

Safe Routes to School Pennsylvania



Adult Crossing Guard Procedures and Techniques

LOGISTICS

- Sign-in procedures
- Facility information
- Handouts





PERFORMANCE OBJECTIVES

- Know the full responsibilities, as well as the limitations of the duties, of a competent crossing guard
- Recognize the ways that the behavior of children is different from adults, and how these differences can create safety issues when crossing streets





PERFORMANCE OBJECTIVES

- Be able to demonstrate the techniques and procedures used by crossing guards to safely assist children across roadways
- Be able to demonstrate the ability to appropriately handle incidents and report those incidents correctly



COURSE OVERVIEW

- Why We Need Crossing Guards
- Introduction to Crossing Guard Responsibilities
- Traffic Control
- Traffic Operations
- Common Hazards
- Tools and Accessories Used by Crossing Guards
- The Crossing Procedure
- Other Job Considerations
- Skills Practice



WHY WE NEED CROSSING GUARDS



WHY WE NEED CROSSING GUARDS

- Background
- Relationship (of Crossing Guards) to Children
- Characteristics of Children





Background

- Walking and bicycling to school are more popular
- Children are vulnerable
- Adult Crossing Guards help
- This is the first statewide Crossing Guard training in Pennsylvania





Relationship to Children

- Keep children on sidewalk or roadside until *safe* to cross
- Lead children across roadway when *safe*
- Maintain discipline to the degree that children are *safe*
- Instruct children about crossing *safely*
 - May also need to instruct parents of children
- Be observant of dangers to children
- Be a positive role model





Relationship to Children

- Children are not naturally safe
 - Perceptions of the world are different than adults'
 - Physical capabilities are different than adults'
 - Cognitive capabilities are different than adults'
- Children can learn to be safe
- Children need assistance in locations where safety risks are higher





Characteristics of Children

- See differently
- Hear differently
- Are unaware of closure speeds
- Mix fantasy with reality
- Focus on one event at a time
- Are spontaneous and curious





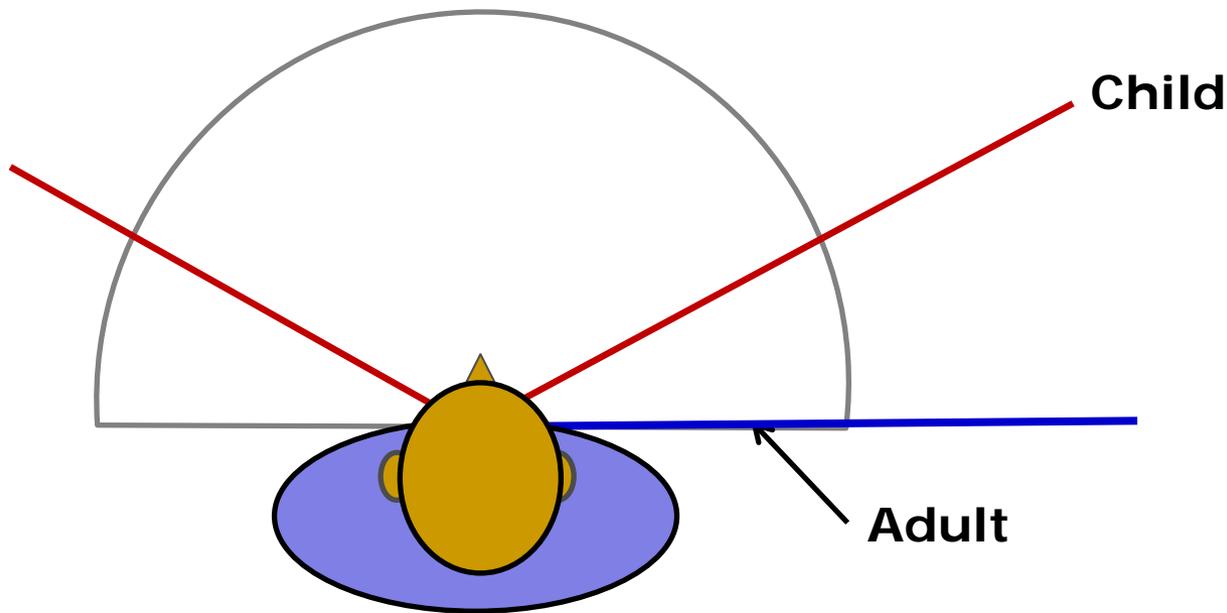
Characteristics of Children

- Will complete any motion they start
- Overestimate their abilities
- Model their actions after others
- Possess a different system of logic than adults
- Treasure near misses



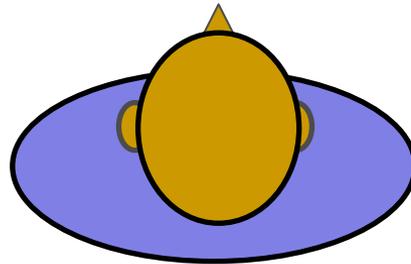
See Differently

- Capable of 2/3 the peripheral vision of adults
 - Healthy adults: approximately 180
 - Healthy children: approximately 120



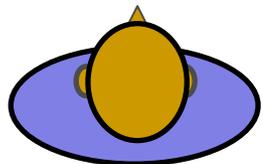
Hear Differently

- Have difficulty recognizing the sources of sounds



Are Unaware of Closure Speeds

- Have difficulty judging
 - Distance
 - Closure speed



15

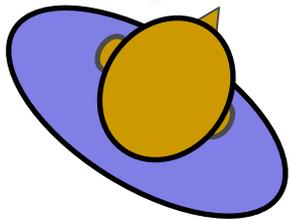
Mix Fantasy with Reality

- Sometimes think inanimate objects are alive



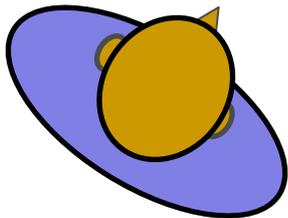
Focus on One Event at a Time

- Focus is limited to one event or thought at a time



Are Spontaneous and Curious

- Will suddenly follow their curiosity



Will Complete Any Motion They Start

- Will not respond to a new event, even if danger



Overestimate Their Abilities

- May think they can run faster or change direction more quickly than they really can



Model Their Actions After Others

- Learn from the people around them
 - Other children
 - Adults
 - Good
 - Bad



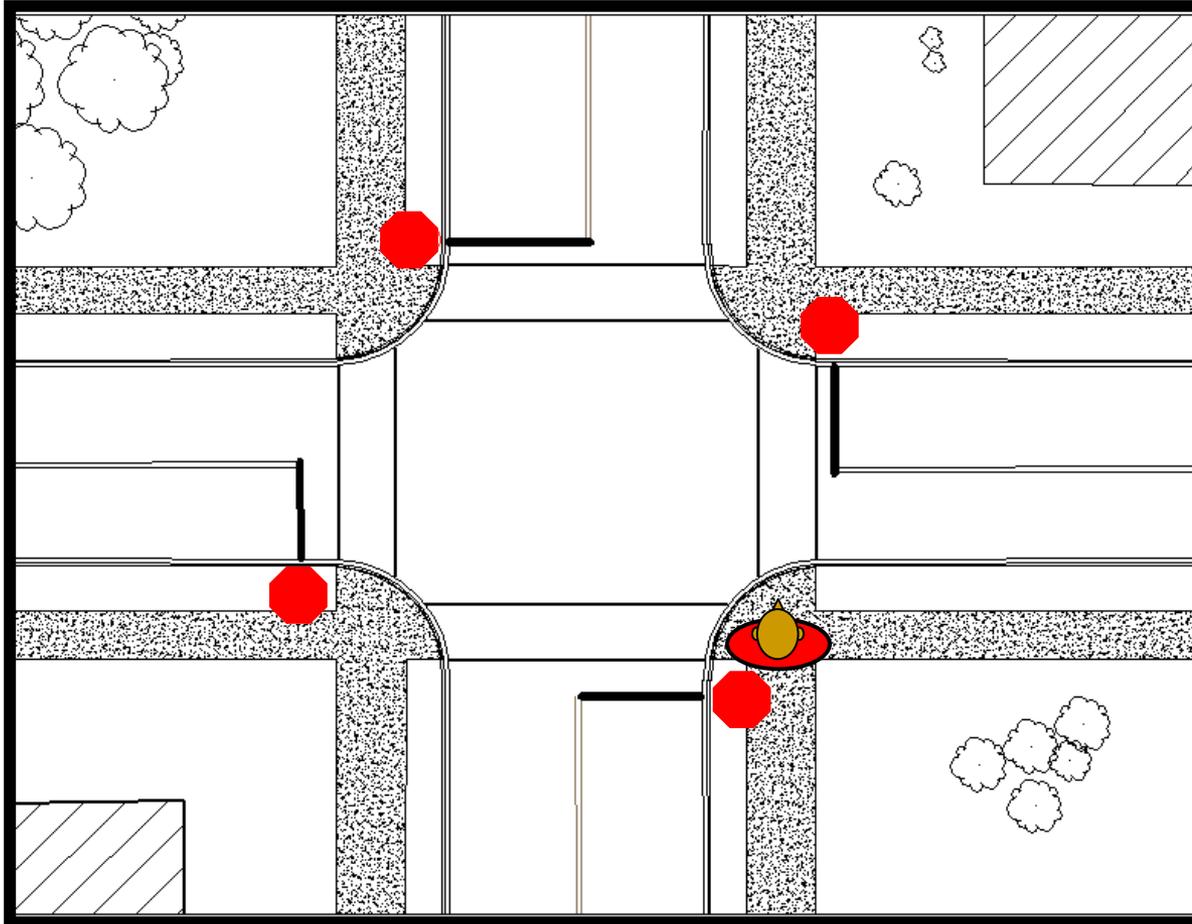


Possess a Different System of Logic Than Adults

- Adult logic
 - If moving cars can hurt us
 - And moving cars are in the street
 - Then running into the street can hurt us
- Child logic
 - If moving cars can hurt us
 - And moving cars are in the street
 - We can just run between the cars so they don't hit us



Treasure Near Misses



INTRODUCTION TO CROSSING GUARD RESPONSIBILITIES



INTRODUCTION TO CROSSING GUARD RESPONSIBILITIES

- Orientation to Agency
- Primary Crossing Guard Responsibilities





Orientation to Agency

- Standard Operating Procedures
- Contacts





Standard Operating Procedures

- Structure of the employing agency
- Local ordinances
- Policies and procedures
- School calendar





Contacts

- Your supervisor
- Law enforcement / Emergency
- Schools
 - Main offices
 - Principals
 - Hours
- Crossing Guards
 - Names
 - Telephone numbers
 - Posts
 - Time of Posts





Primary Crossing Guard Responsibilities

- Federal and State Regulations
- Cooperation with Vehicular Traffic
- Relationship to Safety Patrols





Federal Regulations

- FHWA's Manual on Uniform Traffic Control Devices (MUTCD), 2009
 - Chapter 7D. Crossing Supervision
 - 7D.01 Types of Crossing Supervision
 - 7D.02 Adult Crossing Guards
 - 7D.03 Qualifications of Adult Crossing Guards
 - 7D.04 Uniform of Adult Crossing Guards
 - 7D.05 Operating Procedures for Adult Crossing Guards



State Regulations

- Title 67 § 101 Authorizing Appropriately Attired Persons to Direct, Control or Regulate Traffic
 - § 101.2. Persons authorized to direct traffic.
 - (2) Adult school crossing guards for assisting school children across busy or hazardous highways.
 - § 101.3. Minimum Attire
 - (2) Adult school crossing guards shall wear as a minimum a safety vest or safety belt manufactured from retroreflective and fluorescent material visible both day and night at 300 feet to approaching motorists.





Cooperation With Vehicular Traffic

- Look for gaps in traffic
 - Look LEFT-RIGHT-LEFT
 - Look over shoulder for turning vehicles
 - Listen
 - Keep scanning while in roadway
- Use gaps in traffic to lead children across
- STOP paddle and hand signals only stop traffic
- Do not direct vehicular turning movements





Relationship to Safety Patrols

- School safety patrols are school children trained and authorized to assist with crossings
- Safety patrols may be deployed to assist an adult crossing guard
- Safety patrols assisting an adult crossing guard shall not stop traffic
- Useful at:
 - Wide crossings
 - Locations with heavy pedestrian volumes



TRAFFIC CONTROL



TRAFFIC CONTROL

- Traffic Laws and Regulations
- Signs
- Pavement Markings
- Traffic Signals





Traffic Laws and Regulations

- Motorists must obey signals from crossing guards
- Motorists must obey posted speed limits
- Motorists must stop when school bus lights are flashing and the stop sign is extended
- Motorists must yield to pedestrians



Traffic Laws and Regulations

- Motorists must yield to pedestrians on all turns
- Motorists exiting a driveway must yield to pedestrians
- Bicyclists must ride with traffic
- Children should walk their bicycles in a marked crossing



Signs

- Stop and Yield Signs
- School Zone Signs
- Portable School Zone Signs



Stop and Yield Signs



School Zone Signs



School Zone Signs



S4-3

OR

R1-6

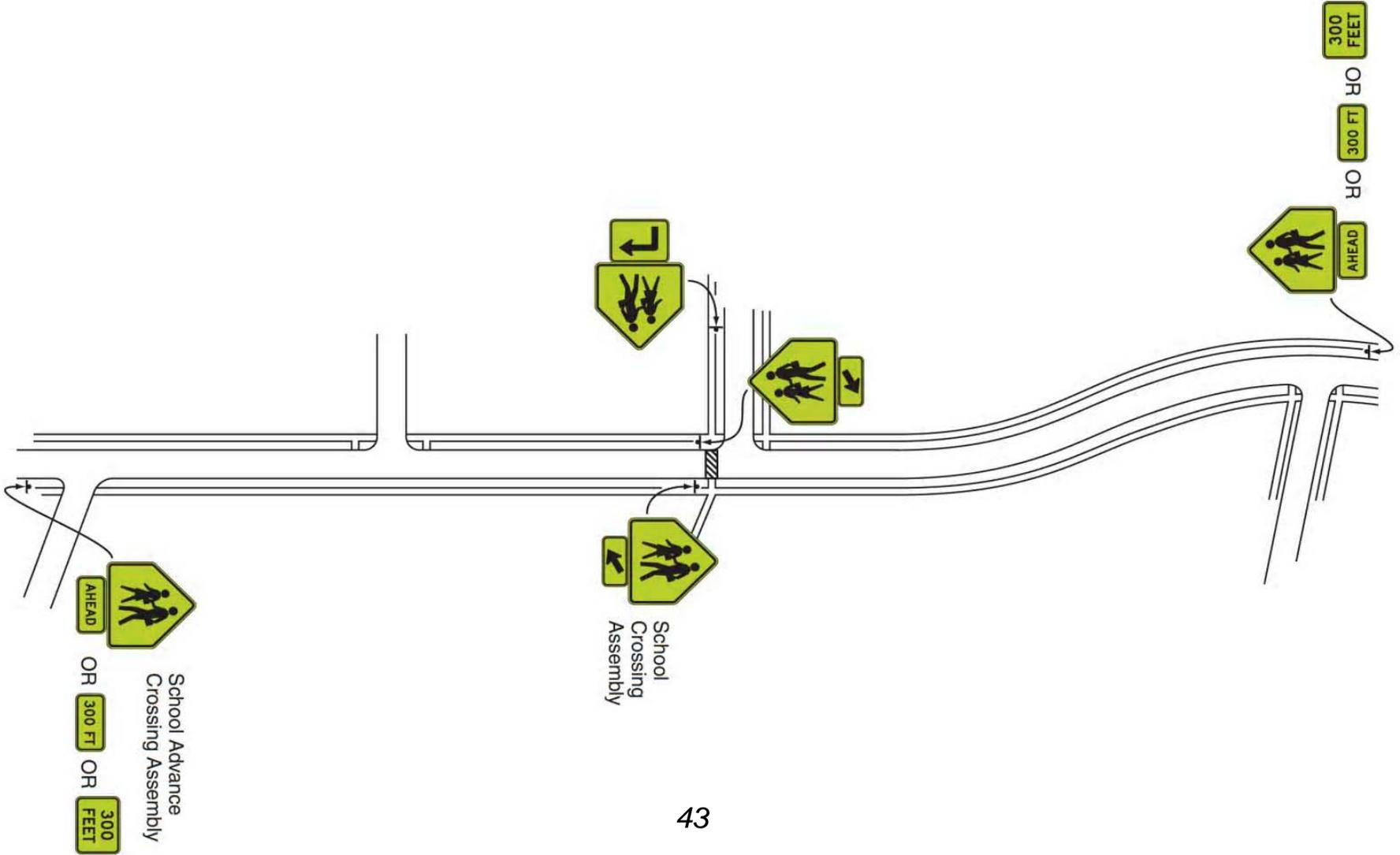


S1-1*

W16-7p*



School Zone Signs



School Zone Signs



Pavement Markings

- Pavement Marking Colors
- Crosswalks
- Stop bars
- Word and symbol markings





Pavement Marking Colors

- **Yellow:** delineate traffic flow in opposite direction
- **White:** delineate traffic flow in same direction
- **Red:** delineate roadways that shall not be entered
- **Blue:** delineate parking spaces for people with disabilities
- **Purple:** EZ Pass lanes





