California Crossing Guard Training: Online Course Part 1

Prepared by the Safe Routes to School Technical Assistance Resource Center

The Safe Routes to School Technical Assistance Resource Center is a program within California Active Communities, a joint Unit of the University of California, San Francisco and the California Department of Public Health, funded through a Safe Routes to School Non-Infrastructure award from the California Department of Transportation (Caltrans).

Acknowledgements

The *California School Crossing Guard Training Guidelines*, accompanying supplemental materials, and this online training, were developed with the help of existing training tools from the following:

- Colorado Department of Transportation's Crossing Guard Train-the-Trainer Program
- Florida Department of Transportation's School Crossing Guard Training Program
- National Center for Safe Routes to School's Adult School Crossing Guard Guidelines

Overview

This is Part 1 of 4 California Crossing Guard Training Online Courses. The following will be covered in this section:

- Introduction to the *California School Crossing Guard Training Guidelines*
- Why Crossing Guards Matter
- Elements of a School Crossing Guard Program
- Special Considerations for Crossing Guards

Introduction to the California School Crossing Guard Training Guidelines

- Training is an essential step to help ensure that School Crossing Guards (Crossing Guards) are performing properly.

Introduction to the California School Crossing Guard Training Guidelines…continued

- The California Safe Routes to School Technical Assistance Resource Center (TARC), overseen by the California Department of Public Health (CDPH) and in partnership with the California Department of Transportation (Caltrans), has compiled this training and accompanying materials to assist with local training efforts, and ultimately, to improve the safety of California's children.

Introduction to the California School Crossing Guard Training Guidelines…continued

- This training is not mandated, but is designed to provide consistent operating standards to assist Local School Crossing Guard Programs (Local Programs) in training existing and new Crossing Guards.

Introduction to the California School Crossing Guard Training Guidelines…continued

- Local Programs are encouraged to utilize the *California School Crossing Guard Training Guidelines* and training materials to inform program practices and replace or supplement training procedures.

Why Crossing Guards Matter

Nationally,

- In 2009, approximately 23,000 children ages 5-15 were injured and more than 250 were killed while walking or bicycling.
- From 2000-2006, 30% of traffic deaths for children ages 5-15 occurred while walking or bicycling.

Source: Safe Routes to School National Partnership

Why Crossing Guards Matter…continued

In California in 2013,

- More than 3,200 children ages 5-17 years sent to the emergency room for pedestrian-related injuries.
- There were 49 pedestrian deaths among children ages 5-17, a 40% increase from 2011.

Source: EpiCenter, California Department of Public Health

Why Crossing Guards Matter…continued

- In a 2012 University of California, San Francisco study, parents ranked safety of intersections and crossings as the number one safety concern affecting their decision to allow their children to walk or bicycle to school.
- In the same study, parents ranked Crossing Guards as the number two reason why they would let their children walk or bicycle to school. Walking or bicycling with an adult was number one.

Why Crossing Guards Matter…continued

- Crossing Guards are an important part of the community and serve a vital role in the lives of children who walk or bicycle to school.
- Crossing Guards help children safely cross the street at key locations and remind drivers of the presence of pedestrians.
- Crossing Guards not only help keep children safe, but they also help children develop good pedestrian safety skills.

Identification of Where Crossing Guards are Needed

- Many factors contribute to the need for a Crossing Guard.
- At a location where vehicles are present, general guidance is provided by the California Manual on Uniform Traffic Control Devices (CAMUTCD).
- Ultimately, local traffic engineering judgment and analysis are needed to determine when and where a Crossing Guard is needed.

Identification of Where Crossing Guards are Needed…continued

- Available gaps in traffic (space and time between vehicles) are a primary factor in determining the need for a Crossing Guard.
- A pedestrian needs a gap in traffic that is at least long enough to allow them time to complete their crossing.

Identification of Where Crossing Guards are Needed…continued

Other factors to be considered:

- **Age of Students;**
- **Road Conditions;**
- **Sight Distance;**
- **Presence or Absence of Traffic Control Devices;**
- **Vehicle Speed;**
- **Volumes of Vehicular Traffic and Pedestrians;**
- **School Route Plan;**
- **School Adjacent Land Use; and,**
- **Crash History.**

Reference Section 2a. of the *California School Crossing Guard Training Guidelines* for a more complete description of each factor.

Local Programs

- A **Local Program** refers to the organization responsible for identifying locations where Crossing Guards are needed, hiring, training, and supervising Crossing Guards, providing uniforms and equipment to help Crossing Guards effectively perform their duties, and securing funds to manage the Local Program.
- Cities and counties may designate local law enforcement agencies, the governing board of any school district, or a county superintendent of schools to administer the Local Program.

Prequalification of Crossing Guards

CAMUTCD states that Crossing Guards should possess the following minimum qualifications:

a) Average intelligence;
b) Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from errant vehicles;
c) 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;
d) Ability to communicate specific instructions clearly, firmly, and courteously;
e) Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury;
f) Mental alertness;
g) Neat appearance;
h) Good character;
i) Dependability; and,
j) An overall sense of responsibility for the safety of students.

Crossing Guard Uniform and Devices

CAMUTCD provides the following standards for the uniform and devices used by Crossing Guards:

- Retroflective safety apparel;
- A STOP paddle;
- Optional: Retroreflective traffic cones or in-crosswalk panels; and,
- Optional: A whistle (Can be used as a warning device to alert a motorist who is unresponsive to the display of the STOP paddle. More on whistles will be covered in Online Course Part 4).

