

Crossing Guard Training

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Risk Related Activities

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So you want to be a crossing guard?



Introduction

- This manual is intended to provide direction for training crossing guards in their basic responsibilities at crosswalks. Space has been provided for note-taking. This handbook will indicate the proper position for a crossing guard at various types of traffic intersections, the basic equipment used by a crossing guard, the duties of a crossing guard, and methods for handling students.
- *The main function and duty of a crossing guard is to assist students in crossing the street safely.*

A Message to You

- As a Crossing Guard, you are responsible for the safe passage of students through your assigned area. Please take the time to read and understand this guide so you may perform your duties with care and diligence.
- You have undertaken a serious responsibility. Your primary duty is to provide an element of safety for students using the crosswalk at your location. The students rely on your good judgment to get them across the street safely.
- Address this responsibility with the care it deserves. By doing so, you will ease the concerns of children, parents and drivers and at the same time you will be able to take pride and pleasure in a job well done.
- Remember, your main responsibility is to the students crossing the street. You are not an Enforcement Officer. However, you will be encouraged to take note of drivers who encroach on your crosswalk in a dangerous manner.

Definitions

- Crosswalk

- ❖ CRS 42-1-102 (21) "Crosswalk" means that portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks at intersections or any portion of a roadway distinctly indicated for pedestrian crossing by lines or other marking on the surface.

- Pedestrian

- ❖ CRS 42-1-102 (68): "Pedestrian" means any person afoot or any person using a wheelchair.

- Powers of Local Authorities

- ❖ CRS 42-4-111: Regulating the movement of traffic at school crossings by official traffic control devices or by duly authorized school crossing guards, consistent with the provisions of this article.

- Immunity from Civil Liability

- ❖ CRS 13-21-115.6: **Immunity from civil liability for school crossing guards and sponsors.** (1) As used in this section:
 - ❖ (a) "SCHOOL CROSSING GUARD" means any person eighteen years of age and older acting with or without compensation who supervises, directs, monitors, or otherwise assists school children at a street or intersection.
 - ❖ (b) Any school crossing guard and any school crossing guard sponsor shall be immune from civil liability for any act or omission that results in damage or injury if the school crossing guard was acting within the scope of such person's official functions and duties as a school crossing guard unless the damage or injury was caused by a willful and wanton act or omission of the school crossing guard.

Crossing Guards and the Law

Pedestrian obedience to traffic control devices and traffic regulations

CRS 42-4-801: (1) A pedestrian shall obey the instructions of any official traffic control device specifically applicable to the pedestrian, unless otherwise directed by a police officer;

(2) Pedestrians shall be subject to traffic and pedestrian-control signals as provided in sections 42-4-604 and 42-4-802 (5);

(3) At all other places, pedestrians shall be accorded the privileges and shall be subject to the restrictions stated in this title; (4) Any person who violates any provision of this section commits a class B traffic infraction.

Pedestrians' right-of-way in crosswalks

CRS 42-4-804: (1) When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger;

(2) Subsection (1) of this section shall not apply under the conditions stated in section 42-4-803;

(3) No pedestrian shall suddenly leave a curb or other place of safety and ride a bicycle, walk, or run into the path of a moving vehicle which is so close as to constitute an immediate hazard;

(4) Whenever any vehicle is stopped at a marked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle;

Crossing Guards and the Law

- (5) Whenever special pedestrian-control signals exhibiting “Walk” or “Don’t Walk” word or symbol indications are in place, as declared in the traffic control manual adopted by the department of transportation, such signals shall indicate and require as follows:
 -
 - (a) “Walk” (steady): While the “Walk” indication is steadily illuminated, pedestrians facing such signal may proceed across the roadway in the direction of the signal indication and shall be given the right-of-way by the drivers of all vehicles;
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 - (b) “Don’t Walk” (steady): While the “Don’t Walk” indication is steadily illuminated, no pedestrian shall enter the roadway in the direction of the signal indication;
 -
 - (c) “Don’t Walk” (flashing): Whenever the “Don’t Walk” indication is flashing, no pedestrian shall start to cross the roadway in the direction of such signal indication, but any pedestrian who has partly completed crossing during the “Walk” indication shall proceed to a sidewalk or to a safety island, and all drivers of vehicles shall yield to any such pedestrian;
 -
 - (d) Whenever a signal system provides for the stopping of all vehicular traffic and the exclusive movement of pedestrians and "Walk" and "Don't Walk" signal indications control such pedestrian movement, pedestrians may cross in any direction between corners of the intersection offering the shortest route within the boundaries of the intersection while the "Walk" indication is exhibited, if signals and other official devices direct pedestrian movement in such manner consistent with section [42-4-803](#) (4);

(6) Any person who violates any provision of this section commits a class A traffic infraction.

Crossing at Other Than Crosswalks

CRS 42-4-803:

- (1) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway;
- (2) Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right-of-way to all vehicles upon the roadway;
- (3) Between adjacent intersections at which traffic control signals are in operation, pedestrians shall not cross at any place except in a marked crosswalk;
- (4) No pedestrian shall cross a roadway intersection diagonally unless authorized by official traffic control devices; and, when authorized to cross diagonally, pedestrians shall cross only in accordance with the official traffic control devices pertaining to such crossing movements;
- (5) Any person who violates any provision of this section commits a class B traffic infraction.

Drivers to Exercise Due Care

- Notwithstanding any of the provisions of this article, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian upon any roadway and shall give warning by sounding the horn when necessary and shall exercise proper precaution upon observing any child or any obviously confused or incapacitated person upon a roadway. Any person who violates any provision of this section commits a class A traffic

City of Colorado Springs Code 10.5.102

Unposted Speed Limits:

Where speed limits are not posted, and where no special hazard exists, the following speed shall be lawful: twenty five (25) miles per hour on streets and highways and fifteen (15) miles per hour in alleys.

