



# SCHOOL SAFETY PATROL HANDBOOK





## Patrol Member's Pledge

### I PROMISE TO DO MY BEST TO...

- ✓ Report for duty on time.
- ✓ Perform my duties well.
- ✓ Set a good example for others.
- ✓ Follow the directions of my teachers and patrol officers.
- ✓ Report dangerous practices.
- ✓ Earn the respect of fellow students.

Patroller Signature



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# WHAT IS A SCHOOL SAFETY PATROL?

A School Safety Patrol is a team of concerned young Canadians, aged 11 to 14, who work very closely with their patrol supervisors to ensure the safety of young children at school crossings and on school buses. Your school may have more than one patrol team, depending on how many street crossings and buses must be covered.

## Duties of a School Safety Patroller

Your main duty is to help students cross the street safely. Controlling or directing traffic is not your responsibility – this must be left up to the police or adult crossing guards. The students are your responsibility. You hold students crossing at your post in a safe position back from the street. Then, when you are sure there is a safe gap in the traffic, you allow them to cross. Your duties will be described in greater detail in the pages to follow.

## Duties of a School Bus Patroller

You work with your school bus driver to help student passengers get on and off the bus safely. When they must cross the road, you are there to hold them back in a safe position until your bus driver gives you the “safe to cross” signal. When necessary in an emergency, you will work with your bus driver to get students off the bus and to a safe area nearby. Your duties are also described in greater detail in the pages to follow.



# AT YOUR POST



## ALWAYS...

- \* Look, act, and be alert.
- \* Report for duty on time.
- \* Know and practice safe walking rules.
- \* Never try to stop or direct cars.
- \* Know and perform your duties faithfully.
- \* Be neat and clean on duty.
- \* Be dependable and trustworthy.
- \* Be courteous and polite.
- \* Treat others as you would like to be treated.
- \* Wear your patrol vest and badge proudly.
- \* Remind schoolmates of safe walking rules when necessary.
- \* Give correct signals to schoolmates.
- \* Obey rules of the patrol, school and home.







## BE AT YOUR POST ON TIME!

Use the following section to record the location of your post as well as the name and phone number of the person you are to call if for some reason you will be unable to be at your post.



My post is \_\_\_\_\_

I guard the \_\_\_\_\_ crosswalk.

If I cannot be at my post on time, I am to call

\_\_\_\_\_ whose

phone number is \_\_\_\_\_ at

least \_\_\_\_\_ minutes/hours before my duty time.

**REMEMBER!**  
**YOUR SCHOOLMATES AND**  
**YOUR PATROL TEAM**  
**DEPEND ON YOU!**



**WHEN ON DUTY...** Your job is to control the movement of your schoolmates – not traffic. Only police officers and adult crossing guards have the right to stop vehicles. The law does not give a school patrol member that right.

## SCHOOL SAFETY PATROLS

**Your job is to hold back students until it is safe for them to cross. Before you let your schoolmates cross, be sure vehicles are far enough away and not speeding.**

Drivers need a long distance to stop vehicles:

- \* They must SEE people crossing.
- \* They must DECIDE to stop.
- \* They must place a FOOT on the brake pedal.
- \* The BRAKES must take hold and stop the vehicle.

All this takes time. Be sure your schoolmates will have enough time to cross safely. They are depending on you to protect them.





## THE SCHOOL PATROL'S JOB

### Your Equipment

Your yellow vest not only helps identify you as a school patrol member, it also makes you stand out so that drivers can see you better.

You must wear the vest properly so it's always clearly visible while you're on duty.

Your flag is an extension of your arm, helping make your signals clearer to traffic.

If you're wearing a new yellow raincoat, you do not need to wear your vest overtop of the raincoat. If you are wearing your own raincoat or poncho, you must wear the vest overtop of your outerwear.

Keep your vest and flag clean and in good repair.

**YOUR VEST SHOULD ALWAYS BE VISIBLE TO BOTH MOTORISTS AND PEDESTRIANS.**



### The Captain's Job

Captains should keep a list of their patrol members, including spares. You should also keep a regular record of how well each patrol member performs his or her duties.