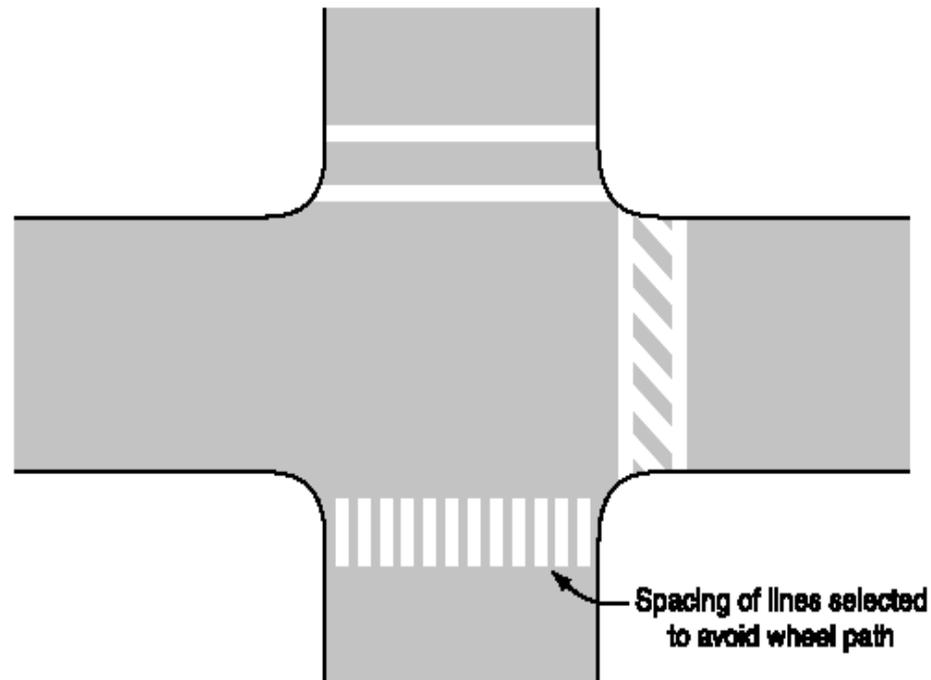
Crosswalks

- Intersections:
 - Guide pedestrians
 - Warn motorists of pedestrian crossing point
- Non-intersection locations
 - Legally establish the crosswalk
 - Pedestrian crossing sign recommended
- Shall be solid white lines
 - greater than 6 in. wide & spaced not less than 6 ft. apart



Crosswalk Markings

Figure 3B-15. Typical Types of Crosswalk Markings





Midblock Crosswalks

- At an intersection:
 - Crosswalk is the extension of a sidewalk or shoulder
 - Across the intersection
 - Whether marked or not
- At midblock:
 - There is not an extension of the sidewalk across the roadway
 - For a crosswalk to exist –
 - A crosswalk must be marked
 - No markings – no crosswalk



Crosswalk Cross-Hatching (Diagonal or Longitudinal)



Decorative Crosswalks



Stop Bars



Word and Symbol Markings





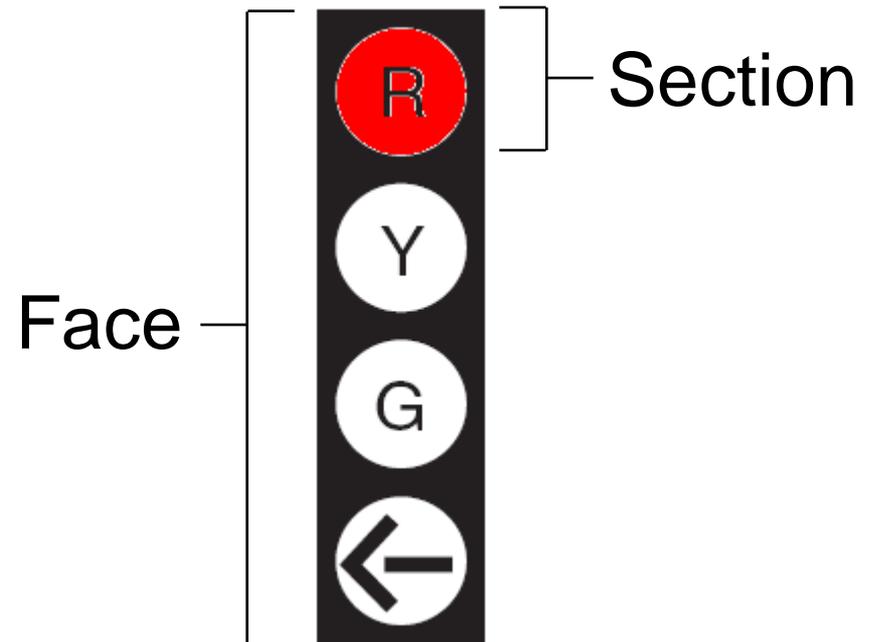
Traffic Signals

- Signal Terminology
- Phases
- Timing
- Protective turn phase
- Flashing beacons
- Pedestrian signals



Signal Terminology

- Signal Face
 - Contains 3, 4, or 5 sections
- Signal Section
 - Each light is a section
 - Must be red, green, or yellow



Signal Terminology

- Interval - Period of time that one color illuminates on the signal face



Red Interval



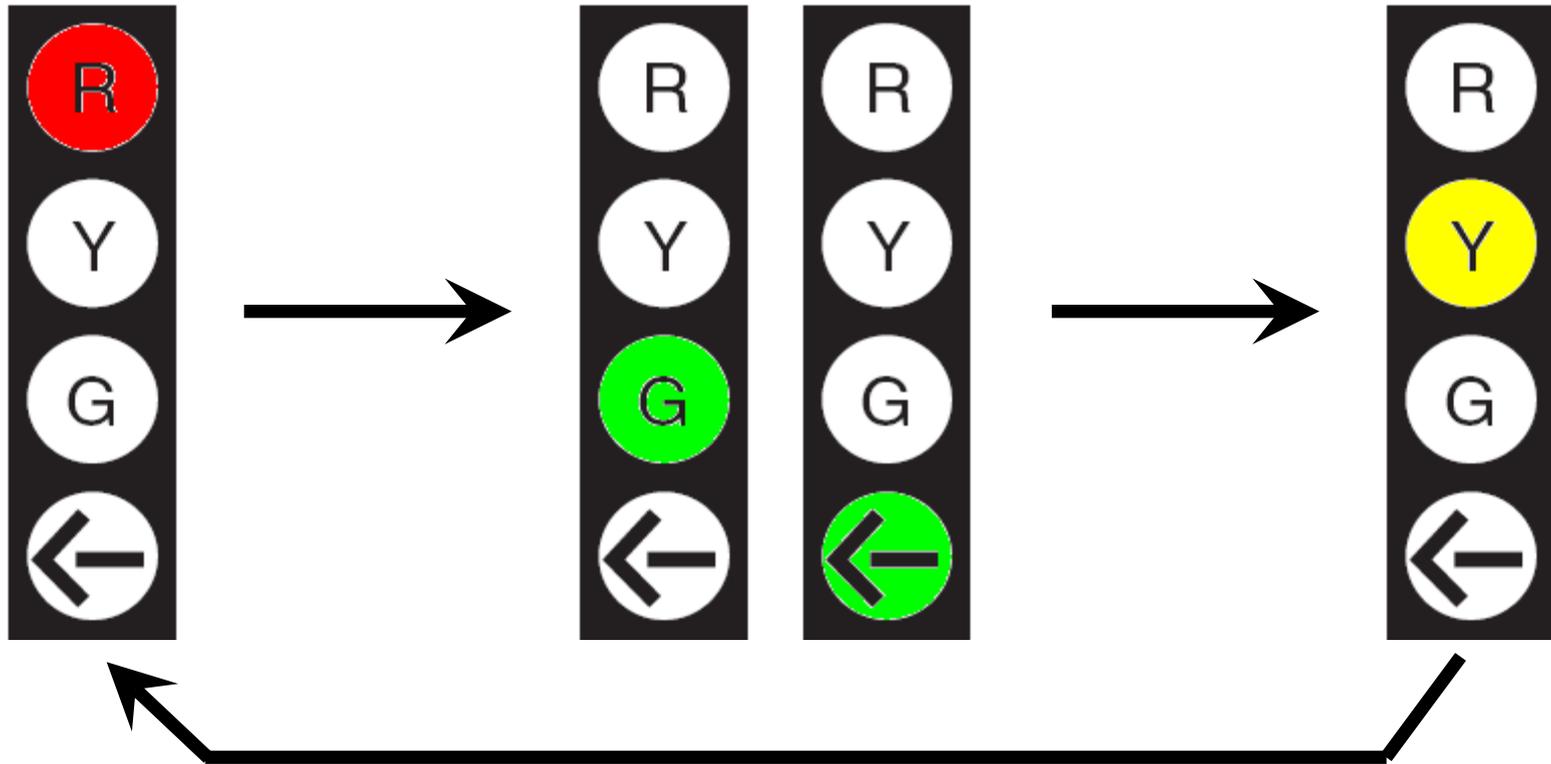
Green Interval



Yellow Interval

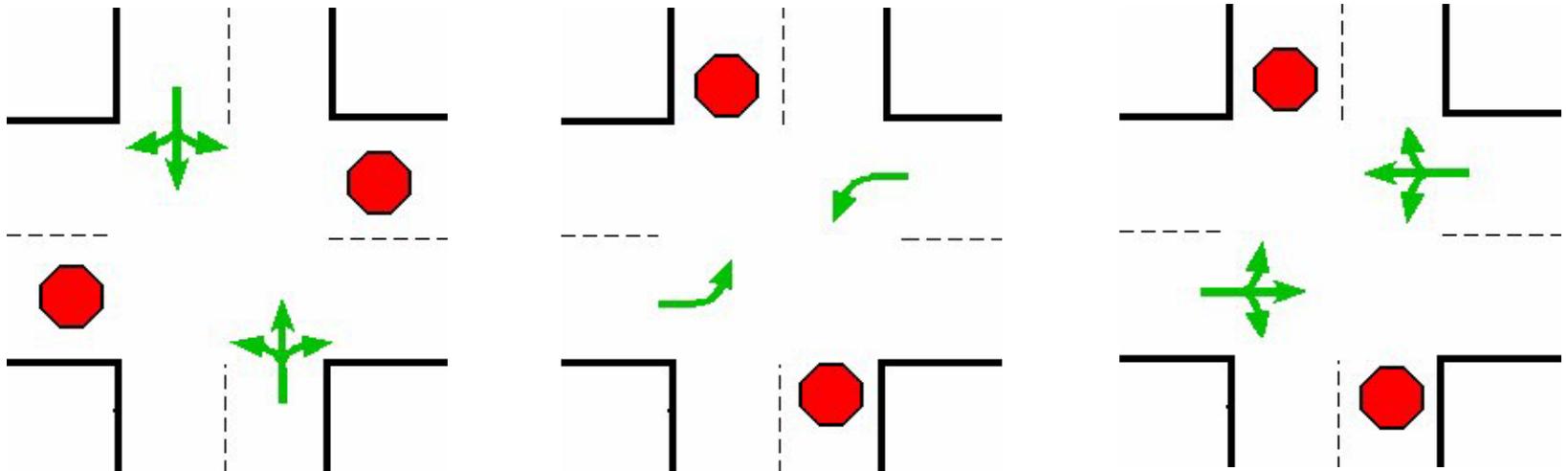
Signal Terminology

- Cycle - Series of all intervals



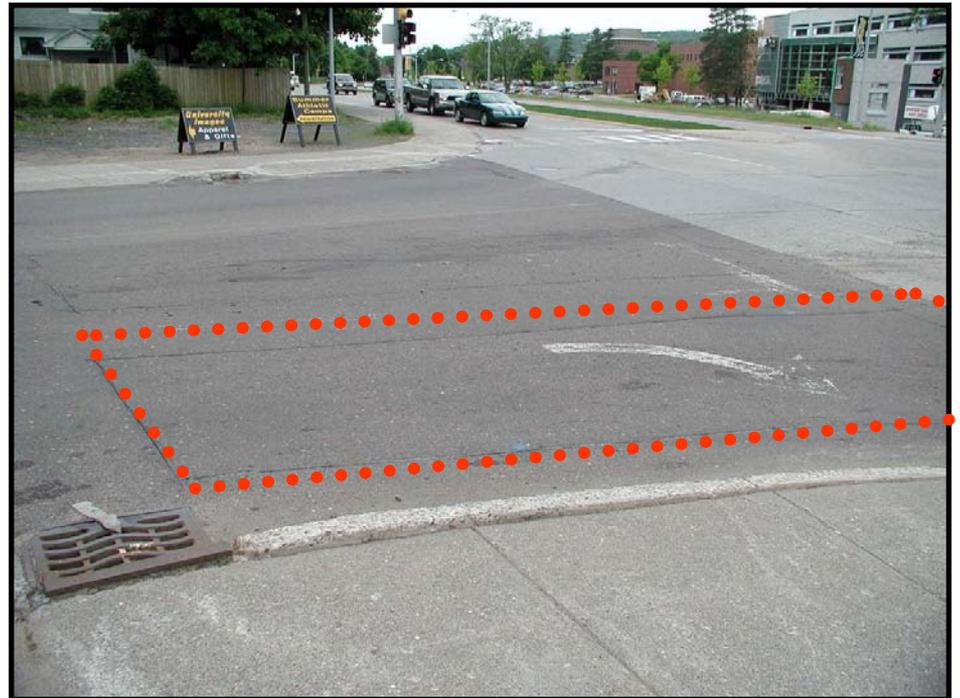
Phases

- Phase - Defined by traffic movement allowed



Signal Timing

- Fixed signal
Operates independent of time of day or traffic patterns
- Actuated signal
Changes based on time of day or traffic pattern
- Coordinated signal
Operates within a series of synchronized signals

