

KANSAS GUIDELINES FOR SCHOOL CROSSING GUARDS



PRODUCED BY

THE KANSAS DEPARTMENT OF TRANSPORTATION (KDOT)
AND
THE KANSAS SCHOOL CROSSING GUARD COMMITTEE



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Kansas School Crossing Guard Committee

David A. Church, Bureau Chief
Bureau of Traffic Engineering
Kansas Department of Transportation

Cheryl Hendrixson, Traffic Engineer
Bureau of Traffic Engineering
Kansas Department of Transportation

Larry E. Bluthardt, Supervisor
School Bus Safety Education Unit
Kansas Department of Education

David Schwartz, Highway Safety Engineer
Bureau of Traffic Safety
Kansas Department of Transportation

Paul Ahlenius, Statewide Bicycle and Pedestrian Coordinator
Bureau of Transportation Planning
Kansas Department of Transportation

Vicky Johnson, Attorney IV
Office of Chief Counsel
Kansas Department of Transportation

Adam Pritchard, Traffic Engineer
Bureau of Traffic Engineering
Kansas Department of Transportation

Additional copies of these guidelines can be obtained by calling or writing:

Kansas Department of Transportation
Bureau of Traffic Engineering
Eisenhower State Office Building

700 SW Harrison, 6th floor
Topeka, KS 66603-3754

Telephone: 785-296-8593
FAX: 785 296-3619

Electronic copies are also available at the following website:

<http://www.ksdot.org/burTrafficEng/sztoolbox/default.asp>

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INTRODUCTION

The Kansas Guidelines for School Crossing Guards were assembled by the Kansas School Crossing Guard Committee which consisted of representatives from the Kansas Department of Transportation (KDOT) and the Kansas Department of Education in the fields of traffic safety, education, traffic engineering and planning (bicycle/pedestrian). These guidelines are intended to provide guidance to City/County officials, school administrators, traffic engineers and crossing guards based on minimum standards for the safety of children regarding school crossing guards. The recommended practices in this manual are not mandates, but rather are guidelines intended to bring uniformity to training programs, procedures, and criteria for school crossing guards. Local crossing guard administrators are encouraged to add any enhancements they wish to these guidelines, as long as the minimum recommendations are followed. The intent of this manual is to provide guidance that will increase the safety of our children as they walk to and from school by improving current school crossing guard practices throughout the state.



CHARACTERISTICS OF YOUNG PEDESTRIANS

Research on the behavior of children as pedestrians and the extent of their perception and judgment in a traffic situation shows that children defined as being under the age of fifteen years of age are often incapable of perceiving dangers when crossing streets. Behavior studies indicate the following general characteristics of this age group:

- Up until age nine, children have limited peripheral vision (two-thirds of an adult) and they have difficulty judging the speed or distance of approaching vehicles.
- A typical child's hearing is not fully developed until age eleven. Children under this age may have greater difficulty pinpointing where a sound/noise is coming from (such as an oncoming vehicle), unless they can see the cause of the sound.
- Children under age nine are generally small in stature making it harder for them to see over shrubs, parked vehicles or other obstacles. Being small in stature also makes children harder to be seen by drivers.
- Children are "perpetual motion machines". Once they are in motion it is often difficult for them to stop or change direction, which is why they sometimes "dart out" into traffic.
- Children lack life's experiences, making it difficult for them to perceive dangerous situations.
- Children are not young adults. They have never driven a motor vehicle and they often do not understand the complexity of highway systems.
- Children learn by example and experience. If a role model, particularly one that is an adult, "jay walks" (crosses a street against a red light or crosses between parked cars), children may learn the same bad behavior.

National research projects have been conducted to study the use of crosswalks, traffic signals and over/underpasses by young pedestrians. The following includes information compiled from these studies:

Use of Crosswalks: About 75 percent of the children will use a marked crosswalk at an uncontrolled intersection. The percentage increases at signalized intersections. When adult crossing guards are present, almost all children use the crosswalk.



Use of Traffic Signals: About 75 percent of the children will cross on the green indication where crossing guards are not present. With crossing guards, nearly all young pedestrians will cross on green. With pedestrian-actuated signals, less than half will actuate the signal and will cross during gaps in traffic if crossing guards are not present.

Use of Over or Underpasses: Children between age five and sixteen will generally use over or underpasses when a crossing guard is nearby or when fences channel them to the crossing.

The youngest pedestrians, age nine and under, are involved in proportionally more accidents. 2004 Kansas traffic accident data reported that there were 20 pedestrian related fatalities with 2 of the fatalities being children under 12 years of age. Kindergarten through third grade students have considerable difficulty understanding and properly using school-area traffic signals and crosswalks. These younger students are more likely to cross mid-block or against a red signal than older students. Overall, children regardless of age consider the crossing location with a crossing guard or student patrol the safest place to cross.

DRIVER BEHAVIORAL CHARACTERISTICS

Usually, the driver using roadways surrounding school facilities is a local resident driving to work. A composite shows that the typical driver has a child between the ages of five and nine and is aware of the school area-not because of signing but because of familiarity with the area. All too often a driver knows that the legal speed limit through the school zone is between 15 and 25 miles per hour, but is nevertheless driving through the zone between 31 and 35 miles per hour. Such a driver may not perceive the existing signs unless there is a flashing beacon associated with a reduced speed sign, and may not be aware of the intent of the traffic signs. Even though this driver is aware of the flashing beacon and speed sign, he will not slow down for the school zone unless he perceives a potential hazard. Driver behavior studies have concluded that vehicular speeds in school zones are reduced only when children are visible, crossing guards are visible, or when police enforcement is evident.

Given the characteristics of children and the attitudes/perceptions of the typical driver traveling through school zones, it becomes clear that uniform control devices properly applied and enforced are needed to protect young pedestrians. The use of crossing guards and student safety patrols can significantly improve safety for children at school crossings.



ADEQUATE CROSSING GAP

The term "adequate gap" will be used throughout this manual when discussing criteria for the use of crossing guards. An "adequate gap" with regard to crossing a street or highway is defined as the number of seconds required for a student to observe the traffic situation while in a safe location at one side of a roadway and then to cross the roadway to a point of safety on the opposite side. The actual walking time to cross (see Figure 1, in feet divided by 4 feet per second) must be added to the perception and reaction time (usually 3 seconds) and a clearance interval of 2 seconds between rows of pedestrians in the platoon/group. 4 ft/sec is a nationally accepted rate in which most pedestrians walk.

$$Ga = (W \div 4) + 3 + 2(N-1)$$

"Ga" = Adequate gap in traffic for crossing in seconds.

"W" = The roadway width in feet.

"N" = The number of rows of pedestrians in a platoon/group.

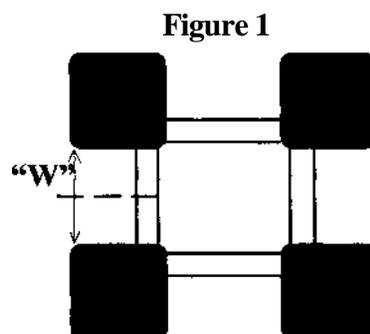


TABLE 1 lists the required traffic gaps for various street widths and groups of school children. Group size is measured in rows of pedestrians (walking abreast). Although the number of children in a row varies from location to location, a typical count is five.

TABLE 1:
Required Traffic Gaps in Seconds for Rows of School Children (walking abreast)

Street width	1 Row (seconds)	2 Rows (seconds)	3 Rows (seconds)
25 ft	9.25	11.25	13.25
30 ft	10.50	12.50	14.50
35 ft	11.75	13.75	15.75
40 ft	13.00	15.00	17.00
45 ft	14.25	16.25	18.25
50 ft	15.50	17.50	19.50
55 ft	16.75	18.75	20.75
60 ft	18.00	20.00	22.00
65 ft	19.25	21.25	23.25
70 ft	20.50	22.50	24.50
75 ft	21.75	23.75	25.75
80 ft	23.00	25.00	27.00

ADULT CROSSING GUARD VS. STUDENT SAFETY PATROL

Adult crossing guards are used to provide adequate gaps in traffic at school crossing locations, and to assist school children in safely crossing a street or highway. They should direct children, not traffic unless they are a law enforcement officer and have the authority to direct traffic in the law enforcement sense. Adult crossing guards are used in the following situations: when adequate gaps in traffic are infrequent for children to safely cross; at complicated intersections with frequent vehicle turning movements; at wide street or highway crossings; and where vehicular speeds are high.

School Safety Patrols have a definite role in aiding school children at crossings particularly near elementary schools. School Safety Patrols may be used to direct and control children at crossings near schools where there is no need to create adequate gaps in traffic. They also may be used to direct and control children at signalized intersections where turning movements are not a problem, and to assist adult crossing guards in the control of children at crossing locations used by a large number of children.

