



School Crossing Guard Handbook

Louisville Police Department

INTRODUCTION

The adult school crossing guard program has become an important need for school age children today. As a school crossing guard you play an important part in helping protect the lives of children as they go to and from school. This manual covers the policies and procedures for school crossing guards for the City of Louisville.

ADULT CROSSING GUARD PROGRAM

The Louisville Police Department has organized an adult crossing guard program that is strictly on a volunteer basis. The volunteer program is implemented through each school's P.T.O. Safety Chairperson or, under such other sponsorship as determined by the participating school. Anyone wishing to volunteer for this program should contact their School Crossing Guard Coordinator or the Louisville Police Department Volunteer School Crossing Coordinator.

GOALS OF SCHOOL CROSSING GUARDS

The main goal of the crossing guard is to ensure the safety of school children at hazardous or congested school crossing locations. This goal is met by:

1. Educating children in good safety habits involving crossing the street and related traffic and pedestrian problems.
2. Observing and reporting incidents and conditions that are hazardous, including violations of traffic laws.
3. Supporting safety programs conducted through the schools and police department.
4. Providing a good example for the children to follow.

SCOPE OF AUTHORITY

1. School crossing guards have the function and duty to carefully and with sound judgement control and direct school children in crossing streets at designated crossings at designated times. The adult crossing guard **DOES NOT** direct or control traffic. You are **NOT LAW ENFORCEMENT** personnel and may not enforce laws upon motor vehicles.

2. A crossing guard reports drivers who disregard the rights of pedestrians to the Louisville Police Department at (303) 441-4444. To report a motorist, obtain the license plate number, description of the driver and description of the car. This information is imperative for the police officer to follow up on.

LOCATION OF CROSSWALK

Each crosswalk location will be different. After being assigned to a crossing, the guard should observe the area for potential hazards. Is the crosswalk at the bottom or crest of a hill? Be aware if the early morning sun affects the driver's visibility. If the crossing is near a home, ask the homeowner if their phone would be available in the event of an emergency.

RESPONSIBILITIES

1. The Police Department Coordinator acts as a liaison between the schools and appropriate city departments. The Police Department Coordinator is responsible for training a school representative from each participating school. Each school's representative will then train their school crossing guards.
2. An orange traffic vest and hand-held "**STOP**" sign is provided by the Louisville Police Department.
3. The P.T.O. or other sponsorship is responsible for recruiting, assigning, training and supervising responsible and capable persons to act as school crossing guards.
4. The P.T.O. or other sponsor assigns the trained crossing guards at needed locations at predetermined designated times during regular school use.
5. When a crossing guard location has been established, it is highly recommended that crossing guards cover both mornings and afternoon during the school year. A crosswalk that is not consistently attended creates confusion for the children. Children trust adults and rely on guards to be there every day. If there is a lack of guards at a particular school, this may call for a review by the safety chairman or sponsor as to whether or not the program should be discontinued.

PEDESTRIANS RIGHTS AND DUTIES

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802 Model Traffic Code
Pedestrians Right of Way in Crosswalks

When traffic control devices are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slow down or stop if need be to yield to a pedestrian.

803 Model Traffic Code
Crossing at other than crosswalks

Every pedestrian crossing a roadway at any point other than within a marked crosswalk shall yield the right-of-way to all vehicles upon the roadway.

801 Model Traffic Code
Pedestrian obedience to traffic control devices and traffic regulations

A pedestrian shall obey the instructions of any traffic control device specifically applicable to the pedestrian.

603 Model Traffic Code
Obedience to an official traffic control device

No driver of a vehicle shall disobey the instructions of any official traffic control device including any official “**hand**” signal device.

CROSSING GUARD PROCEDURES

The primary mission of crossing guards is to keep the children safely on the curbside make sure that the traffic has stopped and then allowing the children to safely cross in the crosswalk.

1. Safety Equipment

- * **ALWAYS** wear your orange vest and use the “STOP” sign when on duty.
- * All crossing guards should keep a note pad and pen to write down items that should be reported to the school, the crossing guard supervisor or police.

2. Clothing

- * Wear attire that is suitable for existing weather conditions. Footwear selection should be compatible with existing weather conditions and road conditions in your area.

3. Public Relations

- * Be friendly to the children, other pedestrians and the motorists. Be firm, yet pleasant and courteous.

4. Maintain Self Control and Good Conduct

- * Do not become angry or disrespectful when correcting children.
- * **DO NOT** try to educate motorists on proper driving in a school zone. If a motorist is disregarding the law, write down the vehicle description, driver description, and license plate number. This is to protect you from any abuse that may arise from an uncooperative motorist.

5. Do Not Control or Direct Traffic

- * You are **NOT** law enforcement personnel.
- * A crossing guard's primary duty is to use gaps and when necessary, create gaps in traffic to help children cross the street safely.

6. Be on Time

- * Crossing guards should arrive early.

7. Hours of Duty

- * The time a crossing guard arrives at a post and leaves will depend on each individual school.

8. Absences

- * Please make arrangements for a substitute if you are unable to be at your crosswalk. If all efforts fail, notify your school crossing guard coordinator that there will be an unattended crosswalk. Dependability is very important. If a crossing is hazardous enough to warrant an adult crossing guard, it requires continuous supervision.

CROSSING PROCEDURES

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Each individual crosswalk presents a different problem. The following list of instructions should be used as a guide by the crossing guard. Each school's crossing guard coordinator determines the specific needs for each crosswalk and addresses them in their school's training session.