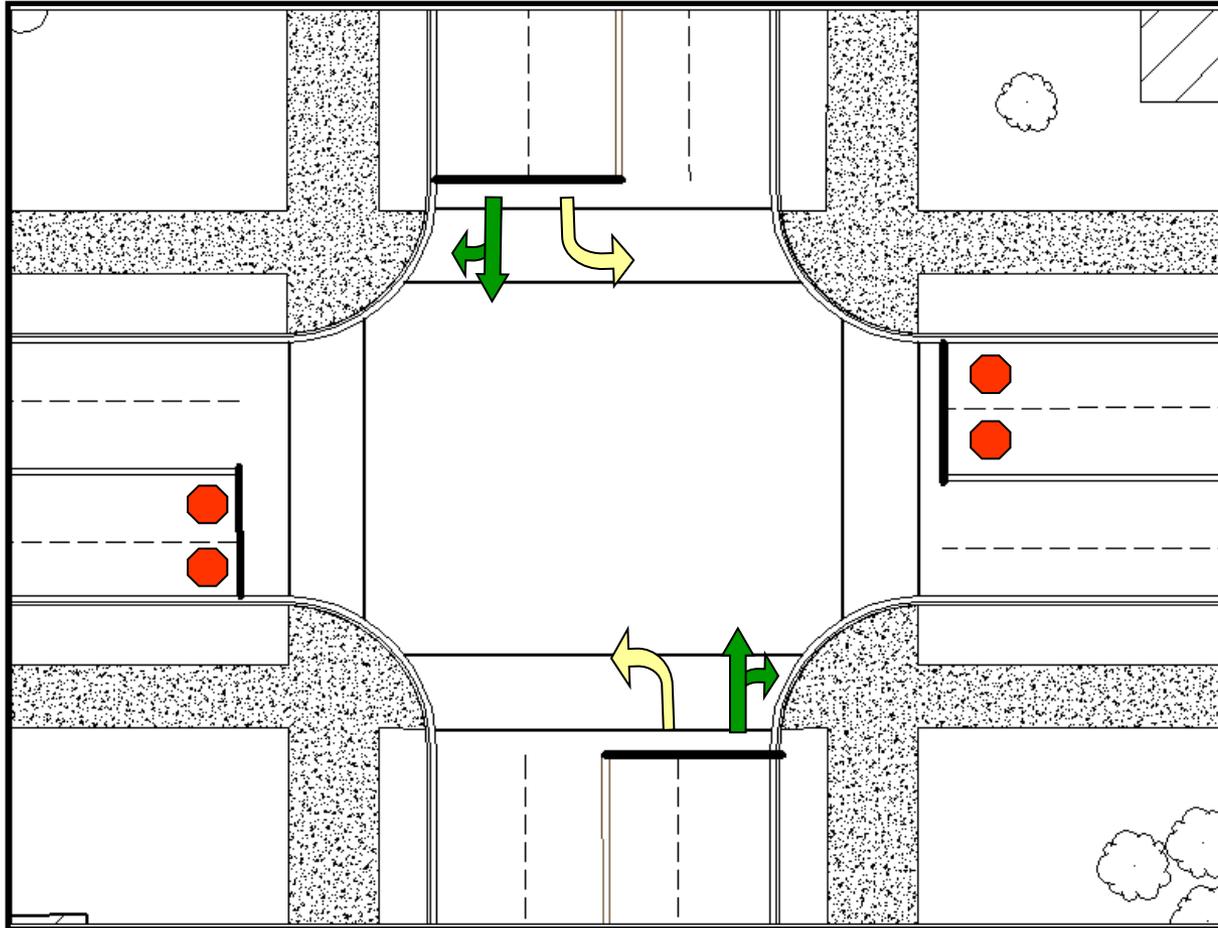


Signal Timing

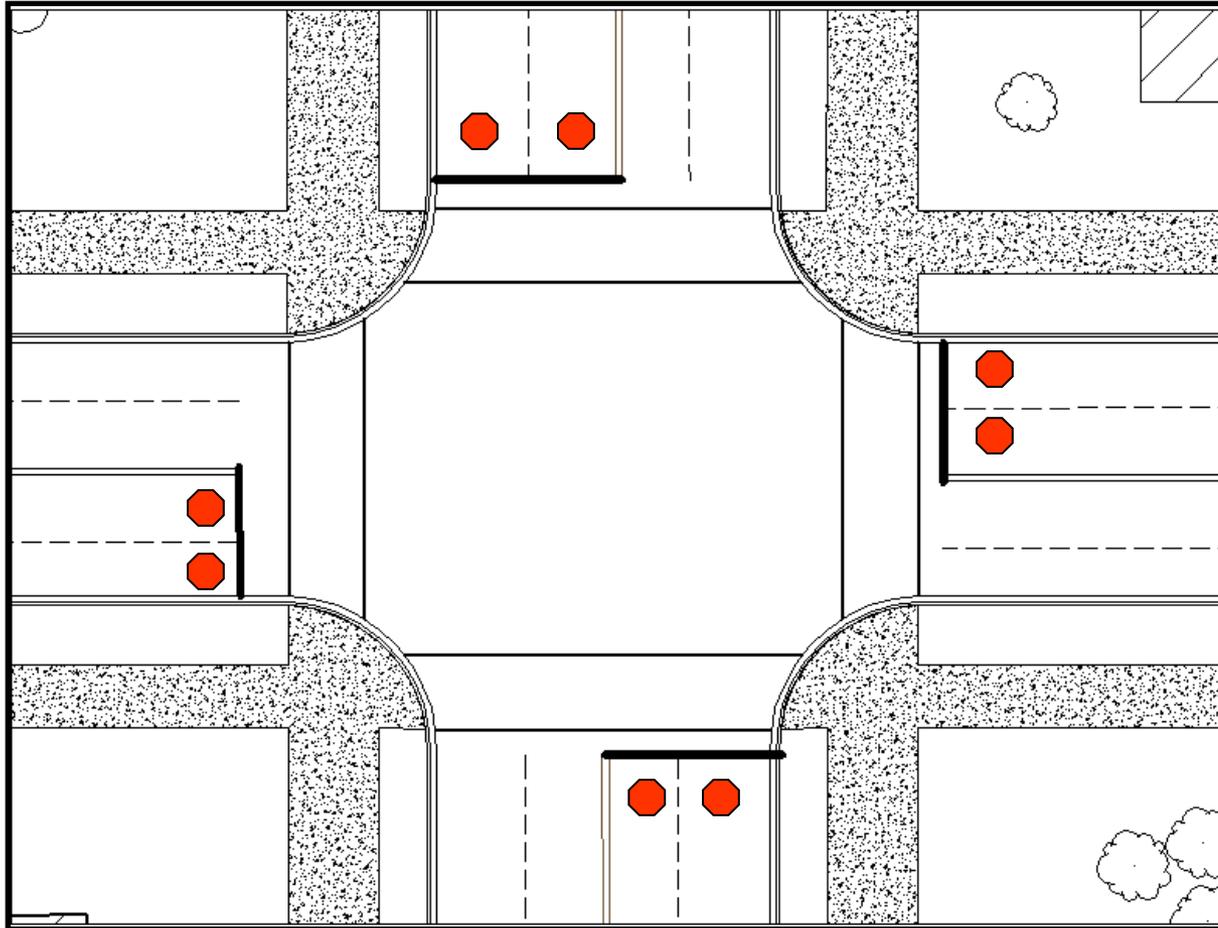
- Cycle length:
60 to 120 seconds
- Green phase:
5 to 40 seconds
- Yellow phase:
3 to 6 seconds
- All red phase:
1.5 to 6 seconds



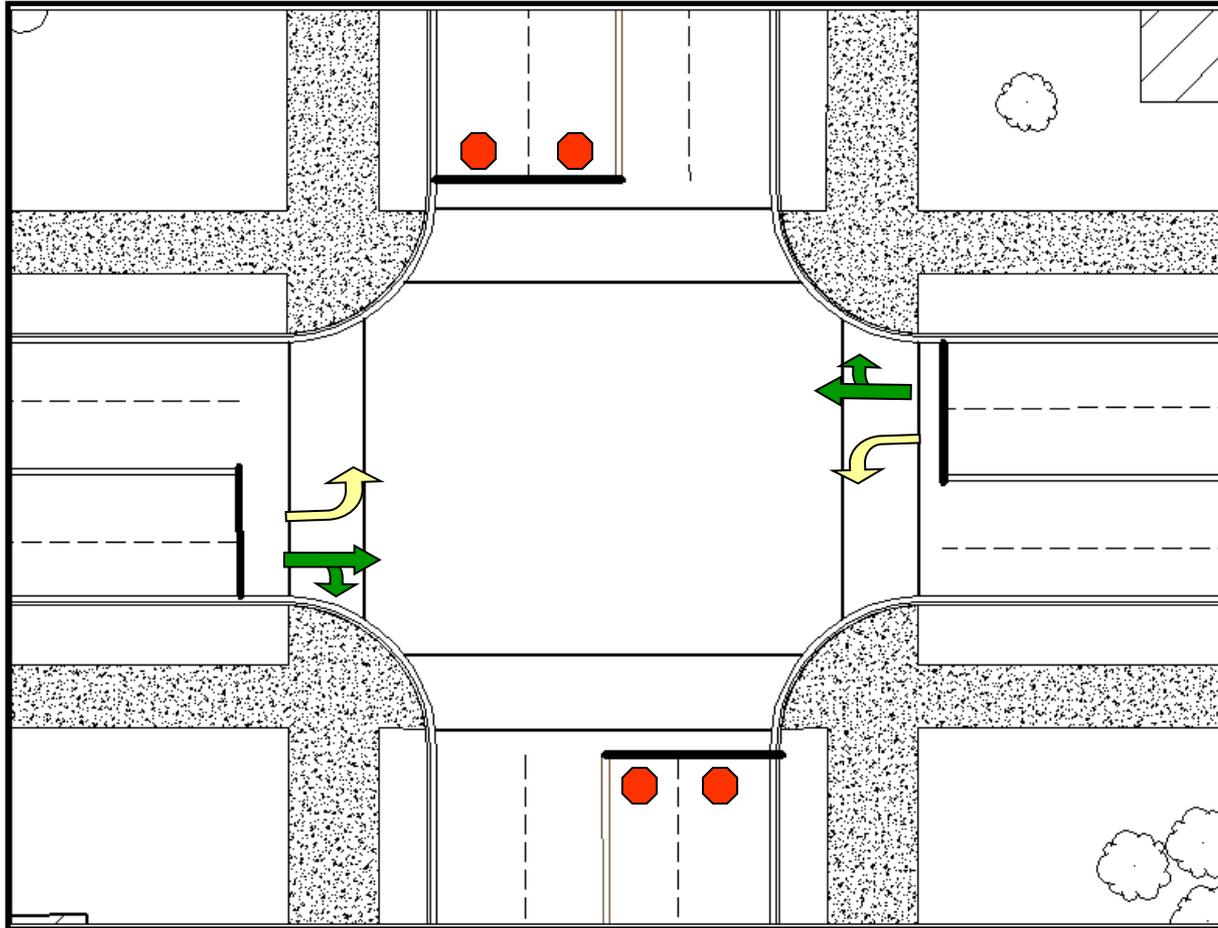
Signalized Operation



Signalized Operation



Signalized Operation



Pedestrian Signals

- Walk indication
- Flashing Don't Walk indication
- Steady Don't Walk indication
- Countdown signals
- Other



Walk indication



Steady Don't Walk Indication



Countdown Signals



Pedestrian Cycle Button



TRAFFIC OPERATIONS

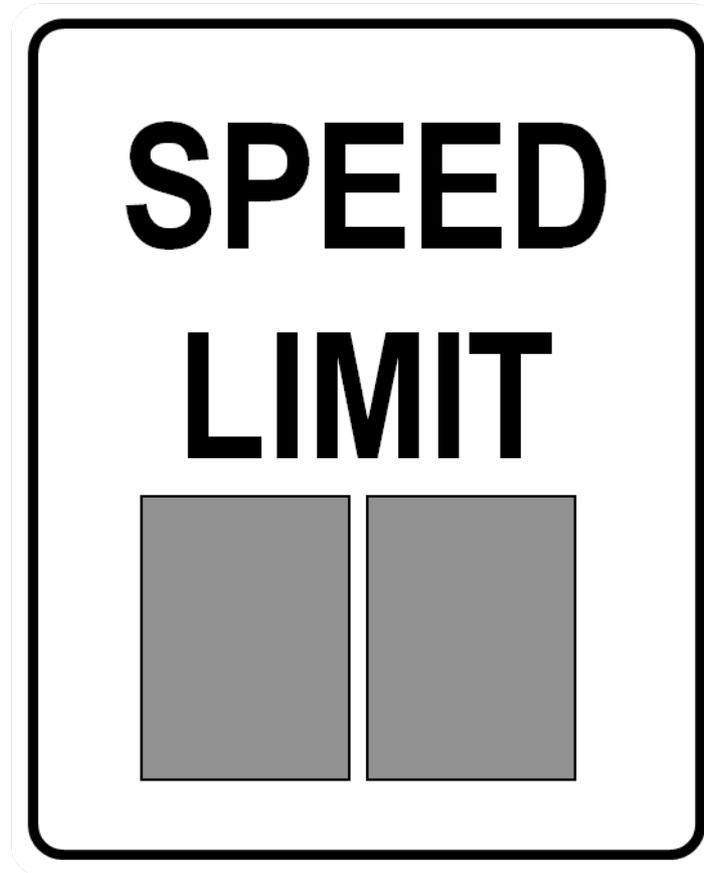


TRAFFIC OPERATIONS

- Speed limits
- Required stops
- Turning movements
- Parent pickup/drop-off



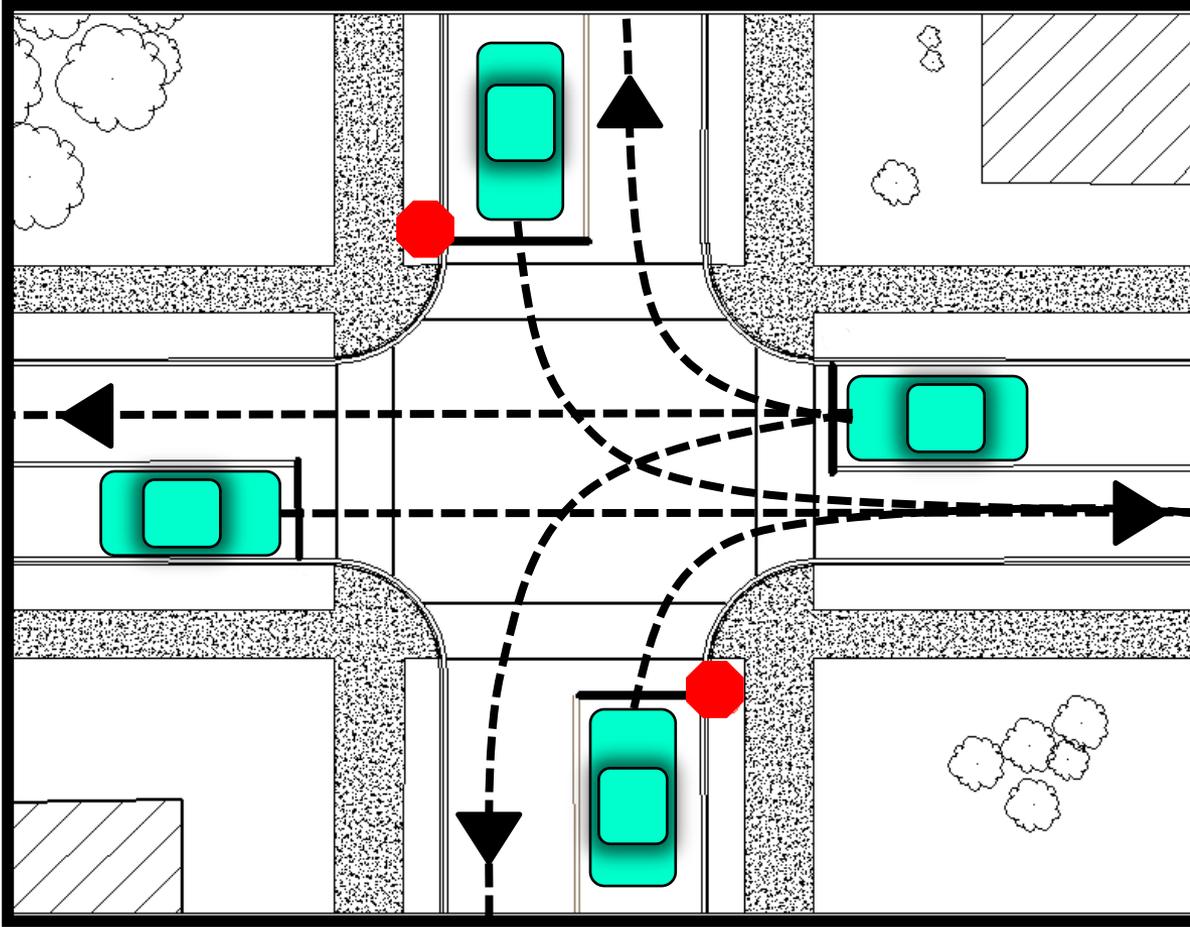
Speed Limits



Required Stops



Turning Movements



Parent Pickup/Drop-Off



COMMON HAZARDS



COMMON HAZARDS

- Sight obstructions
- Walkway obstructions
- Common Crash Types
- Drivers

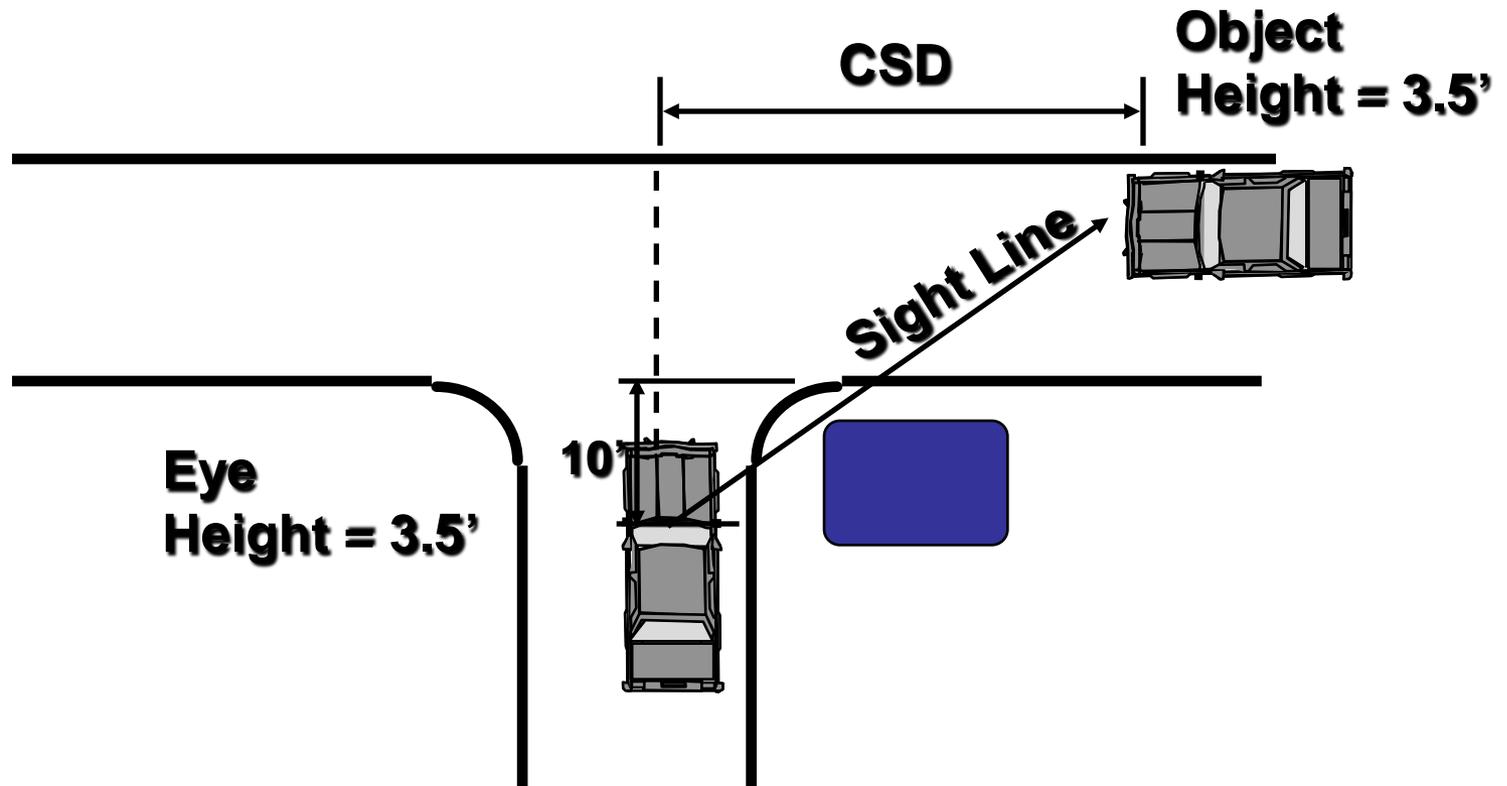


Sight Obstructions

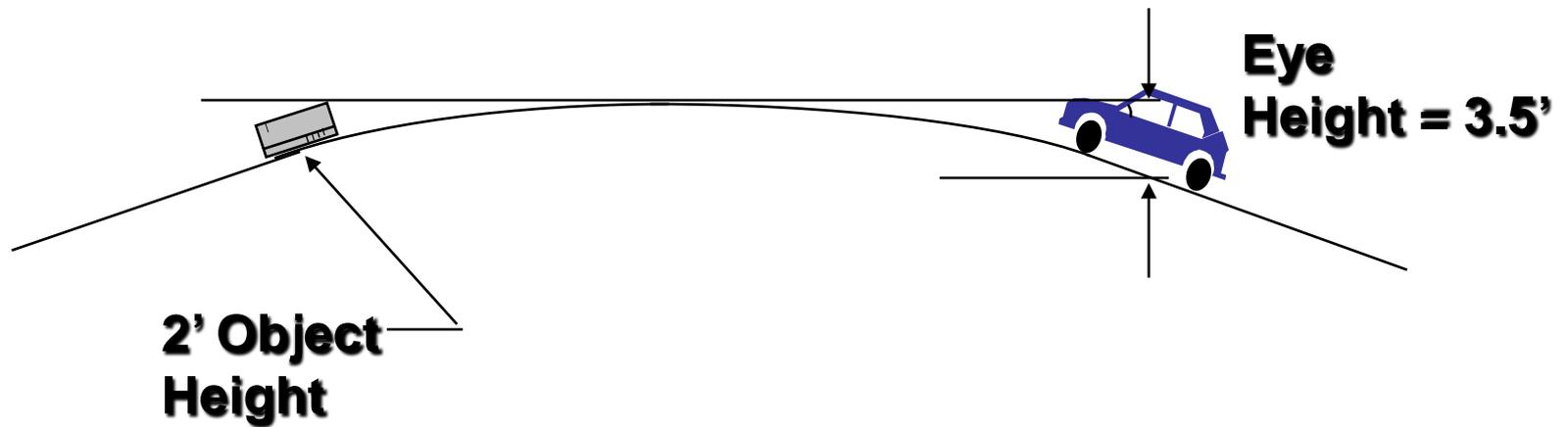
- Corner Sight Distance
- Stopping Sight Distance
- Parked cars
- Signs
- Mail boxes



