) on the basis of a single hazard. The appropriate type (I, II, III, or IV) is to be indicated.

Line 2 This box should be checked for a situation that qualifies (equals or exceeds 20 points) on the basis of two hazards along the qualifying pupil's route to school. The two types of hazards are to be listed. They may be any combination of the same or different types.

If the combination consists of two situations of the same type, two sets of forms will need to be used to list the locations and points for each situation. The two sets are to be fastened together. Only one set needs to be signed.

Location (Lines 3 through 7)

Line 3 should always be completed. Lines 4 through 7 should be completed as appropriate for the type(s) of hazards involved. One location should be indicated if the box in Line 1 is checked; two locations should be indicated if the box in Line 2 is checked.

Line 3 Enter the name of the street or road along which the pupils are walking in the hazardous section or at the hazardous location.

Line 4 Enter the names of the streets, roads, or other landmarks that describe the termini of the hazardous section.

Line 5 Enter either a description of the termini of the hazardous section or the narrow bridge or underpass (e.g., bridge over Salk Creek; Illinois Central Gulf Railroad underpass).

Line 6 Enter the name of the street or road that intersects with the street or road listed in Line 3 to form the intersection being crossed.

Line 7 Enter the name of the railroad(s) whose tracks are being crossed.

Points (Lines 8 through 32)

Complete only the sections corresponding to the types of hazards listed in Lines 1 or 2.

The points are to be obtained from the tables in the Rules. The definitions of terms, which precede the tables for each type of hazard, should be reviewed before completing the form.

Where conditions (e.g., speed, volumes, etc.) vary within the section being considered, the most critical (the highest points) may be used. The submittal is to be based on conditions that will remain basically unchanged throughout the school year.

The roadways on or along which pupils are walking or must cross can be either public or private. In the case of a private road, such as an entrance to a shopping center or an

industrial plant, the hourly volume must be representative of an hourly period when pupils are present on their way to or from school.

Type I – Walking Along a Roadway (Lines 8 through 14)

For Type I hazards, the distance between the edges of the roadway and the walkway must be 10 feet or less on a shoulder or 8 feet or less behind a curb or ditch, and the length of the hazardous section must be at least 0.2 miles.

- Line 8 Enter the appropriate points from Table 1 of the Rules. In preparing the forms, it may be convenient to leave this line incomplete until the other points indicate what grade level, if any, would qualify. The school district may wish to indicate on the form submitted the highest qualifying level regardless of the ages of the pupils initially bused since that would avoid the need to submit another form in the future (unless the conditions changed). On the other hand, if the school board elects to provide safety busing only for pupils below a certain grade level, that level could be used even though a higher level would qualify. The appropriate grade level is to be indicated on the form.
- Line 9 Enter the distance between the edges of the roadway and walkway for the pupils either on a shoulder or behind a curb or ditch and the appropriate points from Table 2 of the Rules.
- Line 10 Enter the speed and the appropriate points from Table 3 of the Rules. If there is no speed limit posted, 30 miles per hour may be used in any incorporated or unincorporated area devoted primarily to residential and/or business purposes. In other unposted areas, 55 miles per hour may be used. Note that the definition in 556.115 of the Rules does not require a 20 mile per hour school speed zone to be considered. This has been done because those limits are often poorly observed, especially by the potentially most dangerous motorists.
- Line 11 Enter the hourly volume and the appropriate points from Table 4 of the Rules. If a percent of the Average Daily Traffic is used, the urban percentage is to be used if the location is in an incorporated or unincorporated area developed primarily for residential or business purposes. Otherwise the rural percentage should be used.
- Line 12 Enter the length of the section and the appropriate points from Table 5 of the Rules. While various methods of measuring this distance are mentioned in the definitions in the Rules, the walking or measuring wheel is the preferred one.
- Line 13 The school board may add one or two points for factors peculiar to the hazards due to traffic in a specific situation. Conditions such as inadequate sight distance (e.g., caused by a sharp roadway curve) or unusual accident experience may justify such points. In cases where judgment points are used, the form must be accompanied by adequate information to explain the special circumstances.

Line 14 Total of Lines 8 through 13.
If submittal is for a single Type I hazard, proceed to Line 33.

