

SD22 SAFETY TRAINING

Crossing Guards



Crossing Guard Training



TOPICS COVERED IN THIS TRAINING:

- Personal Protective Equipment and clothing
- Positioning at a crossing and proper display of the STOP sign
- Understanding traffic flow
- Types of crossings
- Incident Response
 - Disobedience by a Driver
 - Disobedience by a Student
 - Vehicle Collision at a Crossing
- Safe job procedures for signalized crossings
- General Safe Job Procedures
- Special Situations

Personal Protective Equipment

- School Crossing Guards must be highly visible to ensure their safety and the safety of the persons they are assisting, as well as being recognized as a person of authority.
- They also may need to assist in mobility and have to respond quickly to a variety of situations, so proper footwear is a must!

The minimum mandatory equipment for School Crossing Guards is:

- A STOP sign paddle
- A High Visibility Vest meeting the Type 1 or Type 2 criteria of WorksafeBC Standard Personal Protective Equipment Standard 2-1997
- Close-toed non-slip shoes



Personal Protective Equipment

Optional equipment may include:

- High visibility gloves
- High visibility hat
- High visibility wrist bands
- High visibility ankle bands
- A whistle
- Traffic cones or calmers



Positioning at a crossing

The position of the guard at a crossing should typically be on the opposite side of the street from the school in the morning period and on the side of the street closer to the school in the afternoon.

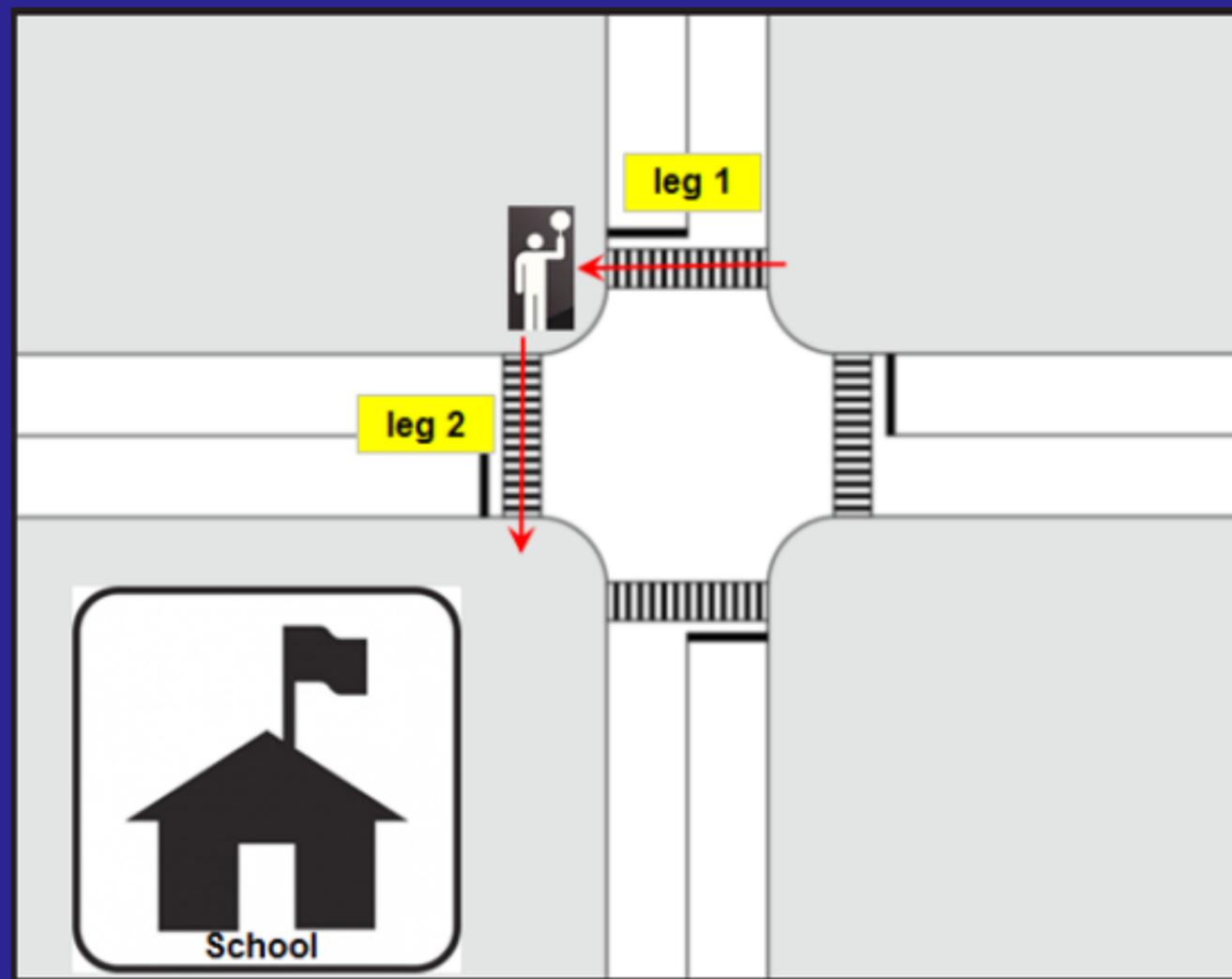
The rationale for the position of the guard assigned to cross student pedestrians at one leg of an intersection or mid-block location is based on safety; the Crossing Guard is positioned where the pedestrians originate.