Corner Sight Distance



Stopping Sight Distance



Parked Cars



Signs



Mail Boxes



Walkway Obstructions

- Standing water or mud
- Broken pavement
- No sidewalk
- Vegetation
- Loose domesticated mammals



Standing Water or Mud



Broken Pavement



No Sidewalk



Vegetation



Loose Domesticated Mammals

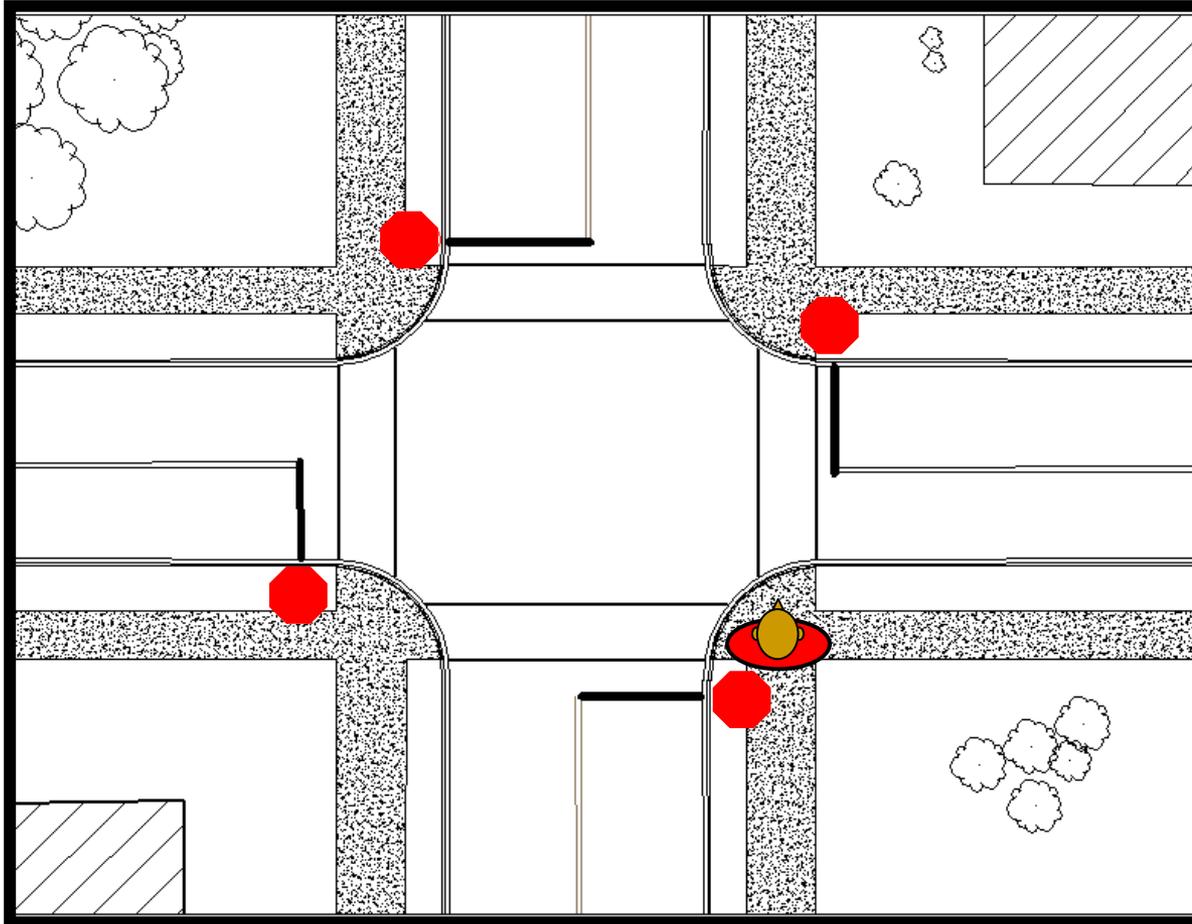


Common Crash Types

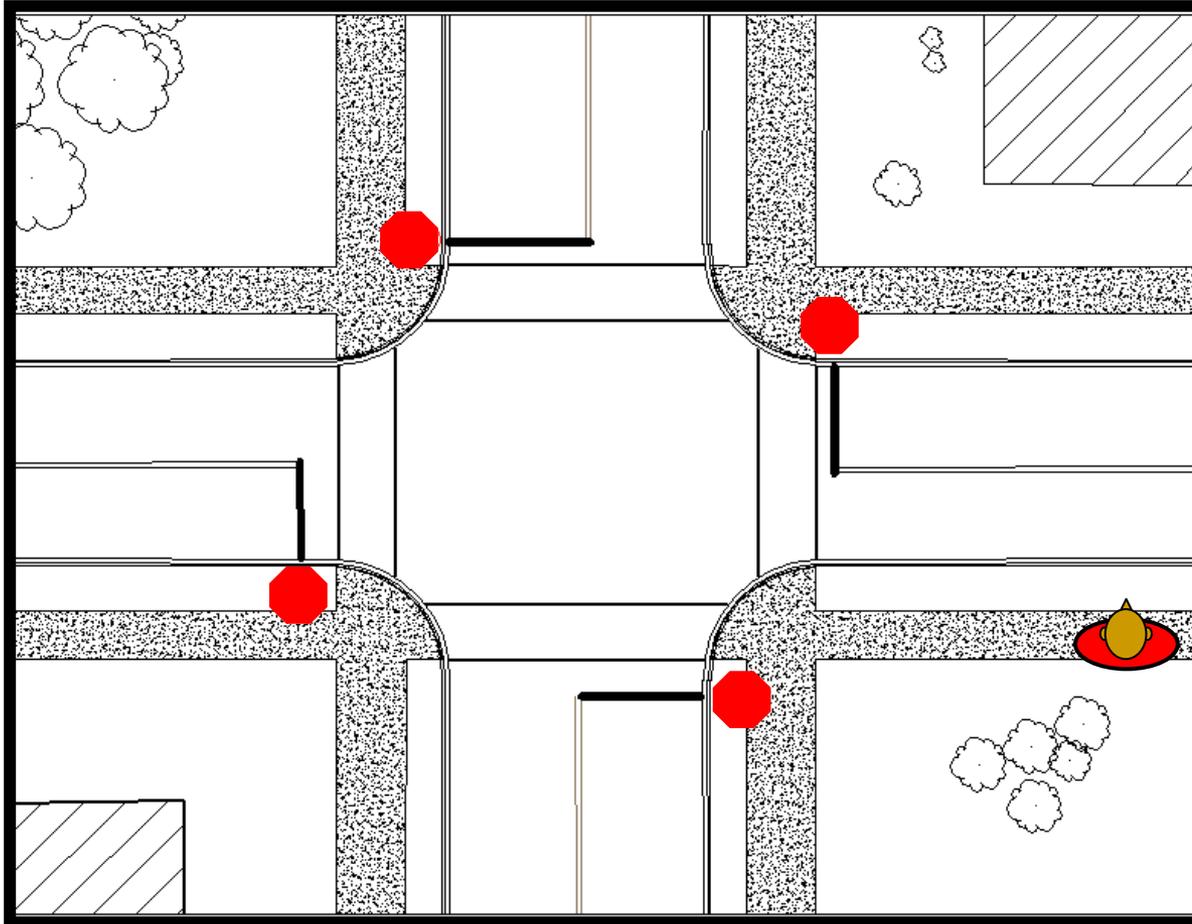
- Dart-out
- Vehicle Turn/Merge
- Multiple Threat
- Bus-stop Related
- Parent Pickup/Drop-off and/or Vendor
- Intersection Dash
- Backing-up Vehicle