REQUIRED EQUIPMENT

Uniform

According to the Manual on Uniform Traffic Control Devices (MUTCD), “Guards should be uniformed so that road users and pedestrians can recognize them and respond to their signals. The uniforms should be distinctively different from those worn by regular police officers.”

“Guards should wear high-visibility retro reflective material or clothing such as: orange, yellow, yellow-green, or a fluorescent version of these colors. The retro reflective material shall be either orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors and shall be visible at a minimum distance of 1,000 feet. The retro reflective clothing shall be designed to clearly identify the wearer as a person.”

Stop Paddle

Crossing guards should use a STOP paddle as the primary hand-signaling device. The STOP paddle shall be an octagonal shape with a red background and white letters and border. The word STOP should be read from both sides.

RECOMMENDED EQUIPMENT

- Arm or leg bands made of a retro reflective material
 - Hat or visor made of a highly visible color with retro reflective strips attached
 - Rain coat made of a highly visible color with retro reflective strips attached
 - Pencil and notebook to record details needed to report to police or other authorities
 - Notes:
 - No cell phones for personnel calls
 - Do not wear head phones devices
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GENERAL DUTIES

- Be attentive and alert while on duty. Your first duty is to the children and with regards to their safety. **Please refrain from using a cell phone except in cases of emergency.**
- According to the MUTCD, crossing guards should not direct traffic in the usual police regulatory sense.** In the control of traffic, they should pick opportune times to create a safe gap. At these times, they should stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop.
- Use of intoxicants **or tobacco or tobacco products is prohibited.** There is ZERO tolerance regarding intoxication. **Use extreme caution when using prescription or over-the-counter medications which will cause drowsiness.**
- Be at your post on time. Your best bet and in the interest of the children's safety, arrive 5 – 10 minutes early. If there is equipment (cones, signage) that needs to be placed in the roadway, arrive 15 minutes early to allow enough time to complete this procedure. Punctuality is critical to student safety. If you are unable to work, contact your supervisor as early as possible so that a replacement can be found.**
- Appropriate dress is required as you will be working with children. Also see the section titled "Uniform".
- Be courteous to the students, other people using the crosswalk, and motorists.
- To ensure the safety of students using the crosswalk and to lessen confusion for motorists, *your assistance should be offered to all age group pedestrians.*
- Note any unusual conditions at your crosswalk before the students arrive. Report problems and unsafe conditions to your supervisor as soon as possible.

INTERSECTION PROCEDURES

Remember, a crossing guard must only supervise a marked crosswalk that has been approved by the City of Colorado Springs Traffic Engineering Department.

A crossing guard shall neither stop nor delay traffic unnecessarily.

1. The guard should stand at least one step back from the curb and hold the students to form a group.
2. Wait for a safe gap in traffic and carefully step one foot into the crosswalk.
3. Extend the stop sign at shoulder level toward the center of the street and wait for the traffic to stop.
4. Use eye contact to ensure all drivers see you. Look behind the vehicles that have stopped to be sure there are no passing vehicles.
5. Ensure ALL traffic has stopped and it is safe to proceed before moving to the center of the crosswalk. The students shall remain in a group on the corner.
6. When you are in position in the center of the street and it is safe, direct the students into the crosswalk.
7. Keep the stop sign raised until all the students have cleared the crosswalk and you have returned to your position on the curb area.

TIDBITS

- Wait for groups of children/adults to cross. Example: there are two children waiting at the crosswalk and a group approaches. Hold the two until the others arrive and cross them all as a group. This will ensure that motorists will come to respect your consideration for their needs as well as those of the children.
- Make sure all traffic is stopped before proceeding into the intersection. Your STOP paddle is not a magic wand and will not automatically stop all vehicles. NEVER step in front of a moving vehicle.
- Work with the traffic lights if they are available. What do the symbols mean?
 - ❖ Walking Person means it is your turn to cross, but you must still be aware of vehicles who may not stop or who are turning
 - ❖ Upraised Hand (flashing) means to finish crossing if you have already started, the green light will be changing soon, do not start another group to cross
 - ❖ Upraised Hand (steady) means do not walk, get to your corner immediately
- Instruct students in the rules of the crosswalk: wait on the corner for your signal, walk in the crosswalk, walk bicycles, scooters, etc., no horseplay while waiting.
- Remain in the crosswalk until all children have stepped on the sidewalk.
- Keep your sign held high until you are clear of the crosswalk.
- Notes:
 - Never let a child run across the street if a traffic signal is too short.

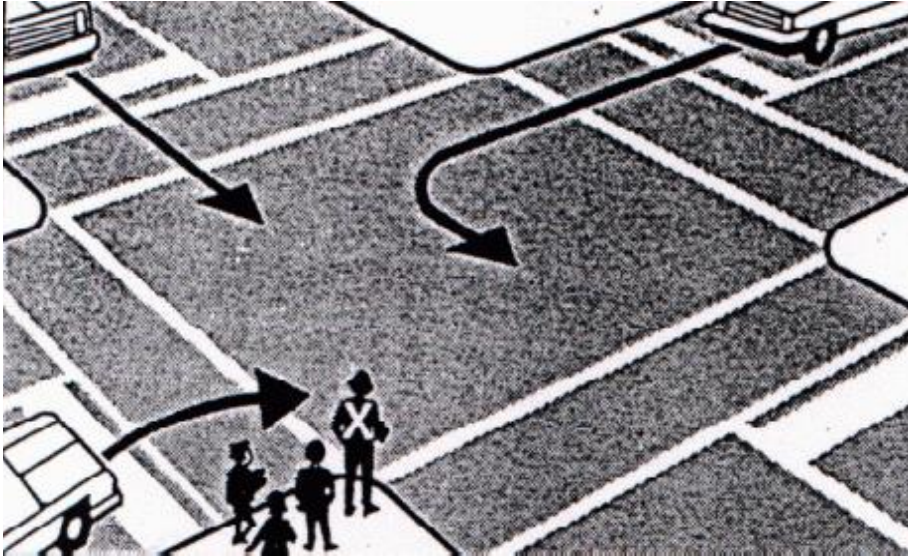
TIDBITS

Remember, any vehicle that comes to a stop too close to your crosswalk presents a potential hazard. How?

