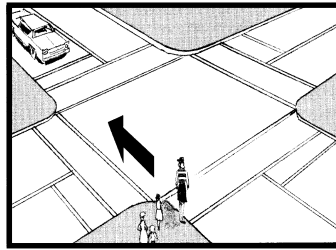
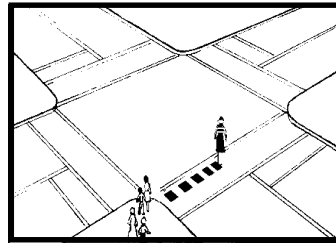


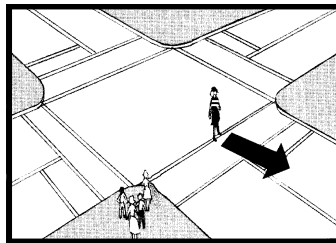
Florida Approved School Crossing Guard Crossing Procedure



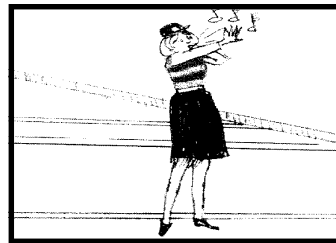
1. Wait for a gap in traffic on your side of the street. Instruct children to wait at the curb.



2. From the intersection side of the crosswalk, step off the curb with your left arm raised parallel to the roadway, palm and fingers extended flat to stop oncoming traffic.

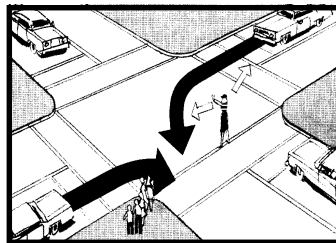


3. When traffic has stopped, raise right arm to stop opposite traffic, if any. Repeat stop communication.

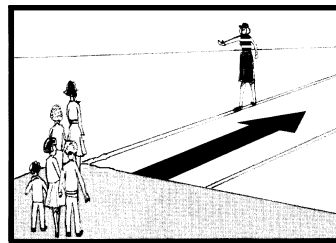


4. Double check to ensure traffic has stopped.

5. Turn and face the intersection to



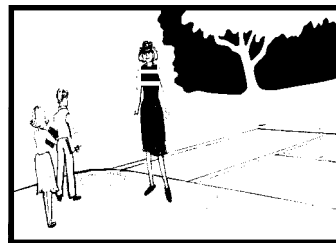
stand parallel to crosswalk on line nearest the intersection. Keep checking to make sure traffic remains stopped.



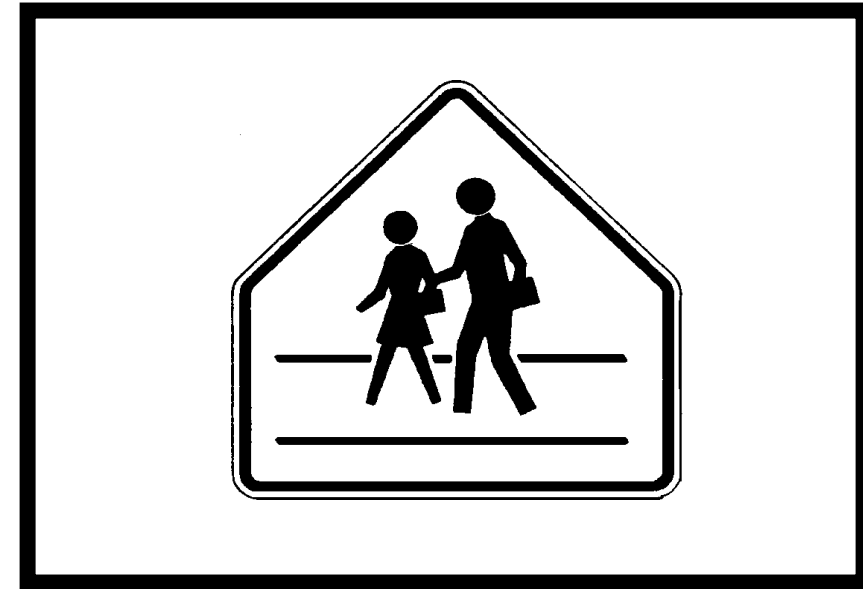
6. Verbally release children to search and cross street.



7. Wait until last child of the released group reaches opposite curb or edge. Return to your curb, keeping your hand up to the traffic.



