

# *Nova Scotia* **Crossing Guards Handbook**



# Crossing Guard

This book belongs to:

Name:

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Address:

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Postal Code:

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Telephone:

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Contact Person:

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Supervisors Phone:

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Police:

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Phone:

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Training Programs Attended:

Date

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Trainer

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Subject

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# Schedule for Crosswalk Supervision

Location:

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Times:

From

To

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## Crossing Guard Supervision Record

Inspected/Checked By:

Date:

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## Introduction

This handbook is to provide direction, in the Province of Nova Scotia, for adult guards in the conduct of their basic responsibilities at crosswalks near schools, and in crosswalks where students generally cross a street or a roadway going to and from school.

This handbook will indicate the proper position for the adult crossing guard at various types of traffic intersections, the basic equipment to be provided to the guard, the duties of the guard, and the methods of handling students.

The most important theme that the crossing guard must follow is:

*The main function and duty is to assist the students to cross the street or roadway safely, and not act as an Enforcement Officer.*

## A Message to You

As a crossing guard, you are responsible for the safe passage of students through your assigned area. Please take the time to read and understand this guide so you may perform your duties with care and diligence.

You have undertaken a serious responsibility. Your primary duty is to provide an element of safety for students using the crosswalk at your location. The students rely on your good judgement to get them across the street safely.

Address this responsibility with the care it deserves. By doing so, you will ease the concerns of children, parents and drivers and at the same time you will be able to take pride and pleasure in a job well done.

Remember, your main responsibility is to the students crossing the street. You are not an Enforcement Officer, however you will be encouraged to take note of drivers who encroach on your crosswalk in a dangerous manner.

# Required Equipment

## 1. Vest

Must meet or exceed the minimum specifications of provincial standard: such as cover the guard's chest and back and have retro-reflective strips on both front and back.

### *NOTE:*

- A. Vest must be worn over all other clothing and is NOT to be worn as the only item of apparel.
- B. Vest must be clean at all times.

## 2. Hand Held Stop Sign

Must meet or exceed the minimum specifications of provincial standard: such as dimensions of 30 cm by 30 cm not including the handle, and made with retro-reflective material.

### *NOTE:*

- A. Sign faces must be clean at all times and kept free from damage.

## Recommended Equipment

### 1. Arm Cuffs

Must meet or exceed minimum specifications of provincial standard: such as made with retro-reflective material.

## *Optional Equipment*

### 1. Hat or Cap

Should be a highly visible colour such as hunter orange and made with retro-reflective strips attached.

#### *NOTE:*

- A. Toques, if worn, shall not obscure vision (such as balaclava style toques).
- B. Hats also provide screening against the damaging effects of UV exposure.

### 2. Rain Coat

Should be a highly visible colour such as hunter orange and made with retro-reflective strips attached.

#### *NOTE:*

- A. Umbrellas are NOT a permitted optional equipment.

### 3. Pencil and Notebook

For recording details of dangerous incidents for subsequent reporting to your supervisor.

#### *NOTE:*

- A. A grease pencil can be used to temporarily record details on your Stop sign and is good in all weather.
- B. Pens will not work in cold or wet weather.



## General Duties

1. Use of Intoxicants is Prohibited. There is a ZERO tolerance policy in effect. Anyone found even smelling of alcohol will be relieved on the spot.
2. Caution is to be exercised when using prescription or non prescription medications which will cause drowsiness as well.
3. Be at your post on time. If you are unable to work, contact your supervisor as early as possible.
4. Always dress neatly: clean, tidy, and appropriate to the weather conditions. Two warnings regarding inappropriate or untidy dress will be given. The third occasion will result in release.
5. NO smoking while on duty. One warning and then release.
6. Be courteous to the students, other people using the crosswalk and motorists.
7. Be attentive and alert while on duty. Your first duty is to the children so pay attention.
8. Note any unusual conditions at your crosswalk before the students arrive. This could include construction, build up of ice and snow, the presence of puddles, lights out, signs blocking your vision, foliage blocking the signs marking your crosswalk etc.
9. Report problems and unsafe conditions to your supervisor as soon as possible.
10. To ensure the safety of students using the crosswalk and to lessen confusion for motorists. ( your assistance should be offered to all age group pedestrians).

## Intersection Procedures

A crossing guard must only supervise a marked crosswalk that has been approved by the traffic authority.

A crossing guard is not to stop or delay traffic unnecessarily.

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

### **NOTE:**

- A. Bicyclists using a crosswalk must walk the bicycle.
- B. When large groups of students leave the school at one time, do not hold up vehicle traffic unnecessarily. Cross them in groups.