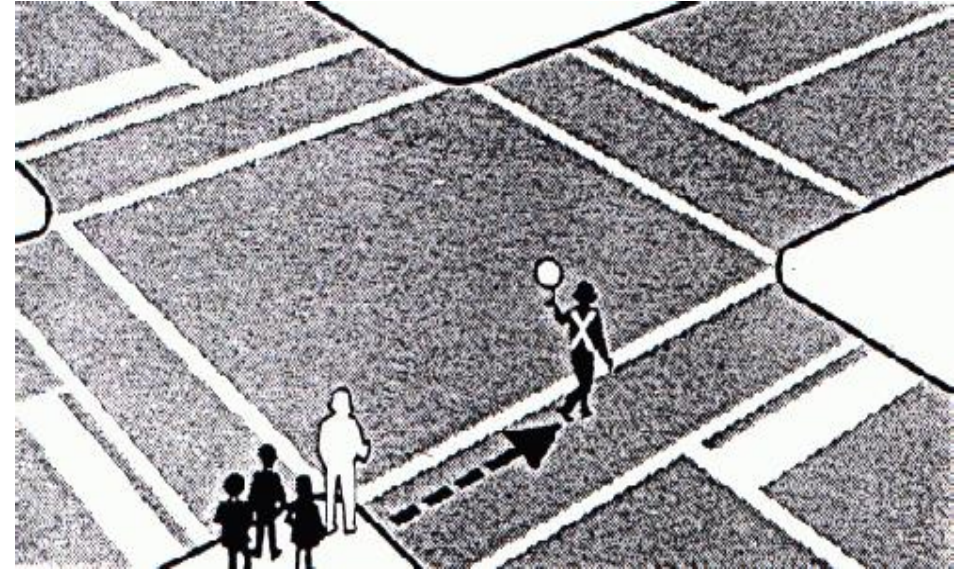
- Check for blocked vehicles. Especially on multi-lane streets, a vehicle stopped in one lane may block your view of a vehicle traveling in another lane or vice versa. Be aware of what is happening in every lane before you direct children to enter the crosswalk.
- Position yourself on the same side of the roadway as the students are coming from. For example, in the morning, students will be approaching from the neighborhood. In the afternoon, students will be coming from the school and the guard, therefore, should be position on the school side of the crossing.
- If, at any time, you have concerns or questions, please speak with your supervisor/district trainer.
- In addition to placing cones or signage in the roadway, check for obstructions of the crosswalk prior to your shift. If you drive to your post, make sure to park your vehicle away from the crosswalk so that you do not block driver's vision of you and the students. This will also help make it easier for you to see oncoming traffic.

SITUATION "A" – ONE GUARD

Crosswalk at standard intersection or mid-block; 2-lane or multi-lane without median.



Step 1: HOLD students – USE eye contact to check traffic. WAIT for a break in traffic.