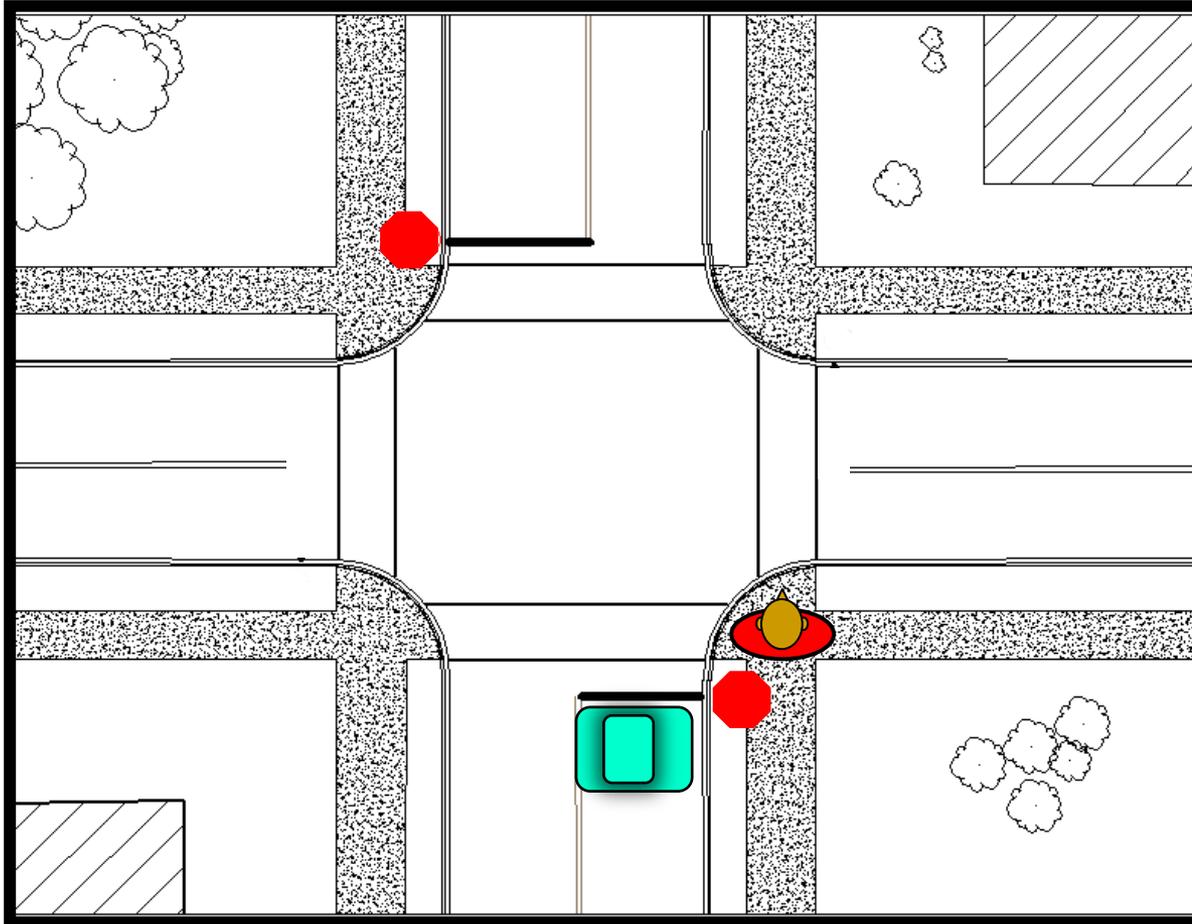
Dart-out at Crosswalk



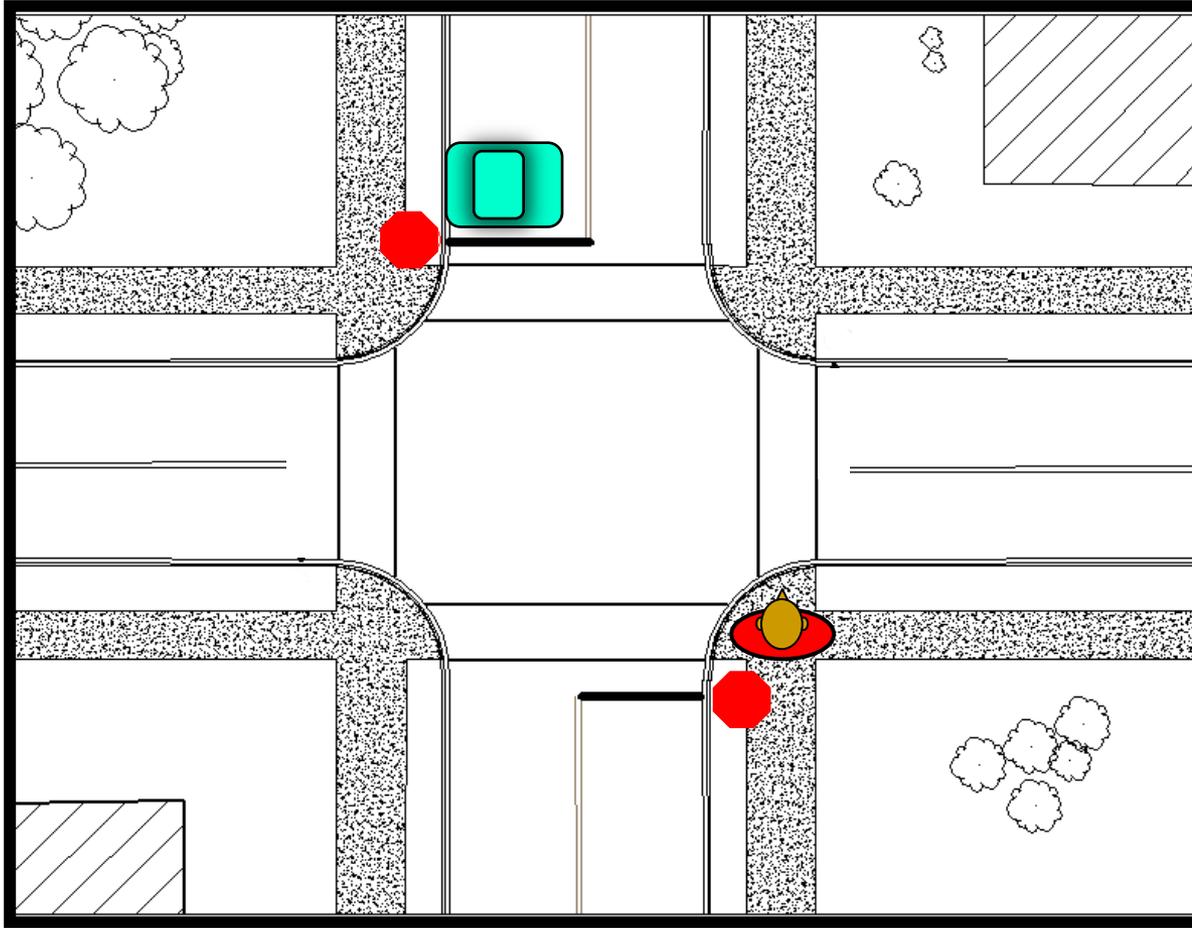
Dart-out at Mid-block



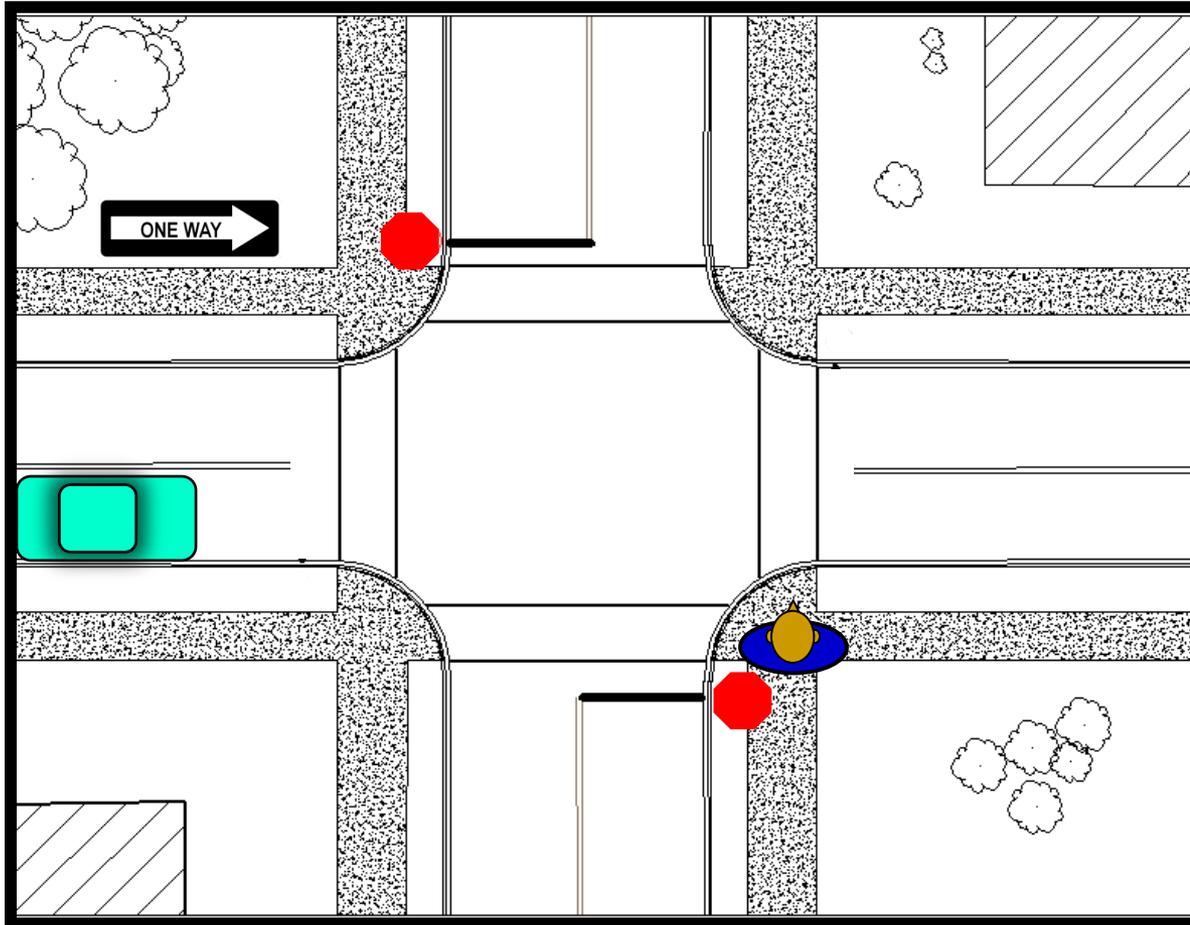
Vehicle Turn/Merge – Right Turn



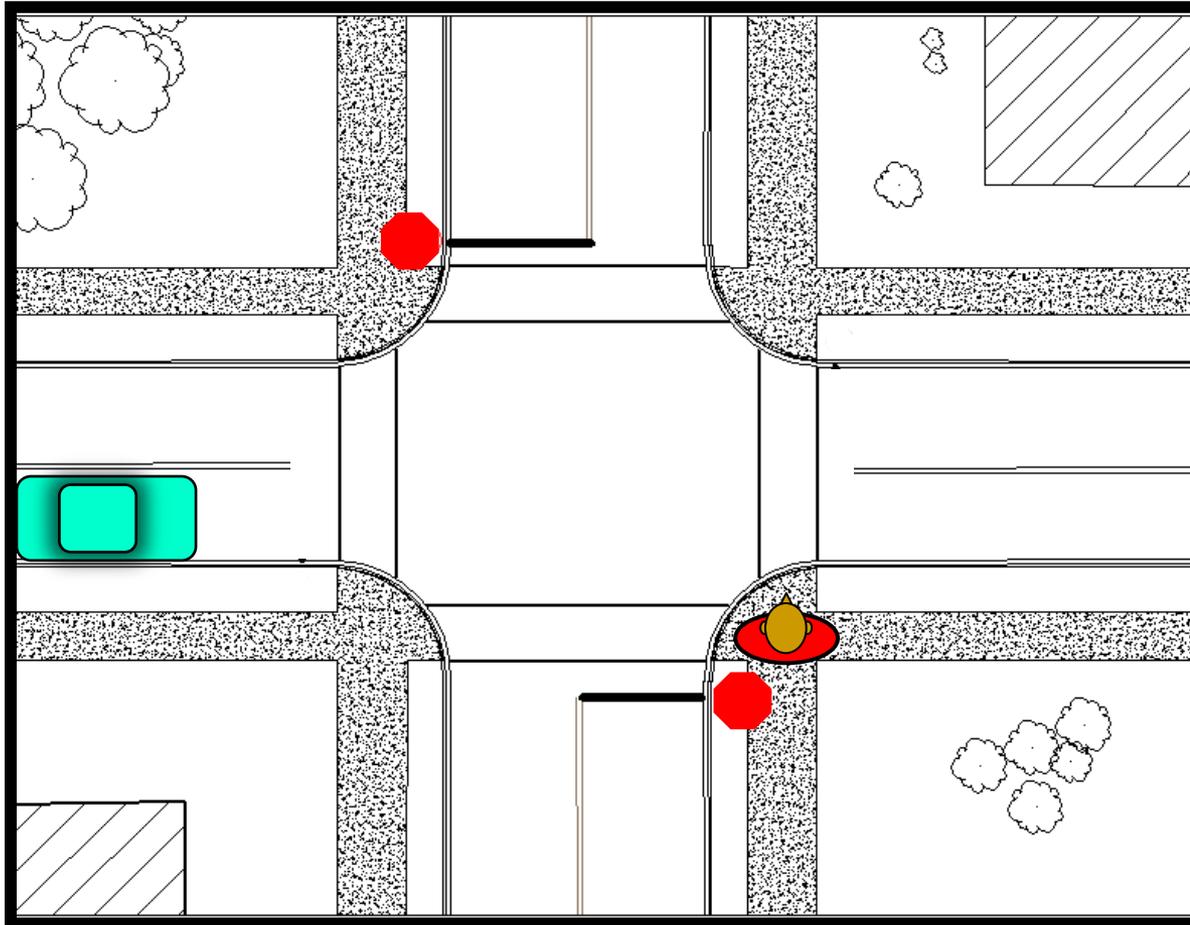
Vehicle Turn/Merge – Left Turn



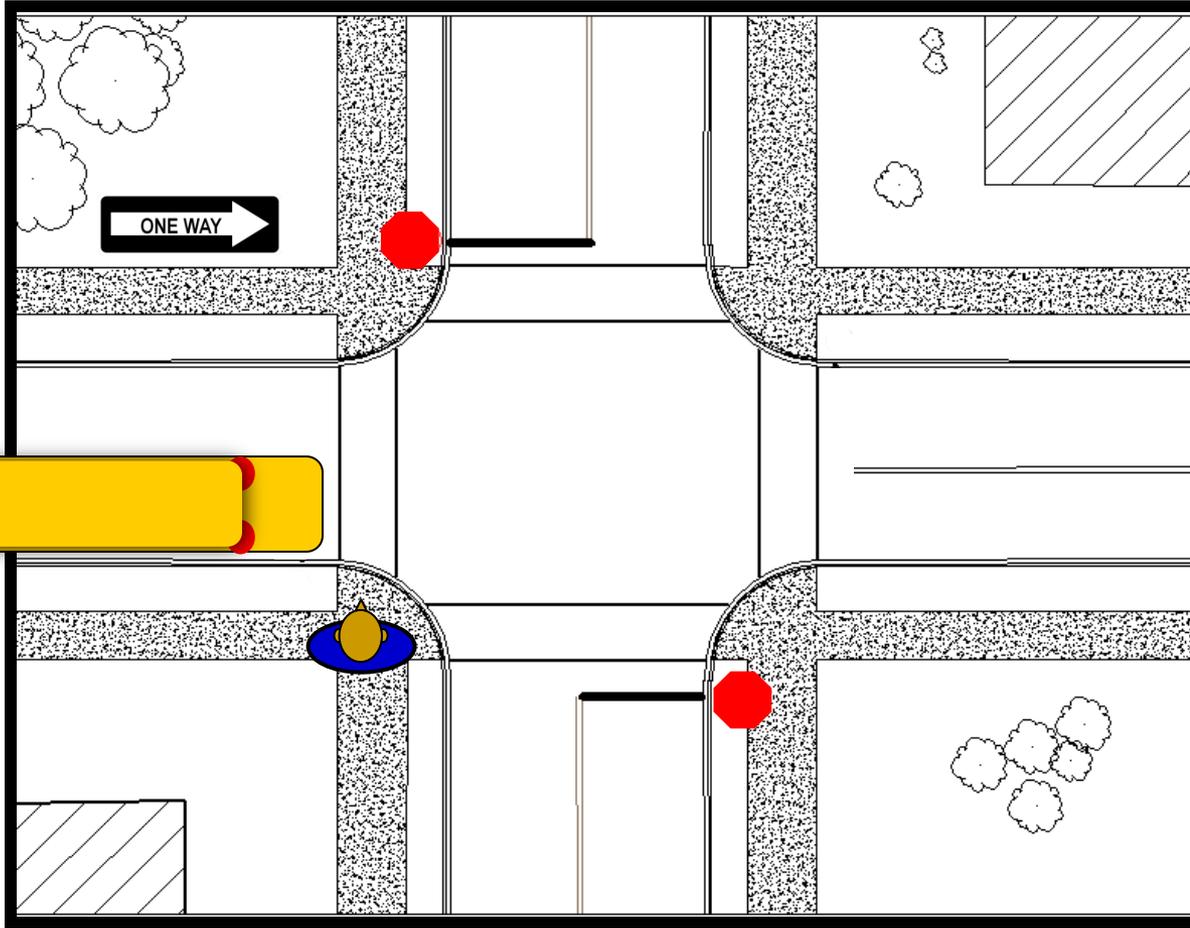
Multiple Threat – One Way Multiple Lanes



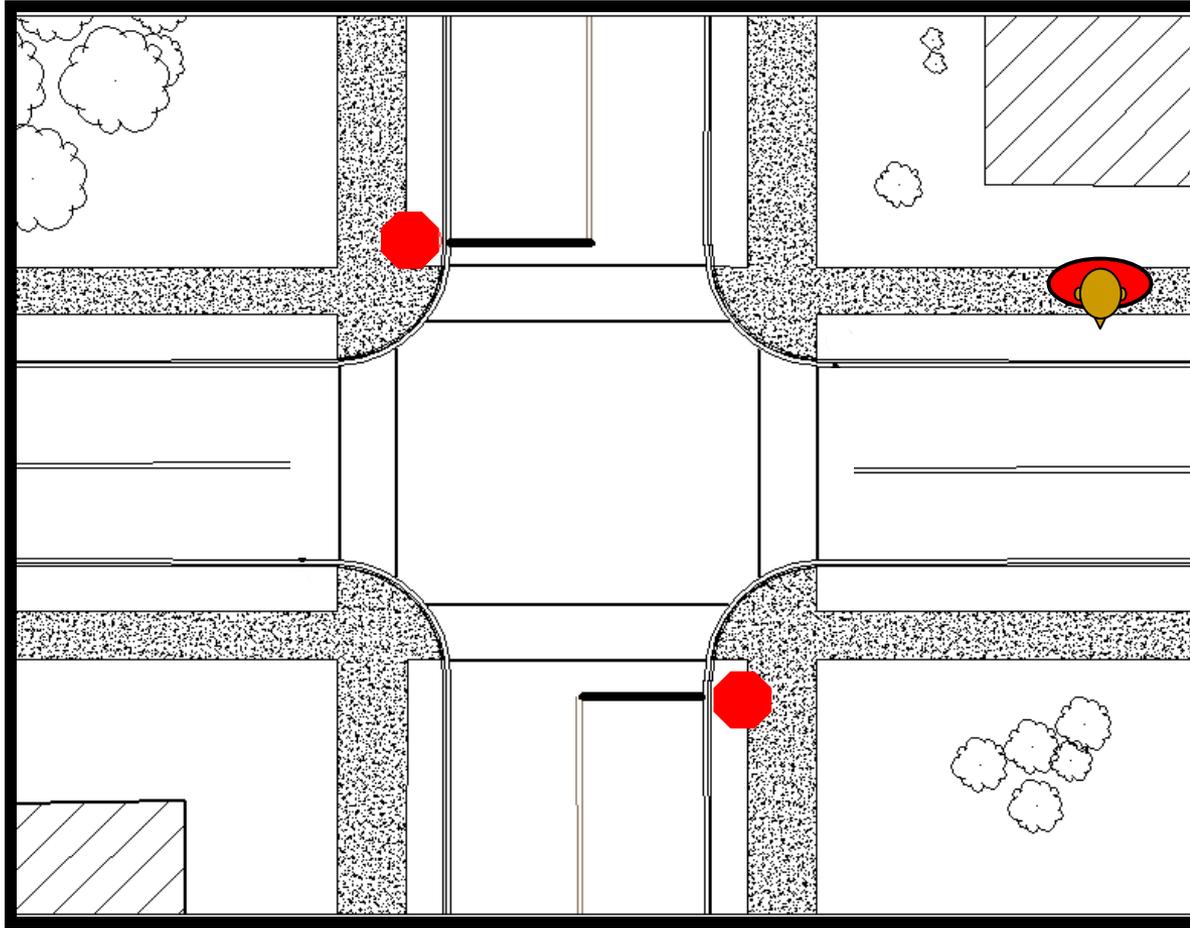
Multiple Threat – Two Way Traffic



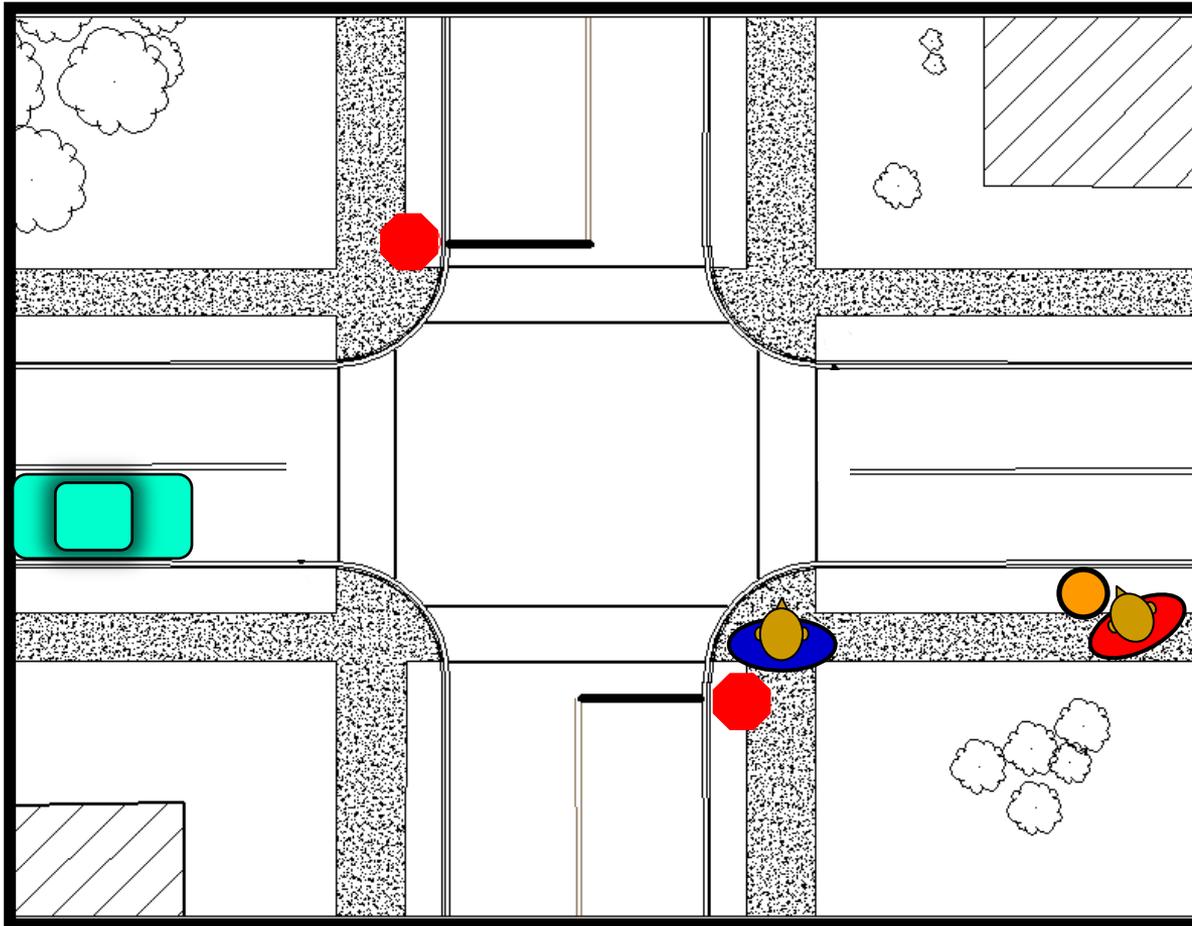
Bus Stop Related



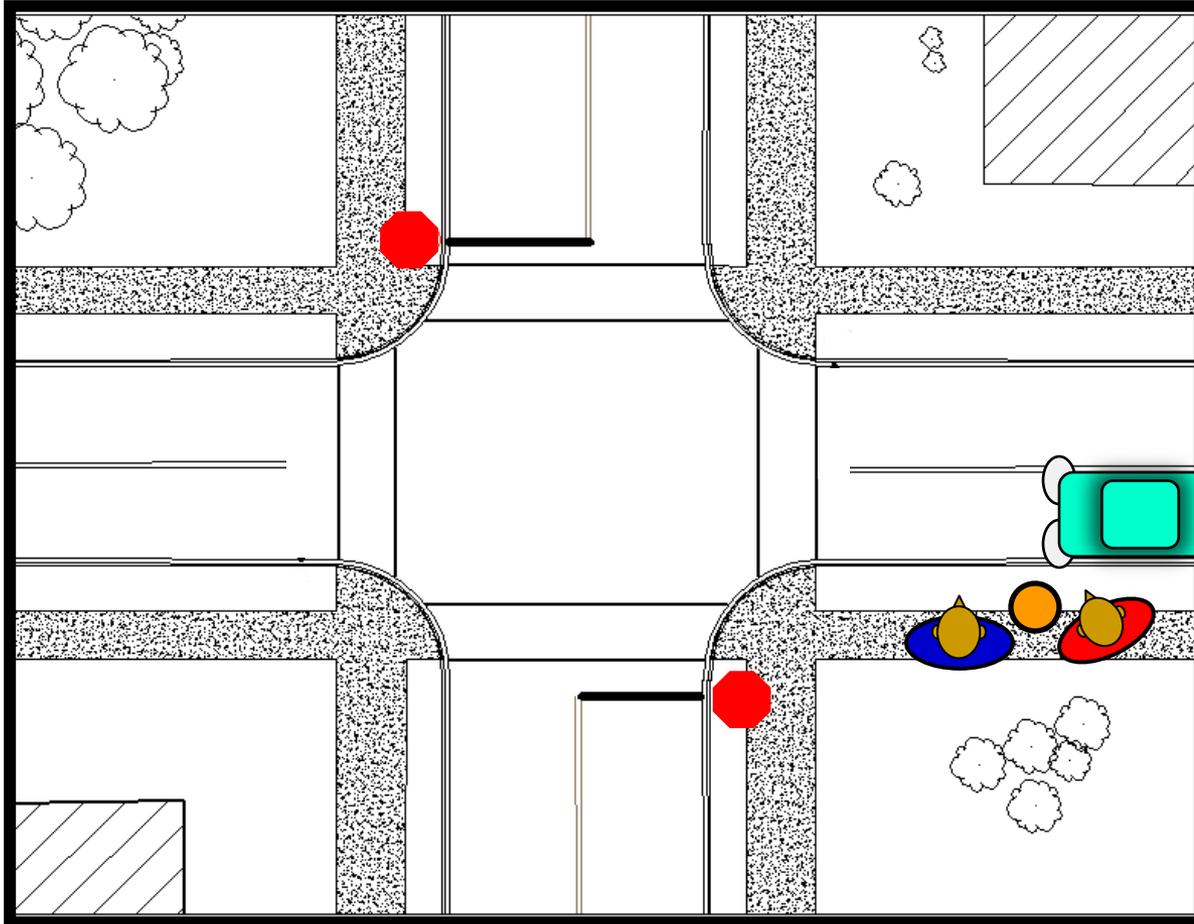
Parent Pickup/Drop-Off and/or Vendor



Intersection Dash



Backing Vehicle





Drivers

- Take 30 to 120 actions per minute
 - Accelerate
 - Brake
 - Make steering correction
 - Activate turn signal
 - Dim headlight
 - Distracted driving
- Commit at least one error every two minutes
 - Follow too closely
 - Encroach into adjacent lane
 - Drive too fast