Type II – Walking on a Roadway (Lines 15 through 21)

For Type II hazards, pupils must be walking on a roadway either for a minimum of 350 feet because no shoulder or walkway exists off the pavement or for a minimum of 50 feet because of a narrow bridge or underpass without a sidewalk.

Line 15 See the instructions above for Line 8. Then enter the grade level and the appropriate points from Table 6 of the Rules.

Line 16 Enter the distance pupils must walk on the pavement either because no shoulder or walkway at least two feet wide exists off the pavement or because of a narrow bridge or underpass without sidewalks. Note the latter distance is not the length of the structure but the distance pupils must walk on the pavement. Also, enter the appropriate points from Table 7 of the Rules.

Line 17 See the instructions above for Line 10. Then enter the speed and the appropriate points from Table 8 of the Rules.

Line 18 See the instructions above for Line 11. Then enter the hourly volume and the appropriate points from Table 9 of the Rules.

Line 19 Enter the length of the section students must walk and the appropriate points from Table 10 of the Rules.

Line 20 See the instructions above for Line 13.

Line 21 Total of Lines 15 through 20. If submittal is for a single Type II hazard, proceed to Line 33.

Type III – Crossing a Roadway (Lines 22 through 27)

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

Line 22 See the instructions above for Line 8. Then enter the grade level and the appropriate points from Table 11 of the Rules.

Line 23 Two roadway crossings could occur at an intersection where the pupils are making a right or left angle turn. If only one Type III situation is being considered, it should be the more critical (highest points) one. Both crossings could be considered as a combination of two Type III hazards (20 points or more would be needed to qualify). In the blank provided indicate the type of control on the roadway being crossed. Enter the appropriate points from Table 12 of the Rules.

Line 24 See the instructions above for Lines 10 and 11. Then enter the speed, hourly volume, and the appropriate points from Table 13 of the Rules.

- Line 25 Enter the width of the roadway and the appropriate points from Table 14 of the Rules.
- Line 26 See the instructions above for Line 13.
- Line 27 Total of Lines 22 through 26. If submittal is for a single Type III hazard, proceed to Line 33.

Type IV – Crossing Railroad Tracks (Lines 28 through 32)

For Type IV hazards, note that the number of tracks in use and the daily number of trains are to be for only the morning and afternoon crossing periods. However, the trains in both periods may be counted. Trains during noon periods are not to be considered (except for Kindergarten pupils) since they could be avoided by the same type of luncheon arrangements that would be required if the pupils were bused. 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 for 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 time crossing guards or adult school crossing guards will be considered as having active protection.

- Line 28 See the instructions above for Line 8. Then enter the grade level and the appropriate points from Table 15 of the Rules.
- Line 29 Enter the type of protection (active or crossbucks) and the number of tracks in use during the crossing periods on a typical day. Also, enter the appropriate points from Table 16.
- Line 30 Enter the highest speed and number of trains during both crossing periods of a typical day and the appropriate points from Table 17 of the Rules.
- Line 31 See the instructions above for Line 13.
- Line 32 Total of Lines 28 through 31.

Finding (Lines 33 and 34) Only one of these two lines is to be used.

- Line 33 Check box if a single hazard qualifies and give total number of points and type of hazard.
- Line 34 Check box if a combination of two hazards qualifies and give number of points and the two types of hazards.

Temporary Condition (Line 35)

Line 35 Check box if a temporary condition has contributed to the determination of points and provide explanation. (See WHAT TO SUBMIT)

Certification

Give date of board action approving this determination and affix appropriate signature. This action will satisfy the Rule requirement that each submittal shall be certified true and correct by an authorized representative of the school board.

Upon completion of the form, it should be submitted (see WHERE TO SUBMIT FINDINGS) along with the required supportive information (see WHAT TO SUBMIT).

Action by Illinois Department of Transportation

When the submittal is received in the proper District Office (see Appendix B for addresses), it will be dated and given an identifying serial number. Within 30 days, the District Office will take one of the three actions noted. One signed copy of an approved or disapproved submittal will be returned for the school district's files. A submittal that has been disapproved for corrections, additions, or clarifications may be resubmitted at any time. (A new set of forms is to be submitted, but the same annual sequential number should be used.) A submittal disapproved for other reasons may not be resubmitted until the following school year unless conditions change.