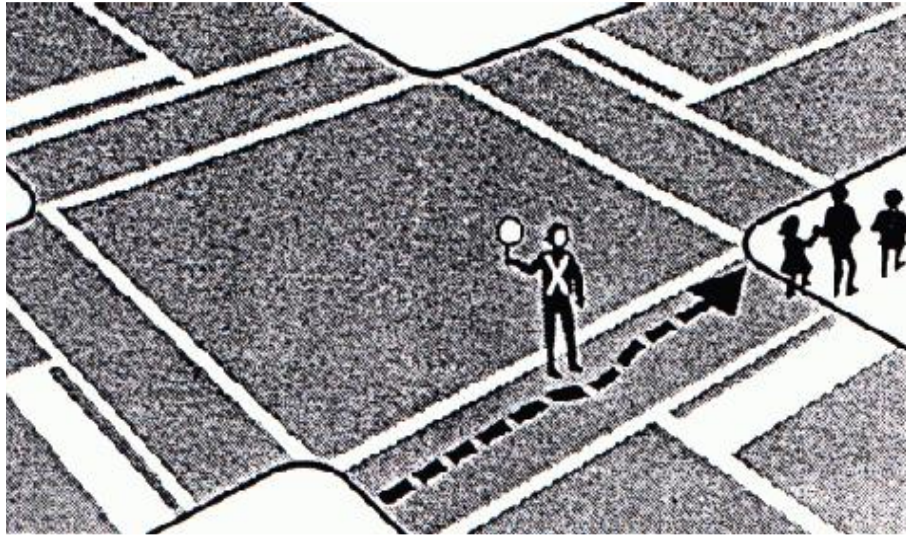


Step 2: PROCEED to the center of the intersection

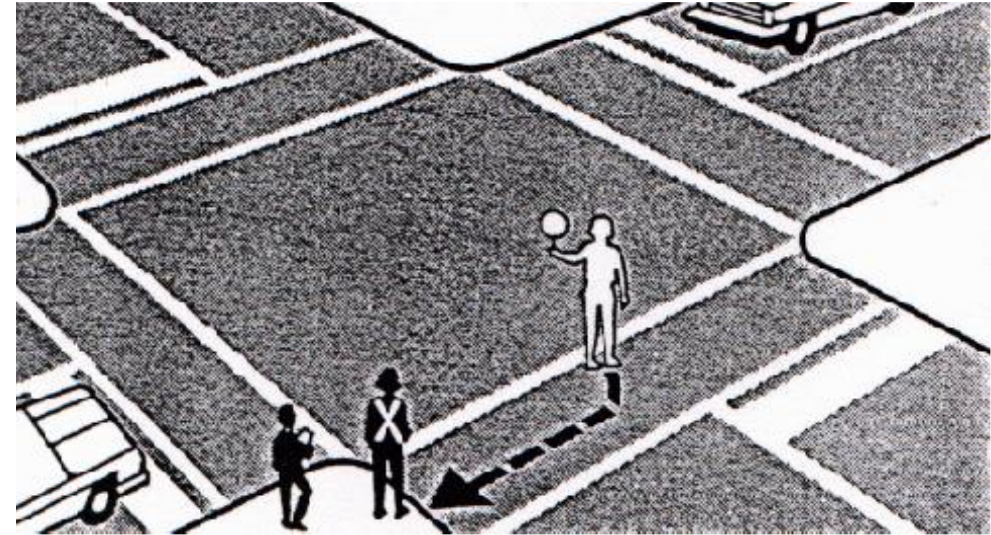
Step 3: When it is SAFE – direct the students to cross.

SITUATION "A" – ONE GUARD

Crosswalk at standard intersection or mid-block; 2-lane or multi-lane without median.



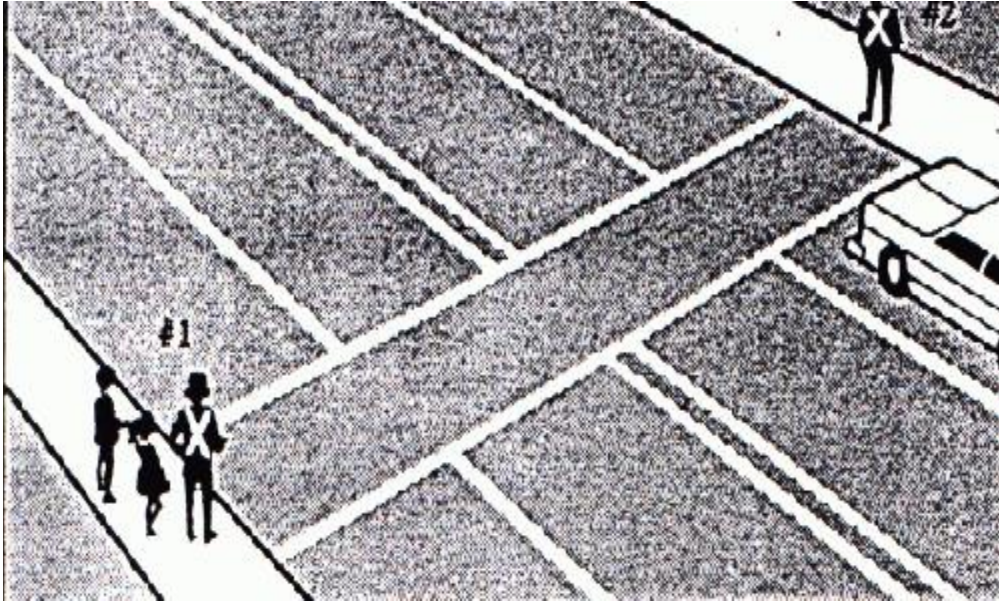
Step 4: After the students have crossed, keep your sign up and return to the curb.



Step 5: Wait for the next group of students and repeat the procedure

SITUATION “B” – TWO GUARDS (Optional)

Crosswalk at standard intersection or mid-block; multi-lane without median.



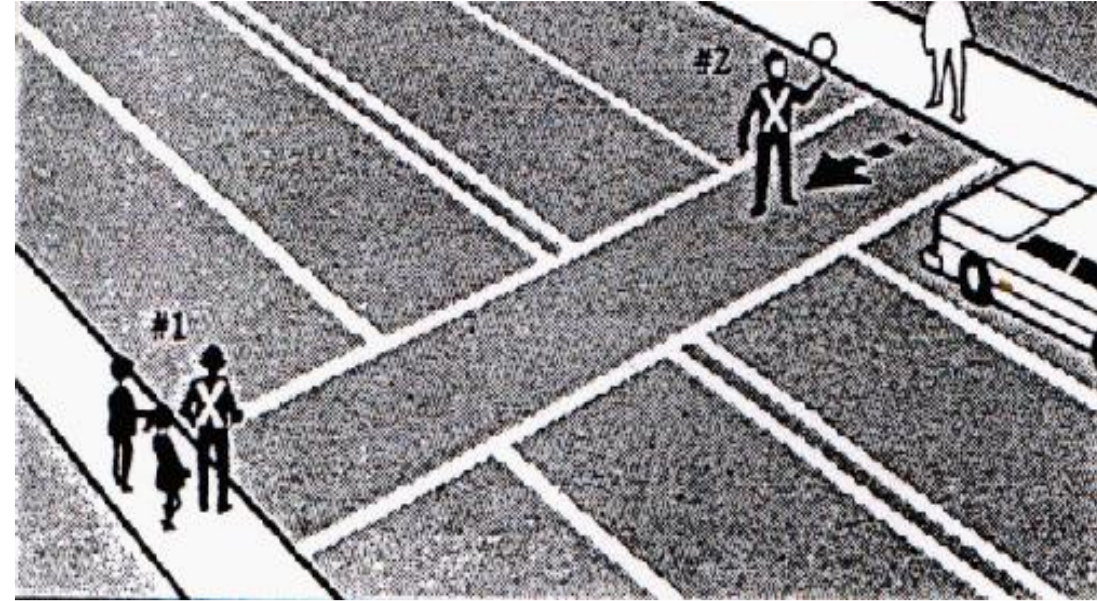
- **Step 1:**

Two guards are recommended, one at each end of the crosswalk

Guard #1 HOLDS the students

Guard #2 USES eye contact – WAITS for a break in traffic.