***KEEP YOURSELF SAFE AND YOU WILL  
KEEP THE CHILDREN SAFE***

## **Additional Points to Bear in Mind**

1. Wait for groups of children/adults to cross. Example: two children waiting at the crosswalk and a group is approaching. Hold the two until the other arrive and cross as a group.
2. DO NOT think the Stop sign will automatically stop all vehicles. Make sure all traffic is stopped before proceeding into the intersection.
3. DO NOT step in front of vehicles. Give the motorist the opportunity to stop.
4. Work with the traffic lights where available. NOTE: The flashing hand means to continue to cross in the crosswalk if you have already set out but do not start to cross the crosswalk. Guards should watch approaching students to ensure they halt. DO NOT cross against the lights - EVER!
5. Report unruly students to the school principal as well as students who are crossing outside the crosswalk area.
6. Talk to the children, educate them as to what you want them to do. Example: Wait, Walk.. No running... Walk bicycles through. Do not stop traffic to allow bicycles across. Bicycles are vehicles and are subject to the Motor Vehicle Act just as cars are.
7. Enter the crosswalk first and then direct the children across when all traffic is stopped. Ensure the children remain on the sidewalk until you have all traffic stopped.
8. DO NOT leave the crosswalk until the children are clear of it.

9. Keep your sign held high until you are clear of the crosswalk. NOTE: Most drivers will respect your presence more if you keep the sign elevated. Dropping it to your side indicates to them it is safe to proceed and could result in confusion and danger to yourself.
10. It is important to remember that any vehicle which comes to a stop too close to your crosswalk presents a potential hazard. A stopped vehicle could be struck from behind by an inattentive driver and pushed into yourself or the children who are in the crosswalk. Be continually aware of approaching or following vehicles.
11. On multi-lane streets, ie two or more lanes in one direction, it is important that you remember that a vehicle stopped in one lane can obscure your vision of a vehicle that is NOT stopping in another lane. It can also obscure you from oncoming traffic. Be aware of what is happening in every lane before you direct the children to enter the crossing. Remain in the centre of the roadway and keep a good eye on traffic in all lanes for oncoming traffic.

## Stopping Distances

Any vehicle takes a substantial amount of distance to come to a halt. The stopping distance consists of two portions: Reaction Distance and Braking Distance.

Reaction Distance - is the distance a vehicle travels after the driver decides to stop and before the brakes are applied. A person's average reaction time is 3/4 of a second.

Braking Distance - is the distance a vehicle travels after the brakes have been applied. The distance required to stop depends on the speed of the vehicle, the road surface, the amount of friction present, and the slope of the roadway.

For example: A vehicle travelling at 50 km/hr

Reaction Distance + Braking Distance = Stopping Distance

10 metres + 16 metres = 26 metres

33 feet + 47 feet = 80 feet

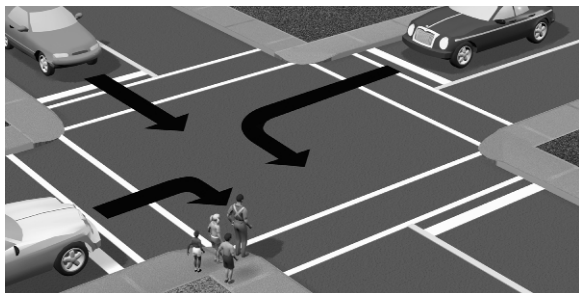
### **NOTE:**

- A. These figures are for vehicles having brakes in top condition on dry, level pavement.
- B. These distances can DOUBLE on WET surfaces and can be up to FIVE times greater on wet ICE.

## Situation “A” - One Guard

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

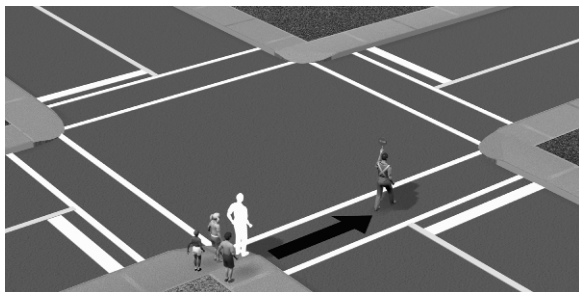
### *Step 1*



Hold students - use eye contact to check traffic

1. Wait for break in traffic
2. See intersection procedure, steps 2-4

### *Step 2*

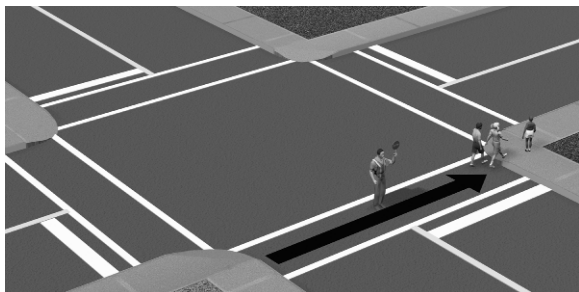


When traffic has stopped and it is SAFE - direct the students to cross.

