

Safe Routes to School



Intersection Audit Toolkit

Created by Bike Lakewood



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*Map of crossing guard locations courtesy of the City of Lakewood and Lakewood City Schools as found in the Safe Routes to School Guide (<https://www.lakewoodoh.gov/wp-content/uploads/2024/05/SRTS-Manual-082924-Final.pdf>). This map has been edited to reflect more accurate language pertaining to the proposed crossing guard locations not yet staffed.

Page 2: Introduction & Map of Crossing Guard Locations

Bike Lakewood partners with **Lakewood City Schools** and the **City of Lakewood** through the **Hike & Bike** program to make walking and biking to school safer and more accessible for every student.

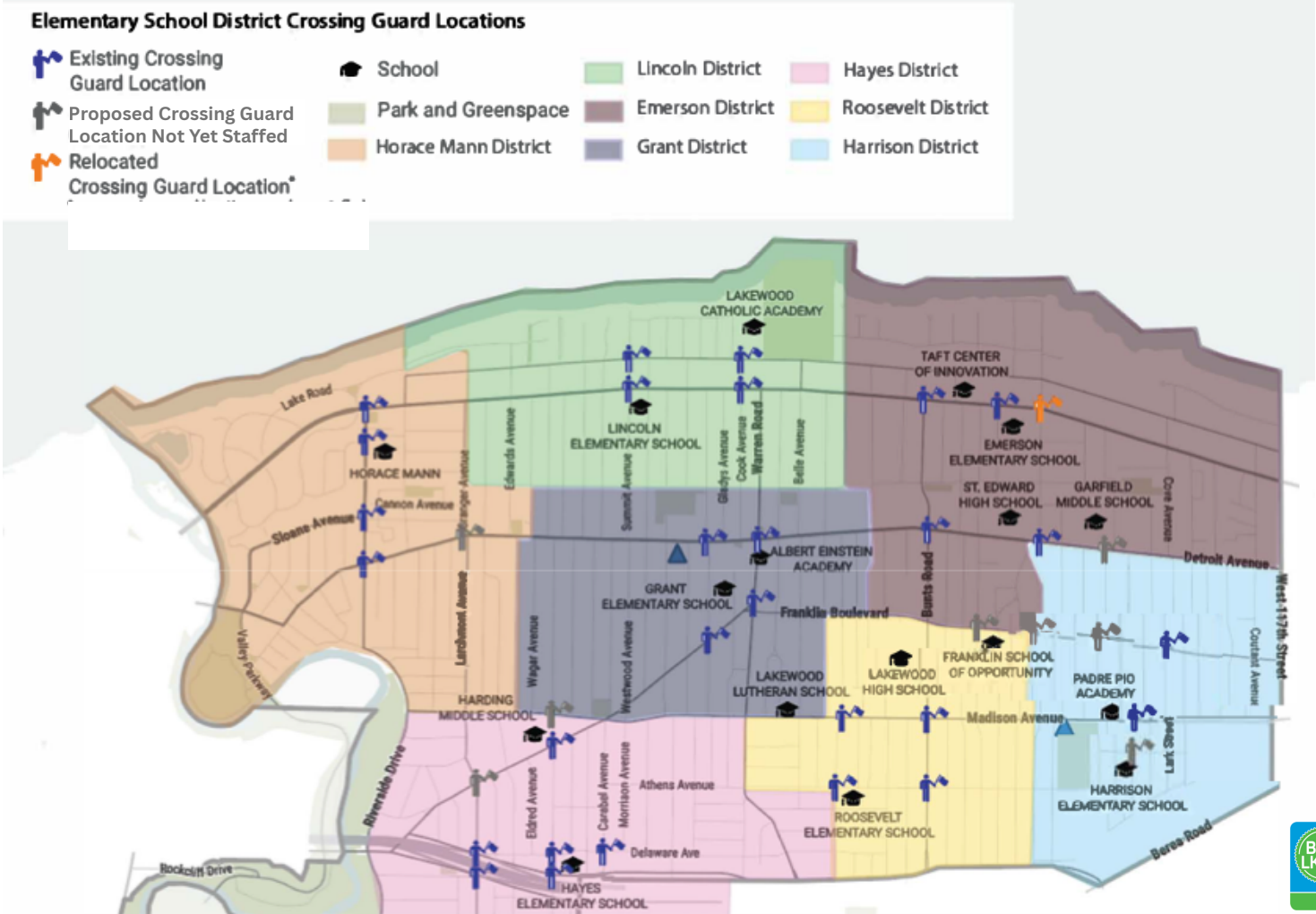
One of the most effective ways to understand safety conditions around schools is by observing how people—drivers, walkers, and bikers—actually interact at key intersections during arrival and dismissal times.