Guard #2 then PROCEEDS to the center of the traffic lane.

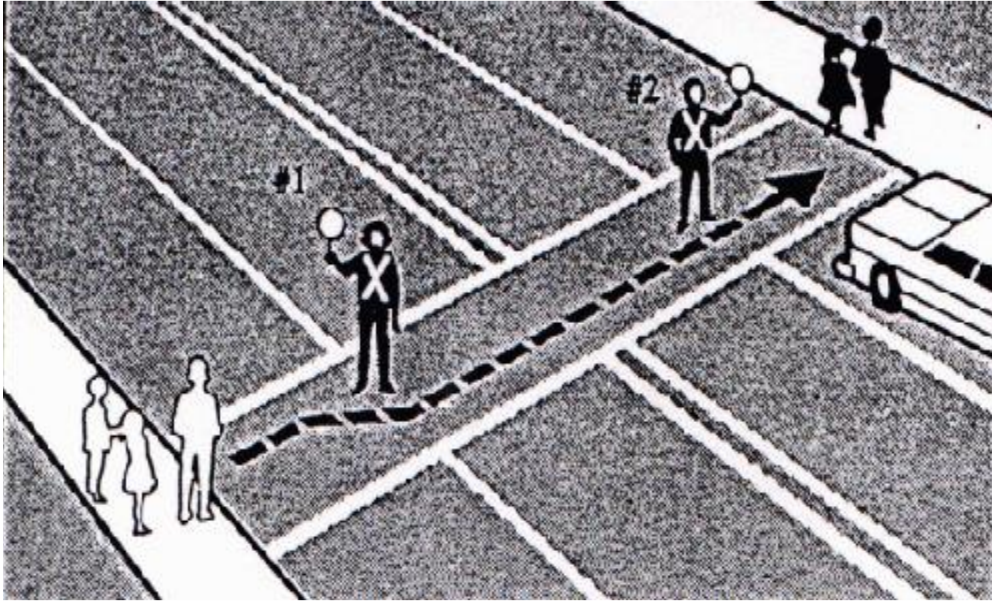


- **Step 2:**

When traffic has stopped for Guard #2, Guard #1 – USES eye contact, WAITS for a break in traffic and PROCEEDS to the center of the traffic lane.

SITUATION “B” – TWO GUARDS (Optional)

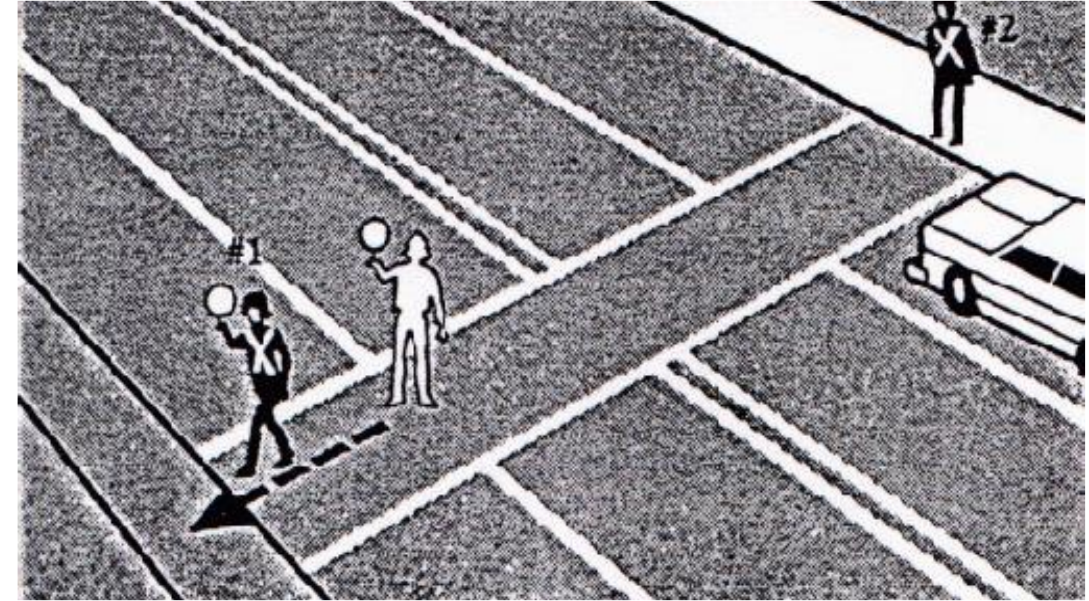
Crosswalk at standard intersection or mid-block; multi-lane without median.



- Step 3:

When it is SAFE, Guard #1 DIRECTS the students to cross.

Both guards remain in position until the students have completely crossed.