School Safety Patrols should not be responsible for directing vehicular traffic. They should not be allowed to use flags, hand signs ("STOP" or "SLOW" signs), or other signaling devices to direct or control traffic. They need not, therefore, be recognized by city ordinance or state law dealing with the control of vehicular traffic.



GUIDELINES FOR ADULT CROSSING GUARD USE

The following criteria are used by the Institute of Transportation Engineers to determine if a particular location requires the use of an adult crossing guard or police officer:

- An adult crossing guard or police officer is more feasible and economical than either a pedestrian grade separation structure or a traffic control signal specifically installed to handle the crossing problem.
- There are special hazards, at either signalized or non-signalized locations that can be properly handled only by adult supervision. These hazards include unusual conditions such as complicated intersections, heavy vehicular turning movements and high vehicular approach speeds.
- A change in school routes or school districts is imminent, thus requiring protection at the location for only a limited time. An example would include construction within a city which detours the preferred school route to another location that may need additional control.
- Adult crossing guards are normally assigned where official supervision of elementary school pedestrians is desirable while they cross a public street or highway and at least 40 elementary school pedestrians for each of two hours (not necessarily consecutive) daily use the crossing while going to and from school. Some additional guidelines regarding the need for adult crossing guards include the following:

1. At uncontrolled crossings (no traffic signal) where there is no alternate controlled crossing (traffic signal present) within 600 feet; and

a. In urban areas where the number of adequate gaps in traffic during the period the children are using the crossing, is less than the number of minutes in that same time period (ex: less than 60 adequate gaps within an hour) and where 40 or more school pedestrians cross daily while going to or from school; or

b. In rural areas where the number of adequate gaps in traffic during the period the children are using the crossing, is less than the number of minutes in that same time period (ex: less than 60 adequate gaps within an hour) and where 30 or more school pedestrians cross daily while going to or from school; or

c. Whenever the critical (85 percentile) approach speed exceeds 40 miles per hour (mph), the guidelines for rural areas should be applied.

2. At a stop sign-controlled crossing:
 - a. Where the vehicular traffic volumes on an undivided street or highway of four or more lanes exceeds 500 per hour during any period when the school pedestrians are going to or from school.

3. At a traffic signal-controlled crossing:
 - a. Where the number of vehicular turning movements through the school crosswalk exceeds 300 per hour while school pedestrians are going to or from school; or
 - b. Where there are circumstances not normally present at a signalized intersection, such as crosswalks more than 80 ft long with no intermediate refuge, or more than 25 percent of the traffic stream is composed of large commercial vehicles (semi trucks).



SELECTION OF ADULT CROSSING GUARDS

High standards should be set when selecting an adult crossing guard. Selection criteria should be based on the knowledge, skills, and abilities required for good work performance. They must understand and be able to communicate with both children and adults. The following criteria should be considered.

- Character: Good character references should be obtained for each individual who is being considered for an adult crossing guard position.
- Physical Fitness: It is strongly recommend that each prospective crossing guard be given a basic physical examination, including physical mobility, blood pressure, vision and hearing tests. Currently, a large percentage of adult crossing guards are retired individuals who have some extra time during the day, enjoy children and want to give something back to the community. However, physical fitness and mental alertness is vital for adult crossing guards to adequately perform their duties.
- Dependability: School crossings where adult crossing guards are warranted require continuous supervision when children are crossing. It is important that guards assigned to these crossings be persons who can be relied upon for prompt, consistent and efficient service with a sense of responsibility for the safety of students.
- Availability: Whenever possible, adult crossing guards should live within walking distance of their assigned post. This allows the adult guard to be available at all times and during all types of weather conditions. This also decreases the cost of traveling to their post.

In addition to the criteria listed above, it is recommended that a criminal background check be made on each prospective crossing guard. This is very important to see if the applicant has any prior history of abusing children, or other criminal offenses. Contact your local law enforcement agency concerning the availability of performing a background check on prospective crossing guards. Also you can access the following web site for a list of sex offenders in your area <http://www.accesskansas.org/kbi/ro.shtml>

Historically, adult crossing guards who are paid good wages, receive basic benefits and are offered training are likely to be more dependable long term employees. Subsequently, guards who are paid poor wages and receive little or no benefits are likely to be less dependable and will have a high turn-over rate. Volunteer school crossing guard programs are therefore not recommended based on these criteria.

One of the more successful programs in the State of Kansas pays their guards above minimum wage (based on a four-hour day), pays for Spring Break and Holidays, has an incentive bonus at the end of the school year for not missing any time and has a "return to work" bonus for any guard who has completed a year, returned to work, and completed a second year. When adult guards are compensated well for their work, the quality of work and dedication to the job is evident.

FUNDING ADULT CROSSING GUARDS IN KANSAS

Currently, the State of Kansas does not outline a source of income for a city, county or municipality to fund an adult crossing guard program. Cities and counties throughout the State have accepted the responsibility of funding adult crossing guards. Larger cities are faced with funding a program that employs a number of adult crossing guards for intersections throughout the city, while some smaller towns may struggle with hiring one adult crossing guard for the town's main intersection. Some of these smaller communities may have difficulty budgeting money to hire an adult crossing guard, even when one may be warranted.

Several states, such as California and Florida, have statutes that require Cities/Counties that have an adult school crossing guard program to establish a trust fund for the purpose of hiring and training the adult guards. This does not include local law enforcement who are full time employees of the City or County. A portion of revenue from fines and forfeitures (such as parking tickets) are deposited into the trust fund for this purpose. This approach works well for larger cities that get large revenues from parking tickets, however smaller Cities and Counties who give out few or no parking tickets are forced to pay adult crossing guards out of their general fund. Communities throughout Kansas are encouraged to follow these examples as a model for funding adult crossing guards. However, other methods of funding may be required to meet the needs of each community.

Several school districts in Kansas have employed school security officers for the purpose of acting as adult school crossing guards adjacent to school grounds. The authority of a school security officer and their jurisdiction has been addressed in Attorney General Opinion No. 73-2A. [77-276](#) and No. [86-139](#).



ADULT CROSSING GUARD UNIFORMS AND EQUIPMENT

Adult crossing guards should be uniformed so that motorists and pedestrians can recognize them and respond to their signals. It is recommended that their uniforms be distinctively different from those worn by regular law enforcement officers.

Adult school crossing guards should be required to wear or use the following three uniform items which should be issued by their supervising agency:

1. A high-visibility retro-reflective safety vest labeled as ANSI 107-1999 standard performance for Class 2 risk exposure. The apparel background material color shall be either fluorescent orange-red or fluorescent yellow-green. The retro-reflective material shall be orange, yellow, white, silver or yellow-green and shall be visible at a minimum distance of 1000 ft. The retro-reflective safety apparel shall be designed to clearly identify the wearer as a person.

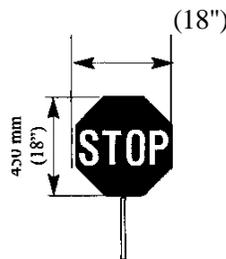
2. A retro-reflective "STOP" paddle (see Figure 2) that is at least 18 inches wide with letters at least 6 inches high. A rigid handle should be provided. This sign may be fabricated from light semi-rigid material. The background of the "STOP" face should be red with white letters and border. The stop paddle may be modified to improve conspicuity by incorporating either white or red flashing lights on the STOP face, the flashing lights may be arranged in any of the following patterns:

- Two white or red lights, one centered vertically above and one centered vertically below the STOP legend.
- Two white or red lights, one centered horizontally on each side of the STOP legend.
- A series of eight or more small white or red lights not larger than 0.25 inches in diameter along the outer edge of the paddle, arranged in an octagonal pattern at the eight corners of the border of the STOP face.
- A series of white lights forming the shapes of the letters in the legend.

3. Fluorescent or retroreflective orange gloves may also be used with or without the "STOP" paddle.

4. A whistle.

Figure 2.

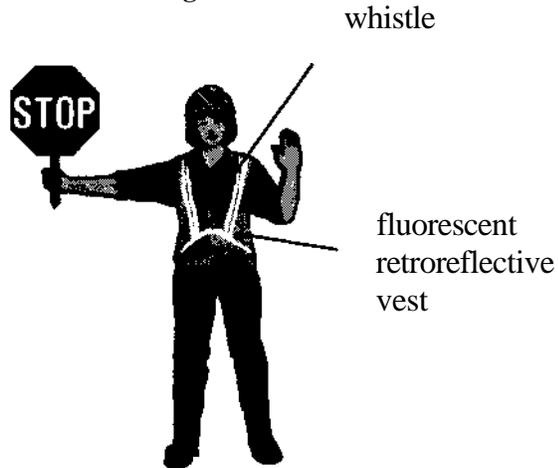


STOP PADDLE

Adult crossing guards (see figure 3) are urged to wear or use the following additional items (these items may be issued by the supervising agency):

- A uniform crossing guard patch worn on the sleeve.
- Uniform slacks, skirts or shorts (color to be determined by the agency).
- A light colored shirt
- A ball cap, hat or pith helmet
- A raincoat and/or windbreaker. (These outer garments are always to be worn with the fluorescent and retroreflective vest on the outside.)
- Whistle

Figure 3.



whistle

fluorescent
retroreflective
vest

**STANDARD
CROSSING GUARD UNIFORM**

ADULT CROSSING GUARD TRAINING PROGRAM

Adequate training should be provided for adult school crossing guards regarding their responsibilities and authority. Experience has shown that training can usually be performed effectively by the local law enforcement agency which is responsible for traffic control.