Common Driver Errors – Signalized Intersections

- Don't see the intersection or traffic signals
- Not in the correct lane
- Indecision at Yellow indication
- Approaching the intersection too fast
- Not seeing conflicts in the intersection
- Turning left without proper gap
- Misinterpreting signs





Common Driver Errors – Unsignalized Intersections

- Don't see the intersection
- Don't judge gaps well
- Approaching the intersection too fast
- Running a STOP sign
- Not yielding the right of way



TOOLS AND ACCESSORIES USED BY CROSSING GUARDS



TOOLS AND ACCESSORIES USED BY CROSSING GUARDS

- Devices
- Uniform



Devices

- Required
 - Retroreflective STOP paddle
- Optional
 - Retroreflective gloves
 - Whistle



Retroreflective STOP Paddle



Retroreflective Gloves



Whistle



Uniform

- Required
 - Fluorescent and retroreflective vest
 - Fluorescent rainwear
- Optional
 - Uniform slacks or skirt
 - Uniform shirt
 - Agency identification sleeve patch
 - Hat or cap



Fluorescent and Retroreflective Vest

- Class 2: Necessary for greater visibility
 - During inclement weather
 - Where background is more complex
 - Is close to moving traffic and vehicles



Fluorescent Rainwear

- Standard of visibility is still required in the rain
 - Wear fluorescent rainwear, if available
 - If not available, wear your fluorescent vest over your regular rainwear



Required Tools/Accessories Overview

- Required
 - Retroreflective STOP paddle
 - Fluorescent and retroreflective vest*
 - Fluorescent rainwear or vest over regular rainwear
- Recommended but not required:
 - Retroreflective gloves
 - Whistle

*Title 67 § 101.3 allows safety belts



THE CROSSING PROCEDURE



THE CROSSING PROCEDURE

- Scanning
- Signals
- Use of Hands/STOP Paddle
- Communication with children
- Safe Gap Assessment
- Crossing Procedure





Scanning

- Look:
 - Left – Right – Left
 - Over your shoulder
 - Listen
- Continue scanning after traffic has stopped



Signals

- Communicate
 - Uniform
 - Clearly informative
 - Both pedestrians and motorists
- Hand signals
 - Mainly for motorists and bicyclists
 - Can be used for pedestrians
 - Establish eye contact
- Verbal messages
 - Mainly for pedestrians
 - Establish eye contact



Use of Hands/Paddle

- Hold arm parallel to ground
 - Hold STOP paddle to indicate stop, or
 - Hold up gloved hand, showing palm to traffic
- Give stop signal while in roadway
- Give stop signal even if no traffic
- Give stop signal until you are out of the roadway
- Signal motorists to proceed from the side of the roadway



Communication with Children

- Children should wait to be crossed
 - Stand one step back from the curb or edge of roadway
 - Gather as a group
 - Socializing is okay here, but not in the crosswalk
- Remind gathered children of scanning procedure
- Remind children to:
 - Stay in the crosswalk
 - Walk bicycles in crosswalk
 - Continue scanning until out of the roadway





Safe Gap Assessment

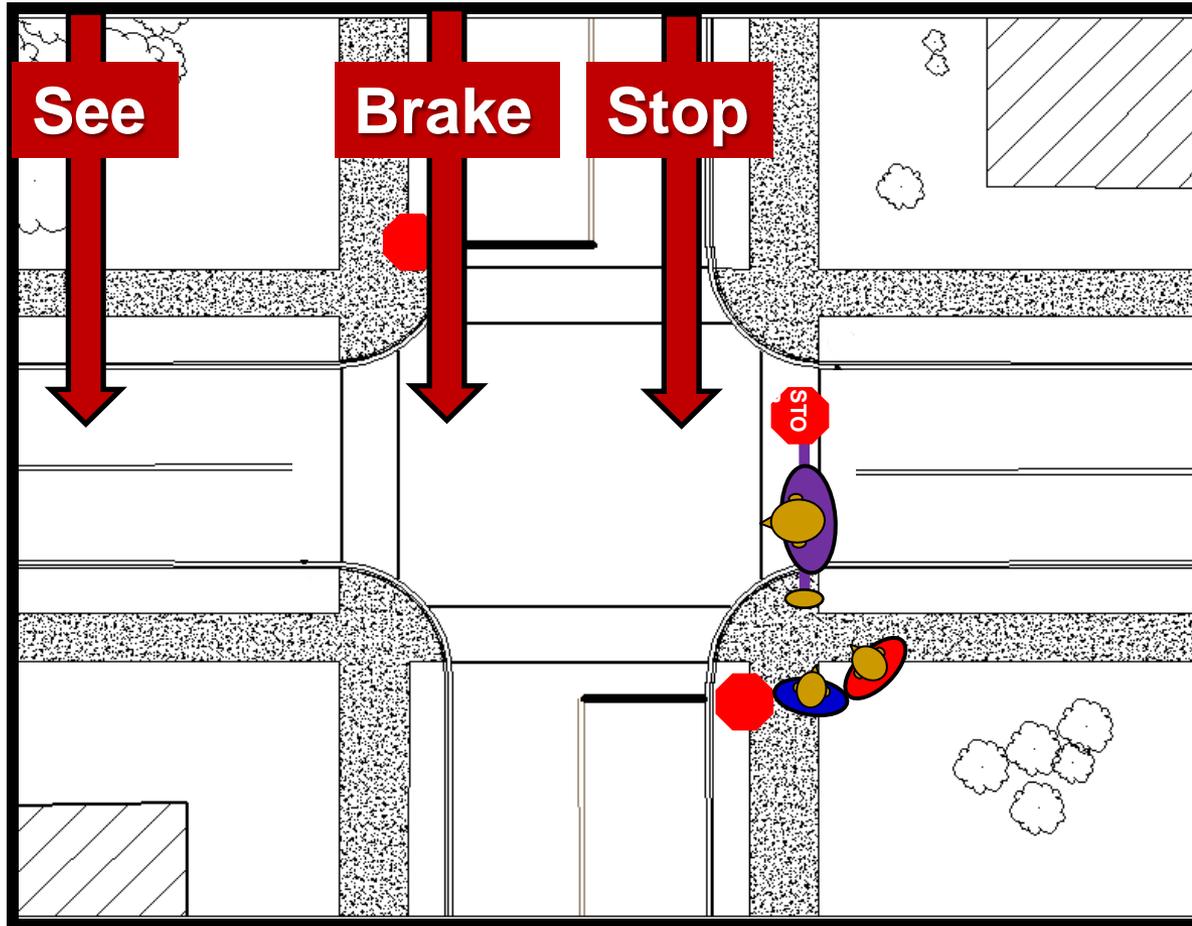
- Recognize speed of approaching vehicles
 - Experience
 - Watch for speed that is not common
 - Large vehicles may be moving faster than they appear
 - Small vehicles may be moving slower than they appear
- Visualize safe stopping distance
 - Drivers do not immediately slow or stop
 - Drivers need to think and decide
 - Cars need time to decelerate after brakes are applied
 - The faster the speed, the more distance to think and decide



Safe Gap Assessment

MPH	Feet/ Second	Perception/ Reaction Distance	Braking Distance	Total Stopping Distance
10	14.7'	23.5'	5.4'	28.9'
15	22.0'	35.2'	12.1'	47.3'
20	29.3'	46.9'	21.6'	68.5'
25	36.7'	58.7'	33.6'	92.3'
30	44.0'	70.4'	48.4'	118.8'
35	51.3'	82.1'	66.0'	148.1'
40	58.7'	93.9'	85.6'	179.5'
45	66.0'	105.6'	108.9'	214.5'
50	73.3'	117.3'	134.6'	251.9'
55	80.7'	129.1'	162.6'	291.7'

Safe Gap Assessment

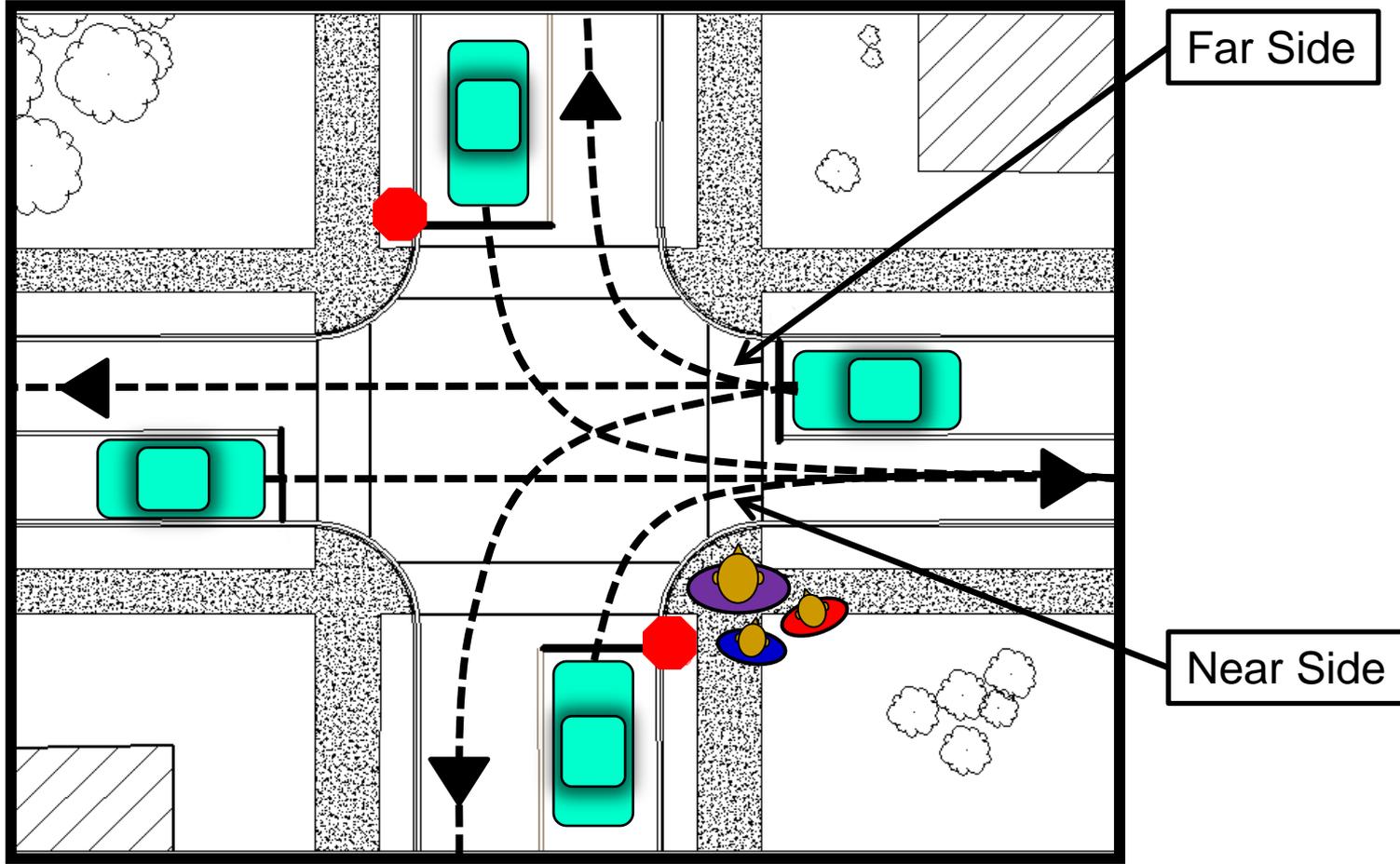


Crossing Procedure

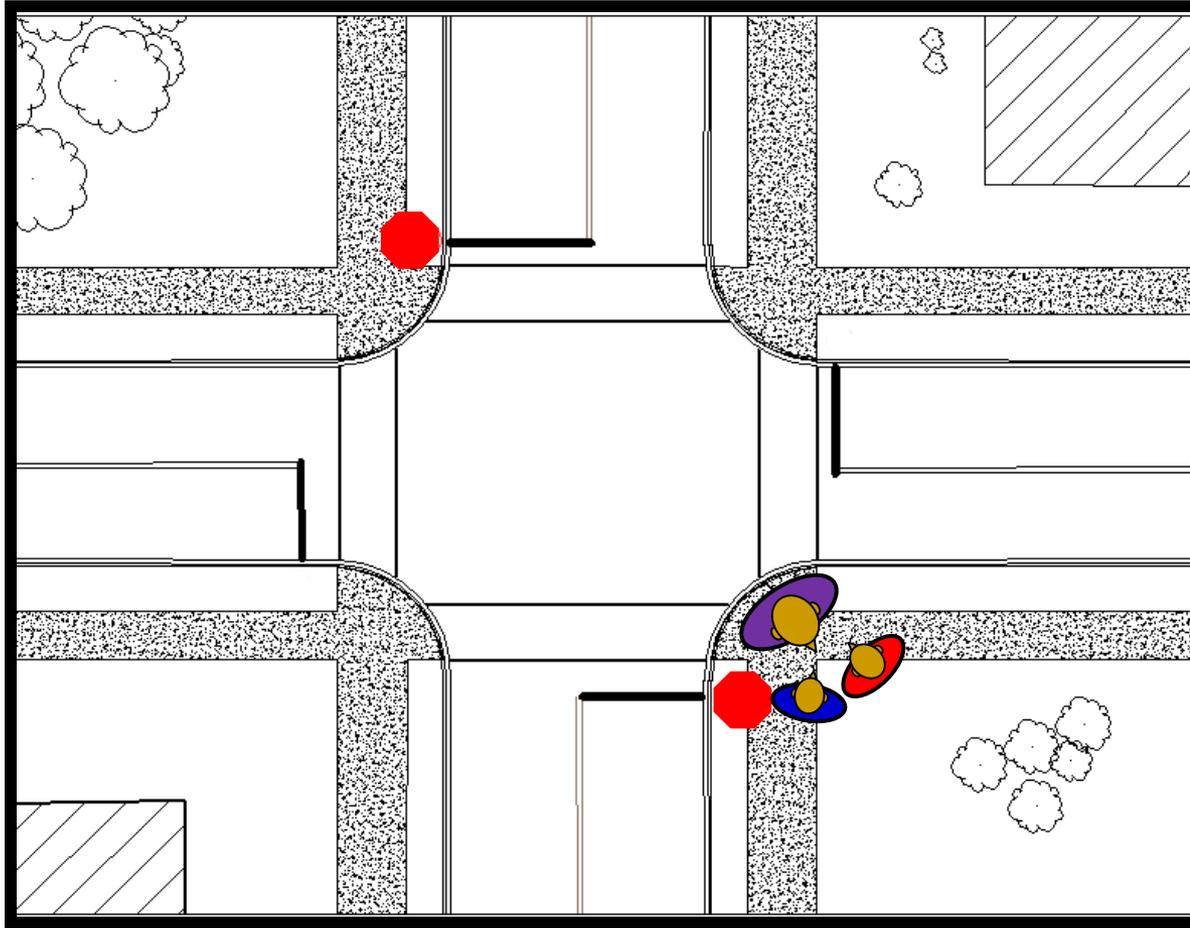
- Paths of Potential Conflict at Crosswalk
- Crossing Procedure – Step by step
- Key crossing points