In the morning, the guard needs to be on the opposite side of the street from the school to collect the pedestrians and safely cross them to the school side of the street.

In the afternoon, the students are leaving school so the guard needs to be on the same side of the street as the school, and safely cross the pedestrians to the other side of the street.



Crossing Guard Positioning



- In the event that one school crosswalk guard is to guide students across two legs of an intersection, the guard should typically stand on the corner where the two legs intersect for the various supervision periods.
- If there are any physical obstructions or topographic constraints or any other conditions which may require a change to typical guard positioning, report the circumstances to your Administrator immediately.

Positioning of the STOP sign

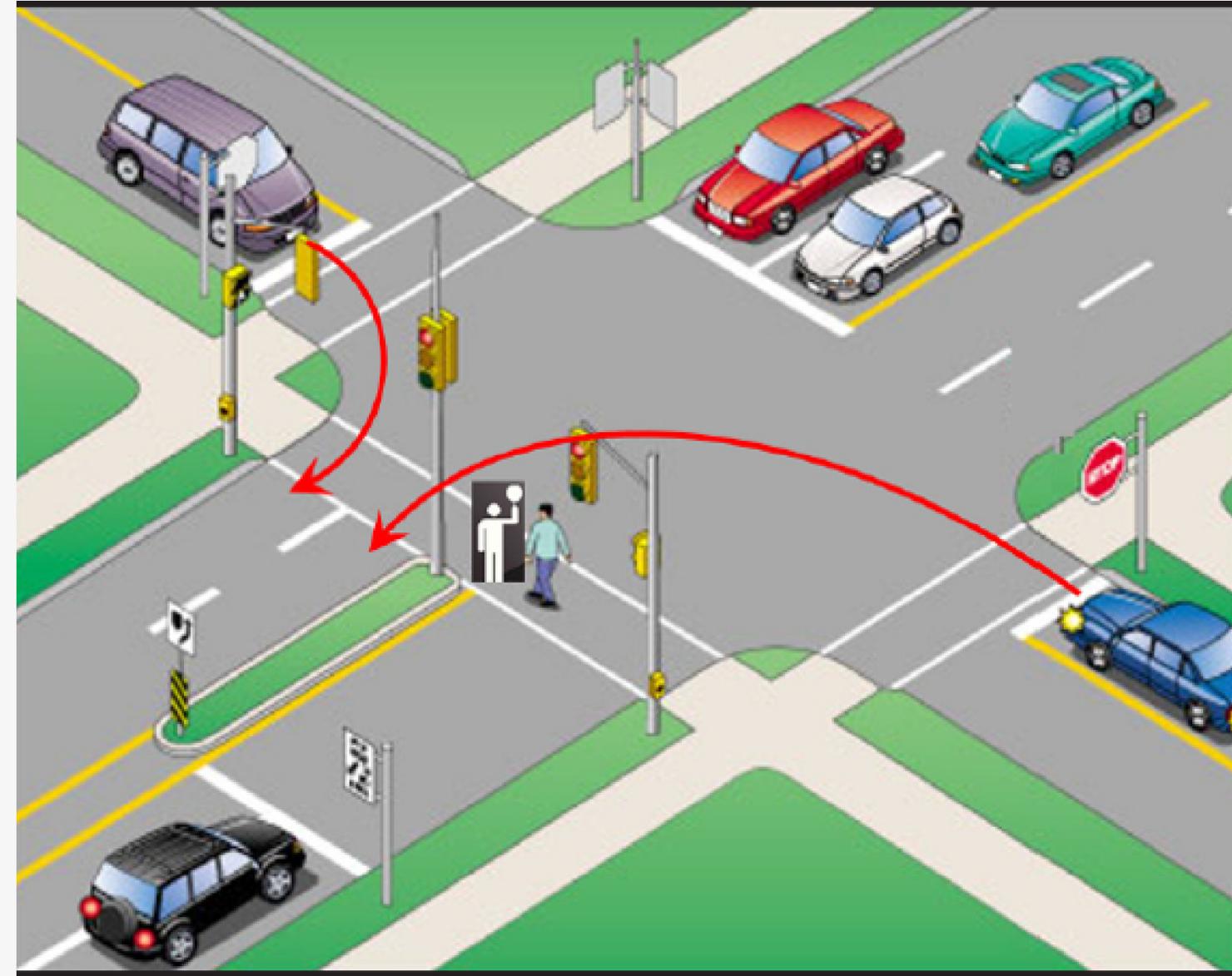
1. The stop sign paddle should be held up as high as possible and face out toward the intersection
2. The other arm should be at a 90 degree angle