Reimbursement Estimate

This information is requested solely for use by the State Board of Education in anticipating additional reimbursement requests. It will in no way influence IDOT's action on the submittal. The school district is asked to provide its best estimate of the additional students that would be bused and the additional reimbursable costs incurred in providing that transportation.

WHAT TO DO WITH APPROVED SUBMITTALS

A school district should maintain a copy of each approved safety busing submittal in its files for future auditing of district transportation claims. Eligibility for reimbursement of transportation costs for qualifying pupils will become effective on the date of approval by IDOT's District Engineer. Actual reimbursement will be handled in a manner similar to other transportation reimbursement procedures and questions should be referred to the Reimbursements Section of the State Board of Education, rather than the IDOT offices. Attention is called to section 29-3 of the School Code's (105 ILCS 5/29-3) provision that safety busing shall not be provided if adequate transportation for the public is available. Any questions regarding that provision should be directed to the Reimbursements Section.

ANNUAL REVIEW OF APPROVED SUBMITTALS

Section 29-3 of the Illinois School Code (105 ILCS 5/29-3) provides that school districts shall annually review the conditions and certify to the State Superintendent of Education whether or not the hazardous conditions remain unchanged. The State Superintendent may request the Department to verify that conditions have not changed. Any such request by the State Superintendent shall be made to the Secretary of the Department. The Secretary will assign a request for verification to the appropriate District Office.



Illinois Department of Transportation

Serious Safety Hazard Finding

A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District Goodland			Address of Administrative Office 215 Pine Stree Goodland, IL 62703		
District Number 5	County, Illinois, Sangamon, Illinois	Zip Code 62703			
Name of Contact Representative Ronald Kramer		Title Assistant Superintendent	Phone No. 555-6123	(Area Code) (217)	
Name of School to which Children are Walking Goodland Elementary School			Annual Sequential Number 5 — 02	(Use on Map and Attachments) — 01	

Type of Condition	1. <input checked="" type="checkbox"/> Single Hazard	Type <u>III</u>
	2. <input type="checkbox"/> Combination Hazard	Type _____ and Type _____

Location	3. Along <u>Stanton Rd.</u>
	(Street or Road Name)
(Attach a map showing the described location(s).)	4. Type I from _____ to _____
	5. Type II from _____ to _____
	6. Type III at <u>Stevenson Dr.</u>
	7. Type IV at _____

Points	Type I - Walking Along a Roadway	
(Complete only for Types listed on lines 1 or 2.)	8. Highest qualifying grade level (through _____ grade)	_____ Points <small>Table 1</small>
	9. Location of walkway (on shoulder _____ feet from roadway, or (behind curb or ditch _____ feet from roadway)	_____ Points <small>Table 2</small>
	10. Speed of traffic (_____ mph)	_____ Points <small>Table 3</small>
	11. Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points <small>Table 4</small>
	12. Length of hazardous section (_____ miles)	_____ Points <small>Table 5</small>
	13. Board's judgment points (attach explanation)	_____ Points
	14. Total of lines 8 through 13	_____ Points

	Type II - Walking on a Roadway	
	15. Highest qualifying grade level (through _____ grade)	_____ Points <small>Table 6</small>
	16. Reason for walking on roadway (no shoulder or walkway off pavement for _____ feet, or narrow bridge or underpass for _____ feet)	_____ Points <small>Table 7</small>
	17. Speed of traffic (_____ mph)	_____ Points <small>Table 8</small>
	18. Volume of traffic (_____ vehicles/hour) (_____ lanes)	_____ Points <small>Table 9</small>
	19. Length of hazardous section (_____ miles)	_____ Points <small>Table 10</small>
	20. Board's judgment points (attach explanation)	_____ Points
	21. Total of lines 15 through 20	_____ Points



(Con'd)

Type III - Crossing a Roadway (Name of roadway being crossed <u>Stevenson Dr.</u>)		
22. Highest qualifying grade level (through <u>8 th</u> grade)	<u>5</u>	Points
	Table 11	
23. Control on roadway being crossed (<u>Traffic Signals</u>)	<u>2</u>	Points
	Table 12	
24. Speed and volume of traffic (<u>45</u> mph)		
	(<u>2000</u> vehicles/hour)	
	<u>5</u>	Points
	Table 13	
25. Width of roadway (<u>60</u> feet)	<u>2</u>	Points
	Table 14	
26. Board's judgment points (attach explanation)	<u>0</u>	Points
27. Total of lines 22 through 26	<u>14</u>	Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade)	_____	Points
	Table 15	
29. Crossing protection and number of tracks	_____	Points
	Table 16	
	(_____ protection; _____ tracks used)	
30. Speed and number of trains		
	(_____ mph; _____ trains)	
	_____	Points
	Table 17	
31. Board's judgment points (attach explanation)	_____	Points
32. Total of lines 28 through 31	_____	Points