Paths of Potential Conflict at Crosswalk



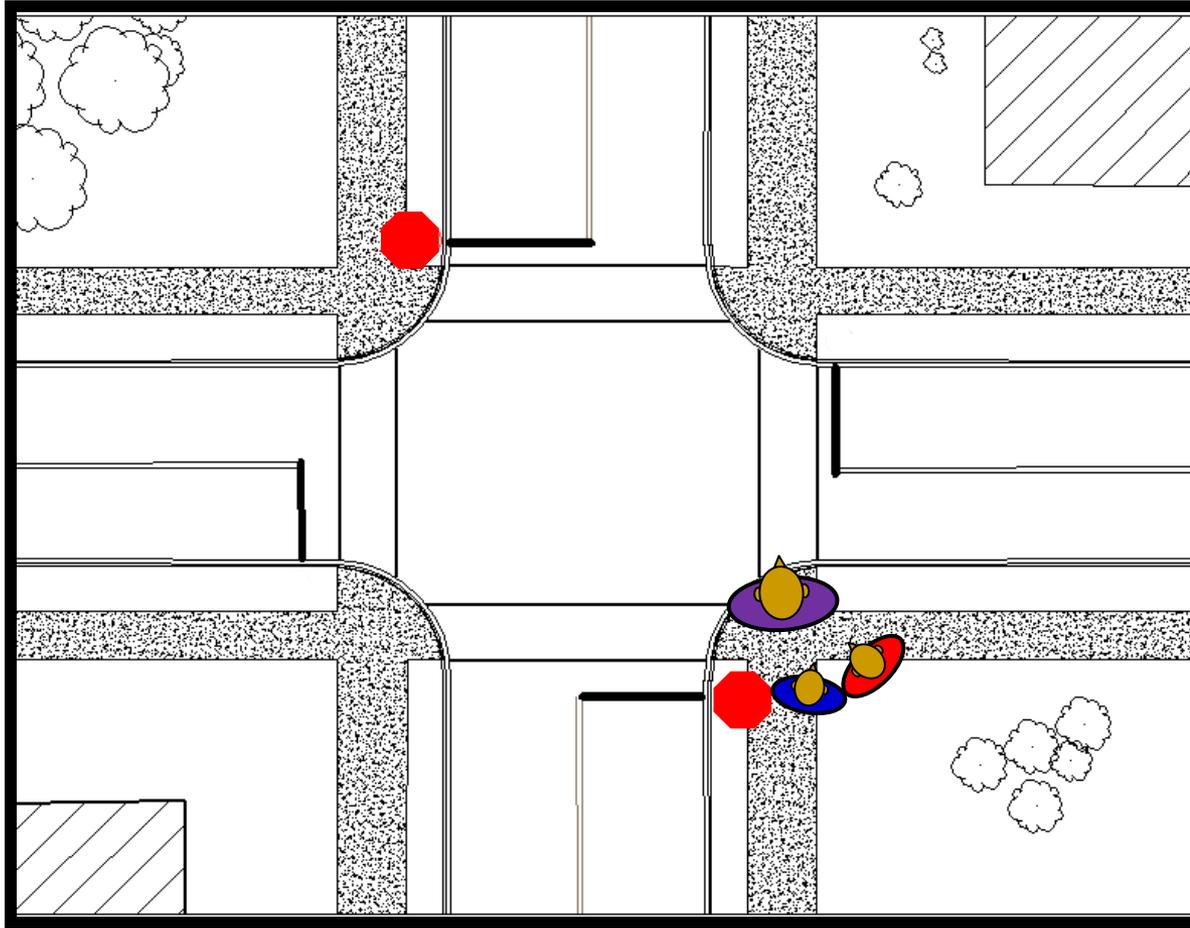
Curbside Assembly



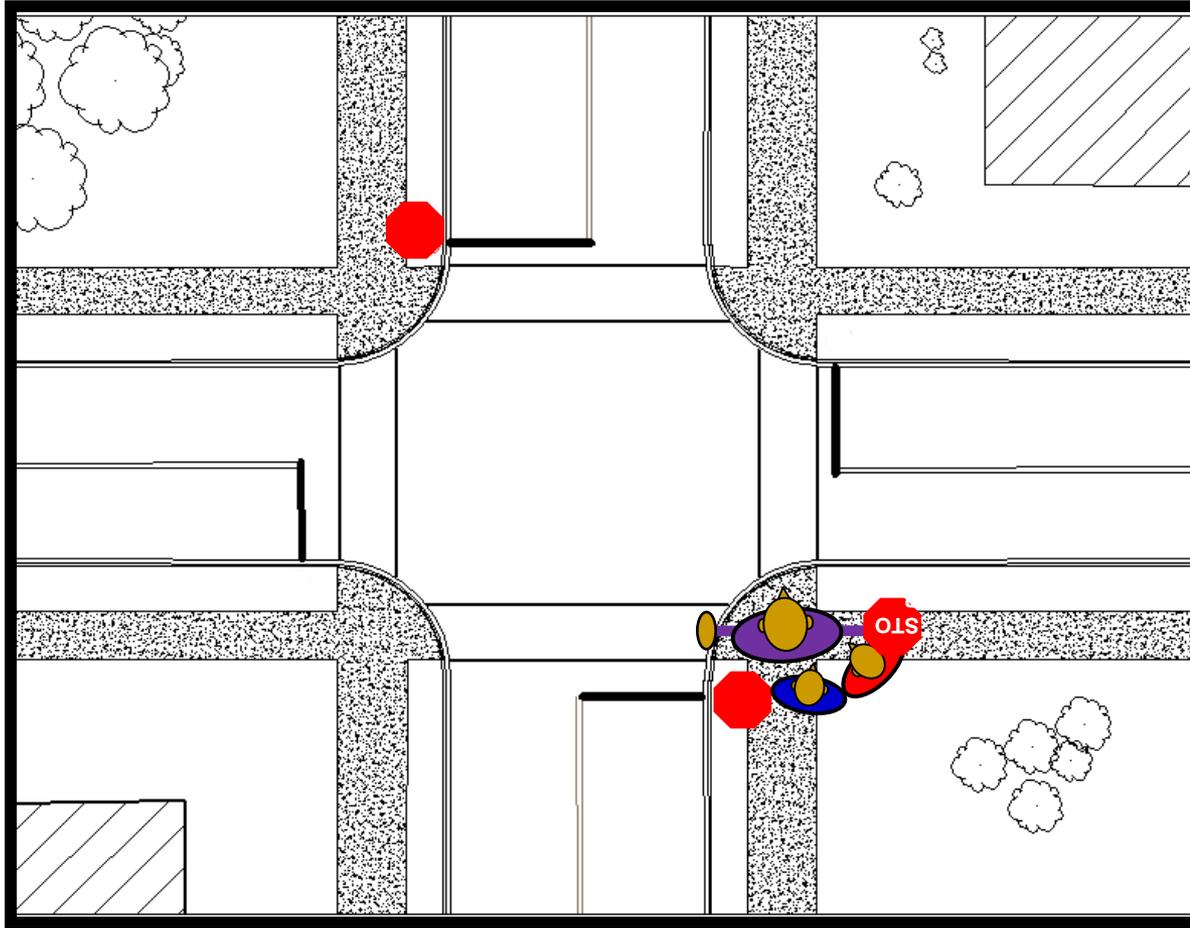
Curbside Assembly



Select Gap



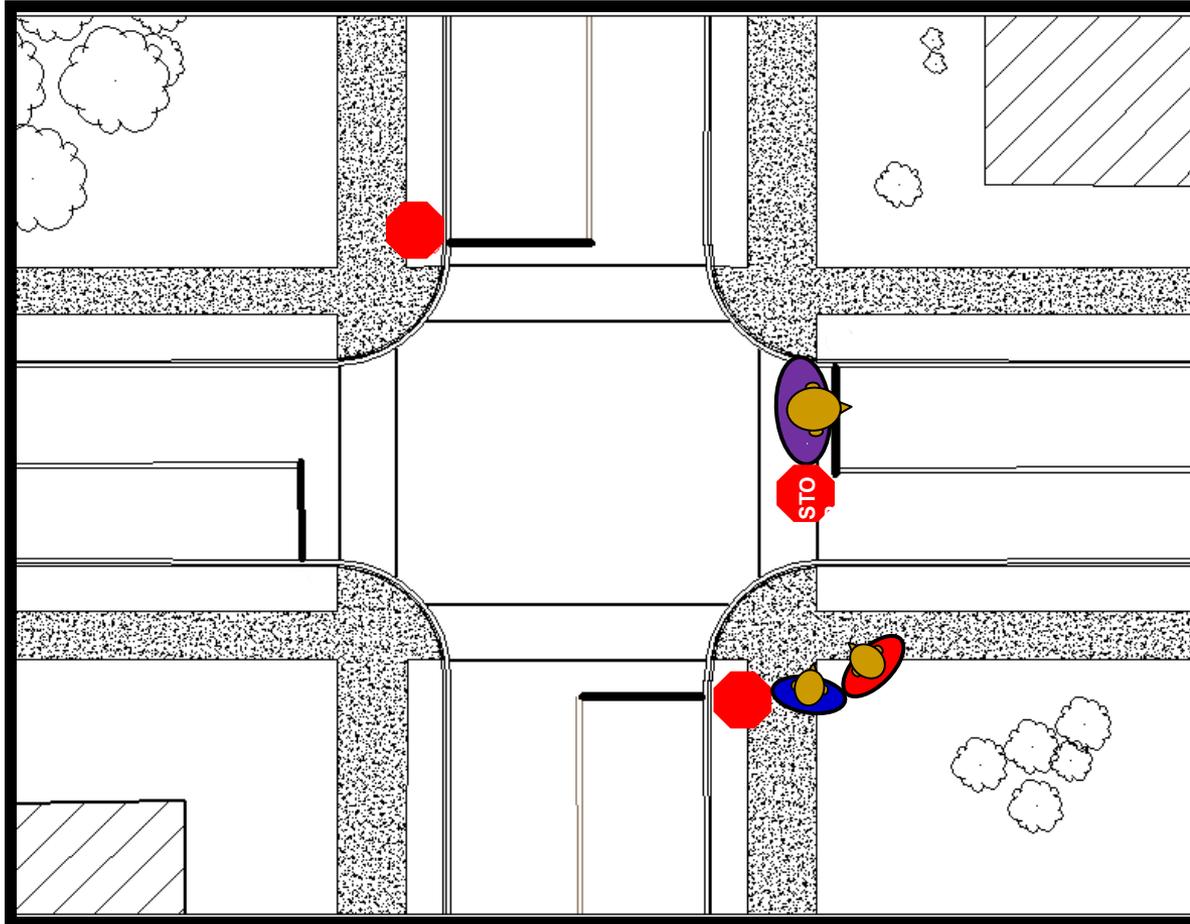
Enter Crosswalk



Enter Crosswalk



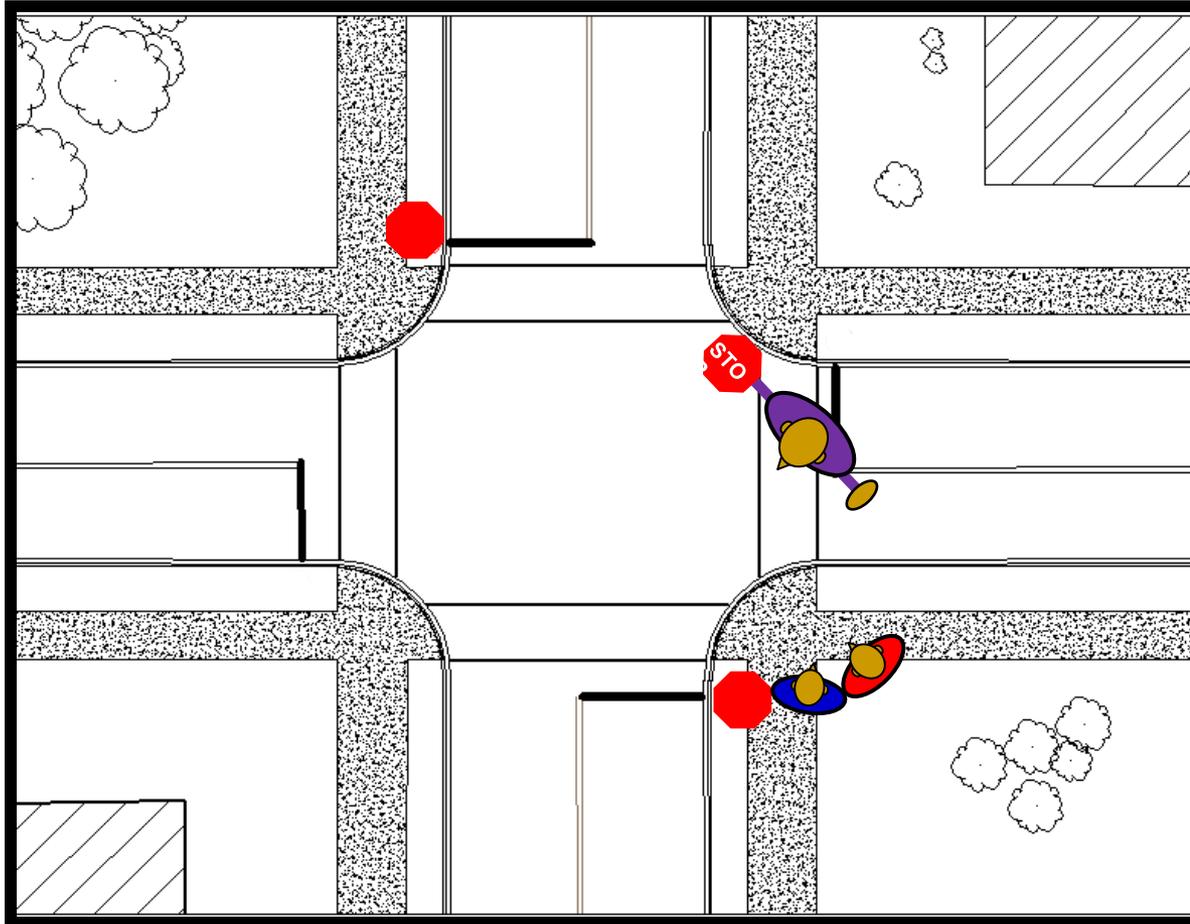
Stop Far-Side Traffic



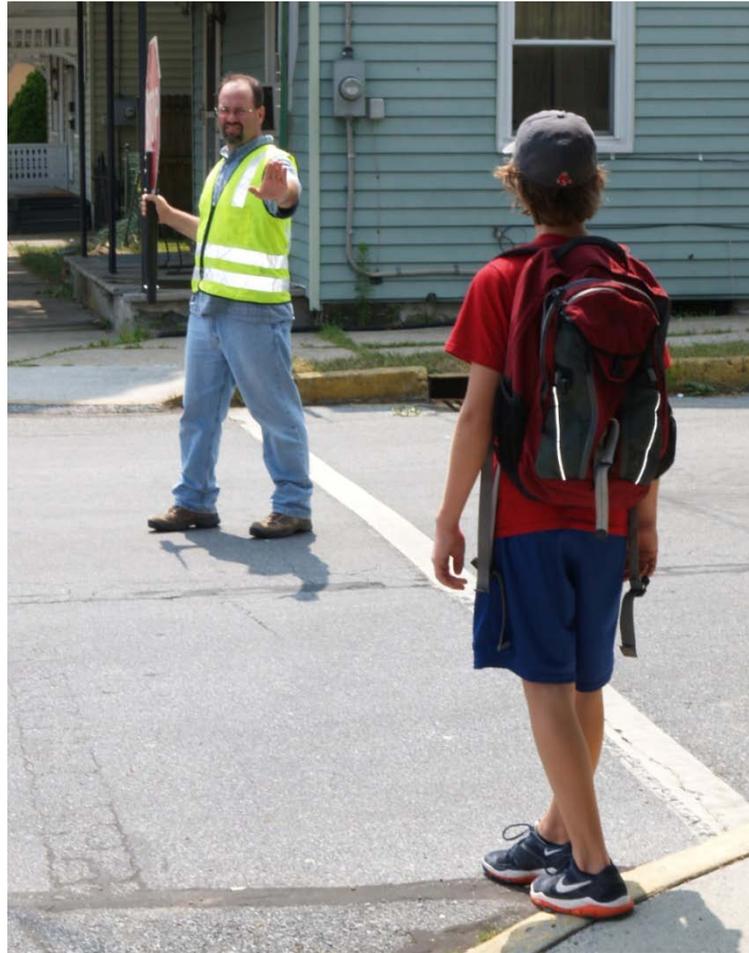
Stop Far-Side Traffic



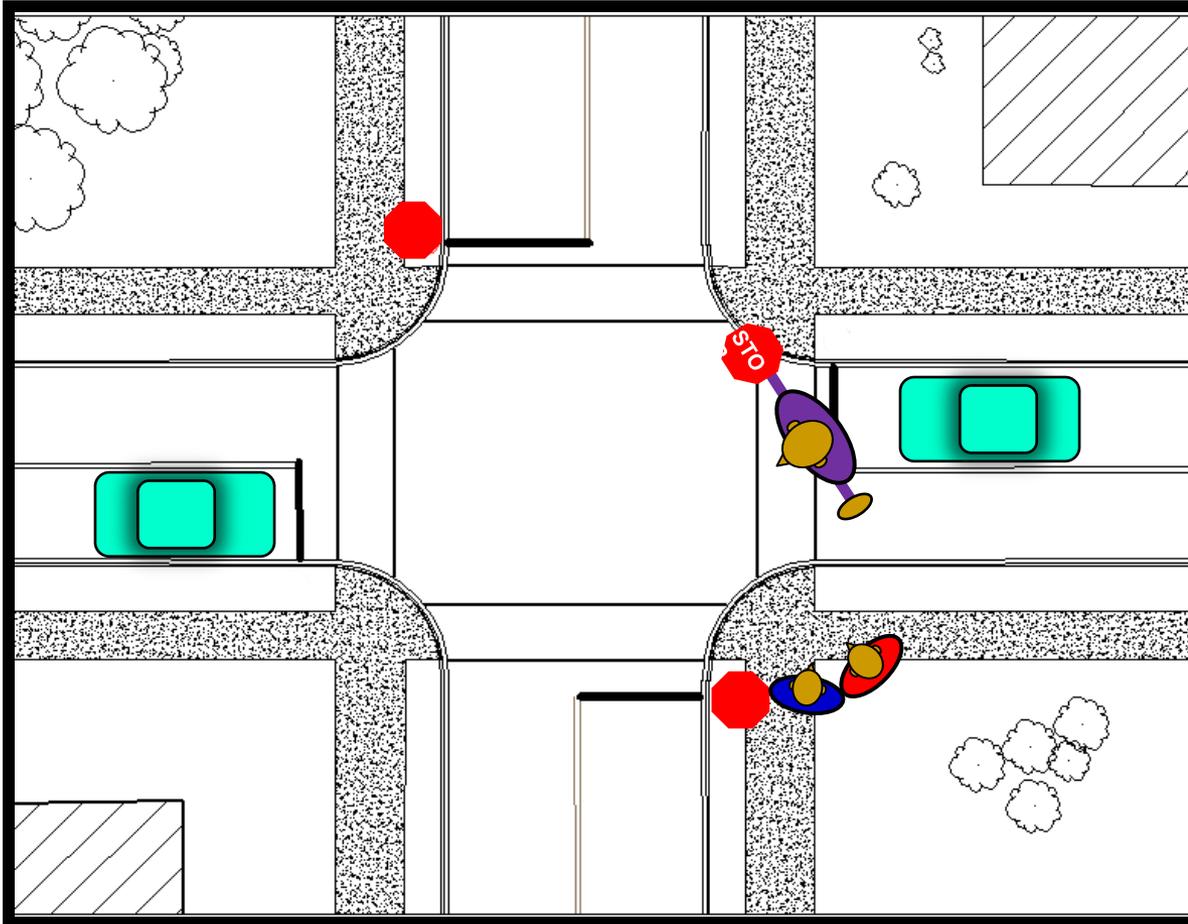
Take Position



Take Position



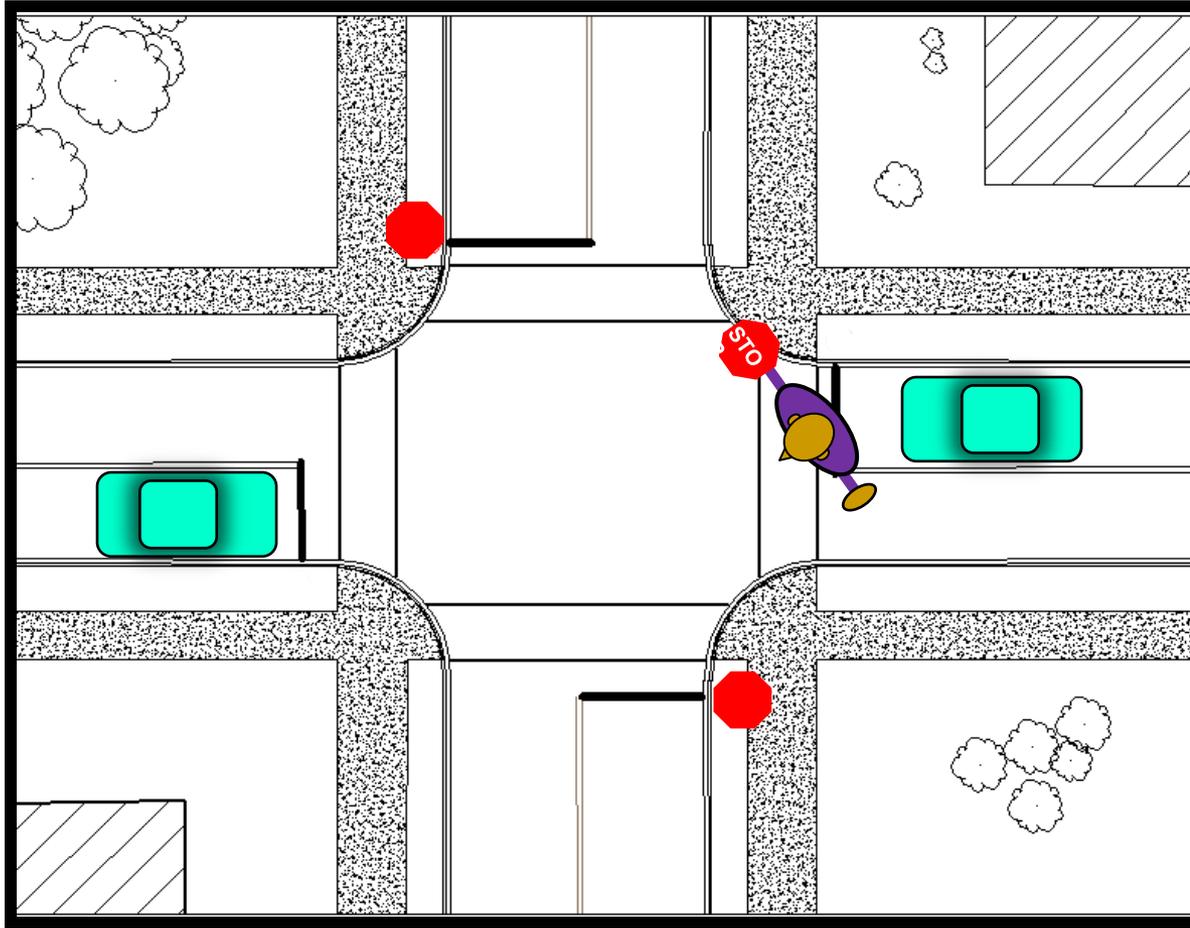
Cross Children



Cross Children



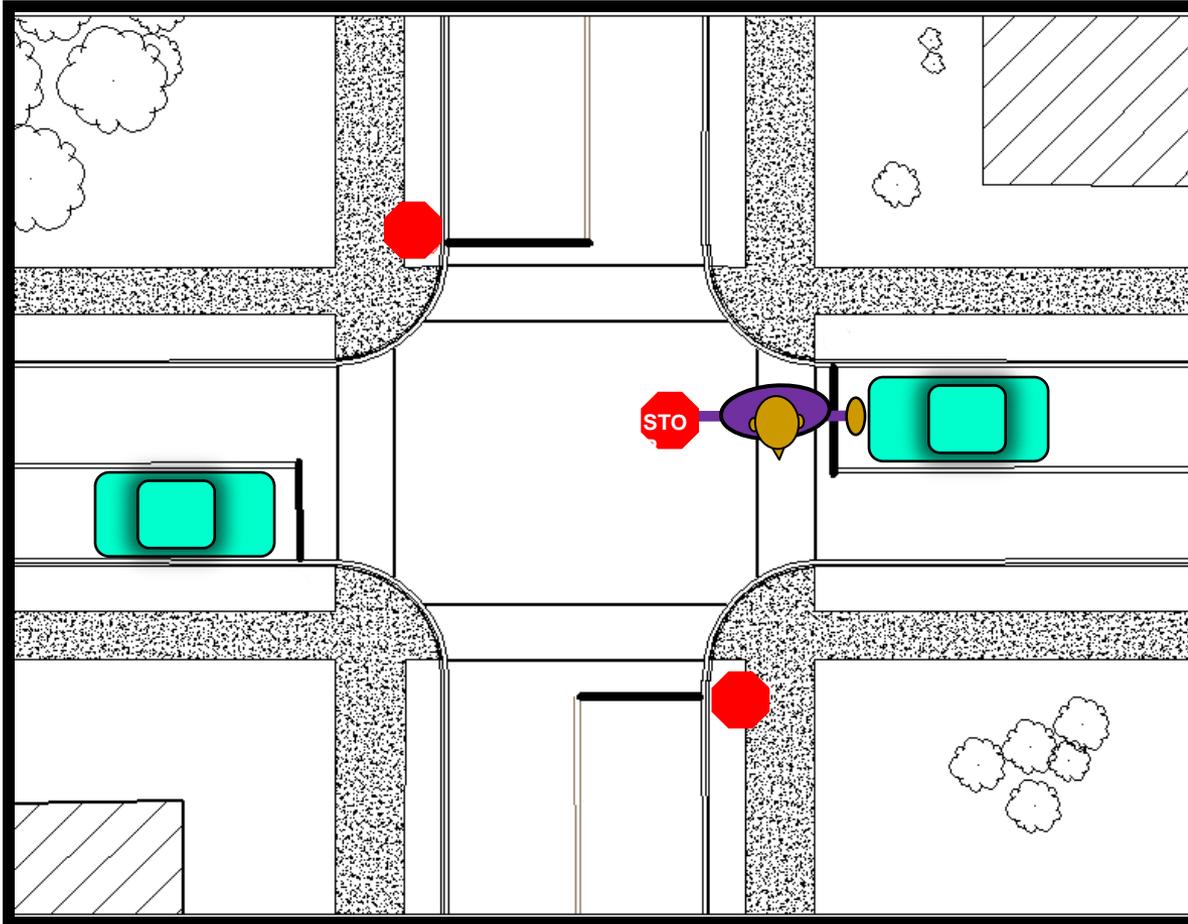
Complete Crossing



Complete Crossing



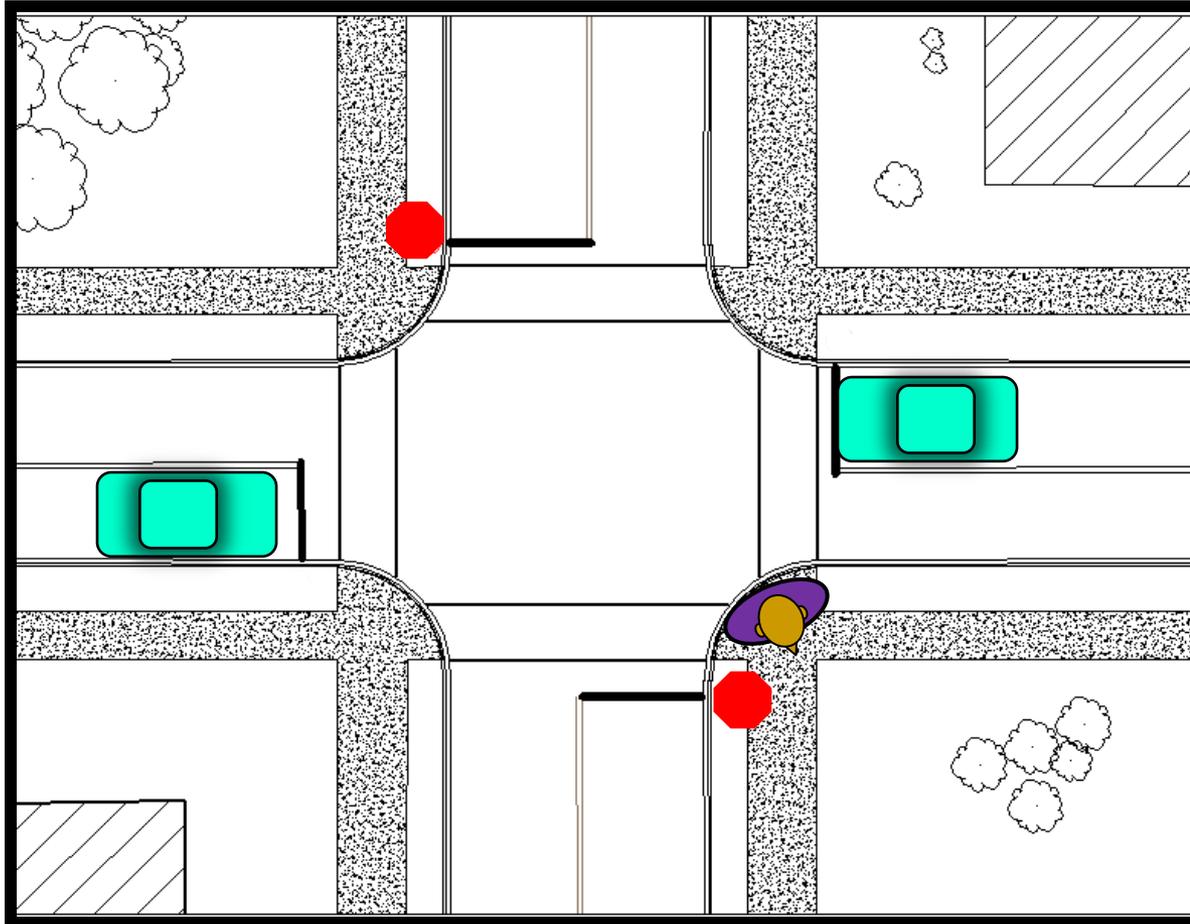
Return to Roadside



Return to Roadside



STOP Paddle Down



STOP Paddle Down



Key Crossing Points

- Manage gaps in traffic
 - Lengthen
 - Create
- At signalized intersections
 - Always cross when light is red for motorists
 - Always use pedestrian signals when available
- Scan for traffic
 - Left-Right-Left
 - Over the shoulder for turning vehicles
 - Listen



Crossing Details

- Make eye contact
 - First approaching motorists
 - Each lane
- Use whistle to get attention of problem motorist
- Follow the same, proper procedure
 - All the time
 - Even when traffic is light
- Do not cross children if:
 - Any traffic is moving
 - Any vehicles are in the crosswalk





Crossing Details

- After all traffic has stopped
 - Move to crosswalk where you can see traffic and children
 - Signal children to cross with free hand
 - Continue to hold STOP paddle in correct position
 - Remain until last child in group has moved from roadway
- Check crosswalk for stragglers
- Move from the crosswalk, continuing to display the STOP paddle
- Lower the STOP paddle after leaving the roadway
- Wait for the next group of children



OTHER JOB CONSIDERATIONS



OTHER JOB CONSIDERATIONS

- Reporting
- Visibility/Conspicuity
- Inclement Weather
- Risk Management
- Courtesy Crossing Adults
- Public Image





Reporting

- Dial 911 first for:
 - Crashes
- Call your supervisor first for:
 - Your illness
 - Student illness
 - Hazardous conditions
 - Operations malfunctions



Reporting

- Call your supervisor second (after 911) for:
 - Crashes
- For child safety issues:
 - Follow your employer's policy
 - Some prefer calling:
 - 911
 - Municipal Operations Center
 - School District office



Visibility/Conspicuity

- Visibility
- Conspicuity
- Visual clutter





Visibility

- Able to be seen
 - Bright clothing
 - Retroreflective vest
 - Retroreflective paddle





Conspicuity

- Noticeable – attracting attention
 - Visibility
 - Behavior
 - Precise
 - Firm
 - Clear
 - Standard
 - Expected





Visual Clutter