8. Remain on curb for next group of children to assemble.



FLORIDA SCHOOL CROSSING GUARD TRAINING GUIDELINES

Produced by -
Florida Department of Transportation, Safety Office
and the
Florida School Crossing Guard Task Force



FLORIDA SCHOOL CROSSING GUARD TRAINING GUIDELINES

**Produced by the Florida
Department of Transportation
School Crossing Guard Task Force**

**Original Printing August 1, 1993
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FLORIDA DEPARTMENT OF TRANSPORTATION SCHOOL CROSSING GUARD TRAINING GUIDELINES

INTRODUCTION

As is true for many occupations, a training program is necessary for uniform, effective adult crossing guard performance. In the 1992 regular session, the Legislature passed a law known as the "Ramon Turnquest School Crossing Guard Act." This law, Section 316.75, Florida Statutes (F.S.), requires most local governmental entities to provide a training program for school crossing guards based on guidelines set forth by the Florida Department of Transportation (FDOT). FDOT is encouraging even those local governmental entities and private schools not covered by the law to offer training programs based on these guidelines to their crossing guards. We feel that this would raise the professional level of all school crossing guards statewide.

These guidelines were developed over the course of a year by a School Crossing Guard Task Force consisting of crossing guard supervisors from some of the counties with the most highly developed crossing guard training programs as well as representatives from AAA, traffic engineering, public safety, school board transportation

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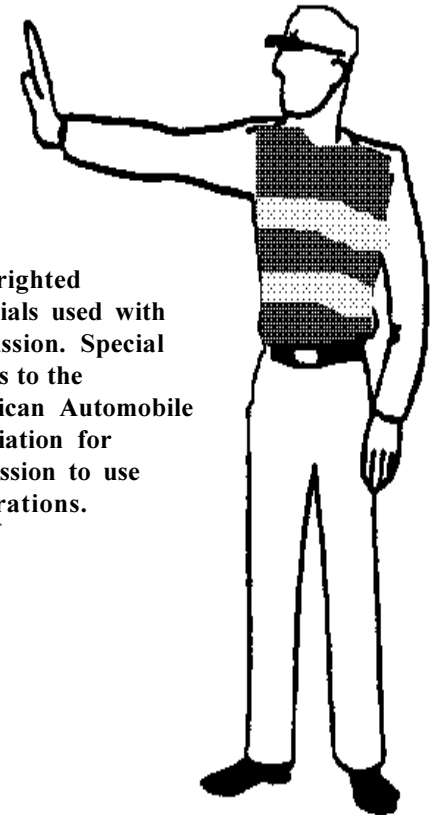
Sgt R. L. Drummond
Community Affairs Division
Jacksonville Sheriff's Office

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Seminole County Sheriff's Office

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Tallahassee Police Department

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

**Leigh Matusick, Administrator/Trainer
Florida School Crossing Guard Program
Florida Department of Transportation
District Five, M.S. 3-564
719 S. Woodland Blvd
DeLand, Florida 32720
(904) 943-5600
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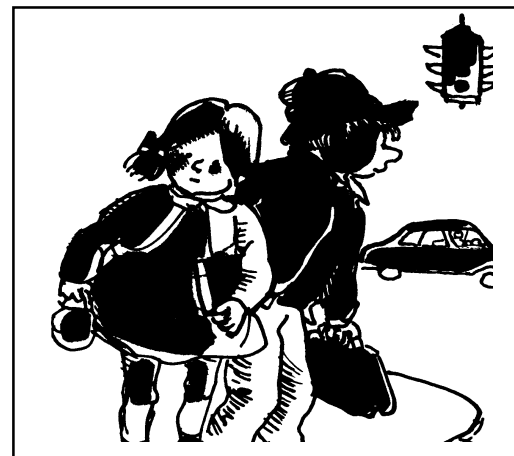
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Senator Robert Wexler
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Florida Department of Transportation

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Transportation Department
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Broward County School Program Coord.



and local bicycle/pedestrian coordinators. These guidelines are intended to provide guidance to crossing guard supervisors, based on minimum standards for the safety of children. The local crossing guard administration is free to add any enhancements they wish to the guidelines, as long as the minimum requirements of the guidelines are met.

Please refer to *The Manual on Uniform Traffic Control Devices* (MUTCD), section 7A-10 for the meanings of "shall," "should" and "may".

TRAINER TRAINING

To make it possible for counties to offer uniform training to their crossing guards, FDOT has hired a Florida School Crossing Guard Administrator/Trainer to develop and offer a 12-hour training course to all crossing guard trainers in Florida.