Finding	33. <input checked="" type="checkbox"/> Single hazard qualifies since <u>14</u> points in a Type <u>III</u> situation equals or exceeds 12
	34. <input type="checkbox"/> Combination hazard qualifies since the total of _____ points
	in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20
35. <input type="checkbox"/> Hazard is temporary for _____ school year (resubmit annually)	

Certification I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of July 27 2002, and the minutes of this meeting bear evidence of this approval.

Date Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

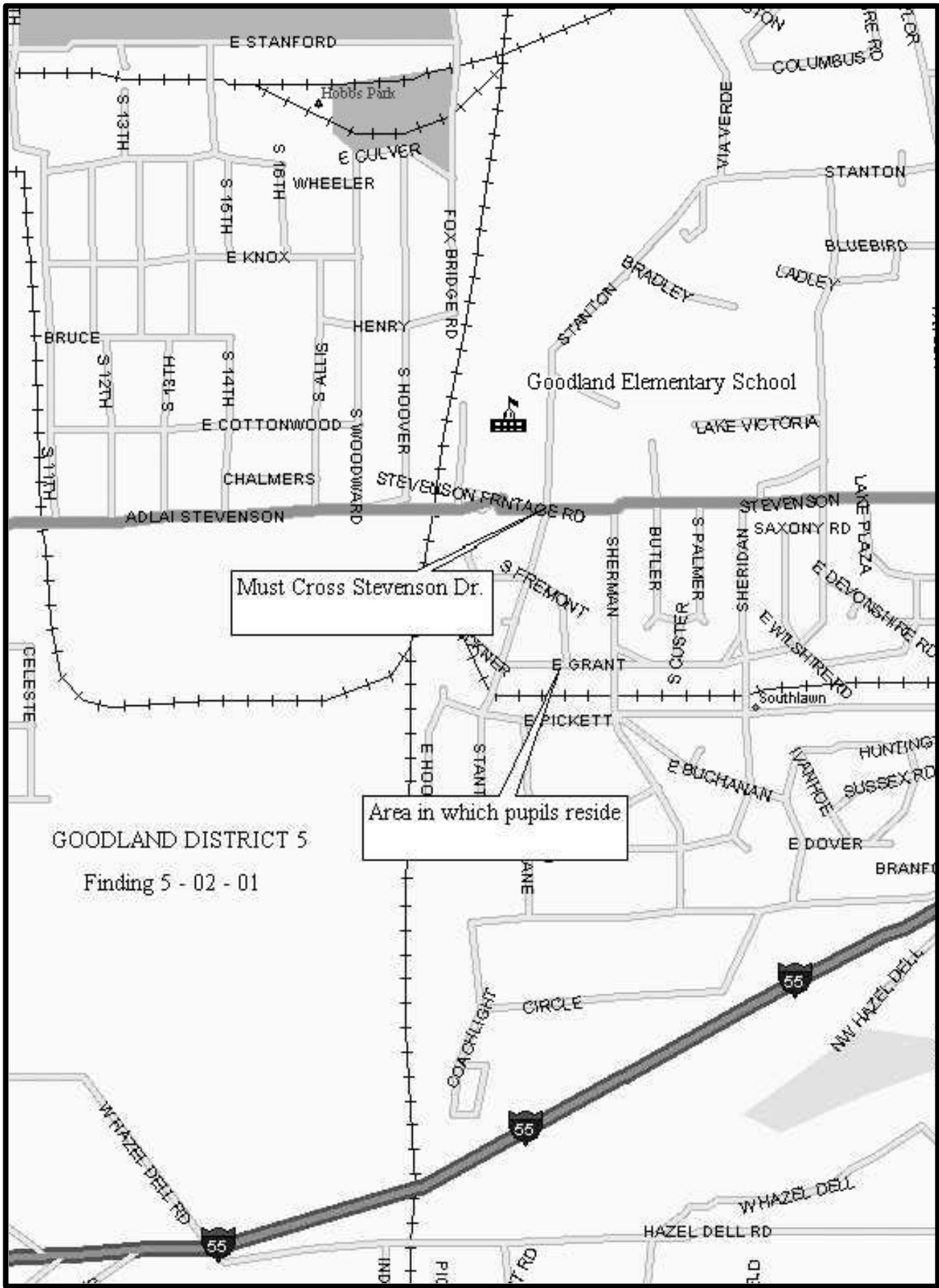
- Approved
- Disapproved for corrections, additions or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