Use the following symbols in the record book:

Keep your record book in the school, in a place where your school's safety patrol supervisor or police officer can easily review it.

As a patrol captain, you must keep your records accurately and honestly, without favoring any of your patrol members.

**S** = Satisfactory

**A** = Absent

**L** = Late

**X** = Not properly uniformed

**D** = Not performing duties



**CAPTAINS SHOULD TREAT ALL THEIR PATROL MEMBERS FAIRLY AND EQUALLY.**



## STAND ONE STEP BACK FROM THE CURB

You should never stand on the street. The correct patrol position is to stand on the sidewalk, one step back from the curb facing the street. In rainy or snowy weather conditions, you should stand even further back from the curb.

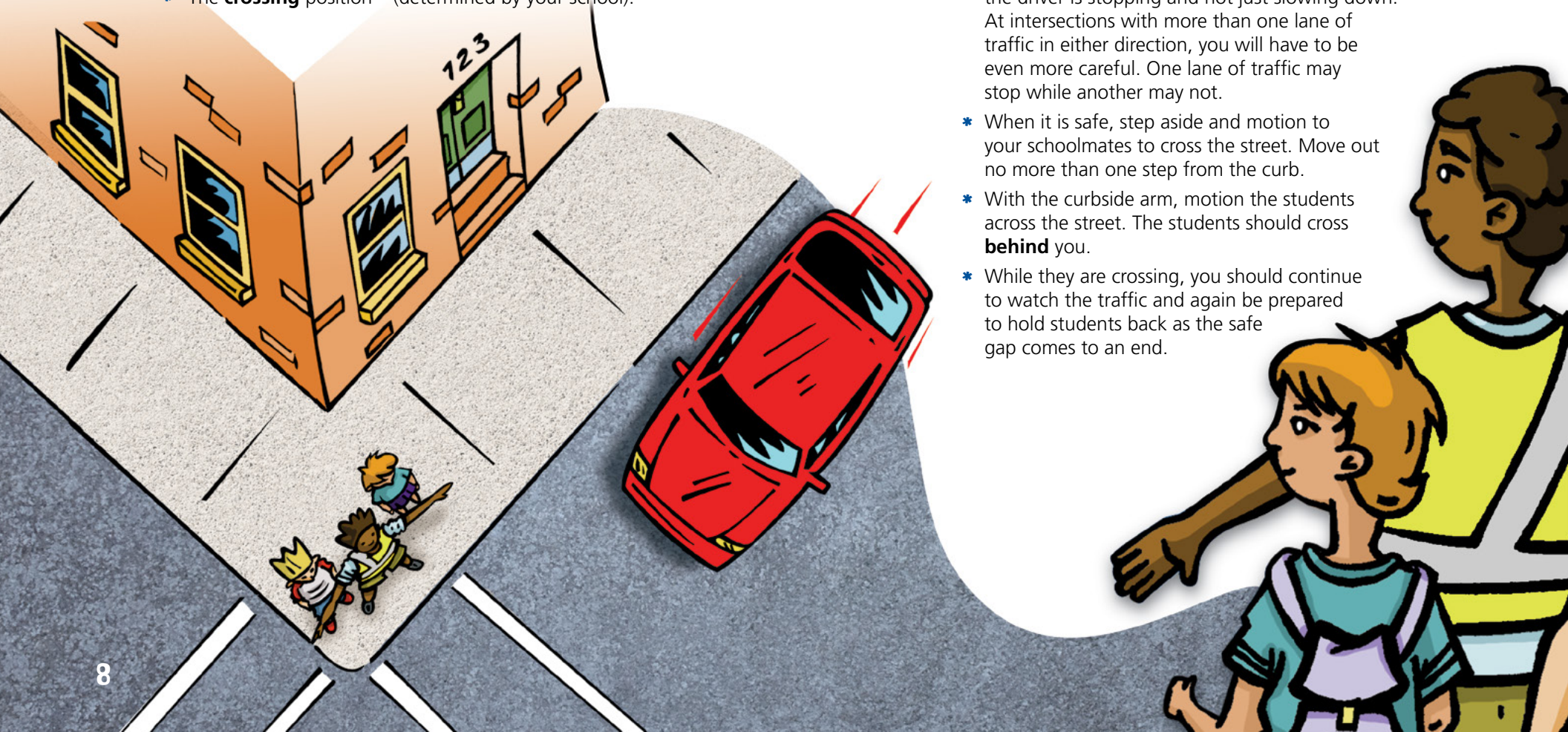
While on duty, patrollers should stand in one of three regulation positions:

