

## TRAFFIC CONTROL AT SCHOOL CROSSINGS

[61.3.4, a]

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### **I. Introductory Discussion**

- A. School crossing guards provide for the safe crossing of school children traveling to and from public elementary and middle schools in the City of Northampton. The primary responsibility of the crossing guard is to safely cross school children at the proper crossing locations, not directing vehicular traffic.

The purpose of this chapter is to provide guidelines for crossing guards to follow in the performance of their duty, as well as for establishing crossing guard posts.

See the AOM chapter entitled *School Crossing Guards* for the current job description, responsibilities and qualifications of crossing guards.

### **II. Criteria For Establishing Crossing Guard Posts**

[61.3.4, d]

- A. The numbers and locations of traffic posts for school crossing guards shall be established through a coordinated effort between the department and school officials. Criteria for choosing locations which require adult school crossing guards shall be as follows:

1. Traffic volume and speed;
2. Types of roadways being crossed by school children;

3. The existence of traffic control devices; and
4. The number and age of children crossing the roadways;
5. Other factors relative to the safety of roadway crossings by school children.

B. The Records Supervisor shall be responsible for ensuring that an annual documented review is conducted in conjunction with school authorities, using the above criteria, in order to form the basis for establishing school crossing points. [61.3.4, e]

### III. Post Assignment

A. School Crossing Guards shall report to their posts at the scheduled time and remain there the entire hour.

### IV. Traffic Control

A. The crossing of children shall only be done at marked crosswalks. Just because a crossing guard steps into a roadway doesn't mean the operator will see him/her or that they will stop. The following are guidelines to remember:

1. **Stop the children first, then the traffic.** Students should not leave the curbing until traffic is stopped and the Crossing Guard directs them to proceed.
2. **Leave room for the vehicle to stop.** Wait for a break in traffic before stopping vehicles. Make sure there is plenty of time for them to see you and to stop. Be aware of large vehicles that may block the view of other drivers.
3. **To stop traffic.** First look directly at the person to be stopped, extend your arm and index finger away from your body, pointing toward the person to be stopped until the person is aware, or it can reasonably assumed that they are aware of your gesture. Second, the pointing hand is raised at the wrist so that its palm is toward the person to be stopped. The palm is held in this position until the person is observed to stop. This procedure is then repeated for the opposite travel lane.

4. **Use of hand-held stop sign.** It is preferable that a hand-held stop sign be used in place of hand signals. Again, look directly at the person to be stopped and raise the sign with the elbow bent and the sign horizontal, facing oncoming traffic.
  5. **To start traffic.** Once the children have safely crossed the roadway, point at the driver and establish eye contact. The pointing arm is then swung from the elbow with the palm up in a vertical semi-circle.
  6. **Reflective Vests.** Crossing Guards shall always wear the reflective vest provided by the Department when on duty.
- B. If a crossing guard should encounter any problems with traffic (i.e. cars not stopping or cars parked in areas that restrict a safe flow) he/she shall report this to the Police Department.

## **V. Child Behavior Problems**

- A. If a crossing guard has a behavior problem with a student (i.e. pushing, name-calling, etc.) he/she shall report it directly to the school staff.
1. All school staff are cooperative and are willing to assist the crossing guards. However, it must be remembered that there are limits to the school administration's ability to control students when they are off school grounds.
  2. Any serious problems should be reported to the Police Department.

## **VI. Crossing Guard Injury**

- A. In the event that a crossing guard is injured while in the performance of his/her duty as a guard, he/she must notify the Police Department immediately. An officer must respond and take a report from the injured crossing guard.
- B. The Officer-in-Charge shall ensure that the crossing guard completes all required forms.

## VII. Sick Calls

- A. If a crossing guard is ill or otherwise unable to cover his/her post, he/she shall call the police department at 587-1100 and notify the Station Officer as soon as possible so that arrangements for a replacement can be made. There are alternates who are available to cover, but the department needs time to make those arrangements. The police department is staffed 24-hours a day, so crossing guards can call at anytime.

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