The Safe Routes to School Intersection Audit gives volunteers a simple, structured way to record what they see. Each completed audit helps the City and School District make data-informed decisions about:

- Crossing guard placements
- Infrastructure improvements
- Traffic safety education and enforcement priorities

Audits can be done at any intersection you believe is important—for example, one you and your child cross daily that doesn’t have a crossing guard but feels unsafe.

If you’re unsure where to start, we suggest beginning with one of the intersections that currently has a crossing guard or has been identified as a “proposed crossing guard location not yet staffed.” Your observations are an essential part of making Lakewood’s routes to school safer for everyone.



Page 3: Directions for Conducting an Intersection Audit

Before conducting an intersection audit, please read the following directions and FAQs carefully to ensure the data you collect is accurate and consistent with data collected by others. If you have any questions after reading through these materials, contact Lakewood@BikeCleveland.org before conducting your audit.

Be Thorough!

Fill out the audit form completely and accurately (see example on pages 11 & 12).

When Filling Out the Top of the Form:

- **Record your start and end times** to the exact minute.
- For **weather conditions**, circle all that apply during your audit. For example, if it rained for part of the audit and was cloudy for part, circle both. You may also make a note in Section 4 if additional explanation is helpful (e.g., *“During the first 15 minutes it was downpouring, but the rain completely stopped by 8:30 a.m.”*).
- If it is **not actively raining or snowing** during your audit, do not circle “rain” or “snow.” If there is snow, ice, or puddles on the ground that could affect safety or use of sidewalks/streets, note this in **Section 3: Intersection Conditions**.
- Use a **weather app** to determine the temperature and wind speed at the time of your audit.
- Don’t forget to include your **name and phone number**. The LPD, City, or School District may need to contact you for clarification or follow-up questions about the audit.

When Filling Out Section One (see figures A-F on pages 4-6):

- **Tally sidewalk users only if they enter the street.** A “sidewalk user” is any person or animal using the sidewalk, regardless of their mode of travel (walking, bike, scooter, wheelchair, stroller, etc.).
- Tallies marked next to **“walking,” “wheelchair users,”** or **“users in stroller/wagon”** are assumed to be on the sidewalk. If these users are in the roadway (for reasons other than crossing the street), tally them as **“Other User.”** See the FAQ section for further explanation.
- **For the purposes of this tally, “bikes” and “scooters” refer to both electric and non-electric models.**
- Tally sidewalk users **each time** they enter the street, regardless of whether they use a marked crosswalk.
- Tally road users (bikes, scooters, etc.) only **once**, even if they turn from one street onto another.
- If an adult is biking or riding a scooter in the roadway with children on their bike, in a trailer, or sharing the same scooter, **tally each child under “BIKING (ROADWAY)” or “USING SCOOTER (ROADWAY)”** in addition to the adult.

Page 4: Directions for Conducting an Intersection Audit

The following 5 diagrams (figures A-E) illustrates how to tally any **sidewalk user** navigating this intersection. The blue line depicts the path of a single sidewalk user.

