

School Crossing Guards direct and control students at road crossings near schools. They should not direct vehicles or traffic as part of their duties, only assisting in safe crossing. The following information is provided to ensure the necessary awareness required to complete this valuable role safely.

UNIFORM & EQUIPMENT

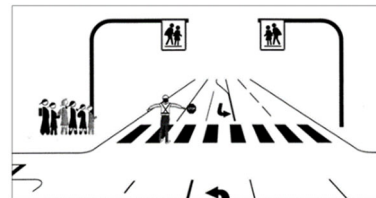
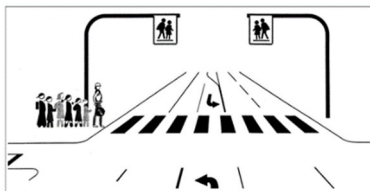
An orange or yellow high visibility vest with reflective stripes is suitable. A bright fluorescent raincoat for inclement weather is also fine.

A hand-held, double-sided "Stop" sign paddle is recommended. It works better than a flag in that it is more visible and will not blow in the wind. Whistles or any devices that may cause confusion for motorists is not recommended.



NORMAL TRAFFIC PROCEDURE

- Stand on curb on side of street from which children are approaching.
- Children are to be stopped at least one step back from the curb.
- Wait until a small group of children has assembled. If pedestrian activated signal is present, activate it.
- Wait for the gap in traffic on your side of the street.



- When traffic has stopped and it is safe to cross, the Crossing Guard then holds their traffic paddle out at full arm's length to show "Stop." Crossing Guards must not wave cars through as drivers may accelerate creating a dangerous situation.
- Once confirmed that they are recognized by drivers and traffic has stopped, they then motion students to walk in a group across the pedestrian crosswalk.
- Once the group has reached the center of the roadway, no more students are to be allowed to leave the curb.
- When the students have reached the opposite curb, the Crossing Guard will check the crosswalk to confirm that it is clear of students.
- Paddles are then returned to the rest position. When the school Crossing Guard member does not have the "Stop" paddle extended, it should be kept steady by the school Crossing Guard member's side to prevent driver confusion.

HEAVY TRAFFIC PROCEDURE

- Entrance to the street must be made a lane at a time, as follows: -step off the curb, allowing closely approaching vehicles to proceed, catch the eye of the drivers to be stopped, face oncoming traffic, raise hand and the STOP paddle as previously directed, stop traffic, lane by lane, until the center of the street is reached.
- Follow Normal Traffic procedure for stopping opposite traffic lanes and crossing children

DIVIDED ROADWAY WITHOUT SIGNALS

- For divided roadways without signals, the guard should stay on the median while the children are crossing.

SIGNALIZED CROSSINGS (UNDIVIDED)

- Children are stopped one step back from the curb.
- Hold children on hold indicator.
- Enter the street only with the green or walk signal.
- Stand on the intersection side of the crosswalk.
- Stand on the side of approaching turning movements.
- Attract the attention of the drivers maneuvering to make right or left turns.
- Raise your hand and stop paddle in their direction indicating stop.
- Watch for right turning traffic that faces the red signal (i.e., right turn on red) to avoid potential conflict.
- Signal to release the children.
- Wait until the children reach the opposite curb and return to curb.

SIGNALIZED DIVIDED ROADWAYS

- For signalized divided roadways, the guard should stand on the side of approaching turning movements.

While on duty, school Crossing Guard members may also encounter aggressive drivers. If possible, document the vehicle make, color and licence plate information and provide to administration for forwarding to local police for follow up. *Do not risk escalation by engaging in any way with the driver.*

Please reach out to the GVSD Health Safety and Wellbeing Team for assistance and consultation through the Staff Portal.

Administrators:

Please complete the site-specific information fields below. This information along with the first page awareness material must be read and confirmed by signature before crossing guards begin duties at the school for the first time. This record should be kept onsite, available for review for a period of at least 2 years.

Crossing Locations Where Assistance will be Provided:

Location of High Visibility Vest/Jacket and Paddle:

Who to Report Dangerous Conditions or Drivers to:

How to Report and Replace Missing or Damaged Equipment:

Any Other Site-Specific Concerns Or Safety Issues:

Please sign and print name below to confirm that you have reviewed the Awareness document and have been instructed to the school specific procedures above before beginning crossing duties	

Please direct any requests for support to the GVSD Health Safety and Wellbeing office available through the Staff Portal.

Resources: <https://www.drivesmartbc.ca/sites/default/files/Safe%20Crossings%20Manual.pdf>
<https://www2.gov.bc.ca/assets/gov/driving-and-transportation/transportation-infrastructure/engineering-standards-and-guidelines/traffic-engineering-and-safety/traffic-engineering/traffic-management-and-traffic-control/pedestrian-crossing-manual.pdf>