Date Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

1. Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? 30 students
2. What is the projected additional annual reimbursement that will result from this submittal? \$ 2,000





ILLINOIS DEPARTMENT OF TRANSPORTATION
DISTRICT BOUNDARIES WITH OFFICE LOCATION

DISTRICT 1

201 WEST CENTER COURT
SCHAUMBURG, ILLINOIS 60196-1096
PHONE: 847/705-4000

DISTRICT 2

819 DEPOT AVENUE
DIXON, ILLINOIS 61021-3546
PHONE: 815/284-2271

DISTRICT 3

700 EAST NORRIS DRIVE
P. O. BOX 697
OTTAWA, ILLINOIS 61350-0697
PHONE: 815/434-6131

DISTRICT 4

401 MAIN STREET
PEORIA, ILLINOIS 61602-1111
PHONE: 309/671-3333

DISTRICT 5

STATE HIGHWAY BUILDING
ROUTE 133 WEST - P. O. BOX 610
PARIS, ILLINOIS 61944-0610
PHONE: 217/465-4181

DISTRICT 6

126 EAST ASH STREET
SPRINGFIELD, ILLINOIS 62704-4766
PHONE: 217/782-7301

DISTRICT 7

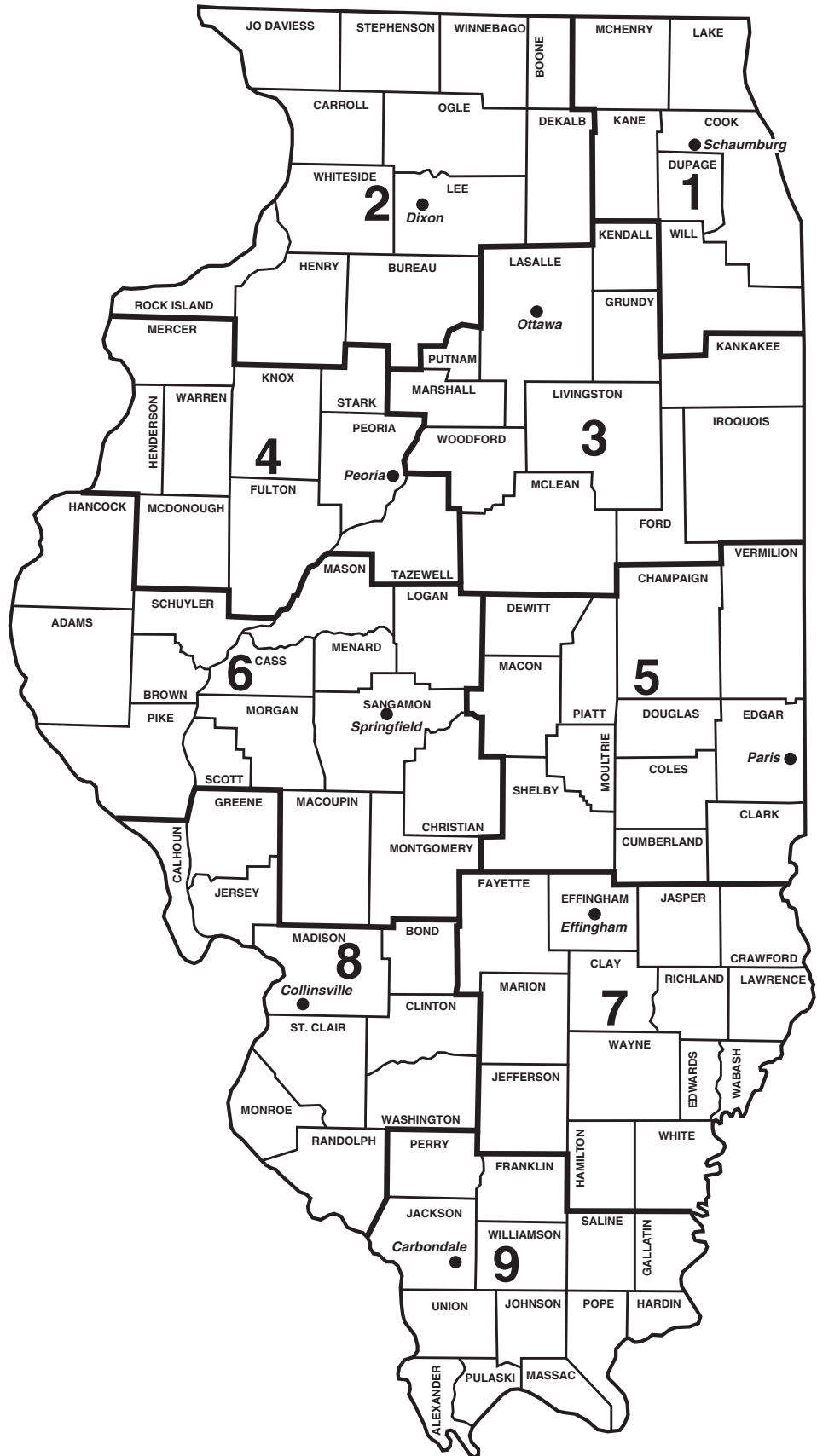
STATE HIGHWAY BUILDING
400 WEST WABASH
EFFINGHAM, ILLINOIS 62401-2699
PHONE: 217/342-3951