1. Stand on the curb, not in the street.
2. Instruct children to stay on the sidewalk until it is time to cross.
3. If the crosswalk has a controllable light, the crossing guard must operate it.
4. The crossing guard should learn the method of timing for traffic signals in close proximity to the crosswalk and coordinate crossing the children with breaks in traffic.
5. Make sure that children do not move into the crosswalk when there is insufficient time for them to cross with the light. If the light starts to change while there are still children in the crosswalk, it is the guard's responsibility to hold all traffic until the crosswalk is clear.
6. If there is no traffic light and children are gathered on the sidewalk, instruct them to stay on the sidewalk until **you have reached the center of the street**. Before the guard leaves the sidewalk, wait for a gap in traffic. Walk to the center of the street holding the stop sign high above your head. You will face the students crossing with the sign facing traffic.
7. Look both forward and back over your shoulder to ensure **all** traffic has stopped. Instruct children to start walking into the crosswalk. Please have children walk briskly, but do not run.
8. **Children riding bicycles must dismount and walk them across the street.**
9. The crossing guard must remain in the center of the street holding the stop sign up high until the last child has reached the curb on the other side. The guard will return and prepare to start the next group across the street.
10. The guard should not make any sudden movements or change directions that would be confusing to the children and drivers.
11. The procedures should always be followed, even when no cars are in sight.
12. Assist only those children who have assembled at the curb. Do not wait

for stragglers.

13. Do not assume all cars will stop or will remain stopped. Remain alert and do not allow the cars to cross the crosswalk while children are in any portion of the street. If a motorist is not responding to your stop sign, report the incident to the Louisville Police Department at (303) 441-4444.
14. Guards should not have younger children for whom they are responsible for, waiting in automobiles, or in the crosswalk with them while they are performing this duty.

VIOLATIONS BY SCHOOL AGE CHILDREN

Guards are not allowed to discipline school children. If a child disobeys your instructions, the first time give them a warning and try to educate the child on proper crossing techniques. If the same child violates your instructions a second time, report the child to school administrator.

TRAFFIC AND FIRST AID

In the United States the leading cause of death among children ages 5 to 14 years old are traffic accidents. If an accident should occur, the guard must keep control of the situation and ensure the safety of the children. The guard will tell a motorist or nearby pedestrian to call 9 1 1 for the emergency. Guards will not leave the accident scene. Some basic rules apply to each situation:

1. Stop crossing the children.
2. Group children to maintain control.
3. Designate someone to call 9 1 1.
4. DO NOT MOVE THE VICTIM.
5. If necessary, use a vehicle to block the accident victim from traffic.
6. Notify the Louisville Police Department School Crossing Guard Coordinator and the School Crossing Guard Coordinator, as soon as possible.

FIRST AID

First aid should be kept simple. The guard will not attempt to do anything he or she is not trained to do. Guards can receive first aid and CPR training through The American Red Cross and American Lung Association.

INSURANCE

The City of Louisville has agreed to provide City Volunteer crossing guards with liability insurance. Every guard must fill out a City Volunteer application, then turn the application into the volunteer coordinator at the Louisville Police Department. Once all applications are turned in, the guard will be listed as a member of the City's volunteer program. The liability coverage is extended to volunteer crossing guards and the supervising volunteer coordinator. **Parking lot monitors are not covered.**

TRAINING

Training will be provided by the Louisville Police Department Volunteer School Crossing Guard Coordinator. This coordinator will train a representative (The School Crossing Guard Coordinator) from each school. That representative in turn will train other guards at their respective schools.

COORDINATION

The school P.T.O. or other sponsor should coordinate the program. This means organizing, managing and recruiting of volunteers.

QUESTIONS

Please feel free to call the Louisville Police Department Volunteer School Crossing Guard Coordinator at (303) 666-8633, if you have any questions.

THE DEDICATED VOLUNTEER

Dedication by you is what will keep this program going. Your efforts out there will not be rewarded by monies but by something far greater, a child's life. **THANK YOU!**

LOUISVILLE POLICE DEPARTMENT
COMMUNITY VOLUNTEER CROSSING
GUARD PROGRAM
VOLUNTEER JOB DESCRIPTION



POSITION: **CROSSING GUARD**

WORK AREA: Crossing Guard location for the school the volunteer is assigned to

RESPONSIBLE TO: Crossing Guard Coordinator for the school the volunteer is assigned to

RESPONSIBILITIES AND OBJECTIVES: To ensure the safety of school children at hazardous or congested school crossing locations by keeping the children safely on the curbside, making sure the traffic has stopped, and then allowing the children to safely cross in the crosswalk.

TIME REQUIRED: 20 minutes one morning or one afternoon per week.

LENGTH OF COMMITMENT: One school year (September to June)

MINIMUM AGE: 18 years of age

CHARACTERISTICS: Strong interpersonal skills and good communication skills. Must be courteous and tactful when dealing with the public. Reliable and punctual.

ENVIRONMENT: Requires standing and exposure to all types of traffic and weather conditions

TRAINING PROVIDED: The volunteer will receive all necessary training and guidance as needed to perform the duties assigned to the position.

WHERE TO PICK UP AN APPLICATION?: The following schools are currently accepting applications:

Louisville Middle School, Coal Creek Elementary School and Fireside Elementary.

8/28/2022



LOUISVILLE POLICE DEPARTMENT

VOLUNTEER AGREEMENT & CONSENT FOR CROSSING GUARDS

Return to: Volunteer Coordinator
Louisville Police Department
992 Via Appia Way
Louisville, CO 80027

This form should be signed, completed and turned into the Crossing Guard Coordinator or mailed to the address prior to your acting as a volunteer for the School Crossing Guard Program for _____ (*name of school*).

I, _____ (*print name*) Have read the school Crossing Guard Handbook and understand its contents and will abide by its policies and procedures.

Signature: _____ Date: _____