

## BES Line guard Handbook



### INTRODUCTION

This manual is provided to offer direction in the City of Bloomer for training adult crossing guards in their best responsibilities at crosswalk where students generally cross a street or roadway going to and from school.

This handbook will indicate the proper position for the adult crossing guard at various types of traffic intersections, the basic equipment to be provided to the guard, the duties of guard, and the methods of handling students.

The most important theme that the crossing guard must follow is:

***The main function and duty is to assist the students to cross the street  
or roadway safely, not act as an Enforcement Officer.***

## Adult Crossing Guard

This book belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Police: \_\_\_\_\_ Telephone: \_\_\_\_\_

Training Programs Attended:

Date

Trainer

Subject

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**SCHEDULE FOR CROSSWALK SUPERVISION**

Location: \_\_\_\_\_

Times: \_\_\_\_\_

Adult Crossing Guard Supervision Record

Inspected/Checked By:

Date:

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## **A Message to You**

As a crossing guard, you are responsible for the safe passage of students through your assigned area. Please take the time to read and understand this guide so you may perform your duties with care and diligence.

You have undertaken a serious responsibility. Your primary duty is to provide an element of safety for students using crosswalk at your location. The students rely on your good judgment to get them across the street safely.

Address this responsibility with the care it deserves. By doing so, you will ease the concerns of children, parents and driver and be able to take pride and pleasure in a job well done.

Remember, your main responsibility is to the students crossing the street. You are not an Enforcement Officer; however, you will be encouraged to take note of drivers who encroach on your crosswalk in a dangerous manner.

## **REQUIRED EQUIPMENT**

### 1. Vest:

Must meet or exceed minimum specifications of provincial standard: such as cover the guard's chest and back and have retro-reflective strips on both front and back. This is supplied by the City and is of retro-reflective materials.

Note:

- A vest must be worn over all other clothing and is NOT to be worn as the only item of apparel.
- Vest must be clean at all times

### 2. Hand Held Stop Sign:

Must meet or exceed minimum specifications of provincial standard: such as dimensions of 12 inches by 12 inches not including the handle and made with retro-reflective material.

Note:

1. Sign faces must be clean at all times and kept from damage.

## **RECOMMENDED EQUIPMENT**

### 1. Pencil & Notebook:

For recording details of dangerous incidents and later reported to the principal, police or supervisor.

Note:

2. A grease pencil can be used to temporarily record details on your stop sign and is good in all weather. Pens will not work in cold or wet weather.

## **OPTIONAL EQUIPMENT**

Rain Coat:

3. Should be a highly visible color such as hunter orange and made with retro-reflective strips attached.

Note: Umbrellas are NOT permitted as optional equipment.

## **GENERAL DUTIES**

1. **Use of intoxicants is prohibited.** There is a **ZERO** tolerance policy in effect. Emphasize that anyone found even smelling of alcohol will be relieved on the spot. No second chances.
2. Caution is to be exercised when using prescription of non-prescription medications that will cause drowsiness.
3. Be at your post on time. If you are unable to work, contact your supervisor as early as possible. NOTE: The procedure to be used is outlined on page 8, contact number, times for reporting and avoid use of answering machines or voice mail to leave messages when asking off. They may be received too late. Remember that replacement appointments are made usually well in advance so give your supervisors plenty of warning. Active supervisors do understand about emergencies and sudden onset of bad health (e.g. flu season) but replacements are not always readily available.
4. **NO smoking while on duty.** NOTE: One warning and then you will be released.
5. Be courteous to the students, other people using the crosswalk and motorists. NOTE: This is extremely difficult on occasion. Try to NOT react.

6. Be attentive and alert while on duty. NOTE: You are there for a relatively short period of time. Your first duty is to the children. Pay attention.
7. Note any unusual conditions at your crosswalk before the students arrive.
8. Report problems and unsafe conditions to your supervisor as soon as possible. (see paragraph 7 above for examples)
9. To ensure the safety of students using the crosswalk and to lessen confusion for motorists, your assistance should be offered to all age group pedestrians.
10. Crossing guards are to be out visible and standing at their crossing during their entire assigned duty time. They are not to be up the block talking to other people or sitting in their cars waiting for kids to cross. This includes during bad weather. They are provided with rain gear and they need to dress for the weather and be visible at their crossing.
11. Crossing guards are not to be talking on cell phones during assigned crossing times unless they are calling the police department for a work related issue or there is a family emergency.