DISTRICT 8

1102 EASTPORT PLAZA DRIVE
COLLINSVILLE, ILLINOIS 62234-6198
PHONE: 618/346-3100

DISTRICT 9

STATE HIGHWAY BUILDING
P. O. BOX 100
CARBONDALE, ILLINOIS 62903-0100
PHONE: 618/549-2171



NOTE

**THE ATTACHED FORM OPER 1945 SHOULD BE
REPRODUCED FOR SUBMITTING ADDITIONAL
LOCATIONS**



A publication entitled "School Safety Busing and Instructions for Submitting Findings" is available from the Illinois Department of Transportation, 2300 South Dirksen Parkway, Springfield, Illinois 62764. The school administrator preparing this submittal should refer to the instructions in the booklet.

Two copies of this form are to be submitted to the IDOT District Office indicated in the instruction booklet. The IDOT District Office will approve or disapprove the submittal within thirty (30) days and return one copy to the school district indicating the action taken.

Name of School District | Address of Administrative Office

District Number | County, Illinois, | Zip Code

Name of Contact Representative | Title | Phone No. (Area Code)

Name of School to which Children are Walking | Annual Sequential Number (Use on Map and Attachments)

Type of Condition | 1. Single Hazard Type | 2. Combination Hazard Type and Type

Location (Attach a map showing the described location(s).) | 3. Along (Street or Road Name) | 4. Type I from to | 5. Type II from to | 6. Type III at | 7. Type IV at

Points (Complete only for Types listed on lines 1 or 2.) | Type I - Walking Along a Roadway | 8. Highest qualifying grade level (through grade) Table 1 Points | 9. Location of walkway (on shoulder feet from roadway, or behind curb or ditch feet from roadway) Table 2 Points | 10. Speed of traffic (mph) Table 3 Points | 11. Volume of traffic (vehicles/hour) (lanes) Table 4 Points | 12. Length of hazardous section (miles) Table 5 Points | 13. Board's judgment points (attach explanation) Points | 14. Total of lines 8 through 13 Points

Type II - Walking on a Roadway | 15. Highest qualifying grade level (through grade) Table 6 Points | 16. Reason for walking on roadway (no shoulder or walkway off pavement for feet, or narrow bridge or underpass for feet) Table 7 Points | 17. Speed of traffic (mph) Table 8 Points | 18. Volume of traffic (vehicles/hour) (lanes) Table 9 Points | 19. Length of hazardous section (miles) Table 10 Points | 20. Board's judgment points (attach explanation) Points | 21. Total of lines 15 through 20 Points



(Con'd)

