

# CAA School Safety Patrol<sup>®</sup> Handbook



School Safety Patrol





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## Patroller'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



# WHAT IS A School Safety Patrol?

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

## Duties of a Foot 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 are described in greater detail in the following pages.





# 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 traffic.
- \* 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 carry your flag 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 have the right to stop vehicles.

## School Safety Patrollers.

**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 depend on you to protect them.



# Role of the Foot Patroller.

## Your equipment.

Your lime green vest not only helps identify you as a School Safety Patroller, 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 lime green raincoat, you do not need to wear your vest otop of the raincoat. If you are wearing your own raincoat or poncho, you must wear the vest otop of your outerwear.

Keep your vest and flag clean and in good repair. Store it in a safe place where it will not be a lost or damaged.

## Going on and off patrol.

Patrollers should set a good example to other students. That means you should go to your post and leave in an orderly manner. Patrollers should wear their vests and carry their flags while arriving to and leaving their post.

Your vest  
should  
always be  
visible to  
motorists  
and  
Pedestrians.





### The Captain's job.

Captains should keep a list of their Patrollers, 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 Patrollers.

**S** = Satisfactory

**A** = Absent

**L** = Late

**X** = Not properly uniformed

**D** = Not performing duties



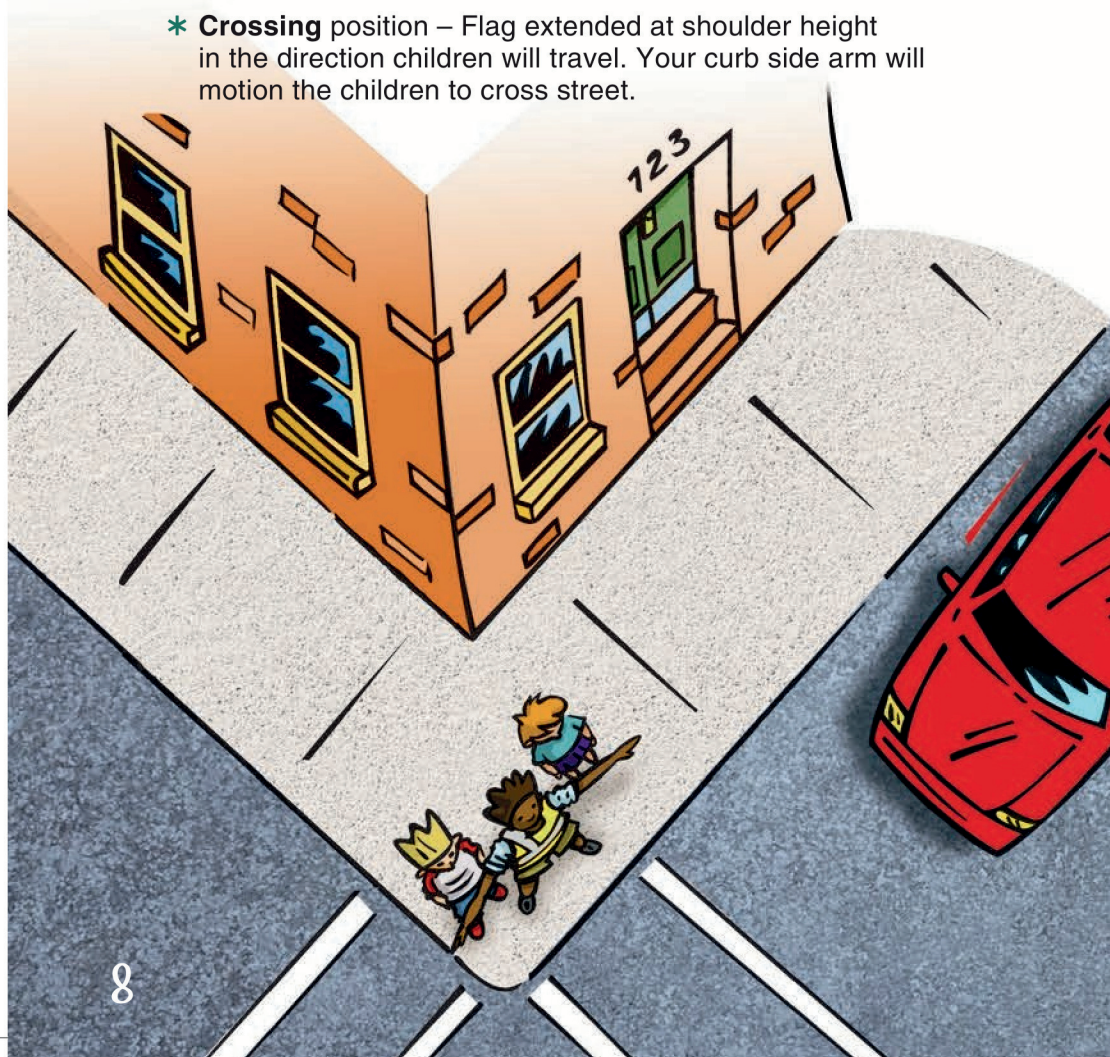
Captains should  
treat all their  
Patrollers **fairly**  
and **equally**.