Crossing Guard Uniform and Devices…continued

Examples:

Figure 1. Example of retroflective safety apparel.

Figure 2. Example of STOP paddle.

Attendance Protocol

Crossing Guards should:

- Be at their station on time, properly attired, and neatly groomed;
- Notify the supervisor of a planned absence at least 24 hours in advance; and,
- Notify the supervisor as soon as possible if illness or unexpected circumstance prevents their timely appearance so that a substitute can be found.

Personal Vehicle Parking

- Crossing Guards should only park their vehicle in an allowed location (e.g., not on a sidewalk, not in any location where signs prohibit parking at the time).

- If parked on the street of near a crossing, a Crossing Guard's vehicle should not block the Crossing Guard's view of approaching vehicles.

Standing While on Duty

- The visible presence of an alert Crossing Guard can help to discourage unsafe behavior.
- Crossing Guards should not sit while on duty. Sitting down reduces an approaching driver's view of the Crossing Guard, or might suggest to drivers or arriving children that the Crossing Guard is not on duty.
- Crossing Guards need to be ready to react quickly in case of an unexpected event.

Distractions and Unrelated Activities

- While on duty or in uniform, Crossing Guards should not eat, smoke, use tobacco products, consume beverages, or patronize liquor establishments.
- Crossing Guards should not use a radio (other than a two-way radio for official communication), computer, mobile devices, headphones, portable audio players, or read (e.g., books, magazines, newspapers) while on duty.
- A mobile communication device may be used **only** in an emergency and never while crossing children.

Chain of Command

- Any request by school personnel or others outside a Crossing Guard's chain of command (e.g., to change his/her schedule or crossing procedures) should be made through the Crossing Guard's supervisor.

Notice of Schedule Changes

- The Crossing Guard supervisor should notify Crossing Guards of any school schedule change or special school function that would affect their work schedule.

Emergency Response Plan

- Crossing Guards should be briefed on emergency response plans that have been adopted by the Local Program or school, especially if it involves a special procedure for Crossing Guards.

- A Local Program should have a plan for contacting on-duty Crossing Guards in case of an emergency.

First Aid

- Local Programs are strongly encouraged to provide first aid and cardio pulmonary resuscitation (CPR) training to all Crossing Guards.
- Crossing Guards who have not received proper training should not provide first aid or CPR while on duty.
- All Crossing Guards should be prepared to take reasonable action to help an injured child or contact emergency responders.

Incident Reporting

- Crossing Guards should be familiar with the type of information necessary to complete an incident report (e.g., time, date, location, names of those involved, description of incident).
- Incident reports are typically used to report a crash or infraction that can endanger the lives of pedestrians.
- Crossing Guards are advised to carry a notebook and pen to write down a description of involved vehicles and/or individuals.

Reporting Concerns

- Crossing Guards are encouraged to be on the lookout for any potential problems or areas of concern while on duty and be prepared to report them to the appropriate individuals or supervisors.
- A process should be in place to address any problems or concerns.

Crossing Guards' Interaction with Children

- Crossing Guards are representatives of the community, tasked with helping to create a safe environment for children.
- Crossing Guards should not physically touch students.
- Students should never be put into a Crossing Guard's vehicle.
- Crossing Guards should never give gifts to students.

Crossing Procedures for Inclement Weather

- Crossing Guards need to be particularly careful during inclement weather and should ensure that they have the attention of motorists before crossing.
- 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.
- High visibility vests should be worn outside of jackets, unless the jacket itself is high visibility with retroreflective material.

Courtesy Crossing of Adult Pedestrians

- Crossing Guards may perform 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 this primary purpose.

End of Part 1 of the 4-part California Crossing Guard Training Online Courses

California Crossing Guard Training: Online Course Part 2

Prepared by the Safe Routes to School Technical Assistance Resource Center

The Safe Routes to School Technical Assistance Resource Center is a program within California Active Communities, a joint Unit of the University of California, San Francisco and the California Department of Public Health, funded through a Safe Routes to School Non-Infrastructure award from the California Department of Transportation (Caltrans).

Overview

This is Part 2 of four California Crossing Guard Training Online Courses. The following will be covered in this section:

- California Crossing Guard Training Components
- Introductory Information for Crossing Guards

California Crossing Guard Training

The information contained in the *California School Crossing Guard Training Guidelines,* online trainings, and supplemental materials is intended to:

- Support Local Program administration.
- Teach Crossing Guard candidates the proper procedures and techniques necessary to get student pedestrians across the street safely.

California Crossing Guard Training …continued

Crossing Guard training is made up of three components:

- Online Training and Testing;
- Practical Training; and,
- Field Assessment.

California Crossing Guard Training …continued

- Completion of each component is recommended to provide Crossing Guards with the skills and knowledge appropriate to the job.
- Upon completion of all training components, it is left to the discretion of Local Programs to determine Crossing Guards' mastery of crossing policies and procedures before assignment to a school crossing location.

Online Training and Testing

- Once the online training is completed, the Crossing Guard may be given time for questions and/or discussion with a Crossing Guard Trainer before taking the online test.
- A Crossing Guard candidate must achieve a minimum passing score of 80% in each of the four (4) parts of the online test in order to move onto practical training.