The Task Force recommends each agency of 50 guards or less send two trainers to the course. For agencies with more than 50 guards, one additional trainer should be trained for each 25 additional guards.

In this course, agency crossing guard administrators/trainers will be given important background information and also be trained to present each of the topics required by the guidelines. Nine regional training courses were offered between September and December 1993. Now training courses are offered on a regular basis at the FDOT District 5 office in DeLand.

All crossing guard administrators/trainers in Florida must attend one of these courses in order to be certified by FDOT. Those agencies which contract with a third party such as an employment service to provide crossing guards should require the third party to attend the crossing guard instructor training.

As soon as trainers have been trained and certified, they should begin conducting local training courses in accordance with the guidelines. Only certified trainers shall conduct training courses for crossing guards in those counties required by Section 316.75, F.S. to provide uniform training to their guards. However, to add variety and interest to the crossing guard training course, the trainer may wish to invite outside experts to enhance their training sessions.

CROSSING GUARD GUIDELINES

Agencies that employ school crossing guards in the counties included under the provisions of Section 316.75, F.S., shall hold a training course at least once a year, preferably just before the start of the school year. Agencies that experience a large turnover of guards annually should schedule the training course more often.

The FDOT certified crossing guard trainer shall conduct a training course consisting of a minimum of four (4) hours of classroom instruction, two (2) hours of instruction in the field at a real or simulated intersection without children present, and two (2) hours of supervised work at the guard's primary post with children present. When a guard is moved to a new post, on-site training shall be given at the new post.

All school crossing guards shall be trained in the skills that they need to perform their job before being assigned to actual duty. All crossing guards must successfully complete the four-hour classroom instruction and the two-hour in-the-field instruction prior to the beginning of the school year. The guard will be issued a state certificate once he or she has passed the on-site observation. The classroom portion must be passed with at least a 75% grade on the post-test. The Performance Checklist must be passed with 100% accuracy before



leaving the in-the-field training portion of the training course. The Performance Checklist will also be used with the on-site observation by the supervisor, and must be passed with 100% accuracy by the second observation. If there are items on the checklist that still need work after the first observation, a second observation should be scheduled within two weeks, with 100% accuracy required. Anyone who does not meet these performance standards shall be suspended until he or she has successfully completed the standards, or terminated.

All guards who are hired after the training course has been held must receive a minimum of six hours of supervised work at their primary post or a combination of six hours of classroom training and supervised

"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).

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

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

School Area Pedestrian Safety, State of California, Business, Transportation and Housing Agency, Department of Transportation, 6002 Folsom Boulevard, Sacramento, California 95819 (1987).

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

"School Crossing 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, (1984).

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

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

"The Young Pedestrian", AAA, (stock no. 3162).

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

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

“*Getting to School The Safe Way*,” 10 minute video, Los Angeles Police Department; Contact the Florida Department of Transportation Pedestrian/Bicycle Program at (850) 487-1200 or Suncom 277-1200.

“*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, or contact the Florida Department of Transportation Pedestrian/Bicycle Program

at (850) 487-1200 or Suncom 277-1200.

PRINT MATERIALS:

“*A Teacher’s 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.

“*Handbook for Adult School Crossing Guards*”, AAA, (stock no. 3153).

“*How to Organize and Supervise a School Safety Patrol*”, AAA, (stock no. 3238), 1981.

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).

work with a certified trainer before working the post alone. This applies to full-time guards and substitutes. The task force suggests that substitutes train at all posts at which they may be working.

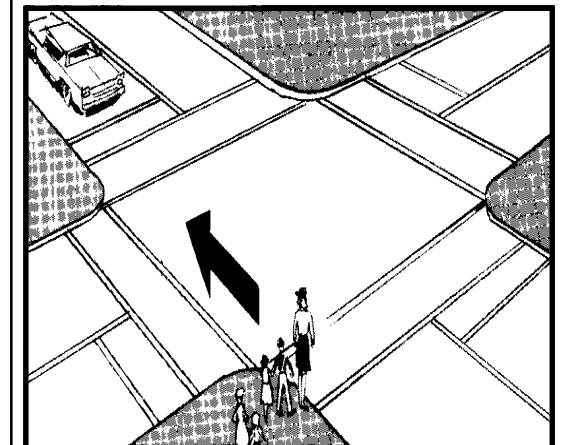
All guards shall be retrained annually. This retraining will include a minimum of two hours of supervised work. The task force recommends that all guards complete the entire training course annually.