## At your **POST**.

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:

- \* **At ease** position – Flag held with two hands behind back.
- \* **Holding** position – Arms stretched out to the sides and slightly down, flag extended in right hand.
- \* **Crossing** position – Flag extended at shoulder height in the direction children will travel. Your curb side arm will motion the children to cross street.

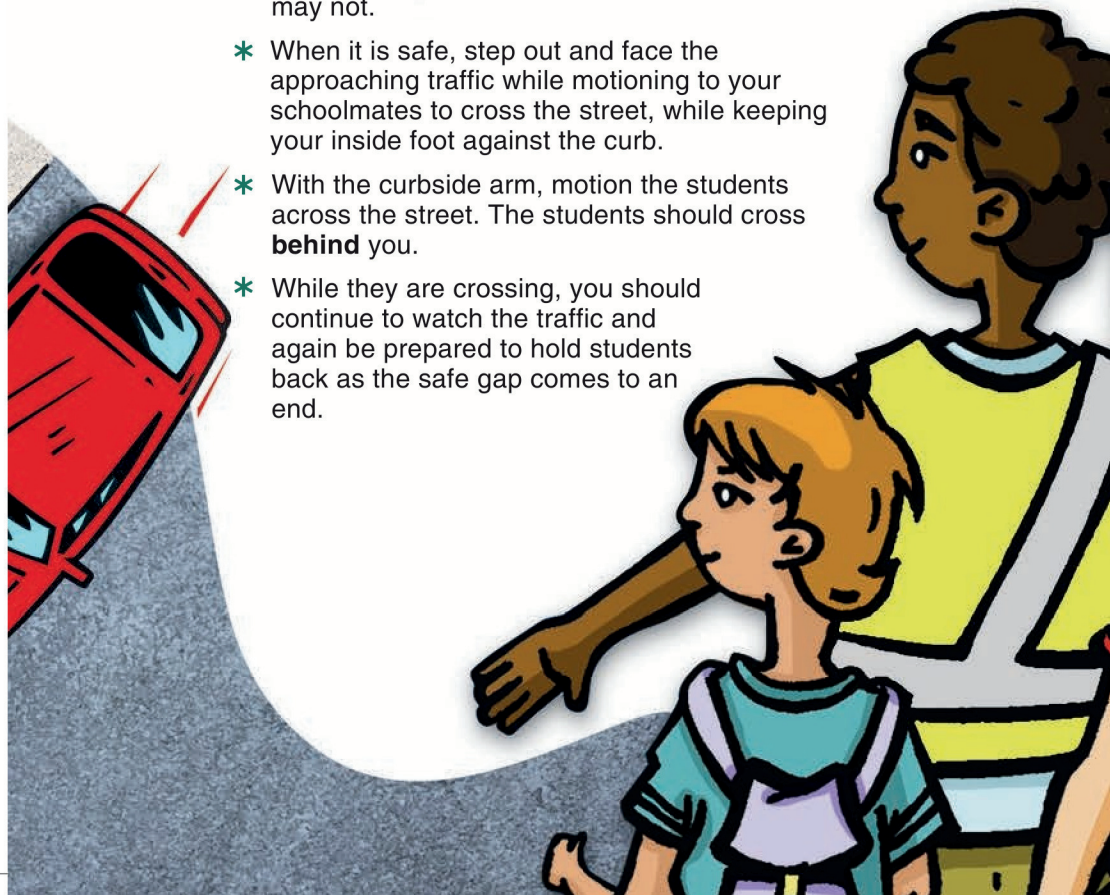


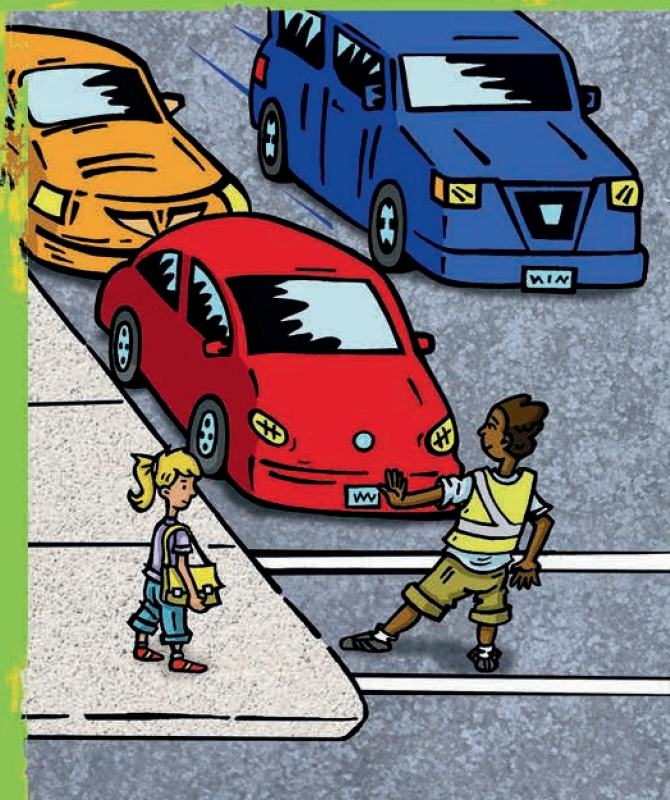


## In the **HOLDING** Position.

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 left palm should be facing backward, and your flag extended in your right hand. This position signals your schoolmates to stay behind you and wait on the sidewalk.

- \* Encourage children to line up behind you in single file. Watch for a safe gap in the traffic.
- \* Stop! Look! Listen! Check all directions for oncoming traffic, and then look again to be sure.
- \* 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 out and face the approaching traffic while motioning to your schoolmates to cross the street, while keeping your inside foot against 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 something **BLOCKS** your view.

If something is blocking your view of the street, move out carefully until you can clearly see approaching traffic. Ask the children to stay on the curb and walk out to an imaginary line on the road at the edge of the obstruction (such as a parked car). Make sure you extend your arms at an angle so no one goes ahead of you.



