Colorado Department of Transportation

Adult School Crossing Guard Guidelines

This manual must be reproduced in its entirety for training Crossing Guards.
1. INTRODUCTION

Adult Crossing Guards serve a vital function in keeping children safe. Colorado Department of Transportation and the Colorado Safe Routes to School Program recognize this and are glad you’ve decided to contribute to this important endeavor.

The National Center for Safe Routes to School (NCSRTS) observed that "Adult School Crossing Guards" play an important role in the lives of children who walk or bike to school. Crossing guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians.

Training is an essential step to help ensure that Crossing Guards are performing properly. Colorado DOT has provided statewide Train-the-Trainer courses using the national guidelines. These trainings produced many trainers statewide. However, there is still an acknowledged need for a state level Adult School Crossing Guard Program. This program will help Colorado ensure that children walking and biking to school have a safe way to do so. Basic standards and guidance for supervision of school crossings by Adult Crossing Guards are provided in the Manual on Uniform Traffic Control Devices (MUTCD) as adopted by CDOT in 2004 (pursuant to Sections 42-4-104 and 42-4-105 of the Colorado Revised Statutes).

These Adult Crossing Guard Training Guidelines provide consistent effective operating standards for guarded school crossings across the state. These guidelines use national standards, best practices, and also incorporate state traffic laws and legislation.

The training program is comprised of two parts: Train the Trainer and training for the candidate crossing guards.

2. ELEMENTS OF A SCHOOL CROSSING GUARD PROGRAM

This section discusses the following subjects:
- identification of where crossing guards are needed,
- administration of a School Crossing Guard Program,
- Guard Training Course,
- techniques used in school crossings, and
- procedures for typical crosswalk configurations.

2A Identification of Where Crossing Guards are Needed

Many factors contribute to the need for a Crossing Guard. At a vehicular location, general federal guidance is provided by the MUTCD, but ultimately, local criteria traffic engineering judgment and analysis are needed to determine when and where an adult school crossing guard is needed. Available gaps in traffic are a primary factor in determining the need for a Crossing Guard.

The MUTCD 2009 Section 7E.02 states:

Adult crossing guards may be used to provide gaps in traffic at school crossings where an engineering study has shown that adequate gaps need to be created (Section 7A.03), and where authorized by law.
Section 7A.03 states:

Alternate gaps and blockades are inherent in the traffic stream and are different at each crossing location. For safety, students need to wait for a gap in traffic that is of sufficient duration to permit reasonably safe crossing. When the delay between the occurrence of adequate gaps becomes excessive, students might become impatient and endanger themselves by attempting to cross the street during an inadequate gap.

The Institute of Transportation Engineer's “School Trip Safety Program Guidelines” defines an acceptable gap as the minimum time between vehicles that 85 percent of all groups of pedestrians waiting to cross a street will accept as adequate to cross the street and that at least one adequate gap should occur each minute to allow for children to cross without undue delay or risk.

Additional factors, however, such as those listed below may affect the need for an Adult School Crossing Guard and should be considered according to the needs of the student pedestrians.

**Age of students** Younger students have a harder time judging the safety of an intersection, as they have more difficulty judging the speed and distance of approaching vehicles. They may be more tempted to cross during an unsafe gap in traffic.

**Road conditions (width, number of lanes)** The complexity of the crossing may warrant the need for a crossing guard. Wide streets with multiple lanes of traffic may require the use of multiple crossing guards.

**Sight distance** These conditions are measured from a student's and driver's perspectives and calculated using actual vehicle operating speeds.

Temporary obstructions (such as parked cars or snow) may also be factors.

**Presence or absence of traffic control devices** Determine if the existing traffic control devices are appropriate. Does a signalized intersection at a school crossing location have a WALK/DON'T WALK signal, and if so, does that signal have a push button?

**Vehicle speed** Crossing of a higher speed roadway may require a crossing guard because children have a harder time judging necessary stopping distance than adults and may have a harder time identifying safe gaps in traffic.

**Volumes of traffic and pedestrians** Traffic volumes at the intersections should be monitored, as should current and projected pedestrian demand based on school demographics.

**Walk zone for school** Section 7A.01 of the MUTCD offers the following guidance for establishing a school route plan.

A school route plan for each school serving elementary to high school students should be prepared in order to develop uniformity in the use of school area traffic controls and to serve as the basis for a school traffic control plan for each school.

The school route plan, developed in a systematic manner by the school, law enforcement, and traffic officials responsible for school pedestrian safety, should consist of a map showing streets, the school, existing traffic controls, established school walk routes, and established school crossings.