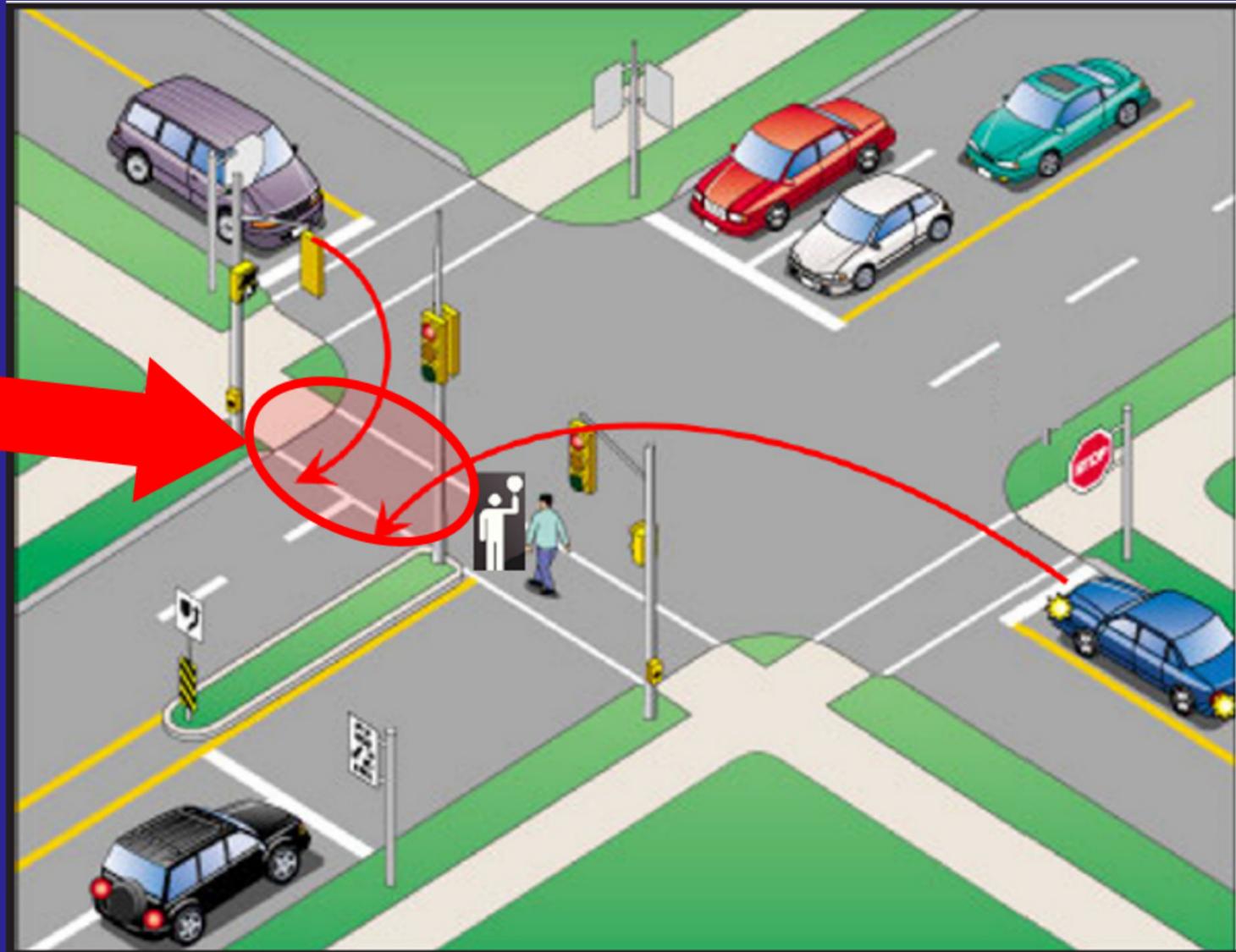
Understanding the traffic flow

It is imperative that you assess your intersection carefully so you are aware of the various traffic patterns, especially drivers waiting to turn through the cross walk that you are guarding.

