



# Crossing Guard Training Manual



# General Information

## I Conduct

You are in the public eye. In your official duties, your actions reflect upon you, the school, and the School District. Be helpful and courteous at all times. Conduct yourself as a professional.

## II Attitude

Your attitude will largely determine your success in gaining the cooperation of the motoring public, your co-workers and supervisor, children and parents. Courtesy cannot be over emphasized. Be courteous and helpful even under adverse conditions. **DO NOT** assume an overbearing manner in your contacts with the general public or school children.

## III Attention to Your Duties

The lives of school children are in your hands. Attention to the duties and responsibilities of your position is required at all times.

## IV Personal Interest

Show a personal interest in your work by learning and using the names of as many children and parents as possible. Using names may help promote a positive attitude with the general public and will help when giving directions to school children.

## V Equipment

Equipment includes a handheld stop sign, safety vest, whistle, note pad, and pencil. Optional, but recommended, items include a handy-talkie, hat, and sunscreen.



## VI Appearance

Dress to suit weather conditions. Your appearance must be neat and clean at all times when on duty. A slovenly appearance results in a loss of public respect. Remember you are in the public eye.

# General Crossing Instructions

The following general instructions must be used as a guide to how you perform crossing guard duties. Every intersection presents a unique challenge. Ask your supervisor for additional instructions if you are uncertain about how to solve a problem or deal with an unusual situation at your particular crossing assignment.

1. You are **not** a traffic officer. You are not to disrupt normal vehicular traffic patterns or control traffic. Watch for breaks in the traffic flow and take advantage of such periods to cross children. Accidents can be caused by a sudden disruption in the flow of traffic.
2. Your primary duty is to safely assist across a roadway, **within a marked crosswalk**, children who attend elementary schools. Do not act as a crossing guard for any other group. It is permissible for adults or older school students to cross with elementary school children.
3. In many cases, the same motorists will pass your crossing at the same time daily. Cooperate with them and they will cooperate with you. Give motorists advance warning of your intended action by making eye contact and using bold, exaggerated hand and arm signals.
4. Keep your mind on your job at all times. One careless move may cost the life of a child or yours.
5. Develop confidence in your ability to do your job. Know how to do your job and do it correctly.
6. Never leave your crossing assignment during hours of duty. The safety of children is your responsibility. Should an emergency arise requiring you to leave, first contact your supervisor to arrange for relief.



# Specific Crossing Instructions

1. Always look both ways before moving. Extra caution is required at intersection where vehicles may turn onto the street you desire to cross.
2. Instruct children to remain on the curb until you direct them to cross.
3. The hand stop sign shall be used at all times when crossing children.
4. Make eye contact with drivers stopped at the crossing before stepping on to the roadway. This will help ensure they see you and that you intend to cross children. Don't assume a motorist sees you and is aware of your intentions.
5. When a break in the flow of traffic is observed, you should raise the stop sign to the side and slightly above your head, and advance to a position in the center of the crosswalk in the center of the roadway.
6. When you are certain all traffic movement has ceased and it is safe for children to cross, you will make a clear and distinctive signal for children to cross. Arm signals shall be given with the arm extended toward the children and then brought across your body in a bold sweeping motion in conjunction with one loud blast of the whistle. This is the only signal that may be used.
7. Maintain your position in the center of the roadway until all children have reached a place of safety. Be sure all children in the group have crossed safely. Watch for stragglers.
8. After all children have crossed safely, you may then return to the curb and prepare to cross the next group of children.
9. Do not change direction suddenly or make any unexpected moves. For example, don't step onto the roadway, change your mind, then suddenly step back. That could confuse motorists and children. Act decisively and with confidence.
10. Even though no vehicles may be in sight, always use the same procedure of advancing to the center of the roadway with stop sign raised before permitting children to cross. Never let down your guard.

## Rules for Children

1. Do not allow children to cross by themselves.
2. Do not allow children to run across the street.
3. Do not allow children to ride bicycles across the street. Require them to dismount and walk their bicycles across the street.
4. Do not allow children to ride skateboards, wear roller skates, and roller blades across the street. Require them to carry skateboards and remove skates before crossing.
5. Require children to stay within the marked crosswalk area.

# Violations to Report

1. Any action by anyone that threatens the safety of children or you.
2. Repeated failure to follow your directions.

## Reporting Violations

### MOTORIST

1. Obtain a complete description of the car. In addition to the license plate number, obtain the make, model, color, and identifying features, such as body damage, broken windshield, window or bumper stickers.
2. Obtain a complete description of the driver. Observe the sex, approximate age, clothing, color of hair, and facial characteristics, such as complexion of facial hair.
3. Weather, road and traffic conditions should also be included.
4. Write down your observations as soon as it is safe for you and the children to do so. Be specific and detailed.
5. Notify the school principal of your concerns as soon as it is safe for you and the children.

### CHILDREN

1. Children who consistently fail to cooperate with you should be reported to the school principal, but only as a last resort. First, make every personal effort to gain their cooperation. Obtain their name, age, or grade level, and school attendance. If the child refuses to supply this information obtain a complete description of the child.
2. Include the date and time of day the violation occurred and the nature of the violation.
3. Again, write down your observations as soon as it is safe for you and the children to do so. Be specific and detailed.
4. Notify the school principal of your concern as soon as it is safe for you and the children to do so.

### SUSPICIOUS CHARACTERS

1. Obtain as complete a description of the individual(s) as possible. If a vehicle is involved, obtain a complete description. Do not approach or confront the individual(s). Note carefully all points that arouse your suspicion. If circumstances warrant, request the assistance of a law enforcement officer.
2. Again, write down your observations as soon as it is safe for you and the children to do so. Be specific and detailed.

3. Notify the school principal of your concern as soon as it is safe for you and the children to do so.

## Accidents at the Crossing

A traffic accident at your assigned crossing that does not involve school children or jeopardize the safety of other school children is not your first responsibility. Your primary responsibility is still to the school children. If conditions at the crossing permit, they must still be escorted safely across. If it is not safe to continue to escort children across, move them away to a safe location until it is safe to cross. Do not let children who don't need to cross, line up on the sidewalk as spectators. Direct them firmly, but courteously to continue a safe path home.

1. If a school child is injured at your assigned crossing, the principal of the nearest school must be notified immediately. If there are no other children at the crossing, and none scheduled to arrive, you may notify the principal or school office. Remember that your duty is the safety of all children and that must come first at all times.
2. If the safety of children would be jeopardized by you leaving the crossing, request some specific person to notify the principal.
3. Obtain a complete description of the vendor or vehicles involved. Note the description of the driver. Try to convince witnesses to remain until a law enforcement officer arrives. Obtain names and addresses of witnesses who can not wait or if they are driving, note their vehicle license number.
4. Do not interview witnesses or those involved in the accident. Leave that to the law enforcement officer.
5. If an injured person is lying in the street, do not attempt to move him/her unless their life is further threatened by remaining in the street. Make certain that every possible precaution is taken to protect the injured person against traffic. Call upon adults present to assist you.

Remember, don't become involved in an accident unless school children are involved or their safety is jeopardized. Provide assistance only if you can do so without jeopardizing your safety and the safety of school children.

