

CHAPTER 3. SCHOOL SITE PLAN REVIEW CHECKLIST

This chapter presents a checklist tool that TxDOT engineers and other interested stakeholders can use to review school site plans based on the guidelines contained in [Chapter 2](#). Researchers intend for this checklist to facilitate greater use of the existing Precious Cargo Program, which encourages early cooperation and planning between TxDOT, school districts, architects, and other stakeholders.

TYPES OF SITE PLAN REVIEW

There are two basic types of site plan review performed as part of the TxDOT Precious Cargo Program:

1. existing school campus with traffic flow problems or other safety issues within or around the school site; or
2. new school campus.

The research team developed questionnaires to facilitate planning between TxDOT and school district representatives for both types of site plan review. Appendix A provides the questionnaire to use when the review is of an existing school campus. The questionnaire to use for a new school campus is in Appendix B.

SITE PLAN REVIEW CHECKLIST

[Table 16](#) provides the site plan review checklist. The research team based this checklist on the 21 guidelines in [Chapter 2](#) contained in text boxes. TxDOT engineers and other interested stakeholders can use this checklist and other guidelines contained in [Chapter 2](#) to review site plans for existing or new school sites.

Table 16. Site Plan Review Checklist.

Guideline #	Review Question	Answer		Comments
		Yes	No	
1	Is the building setback a sufficient distance to provide adequate site storage?			
2	Is the school site located on a high-speed roadway? (if yes, please comment)			
3	Is access provided from more than one direction to the immediate vicinity of the site (i.e., from at least two adjacent streets)?			
4	Is the school site situated where the road alignment provides good visibility?			
5	Are the physical routes provided for the basic modes (buses, cars, pedestrians, and bicycles) separated from each other on the site?			
6	Does overhead cover or soffit protect all primary building entrances for students?			
7	Has the school site and proposed plans been reviewed by the proper road agency?			
8	Are school buses going to be staged single-file right wheel to the curb in the loading zone?			
9	Is there adequate driveway stacking length for lining up cars on site – see Table 11 ?			
10	Are students loaded and unloaded on the right side directly to the curb/sidewalk in the bus and parent loading zones?			
11	Are the short-term parking spaces located past the student loading area and near the building entrance?			
12	Is parent loading occurring only in designated zones? (if not, please note non-designated zones in comments section)			
13	Are the student safety patrols and loading supervisors well trained and outfitted with reflective safety vests?			
14	Are traffic cones or other channelizing devices used within the site to minimize pedestrian/vehicle conflicts?			
15	Are safe crosswalks with crossing guards provided on-site and off-site to minimize pedestrian/vehicle conflicts?			
16	Are there standard and well-maintained sidewalks and/or a designated safe path leading to the school?			
17	Are there wider paved student queuing areas at major crossings and “stand-back lines” to show where to stand while waiting?			
18	Are facilities for bicycle access and storage provided at this campus?			
19	Do the school driveways conform to TxDOT design and access management guidelines for number, spacing, location, and layout?			
20	Does this school site have existing or planned left- or right-turn lanes? Do they meet existing TxDOT design guidelines?			
21	Do all site and regulatory signs and markings within the site comply with the Manual on Uniform Traffic Control Devices?			