When facing towards the intersection, pay special attention to the drivers on your right side waiting to turn left through the cross walk and drivers to your right side wanting to turn right through the cross walk



Be aware of the **high-risk** section of the crosswalk at all times!



- Maintaining eye contact with drivers is a must – especially with those turning right or left!

Types of Crossings

<https://vimeo.com/465833546>

This video demonstrates proper stop sign positioning and proper positioning at each of the following types of intersections:

L shaped crossing

Traffic light-controlled crossing

Straight crossing

U shaped crossing

Incident Response

A photograph of a cyclist lying on the ground on a paved road. The cyclist is wearing a grey puffer jacket, blue gloves, and a blue and purple helmet. There are visible injuries, including a bloody wound on the right arm and a bruise on the forehead. A blue bicycle lies on the pavement nearby. In the background, the front of a silver car is visible. The scene is set on a road with white crosswalk markings.

1. Near miss or disobedience by a driver
2. Disobedience by a child
3. Motor vehicle collision with a pedestrian or cyclist



1. Disobedience by a Driver

In a situation where a motorist disobeys the STOP paddle or was close to colliding with you, a student or other pedestrian, you should take note of as much information as possible. This information should include:

- Details of the incident along with a diagram portraying the position of the vehicle, pedestrian and guard
- Details of the vehicle including license plate number, make, model, colour and any distinctive features such as existing damage, customized elements or decals and
- A description of the driver

Once you have noted all of the pertinent details of the incident, this information should be reported to the Administrator. The Administrator will proceed to inform the police and request that the police send a warning letter to the driver informing them of the importance of obeying the rules of the road, especially at a school crossing.

If a person approaches the Crossing Guard with suggestions or criticisms about the operation of the school crossing, the person should be treated courteously and then immediately referred to the School Administration.

Under no circumstances should a Crossing Guard try to resolve any apparent problems, provide comments to the person or enter into an argument with the individual.



2. Disobedience by a child

In the case where a student steps onto the roadway before the school Crossing Guard signals to them to do so, or does not follow your directions, you must take the following actions:

- Indicate or signal to the student to return to the curb
- Explain to the student why their actions are dangerous, and remind them of the safety procedures, and
- Inform the school's administration of the student's behaviour

3. Vehicle Collision at a Crossing

The school Crossing Guard's primary responsibility is for the safety of the students crossing the street. If there is an emergency situation, The Crossing Guard should ask someone to call 911. If no one is available, the Crossing Guard should call 911 directly.

In the event of a collision, the Crossing Guard should not leave the school crossing. In the event of a collision:

- The Crosswalk Supervisor should continue to cross students safely.
- The Crosswalk Supervisor should not try to move any injured persons, but should request the drivers and witnesses to remain until emergency services arrive.
- The Crosswalk Supervisor should not enter into a discussion with the drivers involved in the collision, or attempt to assess the responsibility of any person.



Vehicle Collision at a Crossing continued...

For collisions involving the guard or a pedestrian walking in a crossing that is controlled by Crossing Guard, the Crossing Guard must complete an incident report form with the Administrator. The information you provide should include:

- A detailed written description of the collision
- A diagram illustrating the collision
- The number of students crossing at the time, and their names (if possible)
- Weather conditions
- Where you were located
- The license plate numbers of the vehicles involved in the collision
- Driver descriptions
- Vehicle descriptions, and
- The date and time.



All collisions must be reported to the Administrator, regardless of whether or not they involved a student.



Other situations

School Crossing Guards are the eyes and ears of the community and must be aware of any questionable activity in the area such as suspicious vehicles or people. The Crossing Guards should record license plate numbers, the make of the vehicle and the driver's description. The Crossing Guards should not get personally involved, but instead should alert the school administration who will contact the and the police with the information.

General Safe Job Procedures

The procedures outlined below are to be followed at all times when crossing children or other individuals across the street.

- Wait until the children actually get to the corner before you stop the traffic or push the button at signalized intersections.
- If possible, let a group of children collect so you don't impede traffic more than is necessary. Direct the children to wait until you tell them it is safe to cross.
- Ensure that the vehicles have ample time to stop. You must identify a point at least 10 meters on both sides of the crossing or intersection at which you are performing your duties to use as a reference for stopping traffic safely.