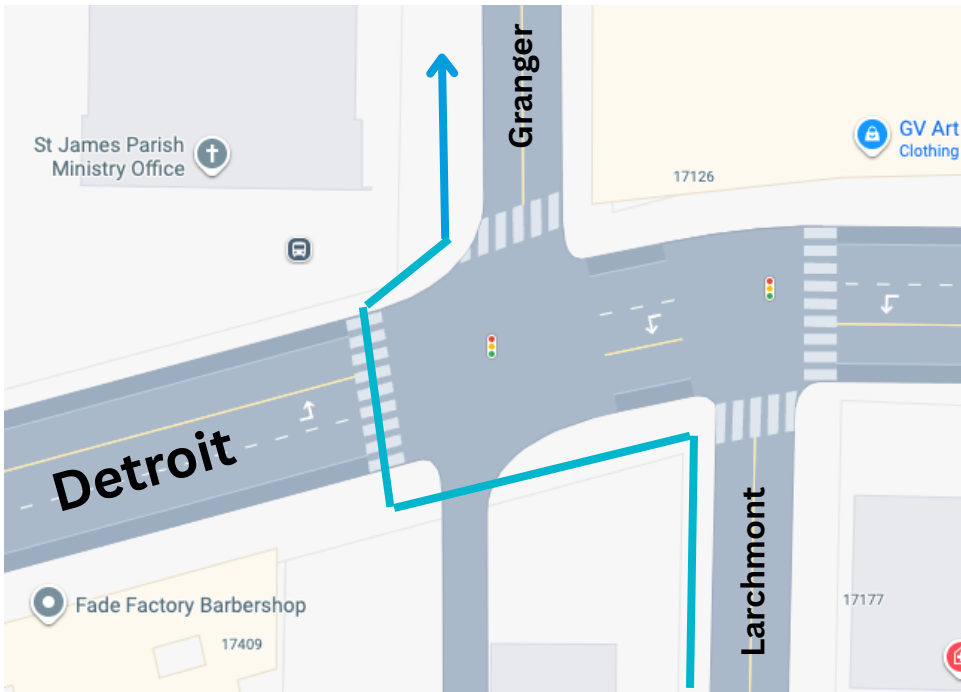


Figure A

In this scenario (figure A), count the child on a scooter one time because they only cross Detroit.

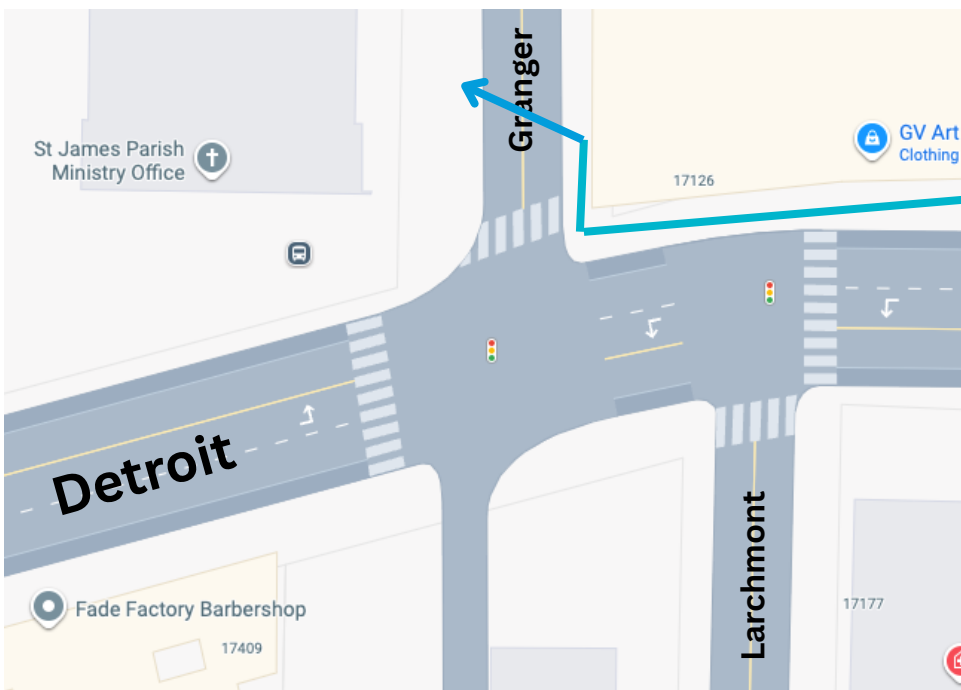
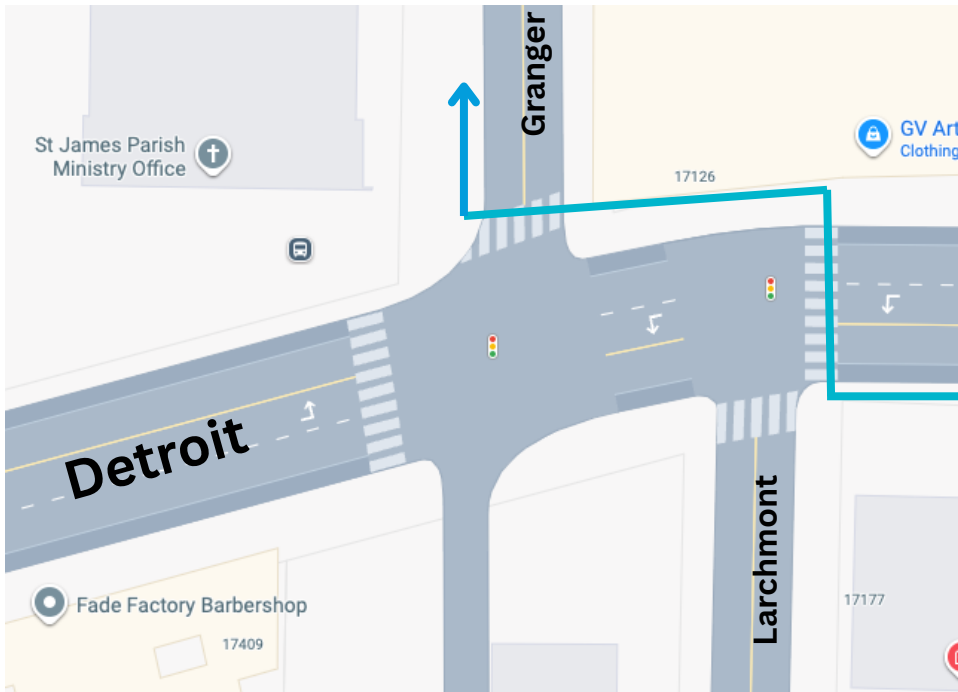