- Type III - Crossing a Roadway (Name of roadway being crossed _____)
22. Highest qualifying grade level (through _____ grade) _____ Points
Table 11
23. Control on roadway being crossed (_____) _____ Points
Table 12
24. Speed and volume of traffic (_____ mph)
(_____ vehicles/hour) _____ Points
Table 13
25. Width of roadway (_____ feet) _____ Points
Table 14
26. Board's judgment points (attach explanation) _____ Points
27. Total of lines 22 through 26 _____ Points

Type IV - Crossing Railroad Tracks

28. Highest qualifying grade level (through _____ grade) _____ Points
Table 15
29. Crossing protection and number of tracks
(_____ protection; _____ tracks used) _____ Points
Table 16
30. Speed and number of trains
(_____ mph; _____ trains) _____ Points
Table 17
31. Board's judgment points (attach explanation) _____ Points
32. Total of lines 28 through 31 _____ Points

Finding

33. Single hazard qualifies since _____ points in a Type _____ situation equals or exceeds 12
34. Combination hazard qualifies since the total of _____ points
in a Type _____ situation and _____ points in a Type _____ situation equals or exceeds 20
35. Hazard is temporary for _____ school year (resubmit annually)

Certification

I hereby certify that the data in this application, including accompanying maps and statements, are true and correct to the best of my knowledge and belief. Board approval was given on date of _____ 20____, and the minutes of this meeting bear evidence of this approval.

Date Signature of Secretary or President of Board of Education or Board of Directors

Action by Illinois Department of Transportation

Date Submittal Received _____ 20 _____ Serial No. _____

- Approved
- Disapproved for corrections, additions or clarifications noted in transmittal letter.
- Disapproved for reason or reasons noted in transmittal letter.

Date Signature of IDOT District Engineer

Reimbursement Estimate (This information will have no effect on IDOT's action on the submittal)

- Approximately how many students will annually be qualified for busing by this submittal that did not previously qualify for reimbursable busing? _____ students
- What is the projected additional annual reimbursement that will result from this submittal? \$ _____



WALKING ALONG A ROADWAY *
(sidewalk present)

Source: Illinois Department of Transportation
School Safety Busing and Instructions for Submitting
Findings--December, 2001

Date Evaluated _____ **BUS STOP LOCATION** _____

Name of Parents _____

POINTS

GRADE	POINTS
K-8	5
9-12	2

LOCATION	DIST. BETWEEN EDGES OF ROADWAY AND WALK*	POINTS
Walkway on shoulder (no curb present)	Less than 5 feet	3
	5 Feet - 10 feet	1
Walkway Behind Curb or Ditch	Less than 4 feet	2
	4 Feet - 8 feet	0.5

SPEED (MPH)	POINTS
50-55	4
40-45	2
30-35	0.5

HOURLY VOLUME	POINTS	
	2-Lane	4-Lane
Greater than 1500	5	4
1200-1500	4	3
800-1199	3	2
400-799	2	1
100-399	1	0.5

DISTANCE (MILES)	POINTS
Greater than 1.0	2
0.8 - 1.0	1.5
0.5 - 0.7	1
0.2 - 0.4	0.5

TOTAL POINTS

Evaluated By _____

* Shoulder or Sidewalk present

WALKING ON A ROADWAY *
(no sidewalk present)

Source: Illinois Department of Transportation
School Safety Busing and Instructions for Submitting
Findings--December, 2001

Date Evaluated _____ BUS STOP LOCATION _____

Name of Parents _____

GRADE	POINTS
K-8	5
9-12	2

POINTS

LOCATION	POINTS
On roadway * for a minimum of 350 feet because no shoulder or walkway exists off the pavement.	3
On roadway * for a minimum of 50 feet because of a narrow bridge or underpass	4

SPEED (MPH)	POINTS
50-55	4
40-45	2
30-35	0.5

HOURLY VOLUME	POINTS	
	2-Lane	4-Lane
Greater than 1500	5	4
1200-1500	4	3
800-1199	3	2
400-799	2	1
100-399	1	0.5

DISTANCE (MILES)	POINTS
Greater than 1.0	5
0.8 - 1.0	4
0.5 - 0.7	3
0.2 - 0.4	2
Less than 0.2	1

TOTAL POINTS

Evaluated By _____

* No Shoulder or Sidewalk present