This plan should be created for the walk zone around the school. Policies for the provision of bus service will vary by community and will impact the number of children walking.
to school and the routes that they take. The type(s) of school area traffic control devices used, either warning or regulatory, should be related to the volume and speed of vehicular traffic, street width, and the number and age of the students using the crossing.

School area traffic control devices should be included in a school traffic control plan.

Distance of crossing from school, adjacent land use Proximity of a school to residential neighborhoods may increase the potential number of student pedestrians, more so than proximity to other uses.

Crash history All crashes along the roadways included on the school route plan should be reviewed and analyzed. Various attributes of these crashes (type, frequency, time of day, etc.) should be analyzed to determine their relevance to school safety.

2B Administration

2B.01 Funding and Training Consistent and sufficient funding by municipalities or by school districts is an important factor for a school crossing guard training program. A stable funding source should be identified and secured.

Consistent training and monitoring of the program is important to the safety of the children walking and biking to school. To that end, the Train the Trainer program, a joint CDOT and Colorado Safe Routes to School program provides standardized training on an annual basis to local agencies and municipalities.

2B.02 Training program The CDOT/Colorado Safe Routes to School program provides a Crossing Guard Trainer certification through its Train-the-Trainer program. This program provides trainings throughout the state for certifications.

A model crossing guard program includes a Train-the-Trainer program and local or jurisdictional training for Training Guard candidates. Elements of the program may include:
- classroom training,
- website training,
- practical training, and
- field review.

2B.03 Certification of Trainers Certification as a Trainer shall be achieved if the trainer candidate receives an 85 percent score or greater on the final test and receives entirely satisfactory marks on the performance checklist.

Recertification of Trainers shall be required by CDOT every five years. To be recertified, a Trainer must complete the regular training course or the refresher course.

2B.04 Prequalification of guards Section 7E.03 of the MUTCD states that Adult Crossing Guards should possess the following (minimum) qualifications:
- average intelligence,
- good physical condition, including sight, hearing, and ability to move and maneuver
quickly in order to avoid danger from errant vehicles,
• ability to control a Stop paddle effectively to provide approaching road users with a clear, fully direct view of the paddle's Stop message during the entire crossing movement,
• ability to communicate specific instructions clearly, firmly, and courteously,
• ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury,
• mental alertness,
• neat appearance,
• good character,
• dependability, and
• an overall sense of responsibility for the safety of students.

2B.05 Training of Crossing Guards
Training for crossing guards should be offered shortly before the start of the school year, with ongoing training opportunities available to maintain an adequate number of crossing guards.

Successful completion of the training shall include two hours of online or classroom training by a Certified Trainer. Inclusion of practical field exercises (field exercises) in the training is desirable. A passing score of 75 percent on the written test is required for certification.

It is recommended that a field review of skills be completed before the Crossing Guard begins his/her assignment. This review shall occur at the assigned intersection for the duration of the shift. A field review checklist is included with this document.

2B.06 Recertification of a Guard
Ongoing supervision and review of guards should continue throughout the year.

Recertification of an Adult Crossing Guard should occur every two years, either by classroom instruction or online. Field review shall occur prior to each new assignment.

Items to be reviewed in the field include:
• appropriateness of dress,
• demonstrated understanding of the function of pedestrian signals, traffic signals and crosswalks, and
• proper procedure for crossing children

2B.07 Training of a multiply assigned, reassigned or transferred Guard
If a guard is reassigned to a crosswalk other than the one at which he was certified, the supervisor shall confirm that the guard is aware of the new conditions and check that the guard is able to manage satisfactorily.

2B.08 Requirements of a substitute guard
A substitute guard should have sufficient experience to be familiar with the crossing procedure appropriate for any school crossing to which he might be assigned. If a community service officer, traffic control officer, or other employee is to be available for substitute crossing guard duty, he should complete the same training as a regular guard. (Although officers may be experts in vehicular traffic control, it is important for them to receive the training in order to appreciate the limitations of children's developing traffic skills.)

2B.09 Crossing Procedures: Inclement Weather
Crossing guards need to be particularly careful during inclement weather. Bad weather tends to make people hurry and pay less attention. In addition, visibility is reduced and stopping distances are increased as roads become slippery.

When visibility is reduced, it is critical that guards take extra precautions to be seen by motorists. High visibility vests should be worn outside of any jackets (unless the jacket itself is high visibility with retroreflective material). The guard should
ensure that he has the attention of motorists before crossing.

A whistle can be used as an effective way to get a driver’s attention, but should be used with caution. A single blast of the whistle may be used as needed by the guard while displaying the Stop paddle.