Figure B

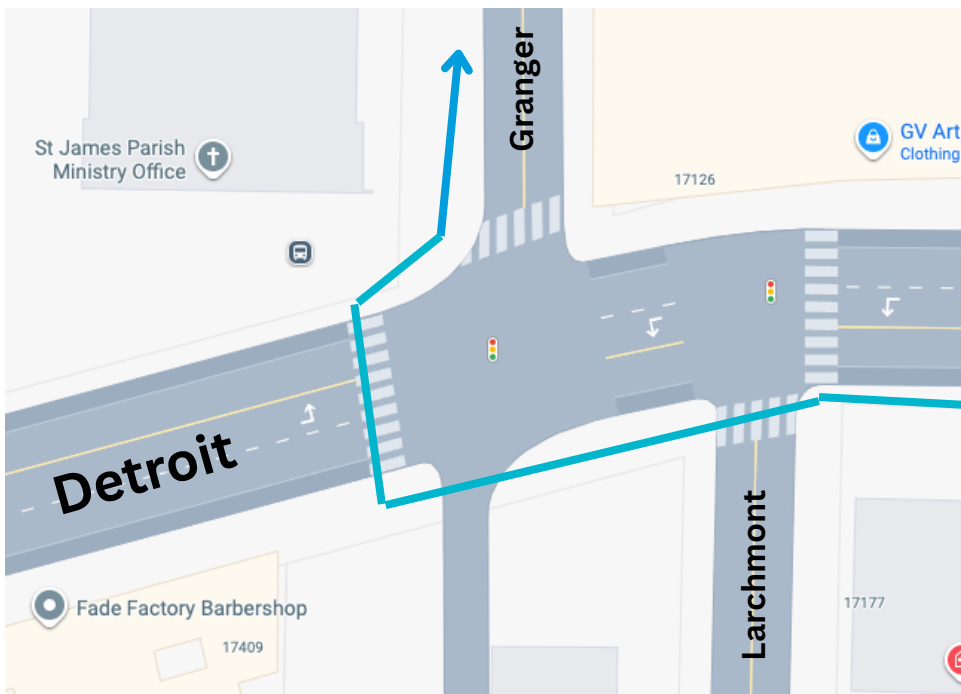
In this scenario (figure B), count the pedestrian one time because they only cross Granger (even though they did not use the crosswalk).

Page 5: Directions for Conducting an Intersection Audit



In this scenario (figure C), count the adult on the bicycle two times because they cross both Detroit and Granger.