### **Calling in Sick Procedure**

We need to know as soon as possible if you are unable to handle a crossing. When you call in, do not just ask for SAM and leave a message on her voice mail. Inform the dispatcher who you are, that you are a crossing guard, the reason that you are unable to take a crossing and which crossing you are responsible for. A substitute can then be assigned to your crossing in a timely fashion.

## **INTERSECTION PROCEDURES**

A crossing guard must only supervise a marked crosswalk that has been approved by the traffic authority.

A crossing guard is not to stop or delay traffic unnecessarily.

1. The guard should stand at least one step back from the curb and hold the students to form a group.
2. Wait for a safe gap in traffic and carefully step one foot into the crosswalk. Extend the stop sign at shoulder level toward the center of the street or roadway and wait for the traffic to stop.
3. Use eye contact to ensure all drivers see you. Look behind the vehicles that have stopped. Be sure there are no passing vehicles.
4. Ensure all traffic has stopped and it is safe to proceed before moving to the center of the crosswalk.
5. When you are in position in the center of the street and it is safe, direct the students into the crosswalk.
6. Keep the stop sign raised until all the students have cleared the crosswalk and you have returned to your position on the curb area.

NOTE: Bicyclist using a crosswalk must walk the bicycle.

When large group of students leave the school at one time, do not hold up vehicle traffic unnecessarily. Cross them in groups.

## ADDITIONAL POINTS TO BEAR IN MIND

1. Wait for groups of children/adults to cross. Example: two children waiting at the crosswalk and a group is approaching. Hold the two until the other arrive and cross as a group. This will ensure that motorists will come to respect your consideration for their needs as well as those of the children.
2. DO NOT think the Stop sign will automatically stop all vehicles. Make sure all traffic is stopped before proceeding into the intersection.
3. DO NOT step in front of vehicles. Give the motorists the opportunity to stop. Remember that the small, light sign will not instantly stop a 3000lb car. Keep yourself safe and you will keep the children safe.
4. Report unruly students to the school principal as well as students who are crossing outside the crosswalk area. If the situation with the student escalates, contact the police department on the non-emergency number **(insert # here)**
5. Talk to the children, educate them as to what you want them to do. Example: Wait, Walk, No running.... Walk bicycles through. Do not stop traffic to allow bicycles across.
6. Enter the crosswalk first and then direct the children across when all traffic is stopped. Ensure the children remain on the sidewalk until you have all traffic stopped.
7. DO NOT leave the crosswalk until all the children are clear of it.
8. Keep your sign held high until you are clear of the crosswalk.  
NOTE: Most drivers will respect your presence more if you keep the sign elevated. Dropping it to your side indicates to them it is safe for them to proceed and could result in confusion and danger to yourself.

9. It is important to remember that any vehicle that comes to a stop too close to your crosswalk presents a potential hazard. A stopped vehicle could be struck from behind by an inattentive driver and pushed into yourself or the children who are in the crosswalk. Be continually aware of approaching or following vehicles.
10. On multi-lane streets, i.e. two or more lanes in one direction it is important that you remember that a vehicle stopped in one lane can obscure your vision from oncoming traffic. Be aware of what is happening in every lane before you direct the children to enter the crossing. Remain in the center of the roadway and keep a good eye on traffic in all lanes for oncoming traffic.

## **STOPPING DISTANCES**

Any vehicle takes a substantial amount of distance to come to a halt. The stopping distance consists of two portions: Reaction Distance and Braking Distance.

Reaction Distance is the distance a vehicle travels after the driver decides to stop and before the brakes are applied. A person's average reaction time is  $\frac{3}{4}$  of a second.

Braking Distance is the distance a vehicle travels after the brakes have been applied. The distance required to stop depends on the speed of the vehicle, the road surface, the amount of friction present, and the slope of the roadway.