- \* The **waiting** position – hands behind your back;
- \* The **holding** position – hands stretched out to the sides and slightly down with your palms facing back; and,
- \* The **crossing** position – (determined by your school).

## IN THE HOLDING POSITION...

It is important that you stand with your arms stretched out to the sides and slightly down to discourage little ones from running out into the street underneath your arms. Your palms should be facing backward. This position signals your schoolmates to stay behind you and wait on the sidewalk.

- \* Watch for a safe gap in the traffic.
- \* Look to your left, right, and then back to the left again before letting children cross the street.
- \* Watch for turning cars.
- \* When a driver stops, make eye contact to ensure the driver is stopping and not just slowing down. At intersections with more than one lane of traffic in either direction, you will have to be even more careful. One lane of traffic may stop while another may not.
- \* When it is safe, step aside and motion to your schoolmates to cross the street. Move out no more than one step from the curb.
- \* With the curbside arm, motion the students across the street. The students should cross **behind** you.
- \* While they are crossing, you should continue to watch the traffic and again be prepared to hold students back as the safe gap comes to an end.







## IF A PARKED CAR BLOCKS YOUR VIEW

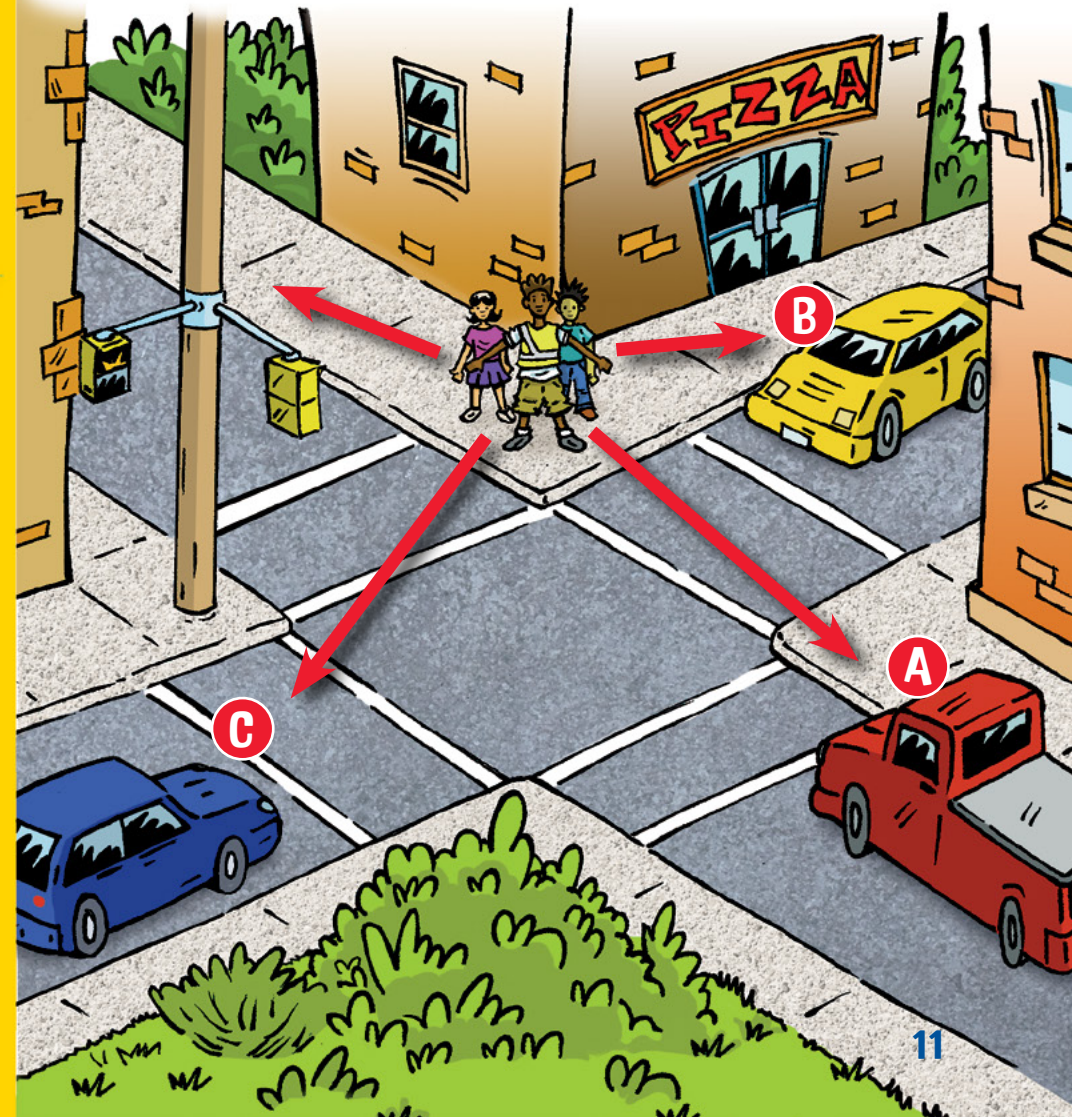
**Tell the students to remain on the sidewalk with your arm outstretched and your palm facing toward the students.**