Agencies shall not use untrained guards. If community service officers, code enforcement officers, traffic control officers or other types of employees are used as substitutes on a regular basis, they shall be trained along with the full time guards. Although these people may be experts in vehicular traffic control, it is very important that they receive the additional training on working with children and understanding how children interact with traffic. Certified law enforcement officers should also be encouraged to attend the training.

Each certified trainer shall send to the Florida School Crossing Guard Program Administrator/Trainer a copy of the performance checklist for each guard who has successfully completed all training. The Administrator/Trainer will then send the local trainer the proper number of state certificates for completion and signature at the local level.

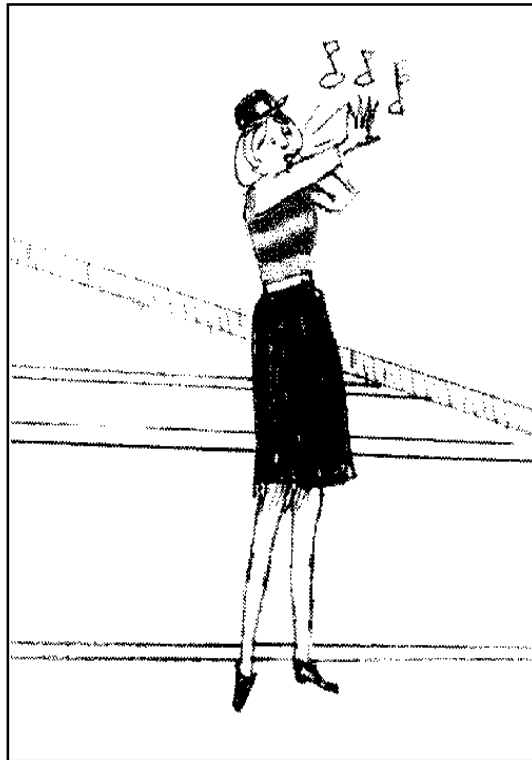
The same process shall be followed after the annual retraining of crossing guards, to receive proof of recertification. Any training done between January 1 and the beginning of the following school year shall be accepted as training for the following school year. Any training done after the beginning of the school year through December will only be accepted for that school year.

Since the certificate will be issued following the uniform training outlined in these guidelines, it is our intent that the certificate be accepted as valid proof of training state-wide. In the event the crossing guard moves from one county to another during the school year, he or she would only need the orientation and on-site training to begin working in the new county. For liability purposes, it is important for the crossing guard supervisor to retain copies of the annual training records and annual performance evaluations.



Organizations with responsibility for training school crossing guards should provide for implementation expenses in their annual budget. These include the expense of paying each guard's salary during the training period, plus paying the salary of one or more trainers. Counties which have not yet passed an ordinance allowing them to use some of the revenue from parking tickets for these purposes should pass such an ordinance at the earliest possible date. For agencies which do not issue parking tickets, a reliable source of funding for training the crossing guards needs to be identified at the earliest possible date.

In addition to developing these training guidelines, the Task Force also made some recommendations on hiring practices. We strongly recommend that each prospective crossing guard be given a basic physical examination, including agility, blood pressure, vision and hearing tests. This type of basic physical examination is given by walk-in medical centers. If these steps are not taken, the employing agency may be liable if the guard becomes ill on duty. We also strongly recommend that a criminal background check be made on each prospective crossing guard. If these steps are not taken, the employing agency may be liable if a guard with a criminal background abuses a child. Passing the basic physical and the criminal background check should be listed as conditions for employment.



The 6-hour in-service training program for school crossing guards shall consist of 4 hours of classroom instruction & 2 hours in-the-field training.

Classroom Instruction (4 hours)

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

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

Other Intersection Configurations:

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

SUGGESTED REFERENCES

Most of the materials listed below are available from your State Safety Office (850) 487-1200 or your local AAA club.

(on the East Side of Florida)
AAA Auto Club South
1000 AAA Drive, Box 78
Heathrow, Fl. 32746
(407) 444-4137

(on the West Side of Florida)
Randy Bly
AAA Auto Club South Headquarters
1515 N. Westshore Boulevard
Tampa, Fl. 33607
(813) 289-5934

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

AUDIO VISUAL MATERIALS:

"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.

"Be Safe on Your Bike," 12 minute video, Los Angeles Police Department; Contact the Florida Department of Transportation Pedestrian/Bicycle Program at (850) 487-1200 or Suncom 277-1200.

"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.