Retroreflective traffic cones or in-crosswalk panels, as determined by each municipality, may be used to enhance the visibility of a crosswalk. Any signage in the school zone must comply with the MUTCD. See Section 7B.12 (School Crossing Assembly) of the MUTCD for guidance on the use of in-street signage.

2B.10 Courtesy crossing of adult pedestrians
A guard may conduct a crossing for an adult who requests it, but this service is secondary to the purpose of crossing student pedestrians and should not be allowed to interfere with the primary purpose.

2B.11 Uniform
The MUTCD Section 7E.04 provides the following standards for the uniform of Adult Crossing Guards.

Adult crossing guards shall wear high-visibility retroreflective safety apparel labelled as ANSI 107-2004 standard performance for Class 2. This apparel background (outer) material shall be either fluorescent yellow-green or fluorescent orange-red. The retroreflective material shall be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors.

A crossing guard shall wear the vest over any winter clothing or rain jackets that might be appropriate for the season. Wearing the vest over the outerwear will assist the guard in staying visible in inclement weather.

A guard shall not use an umbrella or other gear that would interfere with his ability to use his hands, or to see and hear.

Additional clothing items may be determined by the local agency. Tee-shirts with inappropriate logos or sayings shall not be worn.
2B.12 Other considerations

Report any absence
Unless excused, a guard shall be at his station on time, properly attired, and neatly groomed. A policy should be in place whereby a guard should notify his/her supervisor of a planned absence at least 24 hours in advance. If illness or another unexpected circumstance prevents him/her timely appearance, a guard should notify the supervisor as soon as possible.

Parking a personal vehicle
If a guard travels to his/her station in a personal vehicle, it shall be parked only in an allowed location (e.g., not on a sidewalk, nor on the street in any location where signs prohibit parking at the time). If parked on the street on an approach to the crossing, it shall not block the guard’s view of approaching traffic.

Remain standing while on duty
A guard should not sit while on duty. Sitting down somewhere along the roadside would reduce an approaching driver’s peripheral view of the guard, or might suggest to drivers or arriving children that the guard is not on duty. A guard also needs to be ready to react quickly in case of an unexpected event. The visible presence of an alert guard can also help to discourage unsafe behavior.

Avoid distractions and unrelated activities
While on duty, a guard shall not eat, smoke, use other tobacco products, or consume beverages. While in uniform, a guard shall not patronize liquor establishments. A guard shall not use a radio (other than a two-way radio for official communication), headphones or portable audio players, nor read books, magazines, newspapers, or other materials while on duty. Any mobile communication device may be used only in an emergency and never while crossing children.

Accept instructions only through the chain of command

Any request by school personnel or others outside a guard’s chain of command (e.g., to change his schedule or procedures) should be made through the guard’s supervisor.

Receive notice of schedule changes
A policy shall be in place whereby a guard’s supervisor shall notify him of any school schedule change or special school function that would affect his work schedule.

Emergency response plan
If any emergency response plan has been adopted that involves a special procedure for an agency’s crossing guards, guards shall be briefed on the procedure. An agency should have a plan for contacting on-duty guards in case of an emergency.

If the school has a school emergency plan, guards should have a copy of this plan.

3. GUARD TRAINING COURSE

The Adult Crossing Guard Training Course is designed to teach candidate guards the procedures and techniques necessary to safely cross student pedestrians.

3A Elements of the Training Course
The Training Course is made up of three parts:
Instruction, Practical Training and Supervised Duty. Completion of each part is recommended to equip Adult School Crossing Guards with the skills and knowledge appropriate to the job.

3A.01 Classroom Instruction

If in-class training is part of the process, classes should be taught by a Certified Trainer and should reinforce the techniques and lessons taught in the prepared slide show presentation and should include practical training with role play as described in section 3B.

The Children in Traffic DVD should also be reviewed as the basis for understanding the techniques and procedures taught to adult school crossing guards.

3A.02 Common traffic hazards at crosswalks

Collisions between pedestrians and motor vehicles at intersections usually involve an unexpected violation of road rules by at least one of the parties (pedestrian or driver) and the subsequent failure of both parties to take adequate evasive action. Even when driver practice is poor, pedestrians who practice good crossing technique can usually anticipate conflicts and avoid collision.