Step into the street only far enough to see approaching cars – never further than the side of the vehicle. In this situation, your patrol partner across the street can also help to ensure the road is clear of approaching vehicles. When the way is clear, drop your arm, which is still outstretched facing the students, and motion them to cross behind you. Keep watching for traffic as they cross and be prepared to stop other students when it is no longer safe to cross.

## CHECK TRAFFIC IN ALL DIRECTIONS

You should always be alert and aware of everything that is happening at your patrol crossing. Look in all directions before signalling your schoolmates to cross. Look at the following picture and see what you must LOOK OUT for.

- Car **A** – On the street students must cross.
- Car **B** – Which could be turning to the right into the street.
- Car **C** – Which might be turning left into the street.







At a post on a one-way street, you must **stand where you can see approaching cars** according to the direction of the street. You must also remain on the lookout for vehicles going the wrong way down the street.

### THREE-WAY OR FOUR-WAY INTERSECTIONS

At this type of crossing you will likely be working with several other patrollers. **Make sure you all use the same signals and gestures** for holding and crossing students at your post.



### SAFETY ISLANDS OR ZONES

Where there are safety islands or zones in the centre of the street, it may be desirable to **post an additional member** on the island.

## INTERSECTIONS WITH TRAFFIC LIGHTS

**At this type of post, you are responsible for seeing that the traffic lights are obeyed.**

- \* While the light is red, you should stand one step back from the curb, arms outstretched and palms facing backward.
- \* If the light is green, check to see that traffic has come to a full stop at the light and that no vehicle is about to turn. Then, lower your arms and let the students pass. If there is a pedestrian signal at the lights, you should return to the **holding** position as soon as the signal starts to flash. If the pedestrian signal starts to flash while students are already crossing, they should continue to cross, but you should hold back any other students. You should let the students cross only when the light has turned to green.
- \* When the signal light is yellow, you should stand in the **holding** position.

