

**Town of Arlington  
Transportation Advisory Committee  
Pedestrian Flag Program Guidelines  
October 8, 2014  
Final Draft for Vote  
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### **1. Purpose of Guidelines**

The purpose of these guidelines is to provide a written and uniform framework for the consideration, review, approval, and implementation of pedestrian flags within the Town of Arlington. The guidelines are designed to:

- ◆ Provide a process for review, approval, and installation of pedestrian flags;
- ◆ Allow implementation of flags where appropriate to increase pedestrian visibility and driver awareness;
- ◆ Provide consistency in installation and operational procedures; and
- ◆ Provide maintenance procedures.

### **2. Program History**

In response to the town's elimination of Traffic Supervisor positions and reduction of hours at several intersections near elementary schools, the TAC implemented a Pilot Pedestrian Flag program in September 2011 at the following three locations: Park Avenue Extension at Morris Street (Peirce School); Gray Street at Pine Ridge Road (Brackett and Ottoson); and Rhinecliff Street at Dow Avenue (Dallin School). Based on the success of the pilot program, flags were installed at the following four locations in the fall of 2012: Ridge Street at Crosby Street (Bishop School); Chestnut Street at Medford Street (St. Agnes School); Mass Ave at Orvis Road (Hardy School); and Lowell Street at Westmoreland Avenue (Town Reservoir). In the fall of 2013 the traffic supervisor at Ridge and Crosby was reinstated, and the flags were removed. New flags were installed on Highland Avenue at Spring Avenue/High Haith Road in the fall of 2013, bringing the number of locations in the program to seven at the end of 2013.

The TAC received requests for flags at additional locations in the spring of 2014 prompting the necessity to develop guidelines for review, implementation, and maintenance.

### **3. Approval Process**

All requests for installation of pedestrian flags at new locations must be submitted to the Arlington Transportation Advisory Committee (TAC). Each request will be evaluated by the TAC according to the review process listed below. Upon evaluation, the TAC will vote to approval or deny each request.

Existing locations with pedestrian flags will be monitored by the TAC and the flag monitors to determine the effectiveness and benefits of the flags over time. If needed, an existing flag location will be re-evaluated and the TAC will make a recommendation and vote to continue or to discontinue the pedestrian flags at a specific location.

#### **4. Review Process**

The following items will be evaluated to determine if pedestrian flags are appropriate and will provide benefits for locations under consideration:

- ◆ Traffic volume
- ◆ Pedestrian volume
- ◆ Intersection control (signals, stop signs)
- ◆ Number of travel lanes
- ◆ Vehicle speed
- ◆ Roadway geometrics, signage and pavement markings
- ◆ Sight distance
- ◆ Crash history
- ◆ Lighting
- ◆ Nearby pedestrian generators such as parks, schools, elderly housing

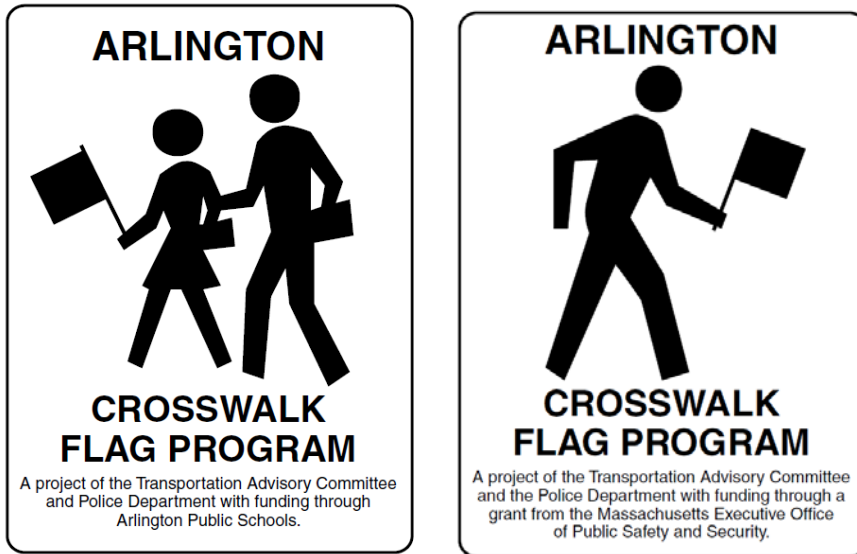
The evaluation results will be summarized in a report and presented to the TAC with a recommendation for approval or denial.

#### **5. Implementation Process**

The following steps will be taken to implement and maintain pedestrian flags at a new location if approved by the TAC:

- ◆ Identify flag monitor for each location who will be responsible for storing extra flags, canisters and attachment hardware. The monitor will be responsible for 1) replacing flags; 2) repairing canisters and hardware as needed; 3) reporting any problems to the TAC; and 4) reporting general level of use and benefits to the TAC.
- ◆ The TAC will install new canisters and supply approximately 10 flags at each location. The following specifications for the canister, flags and mounting will be used:
  - Canister and cap material – PVC pipe
  - Canister length – 10.5”
  - Canister diameter – 4.0”
  - Canister cap diameter (mounted on bottom) – 4.0”
  - Canister mounting holes – 4 with 0.5” diameter

- Fasteners – 2 metal 12.0” long
- Mounting – bottom of canister mounted on nearby pole 2.0’ from ground
- Sticker –one of the following stickers will be attached to each canister to indicate a crossing near a school or a non-school location:



- Avery® 5526 White WeatherProof™ Shipping Labels (5-1/2" X 8-1/2") will be used for the stickers
- One 1” wide and 7” long strip of reflective tape will be placed on each side of each flag near the stick (total of 2 strips). Use ULine product or similar.

Extra flags, canisters, and attachment hardware will be given to the flag monitor.

- ◆ The TAC will provide on-site instructions to flag monitors. The flag monitors will be responsible for educating residents in the neighborhood as to the intent and proper use of the pedestrian flags.
- ◆ The TAC will be responsible for identifying a repository where extra flags and equipment are stored.