Training programs should be designed to acquaint newly employed crossing guards with their specific duties, local traffic regulations, and crossing techniques. Training workshops should also be used as a method of advising experienced employees of any recent changes in existing traffic laws and program procedures. The training program should include a minimum of four hours of classroom instruction, as well as two hours of in-the-field training and two hours of on-site observation. Further instruction or refresher courses should be provided every calendar year prior to the start of the school session. A final exam (with key) has been provided in Appendix A and B of this manual as an example of what type of test should be given to each guard after the completion of the four hours of classroom training and the two hours of in-the-field training.

Primarily, adult crossing guards should be instructed to provide appropriate safety instruction to children, watch traffic flow, wait for appropriate "safe" gaps between vehicles and signal children to promptly cross the street. Under no circumstances should a crossing guard permit a child to cross without him/her first entering the crossing and ensuring that all approaching traffic has stopped. Even in the absence of traffic, a crossing guard should be alert to unexpected emergencies and should assist children in crossing.

CLASSROOM INSTRUCTION (4 HOURS MINIMUM)

1. Purpose and Goals of an Adult Crossing Guard Program.

a. Overview of the Job: The overview should include the guard's job description, its requirements and compensation.

b. Discussion of Student Pedestrian Accidents: A brief discussion should be held on the why, when, where and how of student pedestrian crashes and the role played by adult crossing guards in the school crossing protection program. The crossing guard should play an active role in reinforcing safe crossing practices, including reminding students of the proper search for vehicles pattern — looking left, right, left and over their shoulder for turning vehicles.

c. Warrants for the Use of Adult Crossing Guards: Guards should be given a brief presentation that explains why school crossing guards are placed at certain locations. Please refer to the "Manual on Uniform Traffic Control Devices" (MUTCD) 2003 Edition, section 7E.02 (see Suggested References section).

d. Relationship of Adult Crossing Guards to Other Traffic Aids, Particularly School Safety Patrols: In communities with safety patrols, adult crossing guards should understand their school board's policies regarding safety patrols. This will enable both groups to work together smoothly and effectively, with a clear understanding of their different roles and responsibilities.

e. Perspectives on the Characteristics and Limitations of Students: It is recommended that each adult crossing guard is shown the AAA video entitled "Children in Traffic: Why are they different" (see Suggested References section). This will help them to gain a perspective on how students interact differently than adults with traffic. Additional pedestrian safety videos, which are listed in the Suggested Reference portion of this manual, would also help the crossing guards understand their role.

2. Extent of Responsibilities: Guard responsibilities are one of the most important phases of the training program. The exact responsibilities of the job should be spelled out clearly and specifically. All guards should fully understand that their duty is to use safe gaps and when necessary create safe gaps in traffic to help students cross the street safely; not to expedite motor vehicle traffic. If the community has an ordinance designating the scope of activity of adult crossing guards, a copy should be passed out to each trainee and discussed thoroughly.

3. Orientation to the Organization: The adult crossing guards should understand the organization of which they are affiliated. Typical examples include the Police Department, the Sheriff's Department, the School District, Traffic Engineering Department or other governmental agency. The guards should know the phone number to the law enforcement agency which has jurisdiction over their assigned site. In addition crossing guards should have an orientation at the school(s) nearest their assigned intersection.

4. Professional Guidelines: These guidelines should include a discussion of rules and regulations, legal aspects of the job and uniform requirements.

The "public image" created by adult guards should be an exemplary one. Guards should be on time and appear neat. If sickness or other unforeseen circumstances require a guard to be late or absent, the guard should contact his/her supervisor as soon as possible so that alternate arrangements can be made. Guards should not sit in their cars, do personal business or use tobacco in any form (cigarettes, cigars, pipes, or smokeless tobacco) while on duty. They should not patronize liquor establishments or engage in any other actions that would reflect badly on the professional image of the school crossing guard while on duty or in uniform.

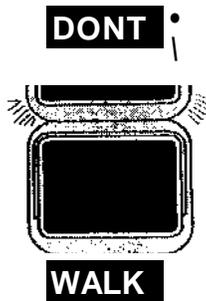
5. Knowledge of Local Traffic Regulations: Adult crossing guards should be instructed about local traffic regulations. They should become very familiar with regulations pertaining to motorists, bicyclist and pedestrian responsibilities in relation to school crossings, parking, and yielding rights-of-way.

6. Knowledge of School Zone Signing and Pavement Markings: The adult crossing guard should be familiar with the school zone signing and pavement markings around the school area. The guard should be instructed to check the post area at the beginning of every school year, and periodically during the year, to make sure that no signs are missing or damaged, and that all crosswalks are highly visible and well maintained. The adult crossing guard should report missing, damaged or inadequate signs and markings to the supervisor. Please refer to MUTCD Sections 7B and 7C.

7. Traffic Control Devices: In order to work effectively at school crossings, crossing guards should understand the principles behind the use of such traffic control devices as stop signs, signalization for motor vehicles and pedestrians, channelization and street markings. Guards should not be expected to become experts on signal timing or traffic engineering. However, their understanding of how these traffic control devices are used will enable them to recognize patterns and irregularities in these devices that could result in poor conditions for crossing the students. Guards should specifically know the meaning of the *WALK* (also represented as a *WALKING PERSON*), flashing *DON'T WALK* (flashing *UPRAISED HAND*), and solid *DON'T WALK* (steady *UPRAISED HAND*) phases of the pedestrian crossing signal, see figure 4 below. Please refer to MUTCD Section 4E.02 for information regarding these pedestrian signal heads.



"STEADY WALK"
Start crossing;
watch for
vehicles.



"FLASHING DON'T WALK"
Don't start crossing;
finish crossing if started.



"STEADY DON'T WALK"
Don't cross.

Research reveals that only 15% of the public know the meaning of a Walk and Flashing Don't Walk (FDW) signal. Make certain your guards know how to explain the true meaning of these signals.

8. Traffic Hazard Identification: Obstructions and unusual circumstances can lead to high-risk vehicle/pedestrian conflicts. Inoperative or missing traffic control devices, roadway or sidewalk construction hazards, sight obstructions and other conditions such as recurring standing water or mud in the path may cause the pedestrian to detour into the vehicular right-of-way. While mud and standing water are not normally hazards which would necessitate busing, they are possible situations which may require attention. The guard should report any condition that they do not feel comfortable with to their supervisor as soon as possible. The supervisor should follow established procedures for reporting these conditions. If it is not possible for the guard to report these conditions prior to beginning the shift, the guard should work around them in the safest way possible. If a traffic signal is not functioning, the guard should call their supervising office immediately upon arrival to obtain police assistance in directing traffic. Guards also should take precautions to park their own vehicles so as not to obstruct visibility for approaching cars or students.

9. Vehicle Identification: It is sometimes necessary for crossing guards to be able to adequately describe and identify a vehicle which is endangering the safety of the students. Examples of situations requiring vehicle identification include harassment, traffic crashes, and speeding or suspicious behavior. Guards should be instructed how to identify vehicles by body style, color and license tag number. It is advisable for the guard to be able to memorize the license tag of cars which are committing speeding or other traffic violations particularly on a recurring basis. The guard should wait until the motorist has left and there is a break in pedestrian traffic to write down the license number and car description. This information should be turned over to the guard's supervisor, who can take appropriate follow-up actions. While a law enforcement officer must personally witness a moving violation, the information provided by a crossing guard will help notify police of possible offenders in future violations.

10. Emergency Procedures: Adult crossing guards should be instructed in emergency situation procedures (minimum recommended training).

a. How to get help: Guards should not leave their post. They should ask a bystander to call 911 for emergency help or a personal cell phone would be useful to call 911. Remind the guards that emergency vehicles have the right-of-way.

b. First aid information: This information should be kept simple. Guards should be informed where they can receive any additional first aid training. Suggested sources include the American Red Cross and American Lung Association which offer first aid and CPR instruction. The guard should not attempt to handle an emergency when they are not properly trained or equipped.