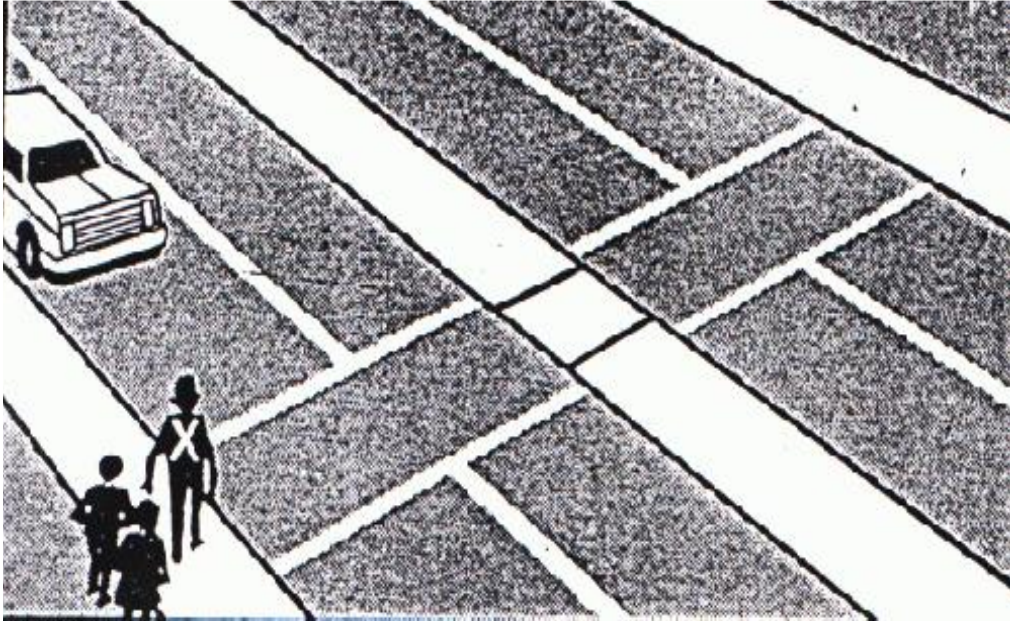


- Step 4:

Guard #1 and #2 keep the stop signs elevated and return to their positions on the curb.

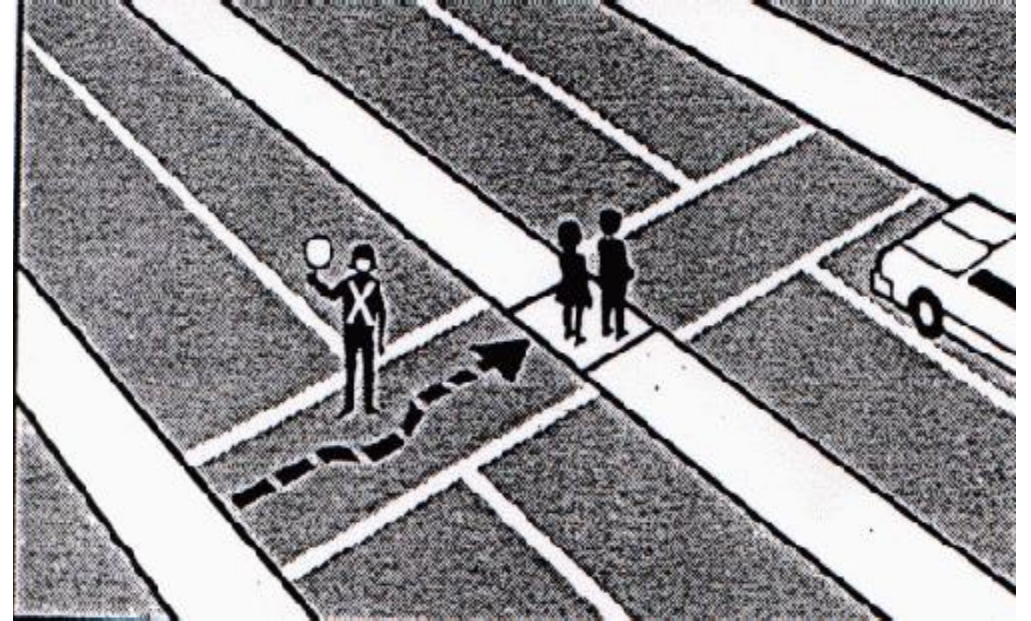
SITUATION “C” – MULTI-LANE WITH MEDIAN

Crosswalk at standard intersection or mid-block; multi-lane without median.



- Step 1:

HOLD the students – USE eye contact to check the traffic – WAIT for a break in traffic.

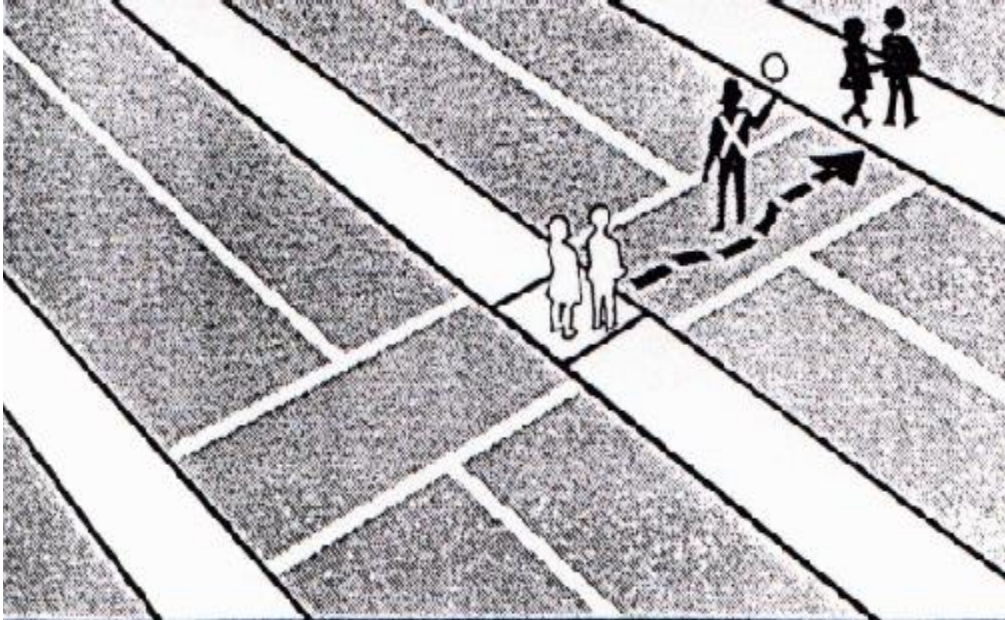


- Step 2:

When it is SAFE, the Crossing Guard DIRECTS the students to the median safety zone to form a group and WAIT for the guard.