Practical Training

Practical training involves:

- Hands-on instruction from a Crossing Guard Trainer.
- Role play and simulation to practice techniques and procedures (e.g., creating gaps in traffic, safely crossing pedestrians, reporting hazards and/or emergency situations) used to get student pedestrians safely across the street.

Practical Training …continued

- Practical training should be conducted at a crosswalk or simulated crosswalk with no children present and should cover both signalized and unsignalized intersections.

Practical Training …continued

- Participants should play and observe all roles (i.e., student pedestrians, Crossing Guards, drivers) and practice proper crossing procedures using the STOP paddle, hand gestures, and the whistle.*

*Whether and how to use the whistle is at the discretion of the Local Program. The decision to use a whistle or not should be based on the traffic conditions and the safety of the Crossing Guard. Each crosswalk should be considered individually.

Practical Training …continued

- At the completion of the practical training, Crossing Guards will participate in a field assessment.

Field Assessment

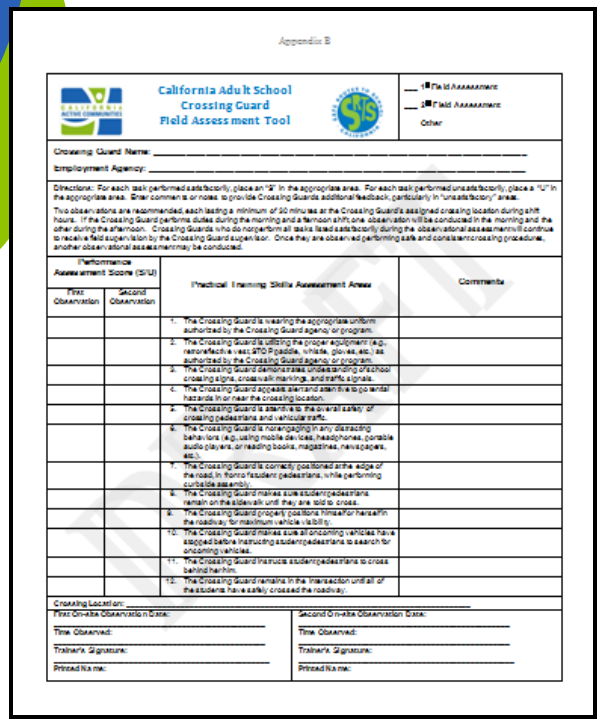
Field assessment involves:

- Field assessment consists of observation, training, and guidance of a Crossing Guard candidate by a Crossing Guard Trainer while in the work environment.
- Crossing Guard candidates will perform crossing duties and procedures at school crossing locations where they may be assigned while having their performance evaluated by the Crossing Guard Trainer.

Field Assessment …continued

- During field assessment, Crossing Guard candidates should demonstrate understanding of proper crossing procedures and emergency protocols.
- Additional guidance and instruction may be provided during the field assessment and any unsafe practices should be noted and addressed.

Field Assessment …continued



Appendix B

California Adult School Crossing Guard Field Assessment Tool

Crossing Guard Name: _____

Employment Agency: _____

Directions: For each task performed satisfactorily, place an "S" in the appropriate area. For each task performed unsatisfactorily, place a "U" in the appropriate area. Enter comments or notes to provide Crossing Guards additional feedback, particularly in "unsatisfactory" areas.

Two observations are recommended, each lasting a minimum of 30 minutes as the Crossing Guard's assigned crossing location during shift hours. If the Crossing Guard performs duties during the morning and afternoon shift, one observation will be conducted in the morning and the other during the afternoon. Crossing Guards who do not perform all tasks listed satisfactorily during the observational assessment will continue to receive field supervision by the Crossing Guard supervisor. Once they are observed performing safe and consistent crossing procedures, another observational assessment may be conducted.

Performance Assessment Score (S/U)		Practical Training Skills Assessment Areas	Comments
First Observation	Second Observation		
		1. The Crossing Guard is wearing the appropriate uniform authorized by the Crossing Guard agency or program.	
		2. The Crossing Guard is utilizing the proper equipment (e.g., retroreflective vest, STOP paddle, whistle, gloves, etc.) as authorized by the Crossing Guard agency or program.	
		3. The Crossing Guard demonstrates understanding of school crossing signs, crosswalk markings, and traffic signals.	
		4. The Crossing Guard appears alert and attentive to potential hazards in or near the crossing location.	
		5. The Crossing Guard is attentive to the overall safety of crossing pedestrians and vehicular traffic.	
		6. The Crossing Guard is not engaging in any distracting behaviors (e.g., using mobile devices, headphones, portable audio players, or reading books, magazines, newspapers, etc.).	
		7. The Crossing Guard is correctly positioned at the edge of the road, in front of student pedestrians, while performing curbside assembly.	
		8. The Crossing Guard makes sure students/pedestrians remain on the sidewalk until they are told to cross.	
		9. The Crossing Guard properly positions himself/herself in the roadway for maximum vehicle visibility.	
		10. The Crossing Guard makes sure all oncoming vehicles have stopped before instructing students/pedestrians to search for oncoming vehicles.	
		11. The Crossing Guard instructs students/pedestrians to cross behind her/him.	
		12. The Crossing Guard remains in the intersection until all of the students have safely crossed the roadway.	