Pedestrian crashes of the “multiple threat” type have resulted in serious injuries to children at uncontrolled crossing locations. This scenario develops when a driver stops to let a pedestrian cross but a second driver fails to stop. The pedestrian enters the crosswalk in front of the stopped vehicle, which partially screens him or her from the view of the overtaking driver. The second driver erroneously assumes there is no reason to stop and begins to pass. Meanwhile the crossing pedestrian neglects to scan for approaching traffic before proceeding past the stopped vehicle. The second driver and pedestrian collide. Inexperienced pedestrians sometimes assume that, if one driver stops for them at an uncontrolled crosswalk, others will too.

The visible presence of guards crossing children in a roadway tends to improve driver behavior, and guards also deter improper crossings by children (darting into roadway, etc.). Hazardous driver behaviors that may still occur at a guarded crosswalk include:

- speeding (when crosswalk use is not noticed);
- right turn into crosswalk on green light;
- entering crosswalk to make right turn on red light, and
- left turn into crosswalk on green light.

3A.03 Understanding children’s needs to master safe crossing skills

A crossing guard should actively reinforce safe street crossing practices, coaching children to search for traffic before crossing—to “look left, right, left” and (at a corner) over the shoulder for turning traffic or for any approaching vehicle. Children have only partially acquired the knowledge, skills, and abilities that experienced pedestrians use. Children in traffic

- can be impulsive,
- have limited peripheral vision and ability to locate relevant sound sources,
- have poor ability to assess vehicular approach speeds and gaps,
- are short and easily screened from view by cars, and
are apt to assume that if, one driver stops for them, the coast is clear, and
are apt to consider simply running across a road a viable crossing strategy.

The DVD Children in Traffic should be shown to trainees to help them understand how the physical and psychological development of children affects their ability to detect and recognize traffic risks and make safe choices. Available from the AAA Foundation for Traffic Safety (www.aaafoundtation.org; Item #210 $14.95)

3A.04 Policy regarding Guards’ Interaction with Children
Crossing guards are representatives of the community, tasked with helping to create a safe environment for children. There shall be no physical touching of students. Students shall never be put into a crossing guard’s vehicle. Guards shall never give gifts to students.

3A.05 Devices for alerting traffic and indicating waiting position for students
Section 7E.05 of the 2009 MUTCD describes operating procedures for Adult Crossing Guards:

At these times, they shall stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop.

Adult crossing guards shall use a Stop paddle. The Stop paddle shall be the primary hand signaling device.

The Stop paddle shall be an octagonal shape. The background of the Stop face shall be red with at least 6-inch series upper-case white letters and border. The paddle shall be at least 18 inches in size and have the word message Stop on both sides. The paddle shall be retroreflectorized or illuminated when used during hours of darkness.

3A.06 Understanding applicable traffic regulations
The state traffic code is set forth in Title 42 of Colorado Revised Statutes. It includes rules that pertain to right-of-way at crosswalks, parking or stopping at or near crosswalks, and the operation of bicycles. Although drivers do not always comply with these rules and guards should not depend on them to do so, guards should understand the legal basis that supports school crossings.

During times indicated for school speed zones: Whenever the department of transportation or local authorities, within their respective jurisdictions, determine upon the basis of a traffic investigation or survey that a reduced speed limit is warranted in a school or construction area or other place during certain hours or periods of the day when special or temporary hazards exist, the department or the concerned local authority may erect or display official signs of a type prescribed in the state traffic control manual giving notice of the appropriate speed limit for such conditions and stating the time or period the regulation is effective. When such
signs are erected or displayed, the lawful speed limit at the particular time and place shall be that which is then indicated upon such signs.” (CRS Section 42-4-1102(5)

If no school speed zone is designated but a speed limit is posted, the speed limit at a given point on the roadway is that indicated by the nearest Speed Limit signs on its approaches. On a municipal or county road, if no school speed zone is designated and no speed limit is posted, a statutory (default) speed limit applies. (CRS, Section 42-4-1101)

Within a residential district, this default speed limit is 30 mph.

Guards who might work at signalized crossings should understand that the display of a green light by a traffic signal does not convey an unconditional right-of-way to a driver facing the green light:

Vehicular traffic facing a circular green signal may proceed straight through or turn right or left unless a sign at such place prohibits such turn; but vehicular traffic, including vehicles turning right or left, shall yield the right-of-way to other vehicles and to pedestrians lawfully within the intersection and to pedestrians lawfully

within an adjacent crosswalk at the time such signal is exhibited. (CRS, Section 42-4-604)

A pedestrian is usually understood to be lawfully within a crosswalk if he is finishing his crossing after entering the crosswalk at a time when it was legal to do so (i.e., when the pedestrian faced an illuminated Walk signal or, where no pedestrian signal is installed, when the pedestrian faced a green light).