11. Filing Reports: If a crash occurs in the vicinity of the crossing guard's location, the guard should ask someone to call 911 immediately. This allows a crash report to be filed by law enforcement authorities and any injured people can be examined by paramedics as soon as possible. Crashes involving students should be reported to the guard's supervisor and the school principal in case the student experiences unusual symptoms in the days following the crash. The guard should be familiar with the type of information that is needed to fully describe an accident to law enforcement. The crossing guard should be available for questioning by appropriate law enforcement, risk management and school officials. It is recommended that any communication with the media be through the guard's supervisor only or another approved source.

12. Bad Weather: Rain, thunder, lightning, sleet and other extreme weather conditions have a direct effect on safe street crossing. Vehicle traction, stopping distance and the motorist's ability to see are adversely affected by inclement weather. Visibility and traction are also problems for the adult guard and students. Increased alertness and caution are therefore necessary. Guards should not use umbrellas or other devices that would impede their ability to use their hands or impede their hearing or vision. Any raincoats/heavy winter coats used must be covered by a fluorescent/retroreflective vest.

13. Additional Considerations:

- a. If the adult guard must use a personal vehicle, it should be parked in an approved parking space and not on the sidewalk or bicycle path. If on-street parking is allowed, the vehicle should be parked at least 60 ft back from the crossing and should not block the guard's view of the approach to the intersection in any direction.
- b. The adult guard should not sit down while on duty. Sitting down would block the peripheral view of the guard and give the public a poor impression of the guard. The guard also needs to be ready to act quickly in case of any unexpected event.
- c. The adult guard should not use foul language or conduct activities inappropriate to the position while on duty.
- d. The adult guard should not use radios or headphones (other than two-way communication radios) nor read books, magazines, newspapers or any other material. The guard needs to focus full attention on the job at hand.
- e. Guards should not respond to requests or directives by school personnel, either to change or add to their duties. All requests or directives should come from the guard's supervisor.
- f. The adult guard should be informed by their immediate supervisor of any school schedule changes and/or special school functions which would affect the work schedule.
- g. The adult guard should report to their immediate supervisor any unusual situations. Examples are irresponsible motorists, adults harassing students, students harassing other students, or students not following the direction of the adult crossing guard.
- h. The 'in street' pedestrian crossing (R1-6 or R1-6a) may be used at unsignalized school crossings. When used at a school crossing a 12" X 4" SCHOOL (S4-3) plaque may be mounted above the sign. See MUTCD section 7B.09.

RECOMMENDED IN-THE-FIELD TRAINING

IN-THE-FIELD TRAINING: PART I (OVERVIEW - 2 HOURS MINIMUM)

The major function of adult crossing guards is to help students cross the street safely and correctly. It is important that this responsibility be carried out properly. The second part of the recommended training for school crossing guards is a minimum of two hours of on-the-job training at various intersection locations or simulated intersection types. At the time of the training, if the guard knows the intersection they will be assigned to, the training agency might decide to do the training at the actual intersection so that all elements of the task can be practiced.

Each intersection presents unique situations and this type of training allows the guard to become comfortable and competent in a variety of situations. This also allows the supervisor to move the guard to a new location during the school year.

The procedures described below should be practiced during the in-the-field training, which should be given each year. Before the guard leaves the in-the-field training, a performance checklist (made out by the authority agency) should be passed with 100 percent accuracy. A sample checklist is included in Appendix C of this manual as an example for local authorities.

A school crossing guard's actions should be uniform, crisp and clearly informative so that both the motorist and pedestrian will know what is expected of them.

Appropriate Signal for Pedestrians

A signal from the guard to pedestrians should be verbal only. The guard should be sure to establish clear eye contact with pedestrians when signaling to cross. This will help prevent motorists thinking the signal is intended for them. For those students who may be hearing impaired, can not hear due to traffic noise interference or do not speak the same language as the crossing guard, the guard should use eye contact, hand signals, a smile in their direction and a nod of the head along with a verbal command. The school should notify the adult crossing guard supervisor concerning any students that may need special attention at the crosswalk.

The adult guard should be continually alert for pedestrians who may not follow the signals. The guard should not assume that all students will cross properly. When a student is causing or involved in a dangerous situation, the guard should immediately alert the student verbally. If the student doesn't respond or refuses to obey direction, the guard should take the student's name and report the incident to the supervisor.

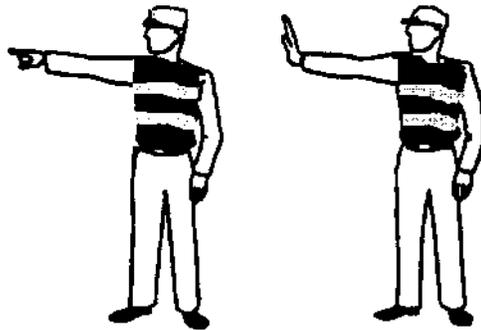
Appropriate Signals for Alerting Traffic

The crossing guard needs to be highly visible to the motorist. Clear and precise signals and gestures are essential. To help with this, he or she should be positioned at the edge of the crosswalk nearest the center of the intersection.

We recommend the use of hand held stop signs, which are very visible. Specification for these hand held stop signs are given in a previous section of this manual entitled "Adult Crossing Guard Uniforms and Equipment".

At the discretion of the local supervising agency, the school crossing guard can use clearly delivered hand signals to alert traffic. The signal for alerting and stopping traffic is to raise the arm forward parallel to the ground with palm and fingers extended toward traffic (see figure 5). The adult guard should be continually alert for motorists who may not follow these hand signals. The guard should not assume that all motorists will stop or remain stopped. The guard should never allow motorists to enter the crosswalk while they are crossing the students. When a motorist is creating a dangerous situation, the guard should sound one long blast on their whistle toward the offending motorist. If the motorist does not respond, the guard should take the motorist's license number and report it to their supervisor.

Figure 5.



To command the attention of a particular motorist, point to the vehicle you want to stop moving, then with your palm up and arm parallel to the roadway, accentuate your message to stop.

IN-THE-FIELD TRAINING: PART II (ON-SITE OBSERVATION - TWO HOURS MINIMUM)

The second part of the guard's in-the-field training should include at least two hours of supervised observation and work with children present at their assigned post. New guards and reassigned guards should be observed for part or all of this two-hour period during the first month of employment or reassignment, so that any incorrect procedures can be corrected as soon as possible. Permanently assigned guards should be observed as early in the year as possible after all new and reassigned guards have been observed. The two hours of required observation/instruction can be broken into shorter time periods such as 15-30 minutes per observation/instruction period, and be completed in a timely manner for certification purposes. The guard should be able to again pass the performance checklist made out by the supervising agency with 100 percent accuracy (the sample checklist in the Appendix of this manual).

It is recommended that monthly or other regularly scheduled field inspections be made by the supervisor during the school year

RECOMMENDED PROCEDURES:

Unsignalized, Undivided Roadways Procedures: The crossing guard should follow the steps listed below (See "Recommended Adult School Crossing Guard Procedure" in Appendix D for illustrations):

STEP 1 - Stand on the curb or edge of the roadway on the side of the street where students are approaching.

STEP 2 - If possible, wait until a small group of students has assembled.

STEP 3 - The students are to wait at least one step back from the curb or roadway edge. If student safety patrols are used at the intersection, they should stop students at this location. Instruct the students prior to crossing:

- a. Not to move until given a verbal signal. The crossing guard should tell the students what the verbal signal will be (example: "Look for traffic and start crossing.")
- b. To walk their bicycles or scooters, and carry skates or skateboards while walking across the street in the crosswalk.
- c. To conduct a vehicle search using the pattern, "left, right, left and over their shoulder for turning traffic".

STEP 4 - The crossing guard should enter the street according to the following sequence (children are still at the curb):

- a. Wait for a gap in the traffic stream on your side of the street.
- b. Face closest oncoming traffic.
- c. Alert oncoming traffic, using your whistle *and your* hand or "stop" paddle. (Where there are more than two lanes, enter the street and alert the traffic one lane at a time if traffic conditions require this.)
- d. When safe to do so, step off the curb or leave the roadway edge.
- e. After traffic stops, walk to the center of the street and stand at the edge of the crosswalk nearest the center of the intersection.
- f. Face opposite approaching traffic, if any. Alert opposite approaching traffic as described above.
- g. Confirm that all traffic has stopped, including any turning vehicles. Do not allow any motorist to cross the crosswalk until you are finished crossing the students.
- h. Stand in the center of the street facing the intersection on the crosswalk line nearest to the intersection, parallel with the crosswalk.

STEP 5 - Turn your head towards the students and verbally signal them to begin their search pattern (left, right, left and over their shoulder for turning traffic) and have them proceed across the crosswalk when it is safe to do so. Students should not be allowed to run, ride their bikes, skates, scooters, or skateboards while in the crosswalk.

STEP 6 - Exit the street according to the following sequence:

- a. Wait in the center of the street until the last student of the released group has reached the opposite curb or roadway edge.
- b. Walk back to the roadway edge or curb, lower your hand(s) and allow traffic to resume.