Crossing Location: _____

First On-site Observation Date: _____
Time Observed: _____
Trainer's Signature: _____
Printed Name: _____

Second On-site Observation Date: _____
Time Observed: _____
Trainer's Signature: _____
Printed Name: _____

- The duration of the initial field assessment is left to the discretion of Local Programs.
- The Crossing Guard Trainer can score the Crossing Guard candidate by using the *California School Crossing Guard Field Assessment Tool* available in Appendix B of the *California School Crossing Guard Training Guidelines.*

California School Crossing Guard Field Assessment Tool

Assessment Areas:

1. The Crossing Guard is wearing the appropriate uniform authorized by the Crossing Guard Local Program.
2. The Crossing Guard is utilizing the proper equipment (e.g., retroreflective vest, STOP paddle, whistle, gloves) as authorized by the Crossing Guard Local Program.
3. The Crossing Guard demonstrates understanding of school crossing signs, crosswalk markings, and traffic signals.

*California School Crossing Guard Field Assessment Tool…*continued

Assessment Areas:

4. The Crossing Guard appears alert and attentive to potential hazards in or near the crossing location.
5. The Crossing Guard is attentive to the overall safety of crossing pedestrians and vehicular traffic.
6. The Crossing Guard is not engaging in any distracting behaviors (e.g., eating, drinking, using mobile devices, headphones, portable audio players, or reading books, magazines, newspapers).

*California School Crossing Guard Field Assessment Tool…*continued

Assessment Areas:

7. The Crossing Guard is correctly positioned at the edge of the road, in front of student pedestrians, while performing curbside assembly.
8. The Crossing Guard makes sure student pedestrians remain on the sidewalk until they are told to cross.
9. The Crossing Guard properly positions herself or himself in the roadway for maximum vehicle visibility.

*California School Crossing Guard Field Assessment Tool…*continued

Assessment Areas:

10. The Crossing Guard makes sure all oncoming vehicles have stopped before instructing student pedestrians to look for oncoming vehicles.
11. The Crossing Guard instructs student pedestrians to cross behind her/him.
12. The Crossing Guard remains in the intersection until all of the students have safely crossed the roadway.

Location Assignment

- It is recommended that prior to an assignment, each Crossing Guard candidate be briefed about what to expect at the crossing.
- A newly placed Crossing Guard should be observed by the Crossing Guard Trainer to ensure that the Crossing Guard has mastered crossing skills in the field.

Common Traffic Hazards at Crosswalks

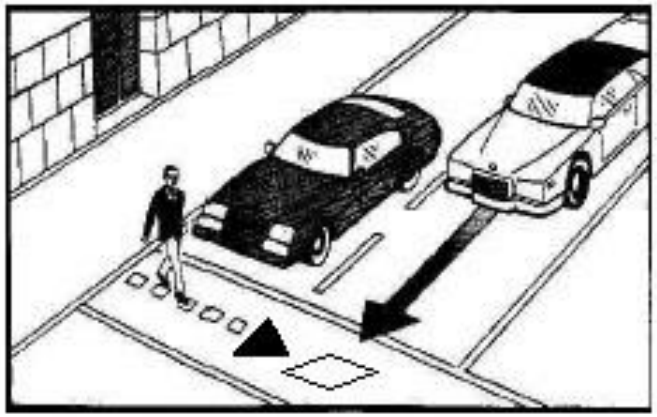
- Collisions between pedestrians and motor vehicles at intersections usually involve an unexpected violation of road rules by at least one of the parties (pedestrian or driver) and the subsequent failure of both parties to take appropriate action.

Common Traffic Hazards at Crosswalks …continued

- Even when driver practice is poor, pedestrians who practice good crossing techniques can usually anticipate conflicts and avoid a collision.

- Inexperienced pedestrians sometimes assume that, if one driver stops for them at an uncontrolled crosswalk, others will too.

"Multiple-Threat" Pedestrian Crash



Source: Federal Highway Administration

- A multiple-threat crash involves a driver stopping in one lane of a multi-lane road to permit pedestrians to cross, and an oncoming vehicle (in the same direction) then hits the pedestrian who is crossing in front of the stopped vehicle.
- This crash type involves both the pedestrian and driver failing to see each other in time to avoid the collision.

Common Traffic Hazards at Crosswalks …continued

- The visible presence of Crossing Guards crossing children in a roadway tends to improve driver behavior.
- Crossing Guards also deter improper crossings by children (e.g., darting into roadway, mid-block crossings between parked cars).

Common Traffic Hazards at Crosswalks …continued

- Hazardous driver behaviors that may still occur at a crosswalk with a Crossing Guard present 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.

Common Traffic Hazards at Crosswalks …continued

- Drivers who have a green light must still follow the direction of a Crossing Guard.
- The impulse to "go" may prevent the driver from noticing the presence of a Crossing Guard. In this circumstance, it is especially important that the Crossing Guard carefully scan for vehicles upon a signal turning green.

Understanding Children's Needs to Master Safe Crossing Skills

- Children have only partially acquired the knowledge, skills, and abilities that experienced pedestrians use.
- Crossing Guards should actively reinforce safe street crossing practices, coaching children to:
  - look for vehicles before crossing—to "look left, right, and left again", and
  - at a corner, to look over the shoulder for turning vehicles.

Understanding Children's Needs to Master Safe Crossing Skills ...continued

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 in traffic;
- are shorter and easily blocked from view by cars;
- are likely to assume that if one driver stops for them, the coast is clear; and,
- are likely to consider simply running across a road as a viable crossing strategy.

