

INFORMATION CIRCULAR NO. 509

Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: January 13, 2006

To: School Principals, Division and Department Heads, Child Development Center Administrators and Central Office Managers

Subject: PROCESSING CITY TRAFFIC REQUESTS

Department and/or Persons Concerned: All School Principals and Child Development Center Administrators

Reference: None

Brief Explanation:

This circular delineates the protocol for district requests to the City of San Diego associated with off-site traffic improvements and safety patrol for school sites, as well as internal district routing of general requests and traffic studies. The following information is outlined for your use:

1. **GENERAL REQUESTS:** For requests associated with vehicle control, such as bus drop zones, traffic delineation or demarcation (e.g., crosswalks, signage, painted curb, etc.), interested and authorized personnel shall initiate their requests to Michael Kern of the District's Transportation Services Department. The Transportation Services Department, in conjunction with the Maintenance and Operations Department and Risk Management, is responsible for the coordination, and the processing and scheduling of the requested public street improvements with the city departments.
2. **TRAFFIC STUDIES:** Requests associated with pedestrian safety and traffic studies (traffic counts, pedestrian and vehicular signals, off-site parking, speed limits, road bumps, etc.) shall be initiated directly through Loren Chico of the Maintenance and Operations Department.
3. **SAFETY PATROL (ELEMENTARY SCHOOLS):** For requests to determine or initiate a school safety patrol (elementary schools only), contact Officer Rick Kirchoff of the San Diego Police Department at (619) 533-5740. Officer Kirchoff evaluates, on a site-specific basis, all the requirements and traffic criteria for eligibility. Officer Kirchoff coordinates the required training for this city program while working extensively with the district's Risk Management Department.

The Maintenance and Operations Department tracks all the closed and open requests and provides status updates to the City of San Diego Traffic Engineering Department. Emergencies will be given priority with the San Diego Police Department and the City of San Diego Traffic Engineering Department.

District on-site traffic problems are not addressed by the City of San Diego but are coordinated through the Maintenance and Operations Department and Risk Management Office.

The goal of this circular is to provide a protocol, which provides timely assistance for processing requests, and provide a safe off-site environment to students.

The following list is provided for your use and information in initiating requests:

- Maintenance and Operations Department (traffic studies/signal requests and general program coordination)

Staff	Phone	Fax
Loren E. Chico	(858) 573-5731	(858) 496-1772
Glen Gundert	(858) 573-5733	(858) 496-1772

- Transportation Services Department (initiate direct requests for improvements)

Staff	Phone	Fax
Michael Kern	(858) 496-8727	(858) 496-8705

- Risk Management Office (health and safety concerns/emergency accident reporting)

Staff	Phone	Fax	Pager
Glenn Boogren	(858) 637-3698	(858) 627-7353	(858) 347-0627

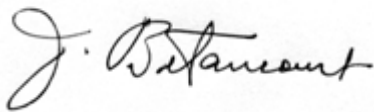
- San Diego Police Department (elementary school safety patrol requests only)

Staff	Phone	Fax	Pager
Rick Kirchoff	(619) 533-5740	(619) 531-2125	(619) 232-2237 X4126

If you have any questions or comments, please contact Loren E. Chico, Civil Engineering Project Manager, at (858) 573-5731.

William A. Dos Santos
Director
Maintenance & Operations

APPROVED:



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