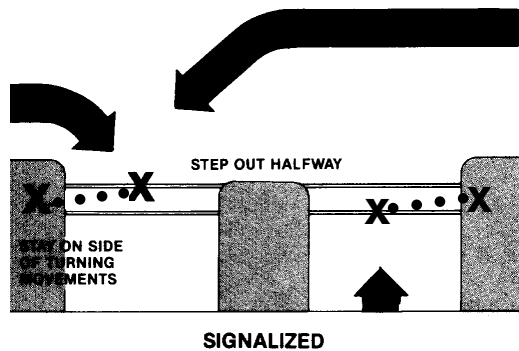
"Children In Traffic--Why Are They Different?" 13 minute video, AAA. On the East side of Florida, contact AAA Auto Club South, Traffic Safety Department, 1000 AAA Drive, Heathrow, Florida 32746-5080, (407) 444-4137. On the West side of Florida, contact Randy Bly Traffic Safety Coordinator, AAA Auto Club South Headquarters, 1515 N. Westshore Boulevard, Tampa, Florida 33631 or call him at (813) 289-5934.

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

NOTE: You and your 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" (SDW) comes on.

Divided Highways:

Whenever possible, two guards should be assigned at divided highways to become a team working together for crossing children safely. When guards are assigned in pairs, one guard shall stop one stream 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 from which children are approaching should be in charge. Since the children are coming from



"Walk" means Search and proceed when safe.

"Flashing Don't Walk" means Do Not Start.

"Steady Don't Walk" means You should be out of the roadway.

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.

the opposite side in the afternoon, the roles would be reversed.

Guards shall not cross students during the protected left turn phase. They shall also ensure that all right turning vehicles yield while students are crossing. Do not allow any cars to cross the crosswalk while you are crossing the students.

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.

b. Discussion of the Student Pedestrian and Bicyclist Crash Problem:

A brief discussion shall be held on the why, when, where and how of student pedestrian and bicyclist crashes and the role played by adult crossing guards in the total school crossing protection program. The crossing guard shall play an active role in reinforcing safe crossing practices, including reminding students of the proper search pattern--left, right, left and over their shoulder for turning vehicles.

c. Warrants for Use of Adult Crossing Guards:

Guards shall be given a brief presentation that explains why school crossing guards are placed at certain locations. Please refer to the MUTCD, section 7E-2.

d. Relationship of Adult Crossing Guards to Other Traffic Aids, Particularly School Safety Patrols:

In communities with safety patrols, adult crossing guards shall 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. AAA has a Manual for School Safety Patrols which communities

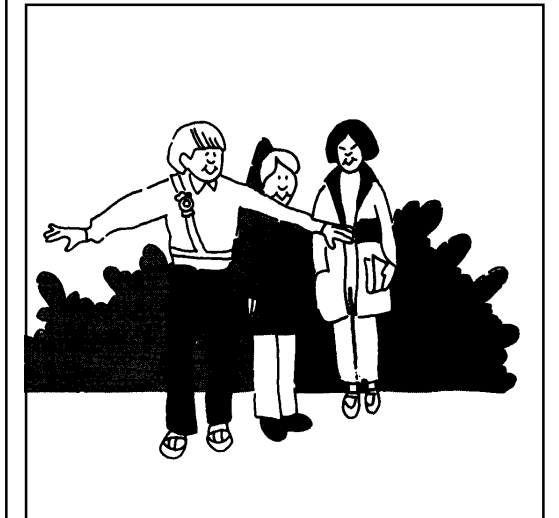
may wish to use in this training program.

2. Perspective on the Characteristics and Limitations of Students:

Each crossing guard shall view the video "Children in Traffic" to gain a perspective on how students interact differently from adults with traffic. Additional pedestrian safety videos such as "Willie Whistle" and "I'm No Fool As a Pedestrian" would also help the crossing guards understand their role. See suggested references for information on obtaining these materials.

3. Extent of Responsibilities:

This is one of the most important phases of the training program. The exact responsibilities of the job shall be spelled out clearly and specifically. All guards shall fully understand that their duty is to use safe gaps and





copy shall be passed out to each trainee and discussed thoroughly. Any county ordinance shall be in compliance with these guidelines.