STEP 7 - Repeat recommended procedures.

Heavy Traffic Procedure:

If the guard believes that heavy traffic situations exist, the guard should inform the immediate supervisor so that a traffic study can be performed to determine if additions or changes to the existing traffic control devices or additional crossing guards are necessary. While waiting for the results of the traffic study, guards should continue to use the same procedures as described for Unsignalized, Undivided Roadways.

Signalized Intersection Procedure:

STEP 1 - Stand on sidewalk or edge of road on side of street from which students will cross.

STEP 2 - As students gather, push "WALK" button.

STEP 3 - Instruct students to wait one step back from the curb or roadway edge until verbally signaled to begin the crossing process. (Student safety patrols can help in this capacity if they are available.)

STEP 4 - After completing the vehicle search and determining that it is safe to do so, enter the street with "fresh" green or "WALK" signal. Stand in the center of the street facing the intersection on the crosswalk line nearest to the intersection, parallel with the crosswalk.

STEP 5 - Alert oncoming traffic as described above. Gain the attention of motorists maneuvering to make right or left turns. Do not allow any motorists to enter the crosswalk until the students have finished crossing.

STEP 6 - When the traffic stops, verbally signal the students to begin their search (left, right, left and over their shoulder for turning traffic) and cross when safe. Instruct the students to continue walking if the signal changes to "FLASHING DON'T WALK" (FDW). Help students learn that FDW means *Don't Start* across the street.

STEP 7 - Wait until students have finished crossing the road.

STEP 8 - Return to the edge of the road or curb, lower your hand(s) and allow traffic to resume.

Note: The adult crossing guard and supervisor may need to work with a local traffic engineer to assure adequate signal clearance time to finish crossing the students before the "SOLID DON'T WALK" (SOW) comes on. Also, guards should not cross students during the protected left-turn phase of a traffic signal. This phase gives the motorist a green arrow for an exclusive left turn, and students should not be crossing during this period. The guard should also ensure that all right turning vehicles yield while students are crossing. The adult crossing guard should not allow any motorists to enter the crosswalk while the students are crossing.

Divided Highway Procedures:

Whenever possible, two guards should be assigned at divided highways as a team working together for crossing children safely. When guards are assigned in pairs, one guard should stop one direction of traffic while the other stops traffic in the opposite lanes. It is important here to coordinate the signaling so that one guard makes the decisions and the other guard takes his cue from the first. The guard on the side of the highway from which children are approaching should be in charge. Since the children are coming from the opposite side of the highway in the afternoon, the roles would be reversed.

Note: If the need for crossing guards occurs at a divided highway; the supervisor should coordinate with the traffic engineers on long-term improvements/solutions. These could include installing a pedestrian "WALK / DON'T WALK" signal, lengthening the walk phase or widening the median and placing a pedestrian call button in the median.

Roundabout Procedures:

Pedestrian travel through a roundabout is accomplished by following the sidewalks and keeping within the crosswalks. The pedestrian should stop, look to the left, and wait for a safe gap in traffic before crossing to the splitter island. The pedestrian should then wait on the splitter island, look to the right and wait for a safe gap in traffic before crossing to the other side of the road.

Other Intersection Configuration Procedures:

If your jurisdiction contains other intersection configurations such as T-intersections, or free-flow-right-turn lanes at school crossing guard locations, special consideration should be given to address the differences in crossing students at these types of intersections. These differences should be thoroughly discussed and practiced in the field at the actual intersections or simulated intersections.

ADULT CROSSING GUARD DO'S AND DON'TS:

DO's

DO be on time and attentive to duty. Arrive at your post a minimum of five minutes before starting time to assess conditions.

DO wear clean, neatly pressed clothes. The public often judges the entire agency by one member's appearance.

DO assist any person wishing to cross the street at your post (primarily children or the occasional adult). Remember that directing vehicle traffic is not your job. Your assignment is helping pedestrians to safely cross the street.

DO use proper procedures in helping children.

DO be sure to wait for adequate safe gaps in traffic to cross any person, adult or child.

DO be especially watchful for turning motorists.

DO remind children to look to the left, right, left and then over their shoulder for turning traffic before proceeding into the crosswalk.

DO be sure that approaching vehicles are stopped, stopping, or not near enough to constitute a hazard before crossing children.

DO remind children to remain one full step in back of the curb and wait for your verbal signal to cross.

DO remind children to cross only at a corner or at an approved crossing.

DO remind children that horseplay and running in the crosswalk are not allowed.

DO remind students to walk bicycles/scooters and carry skates/skateboards across the street.

DO ask parents or adults to cross properly and cross their children properly. Be tactful.

DO notify a supervisor at least 24-hours in advance to obtain a relief officer if you cannot be at your post.

DON'Ts

DON'T direct motor vehicle traffic.

DON'T begin crossing children before your duty period begins.

DON'T leave your post for any reason.

DON'T transfer your responsibilities to children.

DON'T eat or drink while on duty.

DON'T drink alcoholic beverages, or use narcotic substances while on duty or before reporting to duty.

DON'T smoke or use tobacco products while on duty.

DON'T use profanity.

DON'T strike or place your hands on the children or student safety patrol.

DON'T keep children at the curb any longer than necessary to get them to safely cross the street.

DON'T jump or dart out into the street or take unnecessary chances.

DON'T stand in the street except when crossing children.

DON'T sit in your car while on duty.

DON'T invite or allow children to sit in your private vehicle.

DON'T obstruct your vision or freedom of movement.

DON'T park your private vehicle in restricted areas.

DON'T motion any vehicle through a school "STOP" sign or any other traffic control as you do not have the authority to do so.

DON'T stop vehicles for violations or become involved in arguments with motorists or citizens walking or bicycling. Report all problems to your supervisor for handling.

GUIDELINES FOR SCHOOL SAFETY PATROL USE

A School Safety Patrol may be established at locations where an existing traffic control device, police officer or adult crossing guard is in operation, or where there are adequate crossing gaps in the traffic stream at an uncontrolled crossing and it is desirable to guide the school pedestrian. School Safety Patrols should be established only by an agreement between the governing board of the school district and local traffic law enforcement agencies.

A School Safety Patrol may be considered when all of the following conditions are fulfilled:

- Twenty or more school pedestrians crossing in each of any two hours (not necessarily consecutive) daily enroute to and from school; and
- The 85 percentile speed of the vehicles approaching the crossing does not exceed 60 km/hr (35 mph); and
- No more than two traveled lanes in each direction (four lane roadway); and
- More than 60 "adequate crossing gaps" in the traffic stream during the peak crossing hour (more than one per minute on average during the period the children are using the crossing).



POLICY AND PRACTICES FOR SCHOOL SAFETY PATROLS

FUNCTION

The function of School Safety Patrols is:

- To instruct, direct, and control the members of the student body in crossing the streets and highways at or near schools; and
- To assist teachers and parents in the instruction of school children in safe pedestrian practices at all times and places.

Again, School Safety Patrols should not be responsible for directing vehicular traffic. They should not be allowed to use flags, hand signs ("STOP" or "SLOW" signs), or other signaling devices to direct or control traffic.

The "Manual on Uniform Traffic Control Devices" (MUTCD), which is a National Standard applicable to all streets and highways (see Suggested References section), states:

7E-8 Student Patrols - "Student patrols should not be responsible for directing vehicular traffic. They should not function as police."

AND

7E-11 Operating Procedure for Student Patrols - "Student patrols control children, not vehicles. They should stop children back of the curb or edge of the roadway and allow them to cross only when there is an adequate gap in traffic."

The MUTCD has been adopted by the State of Kansas as provided by K.S.A. 8-2003.

ESTABLISHMENT AND SUPPORT

The approval, understanding, support, and encouragement of all school authorities, administrators and teachers are essential to the effective functioning of the School Safety Patrol. The local school board should be charged with authorizing and organizing the operation of a School Safety Patrol program. The school superintendent should determine the School Safety Patrol policy for the district. The principal of each school should develop a good relationship between teachers, the student body and patrol members in matters of selection, instruction, and supervision. An individual teacher or committee may be responsible for the direct supervision, administration and operation of the patrol.

Good community participation will help with the understanding and support of the School Safety Patrol program within the community. Every community has civic and service organizations which are available to work cooperatively with schools if asked. The local automobile club, safety council, Parent-Teacher Association (PTA) and other such groups may cooperate by offering assistance to school administrators for a successful program. It should be noted that assistance may include providing needed equipment.

The American Automobile Association (AAA) publishes a 'School Safety Patrol Operations Manual'. This document is very informative and it is recommended that City, County and school district officials interested in establishing a School Safety Patrol program read it.

SELECTION AND APPOINTMENT

School Safety Patrol members should be carefully selected. The children should be in the fifth grade or older. Patrol service should be voluntary and open to anyone who qualifies. Leadership and reliability should be determining qualities for patrol membership. Parental approval should be obtained in writing before a child serves as a member of a School Safety Patrol. After patrol members have been selected, the school principal should make the official appointment at a school function or ceremony.