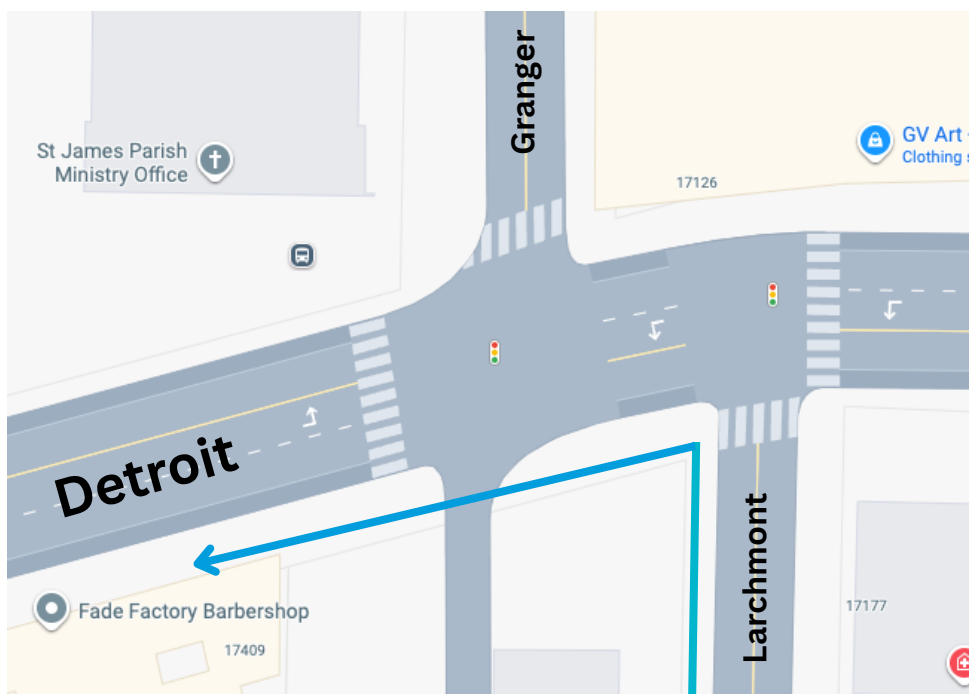
Figure C



In this scenario (figure D), count the child on a bicycle two times because they cross both Larchmont and Detroit.

Figure D

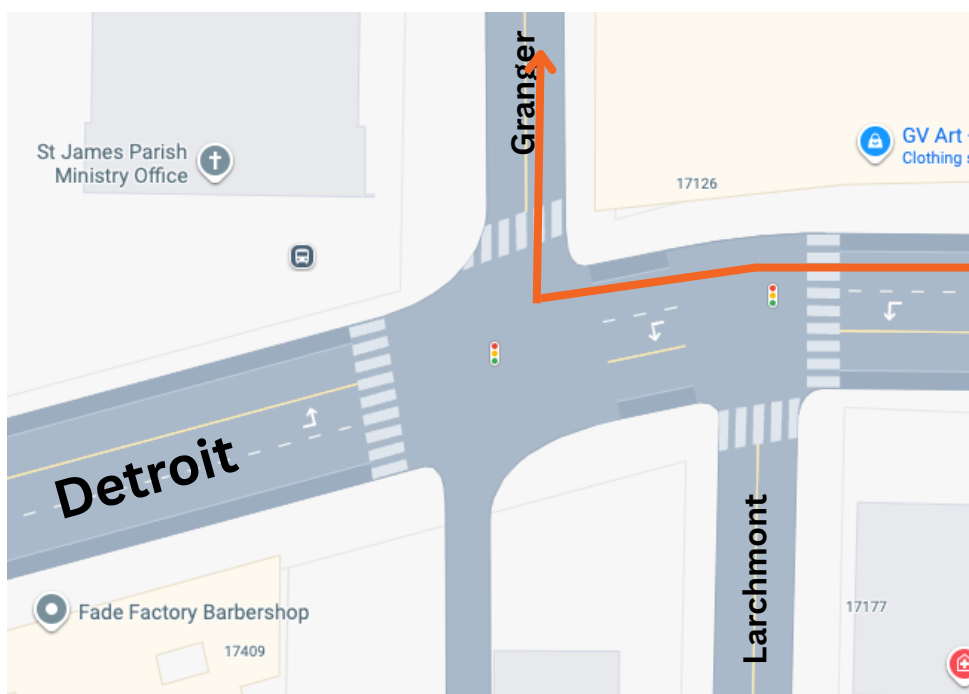
Page 6: Directions for Conducting an Intersection Audit



In this scenario (figure E), do NOT count the pedestrian at all because they do not cross Detroit, Larchmont, or Granger.

Figure E

The following diagram (figures F) illustrates how to tally any **road user** navigating this intersection. The orange line depicts the path of a single road user.



In this scenario (figure F), count the adult on the bicycle one time.

Figure F

Page 7: Directions for Conducting an Intersection Audit

When Filling Out Section Two: Driver Behavior Observed:

- Tally each driver **only once per behavior category**, even if they turn from one street onto another.
- If a single driver exhibits multiple unsafe behaviors, **tally each one**.
 - *Example: If a driver runs a red light and drives aggressively, mark both “Ran Red Light” and “Aggressive Driving.”*

When Filling Out Sections 3: Intersection / Traffic Condition Notes:

Record observations such as:

- The presence of “No Turn on Red” or “No Turn on Red—School Days” signage. If it’s the latter, note the time restrictions stated on the sign.
- Whether the walk signal provides enough time for pedestrians to cross safely.
- If a beg button is present, note which pedestrian signal(s) it activates.
- If the beg button does not function, record that.
- If pedestrians must press the beg button for the walk signal to illuminate (i.e., it is not automatic).
- The presence of other signage, such as “Hike & Bike,” “Walking School Bus,” or “Slow Down, Rangers Around” signs.
- Motor vehicles driving onto the curb or sidewalk when making a turn.
- Motor vehicles using a bike lane to go around vehicles waiting to turn left.