A driver facing a red light “shall stop at a clearly marked stop line but, if none, before entering the crosswalk on the near side of the intersection.” (CRS, Section 42-4-604)

Where no (functional) signal is present, a driver is generally obliged to yield right of way to a pedestrian who is “crossing the roadway within a crosswalk”:

When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is travelling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger. (CRS, Section 42-4-802)

A pedestrian’s right to enter a crosswalk is qualified:

No pedestrian shall suddenly leave a curb or other place of safety and ride a bicycle, ride an electrical assisted bicycle, walk, or run into the path of a moving vehicle that is so close as to constitute an immediate hazard. (CRS, Section 42-4-802)

Stopping or parking on a crosswalk is prohibited:
No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or an official traffic control device,...on a crosswalk. (CRS, Section 42-4-1204)

A cyclist riding on a roadway is subject to the rules for drivers; a cyclist operating on a sidewalk or crosswalk has the rights and duties of a pedestrian, but is still subject to the same bicycle equipment and passenger transport requirements that apply to roadway riders. Thus, on both roadway and sidewalk,

- a bicycle ridden between sunset and sunrise must have operating front and rear lights, as well as a rear reflector; (CRS, Section 42-4-221)
- a bicycle must have brakes; (CRS, Section 42-4-221)
- a bicycle may carry only as many persons as it was designed for. (CRS Section 42-4-1412)

Although dismounting before crossing in a crosswalk is not legally required, it is best to ask children on bicycles, scooters or skate-boards to dismount before crossing. Walking across helps avoid conflicts between crossing children and allows the guard and children to be more attentive to traffic hazards and react more quickly to them.

Immunity For Damages Arising From The Acts Or Omissions Of School Crossing Guards.
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.

3A.07 Understanding traffic signal operation at crosswalks
Guards shall know the meaning of pedestrian signal indications (MUTCD Section 4E.02):
Walking Person symbol or “Walk” indication: pedestrian may start to cross the roadway in direction of the indication;

Flashing Upraised Hand symbol or “DON'T Walk” indication: pedestrian shall not start to cross, but any pedestrian already crossing shall proceed out of the roadway;

Steady Upraised Hand symbol or “DON'T Walk” indication: a pedestrian shall not enter the roadway.

3A.08 Familiarity with school crossing-related signs and pavement markings
A guard should be familiar with the signs and pavement markings used at and on approaches to his assigned crossing. These may include crosswalk markings, warning signs, school speed zone signs and markings, parking prohibition signs, STOP signs, and stop lines.
3B Practical Training
Practical training is an important part of the Train the Trainer program. This aspect involves role play and simulation to practice the techniques and procedures used to safely and effectively cross student pedestrians.

Training should be conducted at a crosswalk or simulated crosswalk with no children present and should cover both signalized and unsignalized intersections. Participants should play all roles (student pedestrians, crossing guards, drivers) and practice proper crossing procedures using the Stop paddle, hand gestures and the whistle.

3C Supervised Duty
It is recommended that prior to assignment, each guard be briefed about what to expect at the crossing. A newly placed guard should be observed by the trainer or agency to test the guard's skills in the field.

4. TECHNIQUES USED IN SCHOOL CROSSINGS

4A Traffic Scanning Procedure
At an intersection, traffic can approach a crosswalk from various directions. To gauge whether any approaching traffic will have time to see him in the crosswalk and yield, a guard uses the traffic search procedure for crossing a street, and coaches children to follow the same steps. This procedure is:

1. At curb or edge of roadway, stand and face the roadway. Search to the left and to the right for traffic approaching from either direction.

2. If at an intersection, search forward and behind: scan the oncoming approach of the parallel roadway for any traffic that might cross your path and look over the appropriate shoulder for any traffic approaching from your rear that might turn across your path.

3. If the gap seems adequate, before proceeding make a final search to the left (because traffic on the left is on the side nearest to you).

4. When crossing the street, continue to scan the approaches for moving vehicles.

4B Signaling to drivers
A guard signals to drivers to alert them to their duty to stop for crosswalk users (the guard himself, and crossing children), not for purposes of directing traffic. While in the roadway, a guard should never make any hand or head movement that might be interpreted by a driver as a signal to proceed. When a guard has taken position and is ready to cross children, the instruction to children to make their traffic searches and begin crossing is made verbally, without gestures.

4B.01 Technique for use of Stop paddle
As required by the 2009 MUTCD, to alert traffic on a two-way street to stop with a Stop paddle:

1. Raise the Stop paddle with the arm that will be closest to the far (opposite) side of the street when you take the position for crossing children. At an intersection, this will be the arm that is farthest from the intersection when you are at the curb facing the crosswalk.