If a student is removed or suspended from patrol duty, the school should contact the child's parent or guardian immediately. An explanation should be given to the parent or guardian through a letter or personal interview.

SIZE OF PATROL AND OFFICERS NEEDED

The number of School Safety Patrol members should be determined by (but should not be limited to) the following criteria:

- Street and highway conditions;
- Number of intersections
- Volume of vehicular traffic
- School enrollment
- Number of school dismissal times.

Schools may wish to consult with a local law enforcement agency and/or a traffic engineer to determine the number of patrols needed and the locations where they are warranted. Every School Safety Patrol program should have patrol members that serve as officers (captain, lieutenant, sergeant), each having specific responsibilities within the patrol. It is recommended that members serve at least one full school year. Members may be rotated periodically so that everyone has the opportunity to serve.

INSTRUCTION AND SUPERVISION

School Safety Patrols offer a way to bring traffic safety education out of the classroom and into the real world. It is essential to provide careful instruction and supervision of patrol members in order to maintain efficiency and continuity. The best person for instructing and supervising the patrol members would be a teacher, supervisor or other professional who is interested in traffic safety and has had some traffic safety training or background. The instructor should work cooperatively with local law enforcement and other civil and service organizations.

All patrol members should be properly instructed in their duties and given "on-the-job" training before being assigned to duty. New patrol members, after initial instruction, should serve with and under the guidance of experienced members until qualified to assume their duties.

STANDARD UNIFORM

School Safety Patrol members should wear a standard uniform which is identifiable and is worn in plain view at all times while on duty. The standard uniform for patrols is the fluorescent-orange "Sam Browne" style belt of 50 mm (2 inch) wide material (see Figure 6). Other auxiliary equipment which may be worn includes:

- A yellow or fluorescent orange cap or yellow or fluorescent orange helmet.
- Colored piping on the cap or colored striping on the helmet.
- A fed or fluorescent orange upper garment.
- Insignia or special badge identifying the organization which can be worn over the left breast, left arm, or on the cap.
- Either reflectorized material or clothing for periods of twilight or darkness. This is very important during fall and winter months when there are shorter periods of daylight.

Figure 6.

The recommended rainy-day uniform is a yellow raincoat and a yellow rain hat. The "Sam Browne" belt may be worn over the raincoat.



ADEQUATE ADVANCE WARNING OF SCHOOL CROSSING

It is very important that the student patrol members are seen by drivers at their crossing at least as far away as the safe stopping sight distance for the posted speed limit at the location. Stopping sight distance is defined as the minimum distance required for a motorist driving at or near the posted speed limit to stop before reaching a stationary object in its path (see TABLE 2). If existing conditions such as hilltops, curves, foliage or other factors make it difficult for the driver to see the patrol member in time to ensure a safe stop or other maneuver, then the following measures should be taken: The proper traffic authorities should be contacted immediately; Students may need to be re-routed to another location on the suggested route to school; The patrol members may need to be assigned to another crossing pending a solution.

TABLE 2.
STOPPING SIGHT DISTANCE (WET PAVEMENTS)
(Assumes a 2.5 second perception/reaction time)

Design Speed MPH	Assumed Speed MPH	Stopping Sight Distance FT
20	20	125
25	24-25	150
30	28-30	200
35	32-35	225-250

RECOMMENDED POSITION AND PROCEDURES

The patrol member should stand back of the curb - *not in the street* - and remind the children to wait behind them until there is an adequate gap in traffic. When the gap occurs the patrol member should step aside and motion for the children to cross the street in a group. See Appendix E for handout.

If the patrol member's view of traffic is obstructed, it may be necessary for the patrol member to step into the street (See figure 7). In this event, the patrol member should carefully go no farther than the outer edge of the obstruction (usually a parked vehicle). Children should remain on the sidewalk near the curb until motioned to cross. After the children have crossed, the patrol member should return to the station back on the curb.

School authorities should confer with traffic authorities in arranging for appropriate parking restrictions on streets adjacent to or near schools and school crossings. If possible, off-street parking areas should be provided to minimize congestion and safety hazards that are caused by cars parked on the street.

Figure 7.



A school crossing traversing a one-way street should be located, if possible, on the approach leg where traffic enters the intersection. This will decrease the number of conflict points between children crossing and turning vehicles at the intersection. Patrol members should be cautioned frequently to be alert for vehicle turning movements.

When vehicular traffic is such that "adequate crossing gaps" do not occur at school crossings at reasonably frequent intervals to allow pupils to cross the street or highway safely, the traffic problem is not a safety patrol responsibility. It is the function of the appropriate traffic authorities to create the necessary interruption of vehicular traffic. A traffic study performed by a qualified individual and reviewed by local officials, should be made to determine if additional traffic control should be provided at times when children are going to and from school.

RELATION TO POLICE OFFICERS AND ADULT CROSSING GUARDS

When a school crossing is controlled by a police officer or adult crossing guard, the safety patrol member should assist by directing children to cross in conformance with the direction given by the adult. If a student patrol is assigned to a crossing where a traffic signal is present, the patrol member should allow children to cross in conformance with the time cycle of the signal (during a "fresh" green light indication or a "WALK" indication on a pedestrian traffic signal).

HOURS ON DUTY

The hours that the patrol members are on duty should be determined by the time schedule of each school (what time school starts and ends). Also, a growing number of schools are going to a longer school day, an extended school year, and/or holding a summer school. Protection should be provided at any time the school is open for students to attend. The schedule of each patrol member should be planned so that missing regular school work is minimized. Parents should be informed of the amount of time (each day and how many weeks/months) students are scheduled to serve on patrols.

Patrols should be on duty at all times while children are crossing streets or highways going to and from school. Members should be at their posts a few minutes before the students start arriving at the crossing in the morning and in the afternoon. At dismissal times, arrangements should be made for them to leave their classes a few minutes before the dismissal bell. Enough time should be given for the patrol member to put on their uniform, and arrive at their post prior to school being dismissed. They should remain on duty until all students who are not stragglers have passed their posts.



SUGGESTED REFERENCES

The majority of the material listed is available on line or by contacting:

- National Highway Traffic Safety Administration: <http://www.nhtsa.gov/>
- Federal Highway Administration: <http://safety.fhwa.dot.gov/>
- Pennsylvania Adult Crossing Guard Workshop:
<http://www.nhtsa.dot.gov/people/outreach/safedige/Fall1998/n5-104.html>
- Association for Pedestrian and Bicycle Professionals:
<http://www.apbp.org/website/>
- Austroads: <http://www.austroads.com.au/safety.html>
- US Department of Transportation – FHWA Bicycle and Pedestrian Program:
<http://www.fhwa.dot.gov/environment/bikeped/index.htm>
- Safe Routes to School: <http://safety.fhwa.dot.gov/saferoutes/>
- USDOT – FHWA – Turner/Fairbanks Highway Research Center – Pedestrian and Bicycle Safety Research Page: <http://www.tfhrc.gov/safety/pedbike/pedbike.htm>
- Roundabout Tutorial – Region of Waterloo:
<http://www.region.waterloo.on.ca/web/region.nsf/index?openpage>
- National Coalition of Walking Advocates: <http://www.americawalks.org/>
- National Safe Routes to Schools Clearinghouse: <http://www.saferoutesinfo.org/>
- SafeKids Worldwide: <http://www.safekids.org/>
- National Walk to School Day: www.walkstoschool-usa.org
- International Walk to School Day: www.iwalktoschool.org
- Pedestrian and Bicycle Information Center (PBIC): www.pedbikeinfo.org

AUDIO VISUAL MATERIALS:

Information on obtaining the other materials is listed by each reference.

"Adult School Crossing Guard Training Program," 14 1/2 minute slide/tape, contact AAA Foundation for Traffic Safety, 1730 "M" Street, N.W., Suite 401, Washington, D.C. 20036

"Bicycle Safety Camp" 25 minute video, The Injury Prevention Program of the American Academy of Pediatrics and Sandoz Pharmaceuticals Corporation. Contact David Lewine & Associates, Inc., Los Angeles, California 90069, (213) 657-5782

"Children in Traffic — Why Are They Different?" 13 minute video, AAA. Contact your local affiliated AAA club regarding this video.

"I'm No Fool as a Pedestrian (new edition)" 15 minute video, contact Walt Disney Educational Media, Coronet/MTI film and video, 108 Wilmot Road, Deerfield, Illinois 60015, (708) 940-1260, \$280; will send a preview copy. (1988)

"I'm No Fool on Wheels" 15 minute video, contact Walt Disney Educational Media, Coronet/MTI film and video, 108 Wilmot Road, Deerfield, Illinois 60015, (708) 940-1260, \$280; will send a preview copy. (1988)

"I'm No Fool With a Bicycle (new edition)" 15 minute video, contact Walt Disney Educational Media, Coronet/MTI film and video, 108 Wilmot Road, Deerfield, Illinois 60015, (708) 940-1260, \$280; will send a preview copy. (1988)

"Willie Whistle" 15 minute video and Teacher's Guide, contact Pedestrian Coordinator, NTS-23, National Highway Traffic Safety Administration, 400 Seventh Street, S.W., Washington, D.C. 20590, (202) 366-2761 or (202) 366-1739.

