



SCHOOL CROSSING GUARD REQUEST FORM



Instructions: Please fill out a separate form for each location where you are requesting a new School Crossing Guard. Answers may be typed directly into this form or you may print the document and fill it out by hand.

SCHOOL INFORMATION

School Name:

Address:

Number of Students:

Grade Levels:

School Start Time:

School Dismissal Time:

LOCATION INFORMATION

Intersection or Crosswalk Requested for Assessment for a School Crossing Guard (For example, 16th Street and Pennsylvania Avenue NW; or Pennsylvania Avenue NW between 16th Street and 17th Street):

Student Pedestrian/Bicyclist Count

Instructions: Pick any one-hour period, morning or afternoon, and count how many students cross the street at the location. Please count all students who cross any street at the location where the School Crossing Guard is being requested, but you may not count any student more than once. You may conduct the count during the morning or the afternoon but the count must occur during a single 60-minute period of time. DDOT will conduct an independent verification of the count submitted on this form.

Date of Count:

Start Time of Count:

End Time of Count:

Number of Student Pedestrians counted:

Number of Student Bicyclists counted:



Please Note any Special Reasons why a School Crossing Guard is Needed at this Location
(For example, there are many turning vehicles, there is poor visibility, or there is no traffic signal.)

SCHOOL PRINCIPAL ENDORSEMENT AND CONTACT INFORMATION

Principal/Assistant Principal Name:

Telephone Number: **E-mail Address:**

Mailing Address (if Different from School):

Principal/Assistant Principal Signature:

Date:

By signing, I attest that the information on this form is true and accurate, to the best of my knowledge.

E-mail or Fax Completed forms to:
customerservice.ddot@dc.gov
(202) 671-0650

Or via postal mail to:
DDOT Customer Service
Reeves Center, 5th Floor
2000 14th Street NW
Washington, DC 20009

Please allow 30 days for assessment.
For more information, call the DDOT Office of the Director at 202-673-6813 or go to
www.ddot.dc.gov