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ACCESSIBLE PEDESTRIAN SIGNALS REQUEST & INSTALLATION POLICY

June 17, 2008

I. Introduction

An Accessible Pedestrian Signal (APS) is a pedestrian pushbutton that communicates when to cross the street in a non-visual manner, such as audible tones, speech messages and vibrating surfaces. The San Francisco Municipal Transportation Agency (SFMTA) is committed to installing APS at 103 locations citywide by December 31, 2009 (see Attachment 1).

II. Requests

To request that the SFMTA install APS at an intersection, a requestor may submit the intersection, their name and contact information, and the format in which the requestor wishes to receive a response to the SFMTA by phone, email or mail as follows:

By phone:

311 or 415.701.4500

or by email:

livable.streets@sfgov.org

or by mail:

SFMTA

Attn: Pedestrian Program Manager
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103-5417

The SFMTA will document receipt of the request. The requestor will receive notification that the request was received within 10 business days of SFMTA's receipt of the request. Notification to the requestor will include the tracking number for the request and a description of the process for assessing the intersection for APS installation. SFMTA will accommodate reasonable requests to schedule Intersection Assessments to allow requestors' participation.

Requests will be tracked using the SFMTA's Correspondence and Request Tracking software, which creates a unique identification number and logs the date of request, intersection, and requestor name and contact information.

III. Prioritizing Requests

Intersections will be scored using the SFMTA Prioritization Tool in Attachment 4 of this policy. Within 90 calendar days of the request, SFMTA will provide the following in the requested format: i) preliminary score, ii) the relative priority of

the requested intersection as compared to all other intersections then scheduled for APS installation, iii) any work being planned at that intersection, iv) whether APS is likely to be installed within the next three years and v) the name and phone number of a contact person at SFMTA to answer questions about the request. The Requestor may request reconsideration of the preliminary score within 10 business days by communicating with the SFMTA contact person provided in the response.

Once a year, in the spring, the SFMTA will publish the Request List in order of priority. SFMTA will work with the California Council of the Blind and Lighthouse for the Blind and Visually Impaired annually to prioritize intersections from the Request List and other intersections with construction opportunities. This final list will be used to request funding for design and construction of APS.

IV. Design & Installation of APS

The City will design and install APS at intersections in accordance with the Technical Specifications found in Attachment 3 of this policy. Installation may be completed by the DPT Traffic Signal Shop or through a construction contract. If an intersection is located along a State highway, installation requires prior approval from the California Department of Transportation (Caltrans). For most intersections already equipped with pedestrian signals, SFMTA will complete installation of APS at funded locations as soon as reasonably possible and no more than 1.5 years after receiving the request. However, for new signals, intersections without pedestrian signals and other intersections that are part of a construction contract, APS will be installed within 3 years of obtaining funding.

V. Troubleshooting & Vandalism

APS will be operational during the time that the associated traffic signal is in normal operation, except during periods of maintenance or repair. If the APS malfunctions, the City will work to correct the problem as soon as possible. APS units that have been vandalized will be repaired or replaced as necessary. To report a malfunction or vandalism, contact the SFMTA Traffic Signal Shop at 415.550.2736 or 311.