## INTERSECTIONS WITH STOP SIGNS

**If there is a stop sign at your crossing, you must take extra care.**

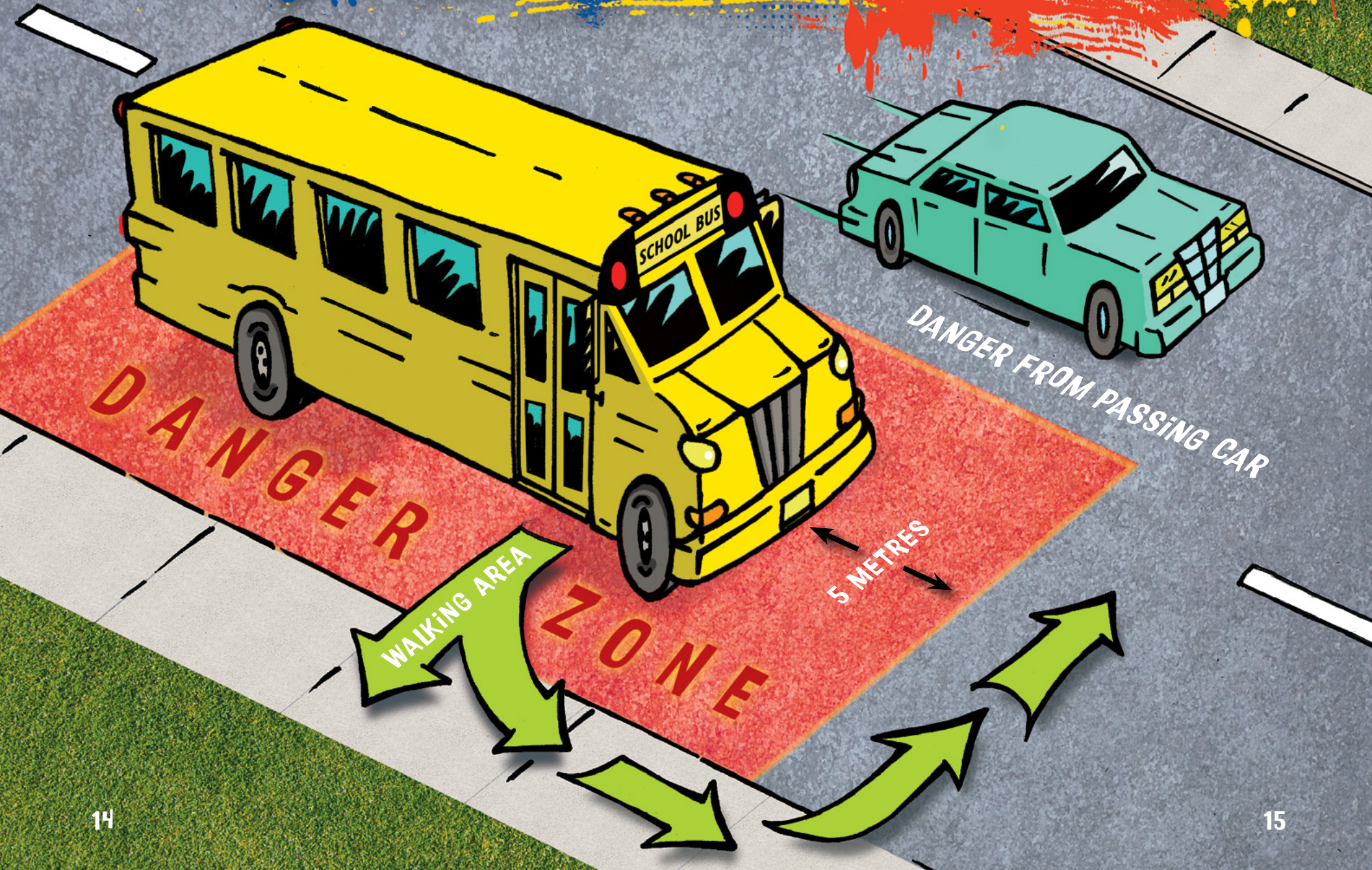
- \* Make sure the driver comes to a full stop.
- \* Hold the students back while trying to establish eye contact with the driver.
- \* Look for a gesture from the driver that he/she will remain stopped while students cross.
- \* If you cannot establish eye contact with the driver or are unsure whether the driver will remain stopped or continue on – hold the students back.
- \* Don't forget, drivers sometimes fail to stop or come to a complete stop even at intersections that have a stop sign. **Be alert!**