- All the things a driver sees
 - Signs
 - Poles
 - Parked cars
 - Fire hydrants
 - Vegetation
- Crossing guard must stand out
 - Be visible
 - Be conspicuous



What a Driver Sees



What a Driver Sees



What a Driver Sees





Inclement Weather

- Conditions
- Consequence
- Appropriate responses to weather
- Appropriate attire



Conditions

- Sun
- Rain
- Wind
- Snow
- Ice



Conditions



Consequences

- Sun – Sunburn, sharp visual contrasts
- Rain – Chill or cold, flat visual contrasts
- Wind – Chill or cold, STOP paddle weight
- Snow – Cold, slippery, flat visual contrasts
- Ice – Cold, slippery





Appropriate Responses to Weather

- Sun – Sunscreen, sunglasses
- Rain – Raincoat, hat with brim
- Wind – Jacket, tie-on hat, relax hands
- Snow – Coat, hat with brim, boots
- Ice – Boots, traction devices

Risk Management

- First Aid
- Good Samaritan Law



First Aid

- Protect yourself first!
- Don't attempt to help if injured
- If not hurt, try to prevent additional damage or injury
 - a) Protect the area
 - b) Notify authorities
 - c) Care for the injured
- Remember: Not every crash scene is the same



First Aid

- If a qualified person is at the scene, stay out of the way
- Do not move a severely injured person unless there is a greater danger
- Stop bleeding by applying direct pressure to wound
- Keep the injured person warm





Good Samaritan Law

- PA Good Samaritan Act
 - A nonmedical person who renders aid with good intent cannot be held liable for civil damages
 - Persons must be certified in first aid, advanced life saving, or basic life support





Courtesy Crossing Adults

- Follow your agency's policy for crossing adults



Public Image

- Personal conduct
- Professional attire
- Use of mobile devices



Personal Conduct

- Arrive on time, not too early
- Stand at post – never sit
- Maintain self-control
- Be firm, courteous, pleasant
- Exhibit behavior that projects a positive image of your agency



Professional Attire

- Wear a uniform, if required
- Neat appearance for occasion and weather
- Be well-groomed





Use of Mobile Devices

- Use cellular telephones only for:
 - Emergency calls
 - Coordination with supervisors



Questions

- Any questions?



Safe Routes to School Program

- The SRTS Program may be able to assist with funding vests and STOP paddles
- SRTS offers non-infrastructure grants that may be able to help
- Visit the SRTS website at:

<http://saferoutespa.org/>



Application of Skills

- Congratulations!
 - This concludes the classroom portion of the training
 - You made it this far!
- Next is practice
 - We will practice holding the equipment properly
 - We will practice the crossing procedure



SKILLS PRACTICE