When Filling Out Section Four: General Observations / Comments:

Use this section to record any additional information that may be important for the City, LPD, or School District to know about the intersection during your observation period.

- Any intersection or traffic condition notes that don’t fit neatly into Section Three can also be recorded here

Read through all the following Safe Routes To School Intersection Audit FAQs and look over the example audit form before conducting your first audit. If you have any questions contact BikeLakewood@BikeCleveland.org. Blank audit forms can be found on the last two pages of this toolkit.

Submit completed audit forms to: Lakewood@BikeCleveland.org

Page 8: Frequently Asked Questions (FAQs)

Q: What time frame should I conduct my audit?

A: Conduct audits during times when students of any grade level are traveling to or from school. Each audit should last **1–2 hours**. The timing will depend on the intersection's location, proximity to schools, and which age group(s) you are targeting. See below for the current **Lakewood Schools bell schedule** for all schools:

- | | | |
|----------------------|-------------------------|-----------------------|
| • Elementary: | • Middle School: | • High School: |
| ◦ 8:45: doors open | ◦ 7:45: doors open | ◦ 7:45: doors open |
| ◦ 8:55: tardy bell | ◦ 8:15: tardy bell | ◦ 8:00: tardy bell |
| ◦ 3:15: dismissal | ◦ 2:52: dismissal | ◦ 3:00: dismissal |

Q: Where should I stand when conducting an audit?

A: Choose a location where you can clearly see all crosswalks without standing in the street or blocking pedestrian movement. Safety comes first—never step into the roadway to get a better view.

Q: Why do I tally sidewalk users every time they enter the road (cross the street)?

A: Sidewalk users are most at risk of injury when they enter the roadway. A pedestrian who crosses two streets at one intersection is exposed to **twice as much risk** as someone who only crosses one.

Q: Why don't I tally sidewalk users if they don't enter the road (cross the street)?

A: The purpose of these intersection audits is to collect data about interactions between vulnerable road users and motor vehicles. If a person stays entirely on the sidewalk, they are not engaging with the roadway and are therefore excluded from the tally.

Q: What if I see the same person multiple times?

A: It is very possible you will see the same person come through the intersection at two different times during your audit, for example a parent that walked their child to school and is now returning. Count each crossing as a separate instance. The goal is to measure total activity and exposure at the intersection, not unique individuals.

Q: Why are dogs included in the tally?

A: Dogs are included because they represent a significant portion of pedestrian activity in Lakewood. Many adults walk primarily to exercise their dogs, so counting them helps paint a more accurate picture of how people use our sidewalks and intersections.

Dogs are also vulnerable road users—they can be injured in traffic collisions, and their presence can affect how pedestrians, cyclists, and drivers behave. Finally, dogs can be unpredictable in their movements, so tracking them provides valuable context for understanding real-world intersection conditions.

Revised on 10/17/2023



Page 9: Frequently Asked Questions (FAQs)

Q: What if I'm unsure how to categorize someone (e.g., skateboard, rollerblades, mobility device)?

A: Tally these in Section One under “Other Users” then describe what type of mode they are using (see example audit form).

Q: How do I tally a person walking, running, using a wheelchair, or in a stroller who isn't using the sidewalk?

A: Tally them under “Other Users” in Section One and make a note describing what you observed (e.g., “Adult in wheelchair traveling in roadway”). If you can clearly see the reason that these users are in the roadway instead of the sidewalk (for example, the sidewalk hasn't been cleared of snow or there is a vehicle or other obstacles blocking the sidewalk), make a note of this as well.

Q: What counts as “running a red light?”

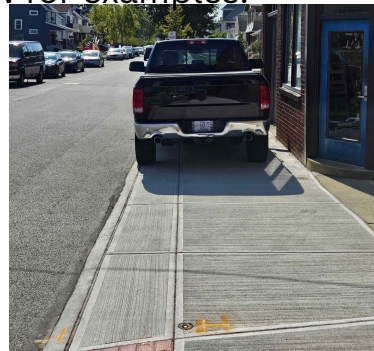
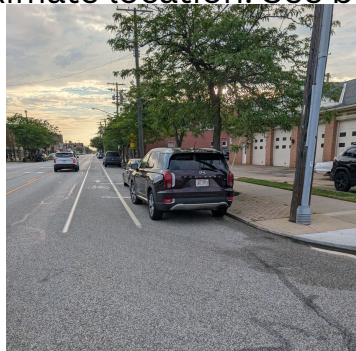
A: If a driver enters any crosswalk in the intersection while the signal is red for their direction of travel, count it as “running a red light.” The exception to this is if they were stopped in the middle of the intersection (before the light turned red) waiting to make a left turn.