Procedures for Crossing Guards from the CAMUTCD

CAMUTCD Section 7D.05:

- *Adult crossing guards shall not direct traffic in the usual law enforcement regulatory sense.*
- *In the control of traffic, they shall pick opportune times to create a sufficient gap* in the traffic flow. 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.*

***How to create a gap in traffic should be covered by the Crossing Guard Trainer in Practical Training.**

Understanding Applicable Traffic Regulations

- California Vehicle Code (CVC) includes rules that pertain to adult crossing guards, right-of-way at crosswalks, and parking or stopping at or near crosswalks.
- Although drivers do not always comply with these rules, and Crossing Guards should not depend on them to do so, Crossing Guards should understand the legal basis that supports school crossings.

Understanding Applicable Traffic Regulations ...continued

CVC Section 2815 summary:

- A person is guilty of an infraction if they disregard any traffic signal or direction given by an adult school crossing guard.

Understanding Applicable Traffic Regulations ...continued

CVC Section 21950 summary:

- A driver shall yield to a pedestrian crossing the roadway.
- No pedestrian may suddenly leave a curb and walk or run into the path of an approaching vehicle that could constitute an immediate hazard.
- No pedestrian may unnecessarily stop or delay traffic.
- A driver approaching a pedestrian shall exercise all due care and shall reduce the speed of the vehicle as necessary to safeguard the safety of the pedestrian.

Understanding Applicable Traffic Regulations ...continued

CVC Section 21970 summary:

- No person may stop a vehicle unnecessarily in a manner that causes the vehicle to block a marked or unmarked crosswalk or sidewalk.

Understanding Traffic Signals at Crosswalks

Crossing Guards should know the meaning of the following signs:

- Indicates that the pedestrian may "WALK" or start to cross by entering the roadway.

- Indicates to the pedestrian "DON'T WALK" or do not enter the roadway.

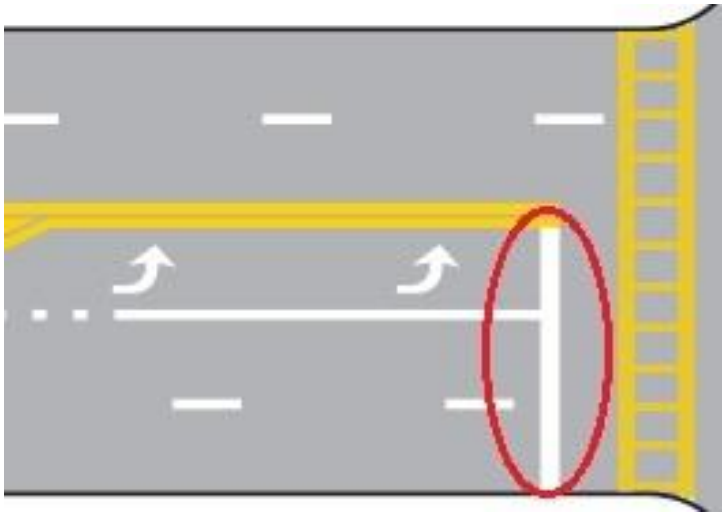
Familiarity with School Area Signs and Pavement Markings

- Crossing Guards should be familiar with the signs and pavement markings used at and on approaches to their assigned crossing.
- These may include crosswalk markings, parking prohibition signs, stop signs, stop lines, pavement word markings for school areas, and school warning and speed zone signs.

Examples of Parking Prohibition Signs

Example of a Stop Sign

Example of a Stop Line

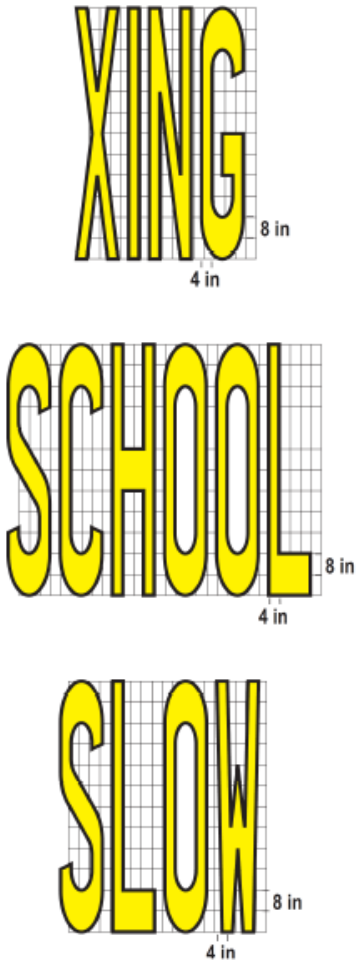


- The oval highlights the stop line. A stop line is a solid white pavement marking line extending across approach lanes to indicate the point at which a vehicular stop is to be made.

Examples of School Warning Signs

- As described in CAMUTCD, crosswalk markings near schools shall be yellow and school warning signs shall have a fluorescent yellow-green background with a black legend and border.

Example of a Pavement Word Marking



- Example of a pavement word marking for a school area without stop signs, traffic signals, or yield signs.