For example: A vehicle traveling at 35 mph

Reaction Distance + Braking Distance = Stopping Distance

10 meters + 16 meters = 26 meters

33 feet + 47 feet = 80 feet

**NOTE:**

Those figures are for vehicles having brakes in top condition on dry, level pavement.

These distances can **DOUBLE** on **WET** surfaces can be up to **FIVE** times greater on wet **ICE**.

## **SITUATION "A" ONE GUARD**

Crosswalk at standard intersections or mid-block; 2 lane or multi-lane without median.

### Step 1

Hold students – use eye to contact check traffic.

1. Wait for a break in traffic.
2. See Intersection Procedures, steps 2-4.

### Step 2

When traffic has stopped and it is SAFE – direct the students to cross.

## **SITUATION "A" ONE GUARD (Continued)**

Crosswalk at standard intersections or mid-block; 2 lane or multi-lane without median.

### Step 3

After the students have crossed, keep your sign up and return to the curb.

### Step 4

Wait for the next group of students and repeat the procedure.

## SITUATION "B" – TWO GUARDS (Optional)

Crosswalk at standard intersections or mid-block; multi-lane without median.

### Step 1

Two adult guards are recommended, one at each end of the crosswalk

Guard #1 holds the students

Guard #2 using eye contact – waits for a break in traffic

Guard #2 then proceeds to the center of the traffic lane (see Intersection Procedures steps 2-4)

### Step 2

When traffic has stopped for Guard #2, Guard #1 – using eye contact, waits for a break in traffic and proceeds to the center of the traffic lane. (See Intersection Procedures steps 2-4)

## **SITUATION “B” – TWO GUARDS (optional) (continued)**

Crosswalk at standard intersections or mid-block; multi-lane without median

### Step 3

When it is SAFE, Guard #1 directs the students to cross.

Both guards remain in position until the students have completely crossed.

### Step 4

Guard #1 and #2 keep the stop signs elevated and return to their positions on the curb.

## **SITUATION “C” – MULTI LANE WITH MEDIAN**

### **Step 1**

Hold the students – use eye contact to check the traffic.

Wait for a break in traffic (See Intersection Procedures, steps 2-4)

### **Step 2**

When it is SAFE, the crossing guard directs the students to the median safety zone to form a group and wait for the guard.

## **SITUATION “C” – MULTI LANE WITH MEDIAN (Continued)**

### **Step 3**

The crossing guard holds the students in a group and uses eye contact to check traffic. When it is SAFE, the guard will direct the students to cross. (See Intersections Procedures, steps 2-4)

### **Step 4**

After the students have crossed, the guard returns to the median and waits for a safe break in traffic and then returns to the original position on the curb.

## **ADULT CROSSING GUARD – Assisted by School Safety Patrol**

### **Step 1**

The crossing guard assisted by the patroller, holds the students in a group. Using eye contact the guard checks for a safe break in traffic. At the break, the guard moves to the center of the crosswalk.

### **Step 2**

When it is SAFE, the crossing guard directs the patroller to signal the students to cross. NOTE: The patroller remains on the sidewalk and DOES NOT enter the crosswalk.

## **ADULT CROSSING GUARD – Assisted by School Safety Patrol**

(Continued)

### Step 3

After the students have crossed, the crossing guard, keeping the Stop sign elevated, returns to the sidewalk area.

### Step 4

The crossing guard and the patroller wait for the next group of students and repeat the procedure.

**349.215 Authority to appoint school crossing guards.** The governing body of any city, village, town or county may by ordinance provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at school crossings.

**120.13 School Crossing Guards.** Upon the adoption of a resolution to do so and approval of the resolution by the governing bodies of all the cities, villages and town located in whole or in part within the school district, provide for the appointment of adult school crossing guards for the protection of persons who are crossing a highway in the vicinity of a school. The school crossing guards shall wear insignia or uniforms which designate them as school crossing guards and shall be equipped with signals or signs to direct traffic to stop at the school crossings.

**(2m)** Every operator of a motor vehicle approaching a school crossing which is controlled by an adult school crossing guard appointed under s.20-136 (31) or 349.215 shall follow the directions of the school crossing guard. If directed by the school crossing guard to stop, the operator shall stop the vehicle not less than 10 feet nor more than 30 feet from the school crossing guard directs the operator to proceed.