2. Hold the paddle shoulder-high so that one side
is displayed to traffic approaching the crosswalk on the near side of the street (“near-side traffic”), and the other is displayed to traffic approaching the crosswalk on the far side of the street (“far-side traffic”). Your body should not block either view of the paddle. The two faces of the paddle should remain continuously visible to traffic approaching on the respective sides. The paddle leads you into the crosswalk. Look directly at near-side traffic momentarily, turning your head as necessary.

3. Continuing to hold the paddle as described in step 2, look directly at far-side traffic, turning your head as necessary, as you approach the middle of the street.

4. If a driver disregards the STOP paddle, blow your whistle as described in 4B.03.

The STOP paddle should be kept raised while a guard is in the roadway. A guard should not switch the STOP paddle from one hand to the other or wave it about while in the roadway.

4B.02 Making the hand signal
To make the hand signal for traffic to stop:

1. Look directly at the nearest driver to be alerted and point at him with an extended arm and index finger,
2. Continuing to watch driver and to hold extended arm parallel to the ground, raise your palm upward, facing the driver,
3. If driver disregards hand signal, blow whistle as described in 4B.03.

4B.03 Use of whistle for warning
The whistle is a warning device. As the MUTCD cautions in regard to warning signs, “excessive” use can result in reduced effectiveness.

The whistle should be in the guard’s mouth when stepping into the crosswalk. If a driver fails to stop in response to a hand signal or the display of a STOP paddle, the response is to blow one long blast on the whistle to warn the driver while looking directly at him and continuing to display the STOP paddle or hand signal to him with extended arm.

Whether to blow the whistle when stepping off the curb at a given location is a local agency decision that should be based on the traffic conditions and the safety of the guard. Each crosswalk should be considered individually.
5. CROSSING PROCEDURES FOR A VARIETY OF SITUATIONS

In every situation, a guard uses the proper search pattern for crossing a street and encourages student pedestrians to follow these safety steps. This pattern is:

1. Stop at the curb or edge of the street,
2. Look left, right, then left again for traffic,
3. Look over the shoulder for possible turning vehicles if the pedestrian is standing at an intersection,
4. Walk directly across the street at a consistent pace and continue scanning the street while crossing the street.

5A. Procedures for typical crosswalk configurations on two-way roadways

The following sections describe the procedures for crossing at unsignalized crosswalks, unsignalized midblock crosswalks, signalized crosswalks and signalized midblock crosswalks.

5A.01 Unsignalized crosswalks

1. Curbside Assembly

Stand on curb or behind edge of roadway on the side of the street where students approach. Keep students at least one step back from the curb or roadway edge. If a yellow “stand-back” line is marked or taped on sidewalk, it should be at least 3 feet behind the curb.

Ask a child who arrives on a bicycle, scooter, or skateboard to dismount and walk the bicycle or scooter or carry the skateboard when crossing.

2. Select an opportune time

As children collect, wait for an opportune time to create a sufficient gap in traffic. Make a final scan for traffic before entering the roadway.

Remind children to wait for your verbal direction before starting to cross.

3. Enter crosswalk, stopping near-side traffic
Raise and display the Stop paddle as you walk to the middle of the roadway. (Make the hand signal to traffic on the near-side approach with the left arm, continuing to hold your upraised palm to that approach as you walk to the middle of the roadway.)

4. Stop far-side traffic

As you approach the middle of the roadway, check that the Stop paddle is clearly visible to that approach as well.

5. Take position

Position in the middle of the street, just outside the crosswalk on the side closest to the approach with greater apparent risk of traffic conflict and face that approach, continuing to display the stop paddle to both approaches (keep both arms extended horizontally to your sides). Make a final check that traffic on both approaches has stopped.

6. Initiate crossing

Turn your head toward the waiting children and, making eye contact, verbally direct them to search for traffic as described, and to proceed when the way is clear.

7. Maintain your position

As children cross behind you, do not allow any driver to cross the crosswalk until the last child of the released group has reached the opposite curb or roadway edge.
8. Return to the starting curb

Remain alert for traffic and continue to display the stop paddle until you have left the roadway (do not lower your upraised hand to the near-side approach until you have left the roadway).

5A.02 Unsignalized midblock crosswalk

Follow the same procedure as used at unsignalized crosswalk except that Step 5 is:

Take position in the middle of the street, just outside the crosswalk on the side closest to the approach with the greater apparent risk of traffic conflict (e.g., due to greater volume or higher typical speeds) and face that approach, continuing to display the Stop paddle to both approaches (keep both arms extended horizontally). Make a final check that traffic on both approaches has stopped.