"Florida School Crossing Guard Training Guidelines," Video and slides, contact Leigh Matusick, Administrator/Trainer, Florida School Crossing Guard Program, Florida Department of Transportation, District Five, M.S. 4-564, 719 S. Wooland Blvd, Deland, Florida 32720 (904) 943-5600, \$40

PRINT MATERIALS:

"A Teachers Guide for the Safest Route to School" AAA, (Stock no. 3213)

"Adult Guards for School Crossings" second edition, Publication number 402, Judy Moylan, The Traffic Institute, Northwestern University, 405 Church Street, Evanston, Illinois 60204, (708)491-5476

"Engineering Studies For Placement of Adult School Crossing Guards" Automobile Club of Michigan, 17000 Executive Plaza Drive, Dearborn, Michigan 48126, and Michigan Department of Education.

"How to Organize and Supervise a School Safety Patrol," AAA, (Stock no. 3238), 1981.

"Pedestrian Offenses," Publication Number 510, Judy Moylan, The Traffic Institute, Northwestern University, 405 Church St., Evanston, Illinois 60204, (708) 491-5476.

"Pedestrian Safety Report No. 1" AAA, Special Study of School Child Pedestrian Accidents (1968)

"Pedestrian Safety Report No. 4," AAA, Special Survey on Adult School Crossing Guards (1971)

"Pedestrian Safety Report No. 6" AAA, Special Survey on Pedestrian Accidents 0-14 (1977)

"Pedestrian Safety Report No. 7," AAA, Special Survey on Pedestrian Accidents 0-29 (1984)

"Safest Route to School," AAA, (Stock no. 3101).

"School Crossing Guard Programs" Automobile Club of Southern California, 2601 South Figueroa Street, Los Angeles, California 90007

"School Crossing Guard Protection — Signs, Signals And Devices," State of California, Department of Public Works, Division of Highways (1971).

"School Trip Safety Program Guidelines," Institute of Transportation Engineers, 525 School Street, S.W., Suite 41, Washington D.C. 20024, (194)

"School Trip Safety, Summary/Resource Guide" AAA (Stock no. 3212). Contact your local affiliated AAA club regarding the availability of the above mentioned AAA publication and others relating to improving school trip safety.

"Signals and Gestures for Directing Traffic" Publication Number 803, July Moylan, The Traffic Institute, Northwestern University, 405 Church Street, Evanston, Illinois 60204, (708)491-5476.

"The Young Pedestrian" AAA (Stock no. 3162)

"Wary Walker" pedestrian safety curriculum. Harborview Injury Prevention and Research Center, 325 9th Avenue, ZX-10, Seattle, WA 98104-2499. (206) 521-1520

Traffic Control Devices Handbook. U.S. Department of Transportation, Federal Highway Administration, Washington, D.C. 20590 (1983)

Manual On Uniform Traffic Control Devices (MUTCD). The National Advisory Committee on Uniform Traffic Control Devices, U.S. Department of Transportation, Federal Highway Administration, Washington, D.C. 20590 (1988).

"Policies and Practices for School Safety Patrols" AAA, (Stock no. 3236)

"Handbook for Adult School Crossing Guards" AAA, (Stock no. 3153).

"Legal Liability And The School Safety Patrol" AAA (Stock no. 3128)

"Traffic Control For School Areas" Manual on Uniform Traffic Control Devices For School Child Safety, Kansas Department of Transportation, Bureau of Traffic Engineering, Docking State Office Building, Topeka, Kansas 66612-1568

"Handbook for Adult School Crossing Guards" AAA (Stock no. 3153)

"Florida School Zones," AAA Florida, 1000 AAA Drive Mail Stop 78, Heathrow, Florida 32746-5080, (407) 444-4138

"Florida School Crossing Guard Training Guidelines," contact Leigh Matusick, Administrator/Trainer, Florida School Crossing Guard Program, Florida Department of Transportation, District Five, M.S. 4-564, 719 S. Wooland Blvd, Deland, Florida 32720 (904) 943-5600

"1996 Kansas Traffic Accident Facts," contact Jim Schaller, Research Analyst, Kansas Department of Transportation, Bureau of Traffic Safety, Docking State Office Building, Topeka KS 66612-1568, (913) 296-3756.

"A Policy on Geometric Design of Highways and Streets," 1994 Edition, American Association of State Highway and Transportation Officials, 444 North Capitol Street, N.W., Suite 249, Washington, D.C. 20001, (202) 624-5800.

"School Area Pedestrian Safety," State of California, Business, Transportation and Housing Agency, California Department of Transportation, 1900 Royal Oaks Drive, Sacramento, California 95815 (1993).

NHTSA – National Highway Traffic Safety Administration www.nhtsa.dot.gov

NCSA – National Center for Statistics & Analysis 700 Seventh St., S.W., Washington,
D.C. 20590 'Traffic Safety Facts 2003 Data DOT HS 809 770

These references were used in the preparation of this publication. Thanks to the American Automobile Association (AAA), the California Department of Transportation (Caltrans), and the Florida Department of Transportation for permission to use their material and illustrations. Also, thanks to the cities of Overland Park, Kansas City, Lenexa, and Wichita for providing their School Crossing Guard Manuals as references.

Appendix A

SCHOOL CROSSING GUARD PROGRAM

FINAL

WRITTEN EXAM

NAME

:

DATE:

TRUE (T) or FALSE (F)

1 In the event of an emergency while you are on duty, you must immediately find a telephone and call 911.

2 If a crash occurs at the crossing location, your job is to stop crossing students until a law enforcement officer arrives at the scene.

3 If there has been an emergency at your crossing location, more than one motorist should be alerted to call 911.

4 When alerting pedestrians to cross, your signal should be verbal only.

5 Children are different from adults because they have less peripheral vision and tend to focus on one event or thought at a time.

6 Children tend to overestimate their abilities in traffic and treasure near misses.

7 A crossing guard should be positioned on the opposite side of the road, from the children, so the guard can see them coming.

8 A crossing guard's first concern is the safety of the students.

9 You may sit in your car as long as students are not present.

10 The main responsibility of a school crossing guard is to use or create gaps in the traffic so the students can cross the streets

*Provided by:
Florida School Crossing Guard Program
Training Manual*

- _____ **11.** When you cross the students across the street, you will not leave the center of the street until the last student has stepped onto the far curb.
- _____ **12.** You may start to cross the children in the middle of a green light cycle.
- _____ **13.** You should perform a proper search pattern each time you begin to cross the students
- _____ **14.** Students are permitted to run across the street as long as they stay inside the crosswalk.
- _____ **15.** If there are no approaching vehicles while you are crossing students, it is not necessary to give the signal to alert motorists.
- _____ **16.** When children are in the crosswalk, vehicles are permitted in the crosswalk as long as they do not interfere with the pedestrian traffic.
- _____ **17.** All bicycles will be walked across the street at your crossing.
- _____ **18.** You always use pedestrian walk/don't walk signals, if available.
- _____ **19.** A guard should remind students to perform the proper search pattern before they enter the roadway upon your command.
- _____ **20.** A school crossing guard should play an important role in educating students in bicycle and pedestrian safety.

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Appendix B

SCHOOL CROSSING GUARD PROGRAM

KEY

WRITTEN EXAM

NAME:

DATE:

TRUE (T) or FALSE (F)

- T **1.** In the event of an emergency while you are on duty, you must immediately find a telephone and call 911.
- F **2.** If a crash occurs at the crossing location, your job is to stop crossing students until a law enforcement officer arrives at the scene.
- F **3.** If there has been an emergency at your crossing location, more than one motorist should be alerted to call 911.
- F **4.** When alerting pedestrians to cross, your signal should be verbal only.
- F **5.** Children are different from adults because they have less peripheral vision and tend to focus on one event or thought at a time.
- F **6.** Children tend to overestimate their abilities in traffic and treasure near misses.
- T **7.** A crossing guard should be positioned on the opposite side of the road, from the children, so the guard can see them coming.
- F **8.** A crossing guard's first concern is the safety of the students.
- T **9.** You may sit in your car as long as students are not present.
- T **10.** The main responsibility of a school crossing guard is to use or create gaps in the traffic so the students can cross the streets

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- T **11.** When you cross the students across the street, you will not leave the center of the street until the last student has stepped onto the far curb.
- T **12.** You may start to cross the children in the middle of a green light cycle.
- T **13.** You should perform a proper search pattern each time you begin to cross the students
- F **14.** Students are permitted to run across the street as long as they stay inside the crosswalk.
- F **15.** If there are no approaching vehicles while you are crossing students, it is not necessary to give the signal to alert motorists.
- F **16.** When children are in the crosswalk, vehicles are permitted in the crosswalk as long as they do not interfere with the pedestrian traffic.
- T **17.** All bicycles will be walked across the street at your crossing.
- T **18.** You always use pedestrian walk/don't walk signals, if available.
- T **19.** A guard should remind students to perform the proper search pattern before they enter the roadway upon your command.
- T **20.** A school crossing guard should play an important role in educating students in bicycle and pedestrian safety.