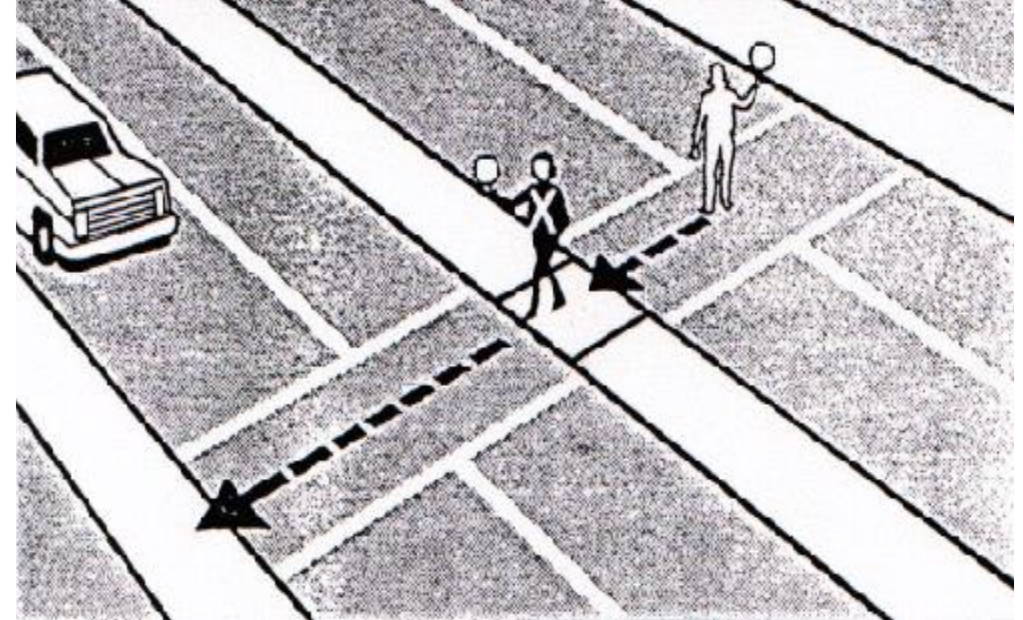
SITUATION “C” – MULTI-LANE WITH MEDIAN

Crosswalk at standard intersection or mid-block; multi-lane without median.



- Step 3:

The Crossing Guard HOLDS the students in a group and USES eye contact to check traffic. When it is SAFE, the guard will DIRECT the students to cross.



- Step 4:

After the students have crossed, the guard returns to the median and waits for a safe break in traffic and then returns to the original position on the curb.

INCIDENT PROCEDURE – Minor Incident

- Minor Incident: (Student falls or is nearly struck but continues to school or home). Use the space below to write in the school district's procedure for reporting minor incidents.

INCIDENT PROCEDURE – MAJOR INCIDENT

MAJOR INCIDENT (Student is struck and injuries are obvious):

During a guard's duty, emergency situations may occur near the school crossing. In the case of an emergency, a guard must stay at his or her post, keep control of the situation, and use the following basic procedure to ensure the children's safety.

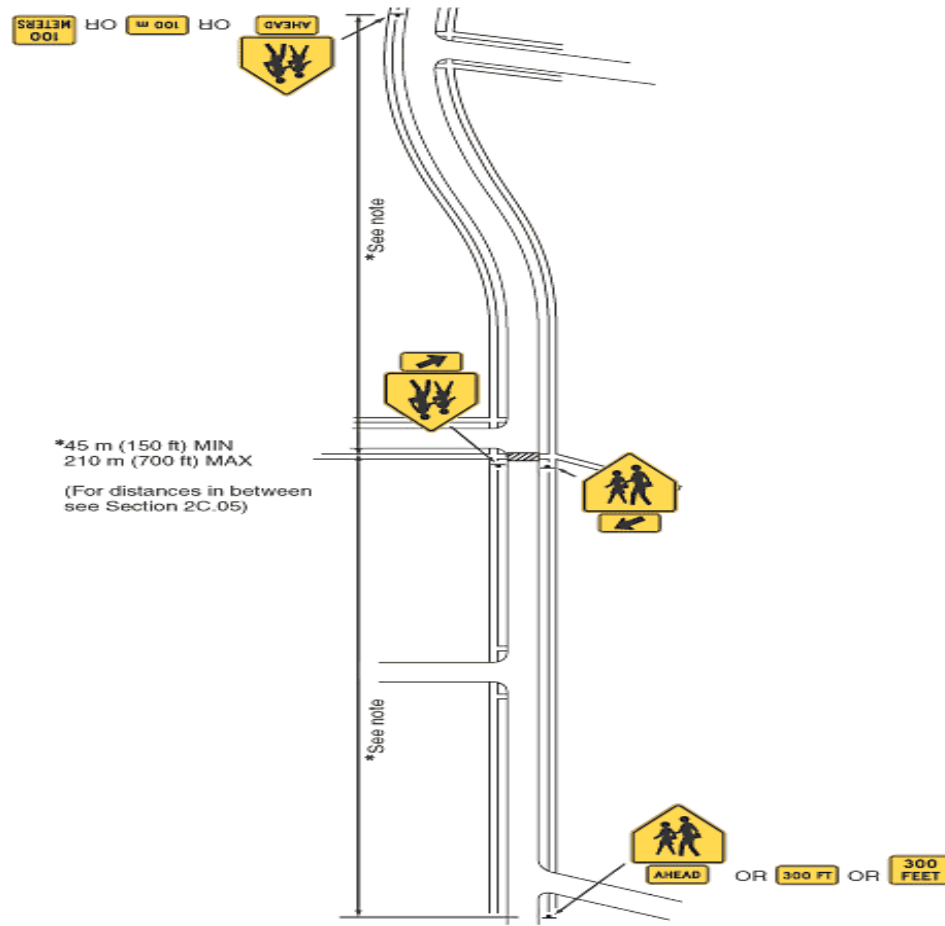
- 1. Stop crossing the children.
- 2. Group the children away from the street to maintain control.
- 3. Remain at the assigned post with the children.
- 4. Ask several people to call 9-1-1.
- 5. Check for injuries – DO NOT attempt to move the injured student, UNLESS the victim is in serious and immediate danger of being struck by another vehicle.
- 6. Protect the victim until police/emergency services arrive. Ask any bystanders for assistance, if necessary.
- 7. Always notify your supervisor as soon as possible of any emergency that occurred. A full written report must be made to the police within 24 hours (if one has not been made at this point). Your supervisor will assist you in preparing this report.