SCHOOL BUS PATROLMEN MUST KNOW AND WATCH THE SCHOOL BUS

# DANGER ZONES

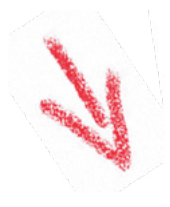






# BUS PATROLLERS

**Your job is to help the bus driver.** Bus patrollers help to keep students safe while they are waiting for the bus. When needed, they help students get on and off the school bus and make sure they stay out of the “danger zones” around the bus. They watch to see if students drop things and help them to safely pick these items up. When necessary, they also help students cross the street.



**THE BUS DRIVER  
IS ALWAYS FULLY RESPONSIBLE  
FOR THE SAFETY OF BOTH THE BUS  
AND THE PASSENGERS. YOU  
ARE THERE TO HELP OUT!**



## 1 Duties of FRONT Patrollers

Procedures for front patrollers may differ depending on whether you are working within city limits or on a rural bus. These procedures will be determined by your patrol supervisor. Although there are slight variations in how duties are performed, there are several similarities.

2 Whether you are a rural or urban front patrol member, you sit at the front of the bus so that you can get on and off quickly. When the bus stops to pick up or drop off students, you get off the bus and stand beside the step, facing the back of the bus, so that you can help anyone who might need a hand.

3 When students are getting off the bus, it is your job to make sure they move away from the bus and out of the “danger zone” as soon as possible. You should also watch for dropped items and help students pick these things up safely.

During rural pick-ups, students may have to cross the road to board the bus after arrival at the pick-up point. In these cases, you should take a position about 5 metres (10 steps) in front of, and in line with the left side of the bus. Stand facing the road in the **holding** position with arms outstretched, palms facing backwards.

4 Look in all directions for approaching vehicles and then look to your driver for the “safe to cross” signal. When you receive the “safe to cross” signal from the bus driver, who also watches traffic, signal the students to cross. Your bus driver is fully responsible for deciding when it is safe to cross, so watch carefully for his/her signal.

5 When you arrive at school, you should be the first student off the bus. Stand beside the steps, facing the back of the bus and lend assistance, if necessary, to dismounting students.

6 When school is dismissed, work with the rear patroller to see that students board the bus in an orderly manner and without delay. Form students in a line if necessary. When the bus door opens, take your position by the steps, facing the back of the bus and lend assistance, if necessary, to students entering the bus. (A non-bus School Safety Patrol member may be assigned to the school pick-up post to keep non-bus riding pupils away from the bus loading and manoeuvring area).

7 For rural drop-offs, you may again have to help students cross the road after leaving the bus. As students exit the bus, extend your left arm so that they remain away from the bus in line with the right front fender. Help anyone who needs assistance getting off the bus. When everyone is off, tell students to follow you, but to stay behind your arms at all times until you receive the driver’s “safe to cross” signal.

8 Walk in front of the students with your arms extended, palms facing back, in the holding position. Take your position about 5 metres (10 steps) in front of the bus, in line with the left front fender and no further. This position puts you in line with the bus driver and all students are protected by the bus. Keep all students in view of the driver.





- 9 Check the traffic in all directions and then turn your head toward the driver and wait for the "safe to cross" signal.
- 10 Upon receiving the signal, step aside and wave students across. The students should cross between you and the bus.
- 11 During the crossing, stay alert for any approaching traffic in all directions. When the crossing is completed, turn, walk back to the bus, check the right side of the bus and underneath to ensure the area is clear, and then re-board.

**YOU SHOULD NEVER ESCORT STUDENTS ACROSS THE ROAD. THE ONLY TIME YOU WILL CROSS WITH THEM IS WHEN THE DROP-OFF POINT IS YOUR STOP.**



## RUNNING, PUSHING, SHOVING OR FIGHTING AT CROSSINGS IS DANGEROUS!

Report children that are causing problems to your patrol supervisors or to the principal.