End of Part 2 of the 4-part California Crossing Guard Training Online Courses

California Crossing Guard Training: Online Course Part 3

Prepared by the Safe Routes to School Technical Assistance Resource Center

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Overview

This is Part 3 of 4 California Crossing Guard Training Online Courses. The following will be covered in this section:

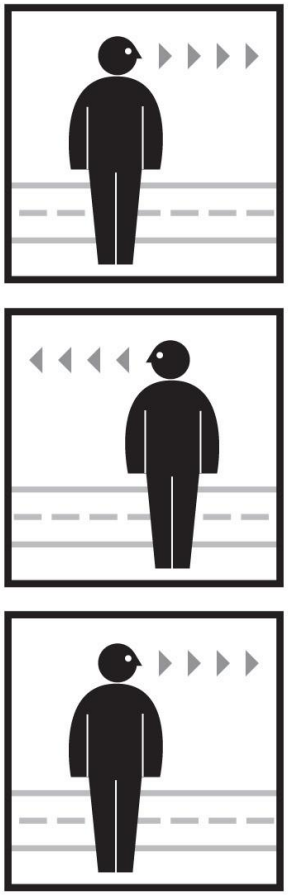
- Techniques Used in School Crossings

Figures in this section, except where indicated, were adapted from the Florida Department of Transportation's School Crossing Guard Training Program

Traffic Scanning Procedure

- At an intersection, vehicles can approach a crosswalk from various directions.
- A Crossing Guard uses the **traffic scanning procedure** for crossing a street in order to gauge whether any approaching vehicles will have time to see the Crossing Guard in the crosswalk and yield.

Traffic Scanning Procedure Steps



1. Stop at the curb or edge of the street.
2. Look left, right, then left again for approaching vehicles.

Source: www.parking.ttu.edu/street-smart/pedestrian

Traffic Scanning Procedure Steps …continued

3. If standing at an intersection, look forward and behind. Scan for any vehicles that might cross your path and look over the appropriate shoulder for any vehicles approaching from your rear that might turn across your path.

Traffic Scanning Procedure Steps …continued

4. If the gap* seems adequate, make a final search to the left before proceeding. Vehicles on the left are on the side nearest to you.
5. When crossing the street, continue to scan for approaching vehicles.

*More instruction on determining an adequate gap in traffic should be given by the Crossing Guard Trainer in Practical Training provided by your Local Program.

Signaling to Drivers

- A Crossing Guard signals to drivers to alert them to stop for pedestrians in the crosswalk, not for the purposes of directing traffic.
- While in the roadway, a Crossing Guard should never make any hand or head movement that might be interpreted by a driver as a signal to proceed.
- A Crossing Guard should maintain eye contact directly with the driver to be alerted.
- If a driver disregards the direction of a Crossing Guard, the Crossing Guard may blow a whistle.

Technique for Use of STOP Paddle on a Two-Way Street

1. Hold the STOP paddle shoulder-high so that one side is displayed to vehicles approaching the crosswalk on the near side of the street and the other is displayed to vehicles approaching the crosswalk on the far side of the street. Your body should not block either view of the paddle. The two faces of the paddle should remain continuously visible to vehicles approaching on the respective sides.

Technique for Use of STOP Paddle on a Two-Way Street…continued

2. The STOP paddle leads you into the crosswalk. Look directly at any drivers momentarily, turning your head as necessary.

3. Continuing to hold the STOP paddle high, look directly at any drivers, turning your head as necessary, as you approach the middle of the street.

Technique for Use of STOP Paddle on a Two-Way Street…continued

4. If a driver disregards the STOP paddle, blow your whistle. The STOP paddle should be kept raised while a Crossing Guard is in the roadway. A Crossing Guard should not switch the STOP paddle from one hand to the other or wave it about while in the roadway.

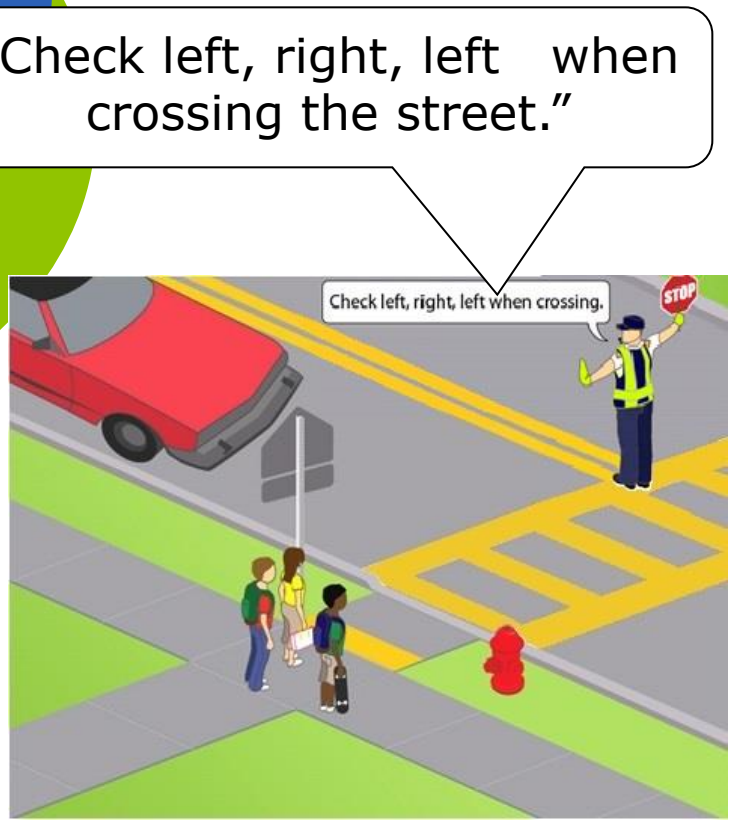
Use of Whistle for Warning

- Crossing Guards use whistles as warning devices. Excessive use can result in reduced effectiveness.
- Whether a Crossing Guard uses the whistle when stepping off the curb at a given location is at the discretion of the Local Program.
- The decision for Crossing Guards to use a whistle or not should be based on the traffic conditions and the safety of the Crossing Guards.
- Each crosswalk should be considered individually.

