



Vancouver College Parents' Association **Safe Streets** Team Manual

Effective September 5th 2019

Why are we called the Safe Streets Team?

We are called the Safe Streets Team because we are volunteering to make sure that everyone in our Vancouver College community can arrive and leave safely without causing inconvenience or harm to our residential neighbours.

What are the biggest challenges facing the Safe Streets Team?

The biggest challenge is to find a way to successfully encourage the drivers of our Vancouver College community to obey the Motor Vehicle Act, traffic bylaws of the City of Vancouver and the rules of our school's administration.

Who is on the Safe Streets Team?

Every Vancouver College parent is part of the Safe Streets Team. Every family must volunteer a minimum of ONE shift per school year. We all must work together to keep each other safe. Every volunteer must have read this manual and understand the procedures and laws that are explained before their first shift.



Why do we need the Safe Streets Team since we have security guards?

The security guards are there to enhance the work of the Safe Streets Team, not to replace us. Please use this manual as your instructions. Do not take instructions from the security guards. Please notify the Safe Streets Supervisor listed below if there are any issues with the security guards.

Who do I contact if I need information, want to give input or have a concern?

Each year the Parents' Association appoints a volunteer parent to supervise our Safe Streets program. The name of the volunteer is posted on the Parent Participation website. If you encounter a repeat offender, please contact the supervisor for specific instructions. The supervisor for 2019-2020 is Frank Tarape and he can be contacted via email: franktarape@gmail.com.

How many hours do I earn?

One shift = 2 parent participation hours - The Parents' Association is basically giving you double hours as an incentive for your contribution. This is because Safe Streets is a vital program to the safety of our boys!

Signing Up



Sign up is now ONLINE.

You must register (sign up) for your shift in the ON Volunteers website. This website is a new website that Vancouver College started using effective September 2019.

If you need help using the On Volunteers website, please visit the "Volunteer" home page on the Vancouver College website.

You will need to check in when you arrive to do your shift. This is accomplished by signing the "sign in sheet" in the main office portable.

You no longer need to log your hours after you complete your shift. The On Volunteers website will track your hours for you, after you signed up.

If you do not show up for a shift that you signed up for, your hours will be removed from your account.

PATROL DAY:

Shifts times: YOU NEED TO BE IN YOUR ZONE DURING THESE TIMES

Mon, Tues, Thurs, and Fri Mornings: 7:50 - 8:30,

Wednesday morning: 8:50 - 9:30

Everyday Afternoons: 2:45-3:25

If there is an early dismissal, you take the dismissal time, subtract 15 minutes from the dismissal time and this is when you start. For example, if early dismissal is 12 noon, your shift is 11:45-12:25.

Your shift ends 40 minutes after it starts.

Currently, we are operating 2 zones:

1. **Hudson Street**-entering cars travel south
2. **Cartier Street**-entering cars travel north

When you arrive on patrol day, you cannot pick your patrol location – **YOU MUST GO WHERE YOU ARE NEEDED**. Your hours will not be recorded if you are the second person listed on a zone and the other zone was not patrolled that shift.



What do I do first on patrol day?

Each Safe Streets volunteer must always be aware of the main objective of your group - the reduction of traffic safety problems. The motto "SAFETY OVER DRIVER CONVENIENCE" must always be at the forefront of the volunteer's mind while on duty.

FIRST: When you arrive, go to the Main Office (located in the farthest north **portable building**). As you enter the portable, there is a wardrobe cabinet immediately to your left. Inside you will find a safety vest. Put on a vest.

SECOND: There is a black binder on the coffee table next to the wardrobe cabinet. Find the binder and sign in. If someone else signed in before you, see which zone they are doing. Do not patrol in the same zone as another patroller (unless you are the 3rd patroller signing in.)

THIRD: Arrive at your zone and stand at the beginning of the zone. If you are the second person (which rarely happens), stand in the middle of the zone. **DON'T FORGET TO RETURN YOUR VEST AFTER YOUR SHIFT.**

How is patrolling done? Do I just stand there?

If you expect to receive service hours, you need to actually do something more than just stand in the zone. You must be on the job the entire time. **You are not allowed to use your handheld . If you do, you will not be credited any hours. Making calls or responding to text messages (unless in the case of a real emergency) does not contribute to the safety of our boys. Neither does checking Instagram, Facebook or Snapchat.**



Your purpose is to be present (both physically and mentally) and to act as a reminder of safe driving. These laws are thoroughly set out later in the manual. In general, you need to **keep cars moving** if they are not immediately loading and unloading.

During drop-off: Your job is to make sure that children are dropped off within the zone, and from the right side of the vehicle only. Bags may not be removed from the trunk. Drivers must stay in their vehicles. Cars **MUST** move forward to the front of the zone. **NO GAPS BETWEEN CARS ARE ALLOWED. Motion cars to move forward. If a driver will not move forward when you have motioned the driver, this is a suitable time to approach the driver.**

During pickup: Your job is to make sure that only cars that are in the process of loading children are in the zone. Drivers must stay in their vehicles. **PARK AND WAIT is absolutely prohibited.** This is against the law and causes a backup of cars before the zone starts, creating road rage and endangering pedestrians. Parents should park on 37th Avenue and wait until their child is actually standing in the zone before entering it. Even better, middle and senior school students can arrange to meet their parent on 37th Avenue or another location.

Laneways: Parents are not allowed to drive in the alleys around the school and cannot park, stop, or pick up students in the alleys.

Parent Parking: Parents should never park on Hudson Street or Cartier Street. We need these streets clear for the cars entering and exiting the zones. Parents are to park on 37th Avenue on the north side of the street. 38th Avenue is a construction zone and parking on 38th Avenue is not allowed. Please ask parents to move their vehicles to 37th Avenue.