5B.01 Signalized crosswalks

1. Curbside Assembly

Stand on curb or behind edge of roadway on the side of the street where students approach.

Keep students at least one step back from the curb or roadway edge. If a yellow “stand-back” line is marked or taped on sidewalk, it should be at least 3 feet behind the curb.

Instruct any student who arrives on a bicycle, scooter, or skateboard to dismount and walk the bicycle or scooter or carry the skateboard when crossing.

2. Wait for walk indication
5. Take Position

Take position in the middle of the street, just outside the crosswalk on the side closest to the intersection and face traffic on that side, continuing to display the stop paddle to both approaches (keep both arms extended horizontally to your sides). Make a final check that traffic on both approaches has stopped.

3. Enter crosswalk, stopping near-side traffic

Raise and display the stop paddle as you walk to the middle of the roadway.

4. Alert far-side traffic

Walk toward the middle of the street, alerting traffic on all approaches (including those that might make left or right turns onto the crosswalk) by holding Stop paddle high.

6. Initiate Crossing

Turn your head toward the waiting children and, making eye contact, verbally direct them to search for traffic, and to proceed when the way is clear.

As children collect, press pedestrian pushbutton, if needed to actuate a phase for pedestrian crossing. Remind children to wait for your signal before starting to cross. When a fresh walking person symbol (or “walk” message) is displayed (or when the appropriate green is illuminated if there is no pedestrian signal), make a final scan for traffic.
7. Maintain your position

As children cross behind you, do not allow any driver to cross the crosswalk until the last child of the released group has reached the opposite curb or roadway edge.

8. Return to the starting curb or roadway edge

Remain alert for traffic and continue to display the Stop paddle until you have left the roadway (do not lower your upraised hand to the near-side approach until you have left the roadway).

5C Crosswalks on multi-lane highways

At a signalized or unsignalized crosswalk that crosses four or more lanes (on either an undivided or divided highway), two guards should be assigned, so that each can handle one side of the highway.

Positions taken by two guards to conduct a multilane crossing

Each guard stands at the edge of the crosswalk on the side closest to traffic that approaches on his side, and faces that approach. The lead guard makes the final visual check and gives the verbal direction to children to make their scans for traffic (section 3A) and to cross when clear. Children cross in the crosswalk between the two guards.

5B.02 Signalized midblock crosswalk

In this case, a pedestrian pushbutton is ordinarily installed. The crosswalk is considered “signalized” (in the sense of “controlled”) if the signal displays a red indication when activated. If not (e.g., if the signal is a flashing yellow warning beacon), use the procedure for an unsignalized midblock crosswalk, 4A.02). The procedure for a signalized midblock crosswalk follows the steps used at a signalized intersection except step 5, which is:

Take position in the middle of the street, just outside the crosswalk on the side closest to the approach with the greater apparent risk of traffic conflict (e.g., due to greater volume or higher typical speeds) and face that approach, continuing to display the Stop paddle to both approaches (keep both arms extended horizontally). Make a final check that traffic on both approaches has stopped.
6. RESOURCES

*MUTCD*, 2009 edition; US Department of Transportation, Federal Highway Administration

Adult School Crossing Guidelines, National Center for Safe Routes to School and the Pedestrian & Bicycle Information Center, 2006 http://www.saferoutesinfo.org/guide/crossing_guard/index.cfm

Florida School Crossing Guard Training Guidelines, Florida Department of Transportation Safety Office, 2009 http://www2.dot.state.fl.us/CrossingGuard/index.aspx


Children in Traffic (DVD) AAA Foundation for Safety; www.aaafoundation.org

West Valley City School Utah Crossing Guard Program http://www.saferoutesinfo.org/online_library/details.cfm?id=4098

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Section 5 graphics from the CDOT Train the Trainer presentation; http://www.coloradodot.info/programs/bikeped/safe-routes/training/crossing-guard/srtscrossingguardpresentation.ppt/view

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For more information, contact:
Colorado Safe Routes to School 4201 E. Arkansas Ave, Shumate Bldg
Denver CO 80222-3406 303-757-9088
srts@dot.state.co.us

or visit:
http://www.coloradodot.info/programs/bikeped/safe-routes/training/crossing-guard
I have read and understood the attached School Crossing Guidelines.