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

5. Professional Guidelines: These shall include a discussion of rules and regulations, legal aspects of the job and uniform requirements. School crossing guards are *required* to wear or use the following three uniform items, which shall be issued by their agencies:

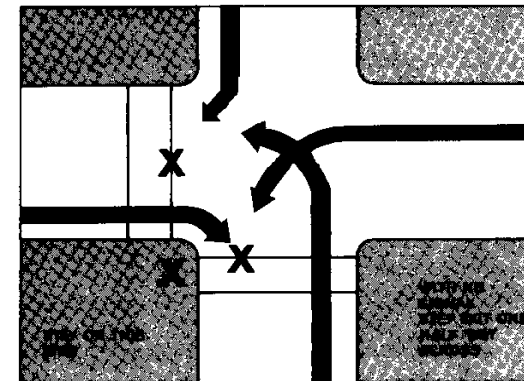
- a fluorescent **and** retroreflective vest
- a retroreflective stop paddle that conforms to the guidelines in MUTCD Section 6F-2 **and/or** fluorescent or retroreflective orange gloves.
- a whistle.

Retroreflective materials listed above must be visible at night from a distance of 300

when necessary create safe gaps in traffic to help students cross the street safely; not to expedite motor vehicle traffic. If crossing guards are to be used as traffic control officers, they must comply with the provisions of Section 316.640, F.S. If the community has an ordinance designating the scope of activity of adult crossing guards, a

performed to determine if additions or changes to the existing traffic control devices or additional crossing guards are necessary. While you are waiting for the study and improvements to be done, use the same procedure listed above.

1. Alert traffic, lane by lane as before until the center of street is reached.
2. Follow previous procedure for alerting opposite traffic lanes. Do not allow any cars to cross the crosswalk until you are finished crossing the students.
3. Cross students as described in 8-10 above.
4. Return to curb or roadway edge and allow traffic to resume.



CONTROLLING TWO LEGS
(ONE GUARD)

Signalized Intersections:

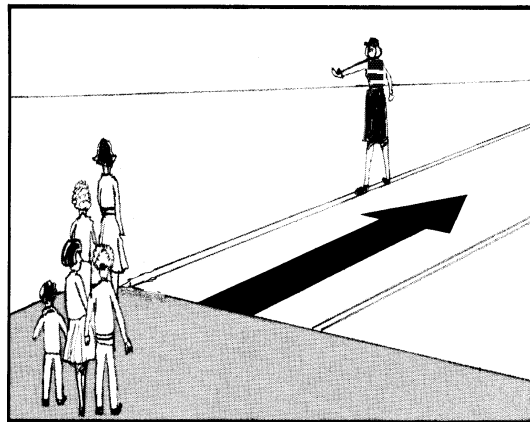
1. Stand on sidewalk or edge of road on side of street from which students will cross.
2. As students gather, push walk button.
3. Instruct students to wait one step back from the curb or roadway edge until you give them the signal to begin the crossing process. (Student safety patrols can help in this capacity if they are available.)
4. After you have completed your search and determined that it is safe to do so, enter street with "fresh" green or "WALK" signal. Face intersection on the crosswalk line nearest to the center of the street.
5. Alert oncoming traffic as described above. Alert attention of motorists maneuvering to make right or left turns. Do not allow any cars to cross the crosswalk until you are finished crossing the students.
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*.
7. Wait until students have finished crossing the road.

2. Face closest oncoming traffic.
3. 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.
4. When safe to do so, step off curb or leave roadway edge.
5. After traffic stops, walk to the center of the street and stand at the edge of the crosswalk nearest the center of the intersection.
6. Face opposite approaching traffic, if any. Alert opposite approaching traffic as described above.
7. Confirm that all traffic has stopped, including any turning vehicles. Do not allow any cars to cross the crosswalk until you are finished crossing the students.
8. Face intersection on the crosswalk line nearest to the center of the street.
9. Turn your head toward students and verbally signal them to begin their search pattern (left, right, left and over their shoulder for turning traffic) and proceed when it is safe to do so. After searching, students shall proceed within the marked crosswalk. Students shall not be allowed to run, ride their bikes, skates, scooters or skateboards across the street.

10. Wait until the last student of the released group has reached the opposite curb or roadway edge.
11. Walk back to the roadway edge or curb, lower your hand(s) and allow traffic to resume.
12. Remain on the curb for next group of students to assemble.
13. Repeat steps 1 through 12 for each group of students.

Heavy Traffic Procedure:

When unusually heavy traffic situations exist, the guard shall inform his/her immediate supervisor so that a traffic study can be



feet, as specified in section 316.1895(8), F.S. The Task Force recommends that fluorescent materials also be visible during the day from a distance of 300 feet.