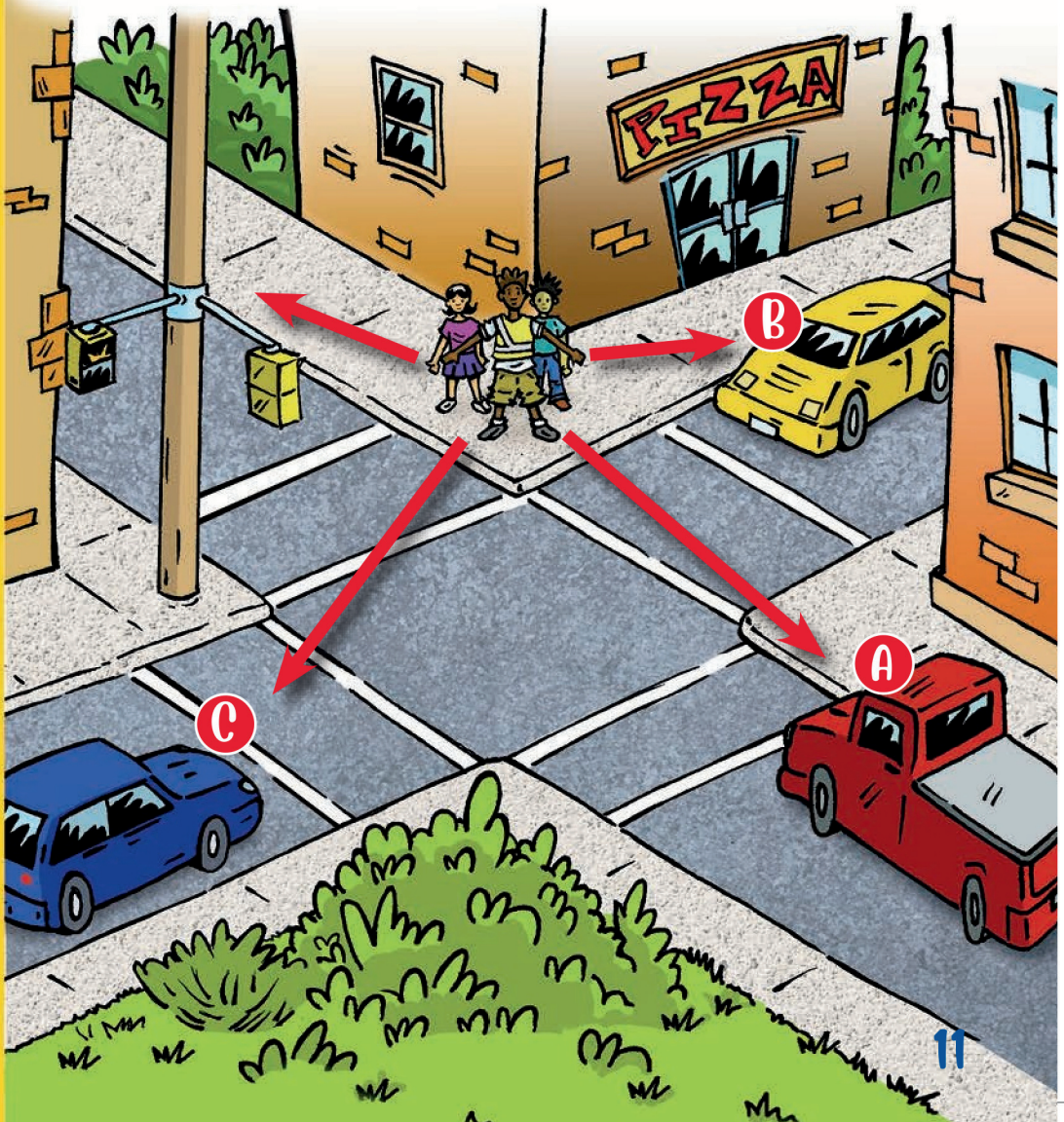
# Check traffic in **ALL** directions.

You should always be alert and aware of everything that is happening at your patrol crossing. Look in all directions before signaling 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.





## One-way streets

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 patroller 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 outreached 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!**





## TRAFFIC corridors.

If you're on patrol in a traffic corridor where there are many lanes of traffic, make sure all lanes of traffic are stopped before you let the children cross. Use extra caution when patrolling in traffic corridors.





## Problems at your **POST**.

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.**



## **REPORTING** suspicious-looking Persons.

If there's someone who looks like (s)he might pose a threat or danger to you or the children, take precautions by keeping the children together and going to a safe location as a group.

Take note of what the suspicious person looks like – notice their age, height, weight, and hair style and colour. If the person is driving, get a description of the car and take down the license plate number.

Write down the date and location of the incident and report all the information you have to your patrol supervisor.









Handwriting practice lines consisting of 20 horizontal blue lines.



# 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 identify your school resource officer and request training. General inquiries: [204-986-6322](tel:204-986-6322)

## Brandon

Training is offered by the Brandon Police Service School Resource Officer. To schedule training, phone [204-729-2344](tel:204-729-2344)

## Rural

Training is offered by the RCMP. To locate an officer to train your CAA School Safety Patrol program, contact: Community Policing Services RCMP "D" Division  
Phone: [431-489-8000](tel:431-489-8000)

[www.schoolpatrolmanitoba.com](http://www.schoolpatrolmanitoba.com)



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