**Fighting while crossing is dangerous and MUST NOT be allowed.**



### Duties of REAR bus patrollers

**Your job is to provide general assistance to the bus driver.**

- 1 When loading, you should enter the bus first and take a seat at the rear of the bus.
- 2 You will make sure that the aisle is kept clear of books, lunch boxes, etc.
- 3 You will ensure that children take their things when leaving.
- 4 You should ensure that no one tampers with the emergency door, and that it is closed. It is to be opened **ONLY** in an emergency and in such a situation, you will assist in the use of the emergency door.
- 5 You will inform the driver of any damage to the bus done by students.
- 6 You should inform the driver of any attempt to hitch a ride on the bus.
- 7 Once at school, you should check the bus for any articles that may have been left behind by students before leaving the bus.





## ON THE ROAD

While the bus is on the road to and from school, both the front and rear patrols help the school bus driver by:

- 1 Keeping noise down so the driver can pay attention to driving the bus.
- 2 Telling the passengers that they must stay in their seats until the bus comes to a **complete stop**. Don't let them move around or change seats while the bus is in motion.
- 3 Allowing passengers to open the windows **only with the driver's permission**. Don't let them put their arms or heads out the windows.
- 4 Making sure the children don't throw things around in the bus or throw anything out the windows.

**Remember, the school bus driver is in charge. You're there only to help!**



**IT'S DANGEROUS TO PUT ARMS AND HEADS OUTSIDE OF THE WINDOWS**

## CROSSING THE ROAD

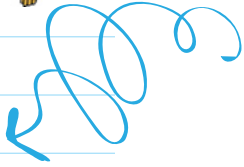
To keep everyone safe from danger, obey these rules:

- 1 Line up the children off the street or highway at least 10 steps (five metres) in front of the bus.
- 2 Take a position 10 steps (five metres) in front of the bus and in line with the driver's side front fender.
- 3 Look in **ALL** directions for traffic while holding both of your arms out at a 45-degree angle to keep the children back.
- 4 When you're sure the traffic in all directions has stopped, check with the driver for the "all clear" signal.
- 5 Extend one arm in the direction the children will travel.
- 6 Motion the children across the road or highway with your other arm.