Q: Should I count motor vehicles parked or stopped illegally near the intersection?

A: Yes. Vehicles parked too close to intersections, stopped illegally, or parked on the sidewalk – even briefly – create serious hazards. They block visibility, disrupt traffic flow, and often force sidewalk users to enter the roadway when they normally wouldn't need to. Note these instances in Section 3: Intersection Conditions, even if the vehicle only stopped briefly. If possible, describe the type of vehicle (for example, “contractor truck” or “private car”) and its approximate location. See below for examples:



Parking too closely to the intersection.



Parking on the sidewalk.



Construction in the Dairy Queen parking lot completely blocks sidewalks on both the east and west side of Lauderdale on a school day (morning & afternoon).

Page 10: Frequently Asked Questions (FAQs)

Q: Why do I need to record the presence of LPD?

A: Enforcement is a key component of Safe Routes to School. The LPD can only enforce traffic laws when they are present, and drivers are generally more compliant when they see police nearby. Collecting this data helps us determine whether the presence (or absence) of law enforcement affects driver behavior.

Q: How do I record a pedestrian signal that isn't working correctly?

A: Record this issue in Section Three: Intersection Notes.

Q: How do I record non-motorist users that exhibit dangerous behavior?

A: If you observe a person walking or using any micromobility device engaging in unsafe behavior similar to those listed in *Section Two: Driver Behavior Observed*, record them as usual in *Section One* and describe the behavior in *Section Four: General Observations*.
Example: "I noticed 3 children and 2 adults on bikes (sidewalk) and 1 adult on bike (roadway) run a red light," or "2 adults and 1 child were looking at their phones while crossing."

Q: Should I make a note of people riding bikes, scooters, rollerblades, skateboards, etc. on the sidewalk at high speed?

A: Yes. Tally the person as usual in *Section One* and make a note in *Section Four: General Observations*. According to *Lakewood Bicycle Laws 101* on the City's website, "No person shall operate a bicycle on a sidewalk at a speed greater than an ordinary walk."

Q: What if I witness unsafe behavior or a near-miss?

A: Use your best judgment. If someone is seriously injured, call 911 immediately.

For other unsafe situations (such as vehicles blocking sidewalks, speeding, or repeated red-light running), simply record what you observed rather than calling during your audit. Include details such as the time, location, type of user(s) involved, license plates if possible, and what happened. This information will be shared with LPD and Public Works as part of the overall data review.

Q: Why are we collecting this data?

A: Intersection audits help identify patterns and priorities for safety improvements near schools. Data from these audits informs future infrastructure planning, Safe Routes to School funding, and community education efforts. Each completed form strengthens our understanding of where and how we can make walking and biking safer for everyone.





Page 11: Example Audit Form

Submit completed form to: Lakewood@BikeCleveland.org

LOCATION (CROSS STREETS): **Detroit / Larchmont / Granger**

DATE: **10-6-25**

TIME (START – END): **7:28am-9:08am**

CROSSING GUARD PRESENT: YES ☒ NO ☐ IF YES, START – END TIME: **NA**

WEATHER CONDITIONS (CIRCLE): **SUNNY** / CLOUDY / RAIN / SNOW / OTHER:

TEMPERATURE: **65°F**

WIND: **3** MPH

YOUR NAME: **John Doe**

YOUR PHONE NUMBER: **000-123-4567**

SECTION 1: PEDESTRIAN, BICYCLE, AND SCOOTER COUNTS

	CHILDREN	ADULTS	DOGS
WALKING:		 	
BIKING (SIDEWALK):			
USING SCOOTER (SIDEWALK):			
BIKING (ROADWAY):			
USING SCOOTER (ROADWAY):			
WHEELCHAIR USERS:			
USERS IN STROLLER / WAGON:			

OTHER USERS (PLEASE NOTE TYPE): **1 (skateboard - sidewalk)**

SECTION 2: DRIVER BEHAVIOR OBSERVED

DISTRACTED DRIVING (PHONE USE, ETC.): **|||||**

RUNNING A RED LIGHT: **|||||**

ILLEGAL RIGHT TURN ON RED:

ILLEGAL LEFT TURN:

VEHICLE STOPPED IN CROSSWALK: **|||||**

FAILURE TO YIELD TO PEDESTRIAN / BIKE: **1**

SPEEDING/ AGGRESSIVE DRIVING: **|||||**

PARKED/STOPPED ILLEGALLY (ROAD): **|||** PARKED/STOPPED ILLEGALLY (SIDEWALK): **1**

OTHER (DESCRIBE): **||| (see Section 3)**



Page 12: Example Audit Form

LOCATION (CROSS STREETS): Detroit / Larchmont / Granger DATE: 10-6-25

SECTION 3: INTERSECTION / TRAFFIC CONDITIONS NOTES

(BRIEF NOTES ON CONDITIONS THAT MAY AFFECT SAFETY – VISIBILITY, SIGNAGE, TRAFFIC FLOW, ROAD / SIDEWALK CONDITIONS DUE TO WEATHER, ETC.)

- Small RTA bus turned left onto Larchmont in front of oncoming traffic – near miss & the car honked
- Two different SUVs turning right from Granger to Detroit drove up onto the sidewalk/ curb & made the turn at a high speed.
- One SUV and one dump truck turning right onto Granger from Detroit drove on the sidewalk/ curb

SECTION 4: GENERAL OBSERVATIONS / COMMENTS

- Car turning left (Detroit to Granger) failed to yield to a cyclist in the roadway (the car turned in front of the cyclist).
- Car turning left (Detroit to Granger) failed to yield to an oncoming car
- Car traveling East on Detroit entered the westbound traffic lane to pass a van that was driving into the left turn lane. The car then made a left turn onto Granger. The van also made a left turn onto Granger.

SECTION 5: LPD

RECORD HOW MANY TIMES YOU SEE AN LPD CRUISER OR PARKING ENFORCEMENT

I witnessed 5 LPD cruisers drive through this intersection before 8am plus one after 9am.

Information collected on this form will be shared with the Lakewood City School District and the City of Lakewood (including the LPD).



SAFE ROUTES TO SCHOOL INTERSECTION AUDIT FORM

Submit completed form to: Lakewood@BikeCleveland.org

LOCATION (CROSS STREETS):

DATE:

TIME (START – END):

CROSSING GUARD PRESENT: YES / NO IF YES, START – END TIME:

WEATHER CONDITIONS (CIRCLE): SUNNY / CLOUDY / RAIN / SNOW / OTHER:

TEMPERATURE:

°F

WIND:

MPH

YOUR NAME:

YOUR PHONE NUMBER:

SECTION 1: PEDESTRIAN, BICYCLE, AND SCOOTER COUNTS

	CHILDREN	ADULTS	DOGS
WALKING:			
BIKING (SIDEWALK):			
USING SCOOTER (SIDEWALK):			
BIKING (ROADWAY):			
USING SCOOTER (ROADWAY):			
WHEELCHAIR USERS:			
USERS IN STROLLER / WAGON:			

OTHER USERS (PLEASE NOTE TYPE):

SECTION 2: DRIVER BEHAVIOR OBSERVED

DISTRACTED DRIVING (PHONE USE, ETC.):

RUNNING A RED LIGHT:

ILLEGAL RIGHT TURN ON RED:

ILLEGAL LEFT TURN:

VEHICLE STOPPED IN CROSSWALK:

FAILURE TO YIELD TO PEDESTRIAN / BIKE:

SPEEDING/ AGGRESSIVE DRIVING:

PARKED/STOPPED ILLEGALLY (ROAD):

PARKED/STOPPED ILLEGALLY (SIDEWALK):

OTHER (DESCRIBE):



SAFE ROUTES TO SCHOOL INTERSECTION AUDIT FORM

LOCATION (CROSS STREETS):

DATE:

SECTION 3: INTERSECTION / TRAFFIC CONDITIONS NOTES

(BRIEF NOTES ON CONDITIONS THAT MAY AFFECT SAFETY – VISIBILITY, SIGNAGE, TRAFFIC FLOW, ROAD / SIDEWALK CONDITIONS DUE TO WEATHER, ETC.)

SECTION 4: GENERAL OBSERVATIONS / COMMENTS

SECTION 5: LPD

RECORD HOW MANY TIMES YOU SEE AN LPD CRUISER OR PARKING ENFORCEMENT

Information collected on this form will be shared with the Lakewood City School District and the City of Lakewood (including the LPD).