Crossing guards are urged to wear or use the following additional items, which may be issued by their agencies:

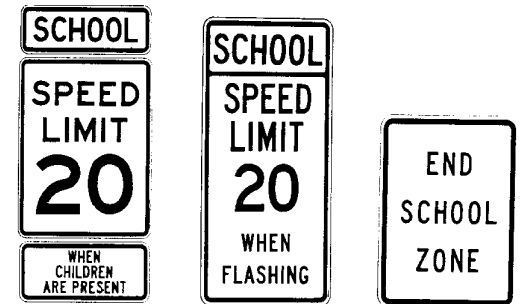
- a uniform crossing guard patch worn on the left sleeve. (The patches and uniforms are required by Statute to be different from those of law enforcement officers).
- uniform slacks, skirts or shorts, color to be determined by the agency
- a light colored shirt
- a ball cap, hat or pith helmet
- a raincoat and/or windbreaker. These outer garments are always to be worn with the fluorescent and retroreflective vest on the outside.

The “public image” created by adult guards shall be an exemplary one. Guards shall be on time and appear neat. If sickness or other unforeseen circumstances require a guard to be late or absent, the guard shall contact his/her supervisor as soon as possible so that alternate arrangements can be made. Guards shall not sit in their cars, do personal business or use tobacco in any form (cigarettes, cigars, pipes or smokeless tobacco) while on duty. They shall 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.

6. Knowledge of Local Traffic Regulations: Adult crossing guards shall become familiar with local traffic regulations, especially regulations pertaining to motorist, bicyclist and pedestrian responsibilities in relation to school crossings, parking, and yielding rights-of-way.

7. Knowledge of School Zone Signage and Pavement Markings: The adult crossing guard shall be familiar with the school zone signage and pavement markings around the school area. He or she shall be instructed to check the post area at the



SCHOOL

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 shall report missing, damaged or inadequate signs and markings to his/her supervisor. Please refer to MUTCD Sections 7B and 7C.

8. Traffic Control Devices: In order to work effectively at school crossings, crossing guards shall 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 aids are used will enable them to recognize patterns and irregularities in these devices that could result in poor conditions for crossing the students. Guards shall specifically know the meaning of the *walk*, *flashing don't walk* and *solid don't walk* phases of the pedestrian crossing signal. Please refer to MUTCD Section 7D-9.

9. 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 pedestrian's path may cause her/him to detour into the vehicular right-of-way. While mud and standing water are not hazards which would necessitate busing, they are possible sources of danger which require attention. The guard shall report all dangerous conditions to his/her supervisor as soon as possible. The supervisor shall follow the established procedure for reporting these conditions. If it is not possible for the guard to report dangerous conditions prior to the his/her shift, the guard shall work around them in the safest way possible. If a traffic signal is not functioning, the guard shall call his or her office immediately upon arrival to obtain police assistance in directing traffic. Guards shall also take precautions to park their own vehicles in legal parking spaces which do not obstruct visibility for approaching cars or students.

all cars will stop or remain stopped. Do not allow any cars to cross the crosswalk while you are crossing the students. When a motorist is causing a dangerous situation, the guard shall sound one long blast on his/her whistle toward the offending motorist. If the motorist doesn't respond, the guard shall take the motorist's license number and report it to his/her supervisor.

On-Site Observation (2 hours):

The second part of the guard's in-the-field training shall be at least two hours of supervised observation and work with students present, at the guard's assigned post. The guard needs to be most familiar with his/her assigned post. New guards and reassigned guards should be observed for part or all of this 2-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 shall be able to pass the performance checklist with 100% accuracy by the second observation.

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

RECOMMENDED PROCEDURES:

Unsignalized, Undivided Highways: The crossing guard shall follow the steps listed below:

- Stand on curb or edge of roadway on the side of the street where students are approaching.
- If possible, wait until a small group of students has assembled.
- 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 shall stop the students at this position. Instruct the students not to move until you give them a signal and they have completed their own search. Instruct students to walk their bicycles or scooters, and carry skates or skateboards.
- Enter the street according to the following sequence:
 1. Wait for a gap in traffic on your side of the street.

A school crossing guard's actions shall be uniform, crisp and clearly informative so that both motorists and pedestrians will know what is expected of them.