Date: ________________________

Name

Signature:

Reviewer:

Name

Signature
Name: ________________________________ Date: ____________________________

1. Crossing guards direct traffic. (circle one) True or False

2. What are the two required elements of a crossing guard uniform?

3. Should children be allowed to ride the bikes across the street?

4. What should you request the children do before crossing the street?

5. What should you do if the Don’t Walk signal starts flashing while the children are still in the crosswalk?

6. It is not appropriate to cross adults. (circle one) True or False

7. You are allowed to listen to the radio while on duty. (circle one) True or False

8. Where should you position yourself in the crosswalk?

9. What kind of signal do you use to let students know it is safe to cross?

10. You should allow student to cross whenever they want to. (circle one) True or False

11. When is it appropriate to leave the crosswalk and return to your starting position?

12. Drivers that stop before the crosswalk before turning right are allowed to enter the crosswalk if there are pedestrians in the crosswalk. (circle one) True or False

13. In an emergency situation you are allowed to leave the children to go help. (circle one) True or False

14. What should you do if you notice a driver breaking the law?

15. It is alright to occasionally arrive late to your shift. (circle one) True or False

16. Each supervised crossing is an opportunity to teach safe crossing skills. (circle one) True or False
1. Crossing guards direct traffic. (circle one) True or False

2. What are the two required elements of a crossing guard uniform? STOP paddle and retro-reflective vest

3. Should children be allowed to ride the bikes across the street? No

4. What should you request the children do before crossing the street? Look left, right, left again and behind them if at an intersection

5. What should you do if the Don’t Walk signal starts flashing while the children are still in the crosswalk? Stay in position and wait for the children to clear the crosswalk

6. It is not appropriate to cross adults. (circle one) True or False

7. You are allowed to listen to the radio while on duty. (circle one) True or False

8. Where should you position yourself in the crosswalk? On the outside of the crosswalk, facing the greatest threat

9. What kind of signal do you use to let students know it is safe to cross? Verbal

10. You should allow student to cross whenever they want to. (circle one) True or False

11. When is it appropriate to leave the crosswalk and return to your starting position? After the children have cleared the crosswalk.

12. Drivers that stop before the crosswalk before turning right are allowed to enter the crosswalk if there are pedestrians in the crosswalk. (circle one) True or False

13. In an emergency situation you are allowed to leave the children to go help. (circle one) True or False

14. What should you do if you notice a driver breaking the law? Take down his/her information and report it to law enforcement

15. It is alright to occasionally arrive late to your shift. (circle one) True or False

16. Each supervised crossing is an opportunity to teach safe crossing skills. (circle one) True or False
<table>
<thead>
<tr>
<th>Practical Training Skill Exam S/U</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The guard is wearing the complete uniform adopted by the employing agency, in conformance with state guidelines.</td>
<td></td>
</tr>
<tr>
<td>2. The guard has brought all assigned equipment (vest, whistle, gloves, stop paddle, etc.) and uses it properly.</td>
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</tr>
<tr>
<td>3. The guard demonstrates understanding of the function of pedestrian signals, traffic signals and crosswalks.</td>
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<tr>
<td>4. The guard appears alert and attentive to potential hazards in the crossing zone area.</td>
<td></td>
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<tr>
<td>5. The guard displays interest in overall safety of both pedestrian and vehicular traffic.</td>
<td></td>
</tr>
<tr>
<td>6. The guard is correctly positioned at the edge of the roadway in front of children prior to crossing.</td>
<td></td>
</tr>
<tr>
<td>7. The guard demonstrates the proper search pattern (left, right, left and over shoulder) before entering the roadway.</td>
<td></td>
</tr>
<tr>
<td>8. The guard ensures that children remain on the sidewalk or at the edge of the roadway until they are told to cross.</td>
<td></td>
</tr>
<tr>
<td>9. The guard properly positions self in the roadway for maximum visibility.</td>
<td></td>
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<tr>
<td>10. The guard makes sure that all motor vehicle traffic has stopped on the roadway that will be crossed before allowing</td>
<td></td>
</tr>
<tr>
<td>11. The guard instructs children to cross behind him/her.</td>
<td></td>
</tr>
<tr>
<td>12. The guard remains in the intersection until all children have safely crossed the roadway.</td>
<td></td>
</tr>
</tbody>
</table>

Assignment:

**Classroom Training (Date or N/A):**
The guard successfully completed the Classroom Instruction Portion of the certification process with a score of _______% on the final exam.

**Practical Training (Date or N/A):**

**Trainer's Signature:** ____________________________  
**Printed Name:** ____________________________

**On-Site Observation**

**Time Observed:** ____________________________

**Trainer's Signature:** ____________________________
**Printed Name:** ____________________________

**Comments:**