Use of Whistle for Warning …continued

- If a whistle is used, it should be in the Crossing Guard's mouth when stepping into the crosswalk.
- If a driver fails to stop in response to the display of a STOP paddle, the response is for the Crossing Guard to blow one long blast on the whistle to warn the driver while looking directly at her/him and continuing to display the STOP paddle to her/him with extended arm.

Signaling to Children to Begin Crossing



- When a Crossing Guard has taken position in the roadway and is ready to initiate signaling children to cross the street, the Crossing Guard instructs children *verbally and without gestures* to:
  - Look to the left, right, and left again vehicles approaching from either direction.
  - Begin and continue crossing the street.

End of Part 3 of the 4-part California Crossing Guard Training Online Courses

California Crossing Guard Training: Online Course Part 4

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Overview

This is Part 4 of 4 California Crossing Guard Training Online Courses. The following will be covered in this section:

- Crossing Procedures for a Variety of Situations

Figures in this section, except where indicated, were adapted from the Florida Department of Transportation's School Crossing Guard Training Program*

Common Situations for Crossing Guards

- The following sections will describe common situations that Crossing Guards may encounter while on duty.
- These sections do not contain an exhaustive list of every possible situation.
- It is left to the discretion of the Local Program to ensure that Crossing Guards are adequately trained.

Traffic Scanning Procedure for Crossing a Street

- The Crossing Guards use the traffic scanning procedure for crossing a street and should encourage student pedestrians to follow the same procedure.

Steps of the Traffic Scanning Procedure

1. Stop at the curb or edge of the street.
2. Look left, right, then left again for approaching vehicles.
3. If standing at an intersection, look forward and behind. Scan for any vehicles that might cross your path and look over the appropriate shoulder for any vehicles approaching from your rear that might turn across your path.
4. If the gap seems adequate, make a final search to the left before proceeding. Vehicles on the left are on the side nearest to you.
5. When crossing the street, continue to scan for approaching vehicles.

Procedures for Typical Crosswalk Configurations

The following sections describe the procedures for crossing at:

- Unsignalized crosswalks
- Signalized crosswalks
- Crosswalks on Multi-Lane Streets

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 three feet behind the curb.
- Instruct those arriving on a bicycle, scooter, or skateboard to dismount and walk the bicycle or scooter or carry the skateboard when crossing the street.

Unsignalized Crosswalks – 2. Select an opportune time

- As students collect, wait for a sufficient gap in traffic.
- Make a final scan for approaching vehicles before entering the roadway.
- Remind students to wait for your verbal direction before starting to cross the street.

Unsignalized Crosswalks –

3. Enter crosswalk, stopping near-side approaching vehicles

- Raise and display the STOP paddle as you walk to the middle of the roadway.
- Make the hand signal to vehicles on continuing to hold your upraised palm as you walk to the middle of the roadway.

Unsignalized Crosswalks – 4. Stop far-side approaching vehicles

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

Unsignalized Crosswalks – 5. Take position

- Stand in the middle of the street, just outside the crosswalk on the side closest to the approach with a greater apparent risk of traffic conflict (e.g., due to greater volume or higher typical speeds).
- 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 vehicles on both approaches have stopped.

Unsignalized Crosswalks – 6. Initiate crossing

"Check left, right, left when crossing the street."

- Turn your head toward the waiting students and make eye contact with them.
- When you are ready to initiate signaling students to cross the street, instruct students *verbally and without gestures* to look to the left, right, and left again for vehicles approaching from either direction and begin and continue crossing the street.

Unsignalized Crosswalks – 7. Maintain your position

- As students cross behind you, do not allow any vehicle to cross the crosswalk until the last student of the released group has reached the opposite curb or roadway edge.

Unsignalized Crosswalks – 8. Return to the starting curb

- Remain alert for approaching vehicles 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.

Signalized Crosswalks

- In the case of **signalized crosswalks**, a pedestrian pushbutton is ordinarily installed.

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 three-feet behind the curb.
- Instruct those arriving on a bicycle, scooter, or skateboard to dismount and walk the bicycle or scooter or carry the skateboard when crossing the street.

Signalized Crosswalks – 2. Wait for walk indication

- As students collect, press the pedestrian pushbutton to activate the pedestrian walk signal.
- Remind students to wait for your signal before starting to cross the street.
- 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 vehicles.

Signalized Crosswalks –

3. Enter crosswalk, stopping near-side vehicles

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

Signalized Crosswalks – 4. Alert far-side approaching vehicles

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

Signalized Crosswalks – 5. Take position

- Stand in the middle of the street, just outside the crosswalk on the side closest to the intersection.
- Face vehicles 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 vehicles on both approaches have stopped.