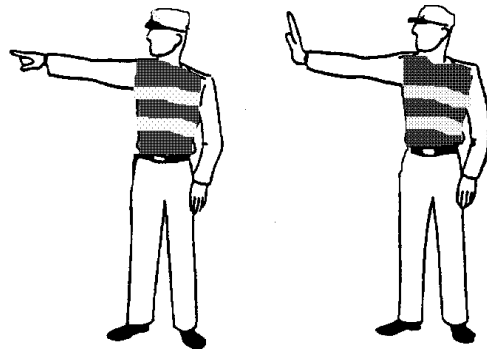
Appropriate Signal for Pedestrians

A signal to pedestrians shall be verbal only. Be sure to establish clear eye contact with pedestrians when you are signaling them so that motorists will not think you are signaling them. For those students that may be hearing impaired, can not hear due to interference of traffic noise or do not speak the same language as the crossing guard, use eye contact, hand signals, a smile in their direction and a nod of the head along with a verbal command.

The adult guard shall be continually alert for pedestrians who may not follow his/her signals. The guard shall not assume that all students will cross properly. When a student is causing or involved in a dangerous situation, the guard shall verbally alert the student. If the student doesn't respond, the guard shall take the student's name and report the incident to his/her 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 shall be positioned at the



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.

edge of the crosswalk nearest the center of the intersection.

We recommend the use of hand held stop signs, which are very visible. Hand held stop signs must be made to standards specified in section 6F-2 of the MUTCD, and should be made of either plastic, fiberglass or aluminum.

At the discretion of the local supervising agency, the school crossing guard can use clearly delivered hand signals to alert traffic to his/her presence. The signal for alerting and stopping traffic is to raise the arm forward parallel to the ground with palm and fingers extended toward traffic.

The adult guard shall be continually alert for motorists who may not follow his/her signals. The guard shall not assume that



10. 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 harrasment, traffic crashes, and speeding or suspicious vehicles. Guards shall be instructed on 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 on a recurring basis. The guard shall 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 shall 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 to identify the offender in future violations.

11. Emergency Procedures: Adult crossing guards shall be instructed in emergency situation procedures.

a. How to get help: Guards should not leave their post. They should ask a bystander to call 911 for emergency help. Remind the guards that emergency vehicles have the right of way.

b. First aid information: This information shall be kept simple. The guard shall not attempt to do anything he or she is not trained or equipped to do. The instructor shall briefly discuss the Good Samaritan Law. Guards should be informed where they can get additional training on this topic if they want it. Suggested sources include the American Red Cross and American Lung Association which offer first aid and CPR instruction.

12. Filing Reports: If a crash involving students which occur in the vicinity of the crossing guard's location, he/she shall ask someone to call 911 immediately. In this way a crash report can be filed by law enforcement authorities and any injured people can be examined by paramedics.

Crashes involving students shall also 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 shall be familiar with the type of information that is needed to aid in fully describing a crash. The crossing guard shall be available for questioning by appropriate law enforcement, risk management and school officials. The task force recommended that any communication with the media be through the guard's supervisor only.

13. 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 bad weather. Visibility and traction are also problems for the adult guard and students. Increased alertness and caution are necessary. Guards shall not use umbrellas or other devices that would impede their

ability to use their hands or impede their hearing or vision. Any raincoats used must be covered by a fluorescent/retroreflective vest.

14. Additional Considerations:

- a. If the adult guard must use a personal vehicle, it shall be parked in an approved parking space and not on the sidewalk or bicycle path. If on-street parking is allowed, the vehicle shall be parked at least 60' back from the crossing and shall not block the guard's view of the approach to the intersection in any direction.
- b. The adult guard shall 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 shall not use tobacco products in any form, use foul language or conduct activities inappropriate to his/her position while on duty.

d. The adult guard shall not use radios or headphones (other than two-way communication radios) nor read books, magazines, newspapers or any other material. He or she needs to focus full attention on the job at hand.

e. At crossings where traffic cones are used, the Crossing Guard shall be instructed on the proper placement and removal of the cones. Guards shall not respond to requests or directives by school personnel, either to change or add to their duties. All requests or directives shall come from the guard's supervisor.

f. The adult guard shall be informed by his/her immediate supervisor of any school schedule changes and/or special school functions which would affect his/her work schedule.

g. The adult guard shall report to his/her immediate supervisor any unusual situations. Examples are irresponsible motorists, adults harassing students or students harassing other students.

In-The-Field Training (2 hours-- Overview)

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 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 he or she 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 be comfortable and competent in a variety of situations, in case there is a need to move him/her to a new location during the school year.

The procedures described below shall be practiced during the in-the-field training, which shall be given each year. Before the guard leaves the in-the-field training, he/she shall pass the performance checklist with 100% accuracy.