Approaching Offenders: When approaching offenders, each volunteer should use a prepared commentary. Never engage a driver in an argument. Make your communication brief. The commentary should convey the objectives of the program and can educate the driver about what they are doing wrong. Remember: A pleasant "Thank you for driving safely today," goes a long way with drivers obeying the traffic regulations in your zone. At all times, try to keep smiling. It will be difficult at first but will get easier and keep you sane.



Suggested wording to approach violators:

"HI THERE. MY NAME IS " ____ " AND I AM WITH THE SAFE STREETS TEAM. I JUST WANTED TO LET YOU KNOW THAT YOU CANNOT PARK HERE AND WAIT FOR YOUR SON. THIS IS AN IMMEDIATE LOADING ZONE. SORRY ABOUT THAT. "

"GOOD MORNING. MY NAME IS " _____ ". I AM WITH THE SAFE STREETS TEAM. THE TRUNK SHOULD NOT BE OPENED IN THE DROP OFF ZONE. THIS PUTS YOUR SON BETWEEN MOVING VEHICLES. I AM ASKING YOU TO CHOOSE SAFETY OVER CONVENIENCE AROUND OUR SCHOOL FOR THE SAKE OF ALL THE CHILDREN. THANK YOU!"

"GOOD AFTERNOON. MY NAME IS " ____ " AND I AM A FELLOW VANCOUVER COLLEGE PARENT VOLUNTEER. YOU ARE ILLEGALLY PARKED."

Summary of What to Do When Approaching Offenders :

- Introduce yourself to the driver by first name with a smile
- Inform driver of his/her infraction
- Say "Have a great day." as you leave the encounter

What not to do while patrolling:

- Open car doors

- Touch the students
- Insult or yell at drivers
- Stand on the road and stop or direct traffic (unless you are saving a life!)

What are the laws that apply?

Rules on No Stopping and No Parking signs are set by the City of Vancouver Street and Traffic Bylaw 2849. Vehicles parked in No Parking and No Stopping zones in a school area can be ticketed and towed under section 17.1 of the bylaw. No Stopping and No Parking signs without times limits are in effect *all day*.

1. No Stopping – these signs are along CARTIER, HUDSON, and W. 38th Avenue



Section 3: Once your vehicle stops moving, it has stopped.

Section 17.1: You cannot stop in a No Stopping zone for any reason, or any length of time.

No Stopping signs are used in school, bus, taxi, commercial, tour bus, rush hour, special event, police, accessible parking, and temporary zones.

No Stopping signs are posted to provide good sight lines between motorists and school children at major crossing points where children leave or enter school grounds. Motorists are **not permitted to stop for any period whatsoever in these zones.**

2. No Parking - these signs are in VANCOUVER COLLEGE DROP OFF/PICK UP ZONES



Section 3: If your vehicle stops, and is not loading or unloading passengers, it is parked, whether it is occupied or not.

Section 17.6A (a): You can stop in a No Parking zone for up to five minutes to load or unload passengers, or materials.

- For use by motorists dropping off and picking up students
- Limit of 5 minutes to unload or load passengers, not 5 minutes to wait!
- If you are stopped and a child is not either getting in or out of the vehicle, you are illegally parked

3. Other Infractions

Vehicles blocking pedestrians and motorists in school zones, and elsewhere, will be ticketed under Street and Traffic Bylaw 2849 and as follows:

- Sections 17.5 (b) and (c): Parked or stopped too close to a corner
- Sections 17.4 (a) and (b): Stopped on, or within 6 m of a crosswalk
- Section 18.1 (b): Parked in the wrong direction
- Section 18.1 (c): Double parked

Idling - Under section 2.7 of the City of Vancouver's Motor Vehicle Noise and Emission Abatement Bylaw 9344, it is illegal to idle a vehicle:

- For more than three consecutive minutes in a 60-minute period, *or*
- While unattended and unlocked

4. DISTRACTED DRIVING LAWS IN BRITISH COLUMBIA

The [Motor Vehicle Act, Part 3.1 — Use of Electronic Devices While Driving](#) specifically addresses the use of electronic devices while driving. A driver found using a hand-held electronic device while driving may receive a **\$368 traffic violation** ticket that also carries **4 penalty points**. Offences and infractions that include penalty points can lead to a driving prohibition.



Prohibition against use of electronic device while driving

214.2 (1) A person must not use an electronic device while driving or operating a motor vehicle on a highway.

(2) Without limiting subsection (1), a person must not communicate by means of an electronic device with another person or another device by electronic mail or other text-based message.

Exceptions to prohibition — certain permitted activities

214.4 Section 214.2 does not apply to a person who uses an electronic device

(a) while operating a motor vehicle that is safely parked off the roadway or lawfully parked on the roadway and is not impeding traffic,

What does this all mean?

You cannot illegally park in a drop off zone and use your electronic device. It is against the distracted driving laws and you could receive a fine of \$368 and 4 points.

What are the most common errors by our drivers?

- Vehicle stopped in No Stopping Zone with or without idling.
- Vehicle parked in No Parking Zone with or without idling.
- Vehicle illegally stopped or parked and driver using a handheld device.
- Vehicle exceeding posted speed limit; 30 km/h or 50 km/h.
- Pedestrian crossing the road other than at the corner or cross walk.
- Vehicle parked within six metres of a sidewalk intersection/cross walk.
- Failing to yield to pedestrian in roadway.
- Vehicle parked within 1.5 metres of a lane or driveway.
- Unsafe U-turn/unsafe backing up/backing through an intersection
- Parents parking on Hudson or Cartier

Thank you for taking the time to read this manual!

“One person can make a difference, and everyone should try.” John F. Kennedy