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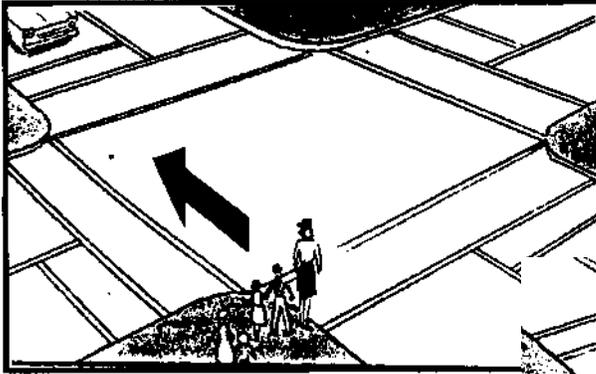
Appendix C

PERFORMANACE CHECKLIST FOR SCHOOL CROSSING GUARD CERTIFICATION		Initial Training Annual Retraining			
Guard's Name		Employing Agency			
In-theField Training	For each task performed satisfactorily, check the "S" box. For each task performed unsatisfactorily, check the "U" box. When one or more tasks are performed unsatisfactorily during the On-Site Observation, a second On-Site Observation can be made within two weeks. If one or more tasks are performed unsatisfactorily during the second On-Site Observation, the guard does not meet the certification standards and should be suspended until successfully retrained or terminated.	First On-Site Observation	Second On-Site Observation		
S	U	S	U	S	U
	1. The guard is wearing the complete uniform adopted by the employing agency, in conformance with state guidelines.				
	2. The guard has brought all assigned equipment (vest, whistle, gloves, stop paddle, etc.) and uses it property.				
	3. The guard demonstrates understanding of the function of pedestrian signals, traffic signals and crosswalks.				
	4. The guard appears alert and attentive to potential hazards in the crossing zone area.				
	5. The guard displays interest in overall safety of both pedestrian and vehicular traffic.				
	6. The guard is correctly positioned at the edge of the roadway in front of children prior to crossing.				
	7. The guard demonstrates the proper search pattern (left, right, left and over shoulder) before entering the roadway.				
	8. The guard ensures that children remain on the sidewalk or at the edge of the roadway until they are told to stop.				
	9. The guard properly positions self in roadway for maximum visibility.				
	10. The guard makes sure that all motor vehicle traffic has stopped on the roadway that will be crossed before allowing children to cross.				
	11. The guard instructs children to cross behind him/her.				
	12. the guard remains in the intersection until all children have safely crossed the roadway.				
Date of In-the-Field Training		Date of First On-Site Observation		Date of Second On-Site Observation	
Instructor's Signature		Instructor's Signature		Instructor's Signature	
The guard successfully completed the classroom instruction process with a score of _____.		Date of Classroom Training		Instructor's Signature	
Comments:					

Appendix D

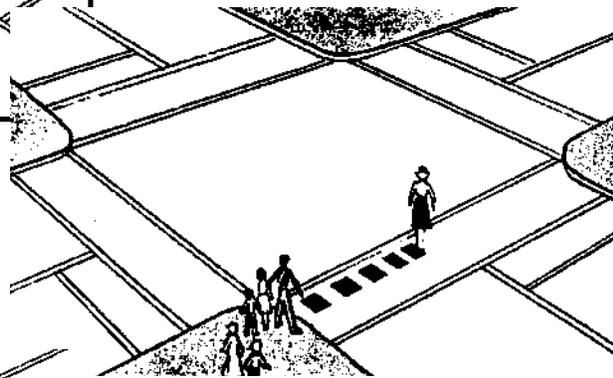
**RECOMMENDED ADULT SCHOOL CROSSING
GUARD PROCEDURE**

(Unsignalized, Undivided Roadways)



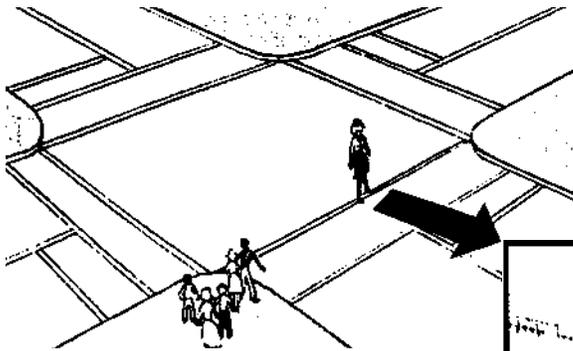
1.

Wait for a gap in traffic on your side of the street. Instruct children to wait at the curb.



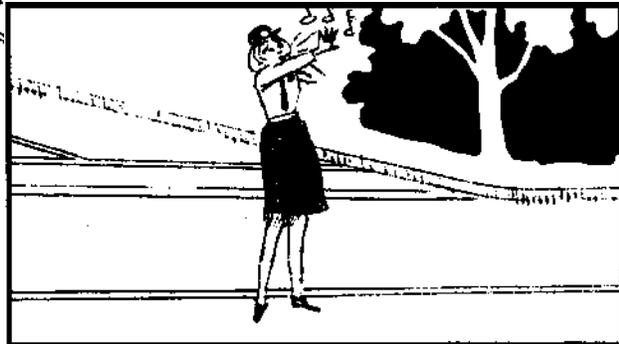
2.

Walk to the center of the street.



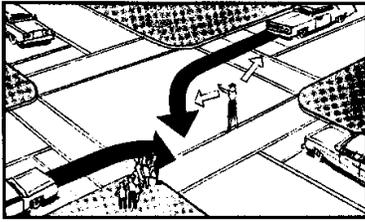
3.

Face closest oncoming traffic, then...



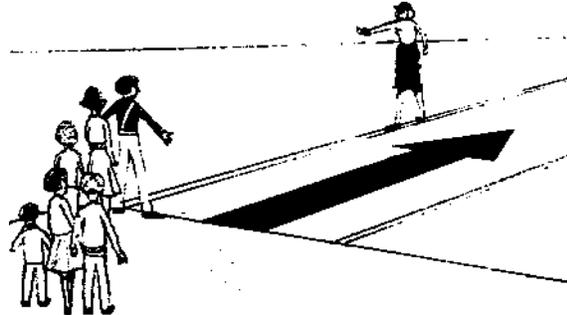
4.

Raise one arm parallel to the roadway, palm and fingers extended flat to stop oncoming traffic.



5.

Turn to face opposite traffic, if any, raise arm, repeat stop communications.



6.

Stand parallel to crosswalk on line nearest center of street, verbally release children to search and cross street.



7.

Wait until last child of the released group reaches opposite curb or edge of roadway. Return to the roadway edge or curb, lower your hand(s) and allow traffic to resume.

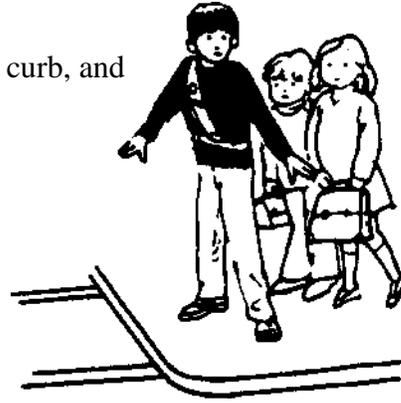
8.

Remain on curb for next group of children to assemble.

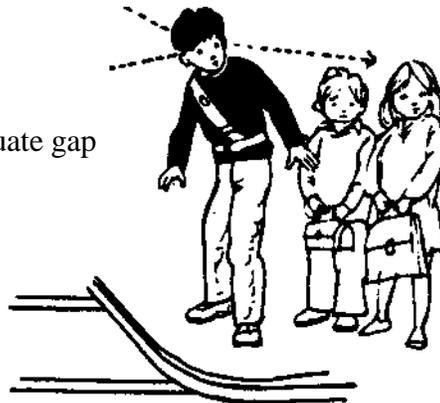


RECOMMEND SCHOOL SAFETY PATROL PROCEDURE

1. The patrol member should stand back of the curb, and remind children to wait behind them.



2. The patrol member should look for an adequate gap in traffic.



3. When an adequate gap occurs, the patrol member should step aside and motion for the children to cross the street in a group.

