

# Sample Crossing Guard Program

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## GENERAL PROVISIONS

### Need for Uniformity

Uniformity in application and operation of traffic control services and assignment of crossing guards around school facilities promotes the orderly and predictable movement of vehicular traffic and pedestrians. It is especially significant that motorists understand and comprehend their responsibilities in order to ensure pedestrian safety.

## RESPONSIBILITY

### Board of Trustees

- A. Adopt and annually review a Board Policy relative to the development and implementation of a District Crossing Guard Program.

### Superintendent

- A. Develop Administrative Regulations for the implementation of the Crossing Guard Program.

### Safety Coordinator

- A. Develop the Crossing Guard Program consistent with Board Policy and Administrative Regulations.
- B. Identify crossing guards locations based on criteria contained in the plan, and when necessary, upon the advice of city, county, and state traffic control engineers.
- C. Serve as the District's liaison to city, county, and state officials and recognized parent groups.
- D. Monitor implementation of the program in cooperation with the Manager of Transportation.

### Manager of Transportation

- A. Monitor implementation of the program in cooperation with the Safety Coordinator.

- B. Coordinate and provide the training of crossing guards and maintain appropriate training records.
- C. Provide for the purchase, storage, and replacement of supplies and equipment necessary to implement the program.

### **Principals**

- A. Select, according to criteria contained in the program plan, employees to be trained to serve as crossing guards and as coordinated by the Personnel Department.
- B. Supervise crossing guards to ensure quality criteria contained in the program plan is being met and advise the Manager of Transportation if additional training is required.
- C. Report all unsafe pedestrian conditions to the Safety Coordinator.
- D. Provide for the storage and daily issuing of crossing guard supplies and equipment. Report all supply and equipment deficiencies to the Manager of Transportation.
- E. In cooperation with the Manager of Transportation and Safety Coordinator, designate suggested routes to school.
- F. Provide for student instruction relative to suggested routes to school and safe pedestrian practices.

### **Crossing Guards**

- A. Follow the direction given during the crossing guard training sessions.
- B. Report all unsafe pedestrian conditions and inappropriate pedestrian behavior to the principal.

### **Pedestrians/Students**

- A. Follow instructions given by crossing guards.
- B. Travel on suggested routes to and from school.

### **Parents**

- A. Encourage your children to practice safe crossing at crossing guard locations.

- B. Report unsafe pedestrian conditions to the principal.

## TRAINING

### Classroom

Classroom training will consist of general instruction as contained in writing in the District's "Information and Instruction for School Crossing Guards", reinforced with audio/visual material and classroom demonstrations.

### On-Site

Additional instruction and practical experience under supervision will be given to crossing guards in the area to which they are assigned. Special attention will be given to the unique conditions of the area. Area cross training will be provided, if possible.

### Choice of Crossing Guards

High standards for selection of crossing guards are essential. They must understand children and in addition should possess the following qualifications:

1. Have an ability to demonstrate an understanding of material provided during training sessions
2. Good sight and hearing
3. Neat appearance
4. Good character
5. Dependable
6. Sense of responsibility for safety of children
7. Good verbal communication

The most important quality a crossing guard should possess is the ability to gain the respect of the children so that they respond to direction.

### Uniform of Crossing Guard

Crossing guards will be uniformed so that motorist and pedestrians can recognize them and respond to their signals.

The uniform will consist of:

1. An orange vest made of reflectionized material

2. A whistle
3. A paddle sign with "STOP" on both sides and reflectorized
4. A pad of paper and pencil

## CRITERIA FOR ASSIGNING CROSSING GUARDS

### General

Crossing guards may be assigned at designated school crossings to assist elementary school pedestrians at specified hours when going to or from school.

### Criteria

Crossing guards may be assigned under the following conditions:

1. At least 40 elementary school pedestrians for each of any two hours daily use the crossing while going to or from school.
2. The crossing is on the suggested route to school.
3. A crosswalk, clearly marked and legally located, is present.
4. At uncontrolled crossings where there is no alternate controlled crossing within 600 feet; and,
  - A. In urban areas where the vehicular traffic volume exceeds 350 during each of any two hours (not necessarily consecutive) in which 40 or more school pedestrians cross daily while going to or from school; or,
  - B. In rural areas where the vehicular traffic volume exceeds 300 during each of any two hours (not necessarily consecutive) in which 30 or more school pedestrians cross daily while going to or from school.

Whenever the vehicular approach speed exceeds 40 mph, the guidelines for rural areas should be applied.

5. At stop sign-controlled crossings where the vehicular traffic volume on undivided highways or four or more lanes exceeds 500 per hour during any period when the school pedestrians are going to or from school.
6. At stop sign-controlled crossings where the vehicular traffic volume exceeds 300 during each of any two hours (not necessarily consecutive) in which 30 or more school pedestrian cross daily while going to or from school and there is frequent vehicular turning movement.

7. At traffic signal-controlled crossings:
  - 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 feet long with no intermediate refuge, or there exists an abnormally high proportion of large commercial vehicles.