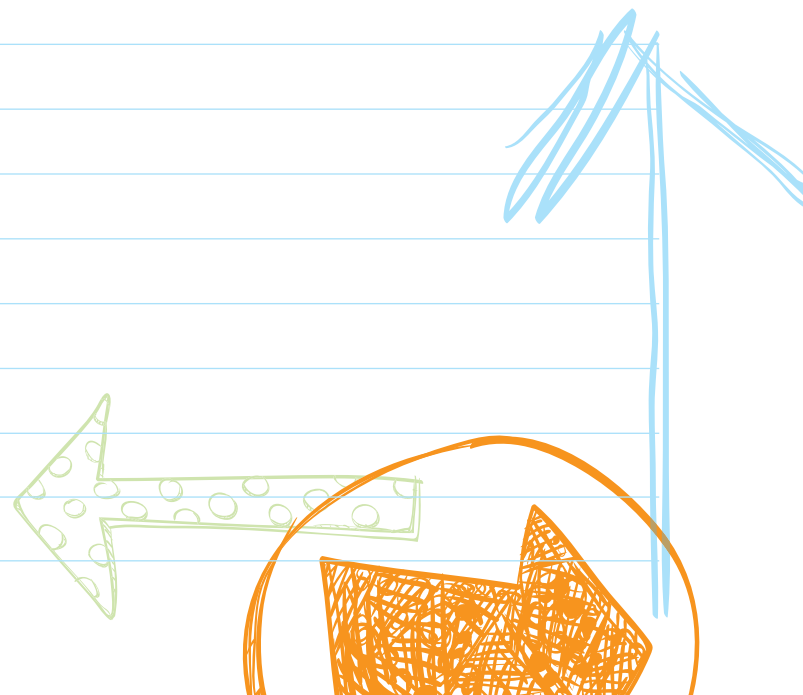
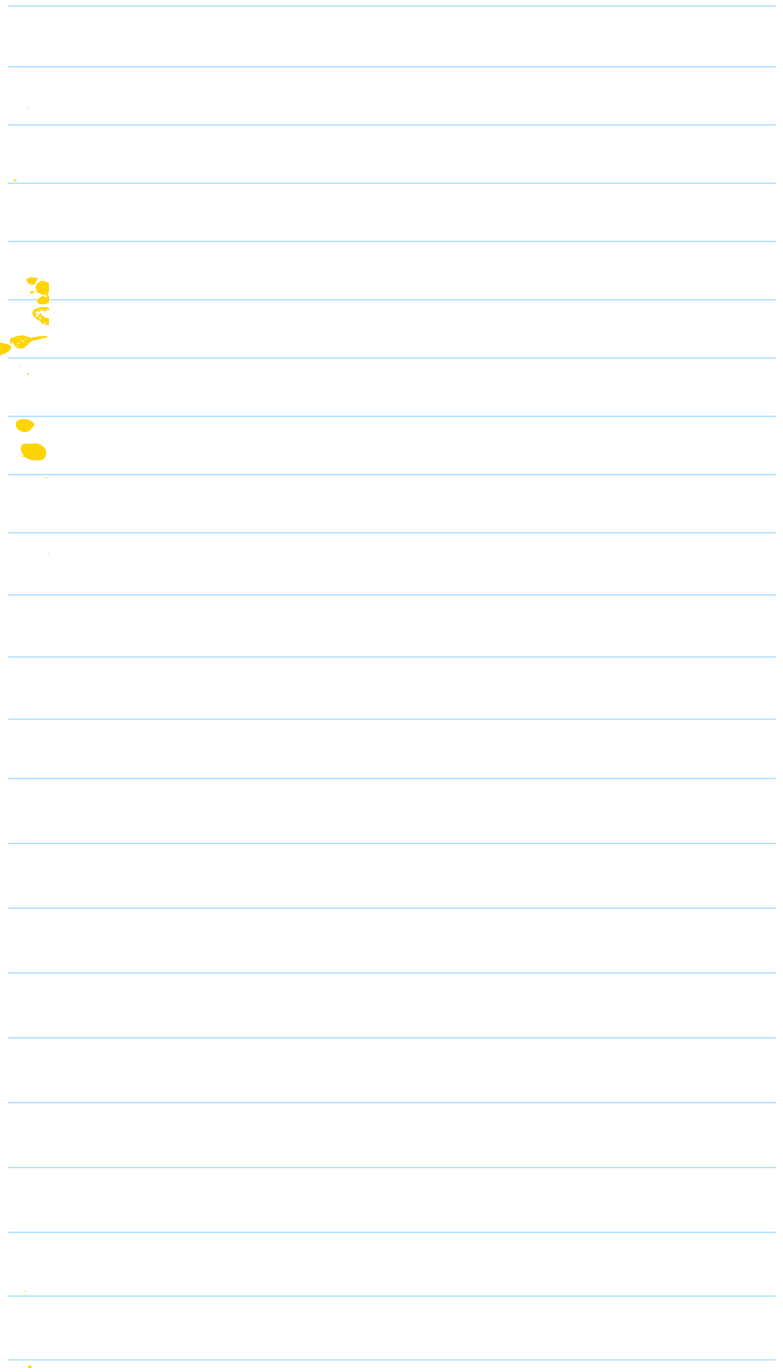




## MY NOTES:









# TRAINING INFORMATION

## Winnipeg

Training is offered by the Winnipeg Police Service School Education Division.

Log on to [www.schoolpatrolmanitoba.com](http://www.schoolpatrolmanitoba.com) to request training and to identify your school resource officer.

General inquiries: 204-986-6322

## Brandon

Training is offered by the Brandon Police Service School Resource Officer.

To schedule training, phone 204-729-2344

## Rural

Training is offered by the RCMP.

To locate an officer to train your School Safety Patrols, contact :

Community Policing Services RCMP "D" Division

Phone: 204-983-6322