Signalized Crosswalks – 6. Initiate crossing

- Turn your head toward the waiting students and, making eye contact with them.
- When you are ready to initiate signaling students to cross the street, instruct students *verbally and without gestures* to look to the left, right, and left again for vehicles approaching from either direction and begin and continue crossing the street.

Signalized Crosswalks – 7. Maintain your position

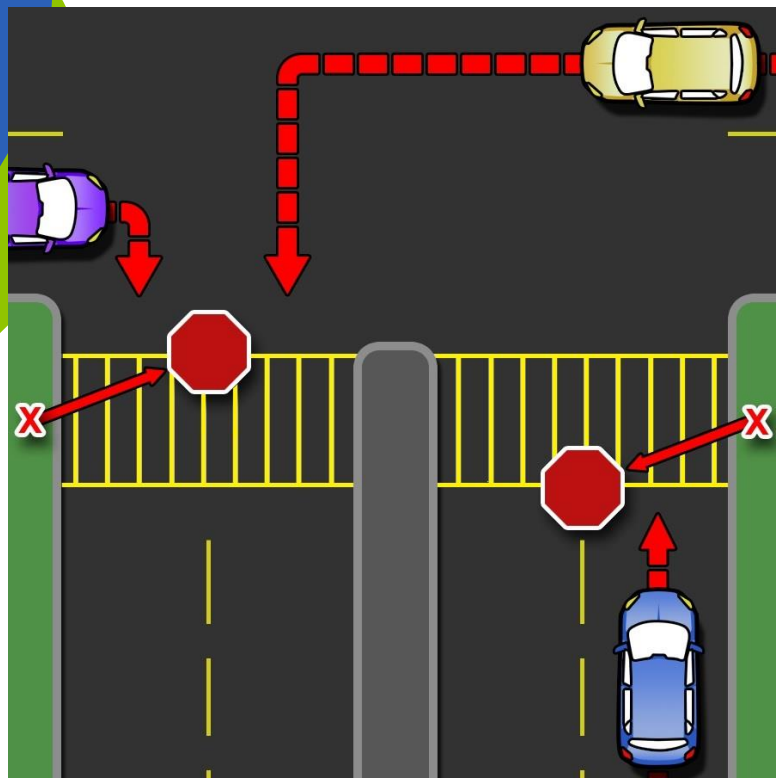
- As students cross behind you, do not allow any vehicle to cross the crosswalk until the last student of the released group has reached the opposite curb or roadway edge.

Signalized Crosswalks –

8. Return to the starting curb or roadway edge

- Remain alert for approaching vehicles 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.

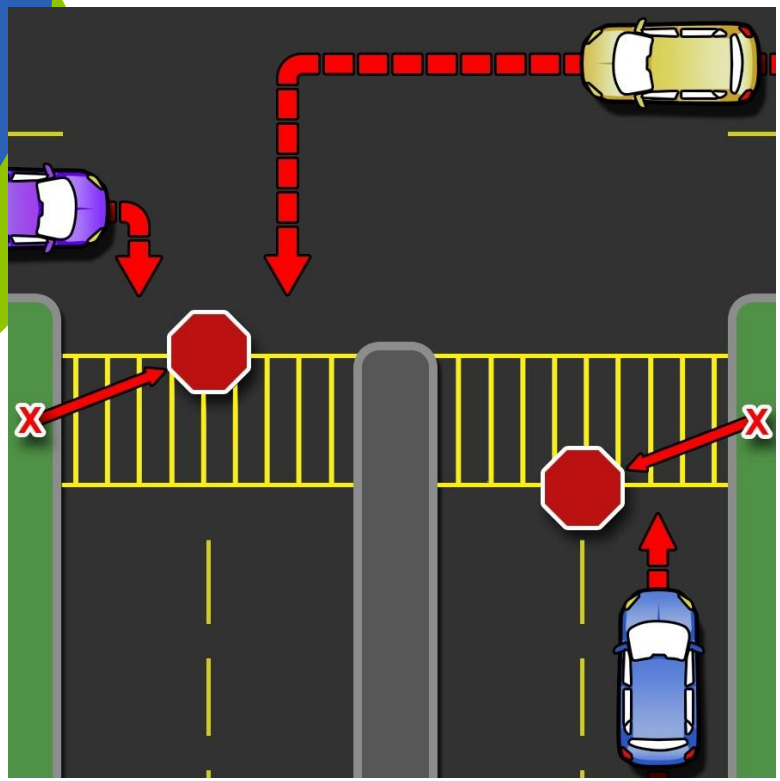
Crosswalks on Multi-Lane Streets



Positions taken by both Crossing Guards to conduct a multi-lane crossing.

- At a **signalized or unsignalized crosswalk** that crosses four or more lanes (on an undivided or divided street), two Crossing Guards should be assigned, so that each can handle one side of the street. (One of the Crossing Guards should be designated lead Crossing Guard.)
- Crossing Guards stand at the edge of the crosswalk on the side closest to vehicles approaching their side, and facing that approach.

Crosswalks on Multi-Lane Streets …continued



Positions taken by two Crossing Guards to conduct a multilane crossing.

- The lead Crossing Guard makes the final visual check and gives the verbal direction to students to look for approaching vehicles and directs them to proceed when the roadway is clear.
- Students cross in the crosswalk between the two Crossing Guards.

End of Part 4 of the 4-part California Crossing Guard Training Online Courses