You should not attempt to enter the roadway after cars have passed this designated point since motorists may not be able to stop in compliance with your signal. It takes approximately 7 vehicle lengths to stop a vehicle travelling at 50 km/hr in ideal conditions. On wet pavement, it can take up to 3 times further, and up to 11 times further on icy pavement.



The Crossing Guard should enter the roadway in the following fashion:

- The Crosswalk Supervisor normally stands one step back from the curb, facing the opposite side of the roadway. The children are required to wait behind the guard who keeps the STOP sign out of the sight of motorists.
- After checking that the traffic, especially in the near lane, has adequate time and space to stop, the STOP sign is raised to at least shoulder height. Even when there are no vehicles in the vicinity, the STOP sign must be used.
- When traffic in the near lanes or about to enter the near lanes has stopped, the guard proceeds with raised STOP sign to the centre of the crosswalk.
- When all through traffic and turning traffic has halted, the guard signals to the students for them to walk across the roadway in the crosswalk.
- It is recommended that the Crossing Guard stand on the intersection side of the crosswalk in the case of a two-way street.
- After all students have completed their crossing, the guard returns to the curb with the STOP sign raised.

When the curb is reached, the Crossing Guard must lower the STOP sign and turn so that the guard normally faces the opposite side of the roadway. The guard must not direct the traffic to proceed.

Follow the 1, 2, 3 Principle

1) Step to the curb

2) Raise your sign and wait for traffic to stop

3) Step off the curb into the intersection.

- Be certain the STOP paddle is facing the appropriate approaching cars as you are walking out and while you are standing in the crossing. You must hold the STOP paddle at shoulder level, or higher, so that it is plainly visible to motorists travelling in all directions.
- It is your responsibility to use the STOP paddle properly and to take extra precautions when stopping vehicles to ensure that they can stop in a safe manner.



Safe Job Procedures for Signalized Intersections

- When the pedestrian signal indicates “Don’t Walk” and/or the main signal head shows a red light, the guard should ensure that children do not step onto the roadway.
- When the pedestrian signal changes to “Walk”, or the main signal changes to a green light, the guard should raise the STOP sign to at least shoulder height and should check that no vehicles are proceeding against a red signal.
- After also watching for turning traffic which is facing a green signal or turning on a red signal as may be permitted by law, the Crossing Guard proceeds into the crosswalk and stands on the intersection side of the crosswalk.
 - If the turning traffic passes in the near lane(s), the Crossing Guard normally proceeds about one third of the way into the crosswalk.
- If the turning traffic passes on the far half of the roadway, the Crossing Guard normally takes a position in the middle of the roadway.



These positions may be altered depending upon the extent of right or left turning movements

- Upon judging that it is safe to do so, the Crossing Guard signals for the students to cross.
- When the pedestrian signal changes to "Don't Walk" the Crossing Guard must check that no further students proceed into the crosswalk.
- In the case of a regular traffic signal head alone, the Crossing Guard must anticipate the change of the traffic signals.
- Before the signal changes to red, the Crossing Guard must signal to the students approaching the crosswalk to stop before entering the crosswalk, the guard should remain on the roadway until the crosswalk is free of students, and the guard must return to the original post with the STOP sign raised.
- If the amount of turning traffic is heavy, the guard may choose to signal earlier for the children to stop in order to permit a larger number of vehicles to complete their turns.



Special Situations

Watch for emergency vehicles, large trucks and snow ploughs and do not stop these vehicles. If you are at a signalized intersection always be aware that fire trucks are equipped to change the traffic light, therefore it may change much faster than you are accustomed to in the presence of an emergency vehicle.

If emergency vehicles approach with sirens sounding and/or lights flashing while children are crossing, you must stop any further children from entering the crossing while completing the safe crossing of those children who had already started crossing. Immediately return to your post standing back at least 1 meter from the curb with the remaining children until the emergency vehicles have passed.

If the vision of an unoccupied lane is blocked by a vehicle while the Crossing Guard is in the crosswalk, the Crossing Supervisor should move to a position such that the guard can see any approaching vehicles in the lane and any driver approaching in that lane can see the STOP sign in ample time to stop.

In addition, provincial legislation should prohibit vehicles from overtaking other vehicles slowing or stopping for pedestrians.



PLEASE CONTACT YOUR SUPERVISOR IF YOU HAVE
FURTHER QUESTIONS

Thank you!