INCIDENT PROCEDURE – REPORT WRITING

- NOTE: Vehicle identification should include make, model, color, license plate number, and a description of the driver.
- Use the 5 W's:
 - WHO
 - WHAT
 - WHERE
 - WHEN
 - WHY

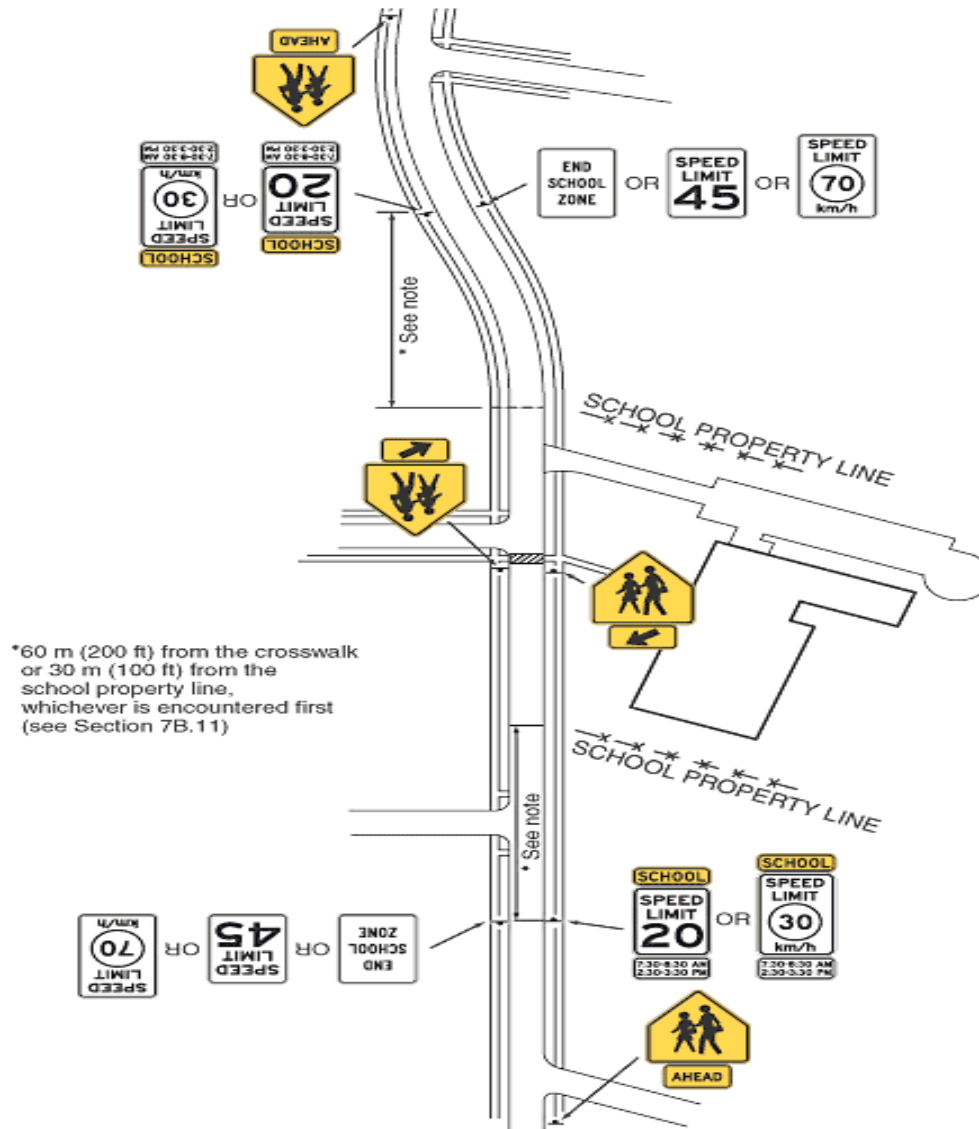
SCHOOL ZONE BASICS

Figure 7B-2. Examples of Signing for School Crosswalk Warning Assembly



- School zones and crosswalk locations are established by the City of Colorado Springs Traffic Engineering Department. The MUTCD provides the guidelines for the layout of the school zone (see left diagram).

Figure 7B-3. Examples of Signing for School Area Traffic Control with School Speed Limits



- When a reduction in speed has been determined, the 20 MPH school zone will be set up similar to the diagram left.

REFRESHER TRAINING

In an effort to maintain safety standards, **Traffic Engineering recommends refresher training every three years for crossing guards.** This will help ensure the proper techniques are being used by all crossing guards.

Questions?



Be Careful Out There!!