## Situation “A” - One Guard (Continued)

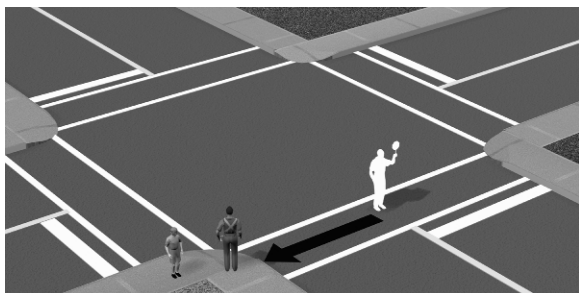
Crosswalk at standard intersections or mid block; 2-lane multi-lane without median

### *Step 3*



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

### *Step 4*

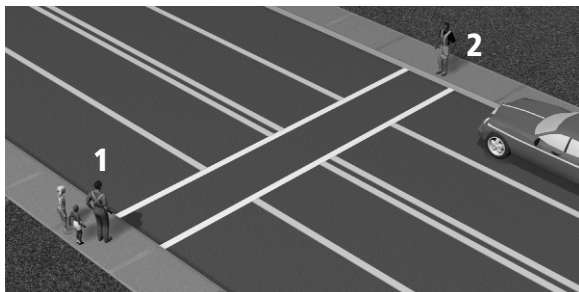


Wait for the next group of students and repeat the procedure.

## Situation “B” - Two Guards (Optional)

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

### *Step 1*



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

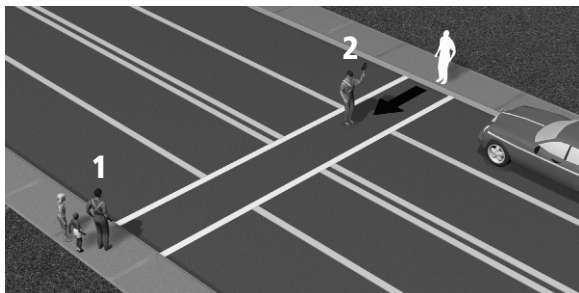
Guard #1 holds the students

Guard #2 using eye contact - waits for a break in traffic

Guard #2 then proceeds to the centre of the traffic lane

(See Intersection Procedures steps 2 - 4)

### *Step 2*



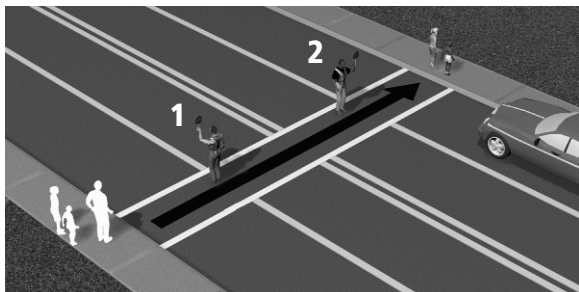
When traffic has stopped for Guard #2, Guard #1 - using eye contact, waits for a break in traffic and proceeds to the centre of the traffic lane. (See Intersection Procedures steps 2 - 4)



## Situation “B” - Two Guards (Continued)

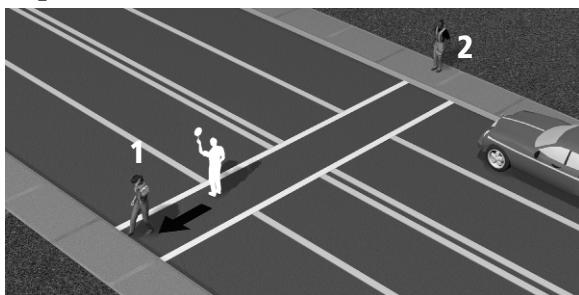
Crosswalk at standard intersections or mid block; multi-lane without median

### Step 3



When it is SAFE, Guard #1 directs the students to cross. Both guards remain in position until the students have completely crossed.

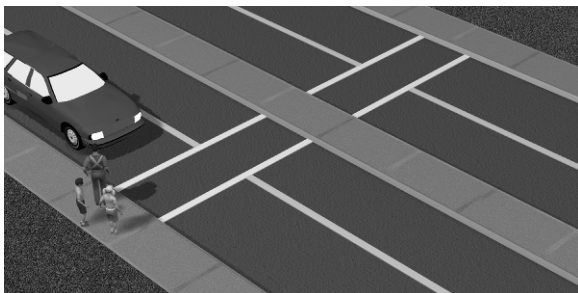
### Step 4



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

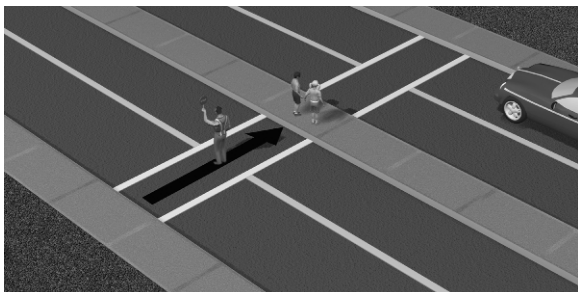
## Situation “C” - Multi-Lane with median

### Step 1



Hold the students - use eye contact to check the traffic. Wait for a break in traffic (See Intersection Procedures, steps 2 - 4)

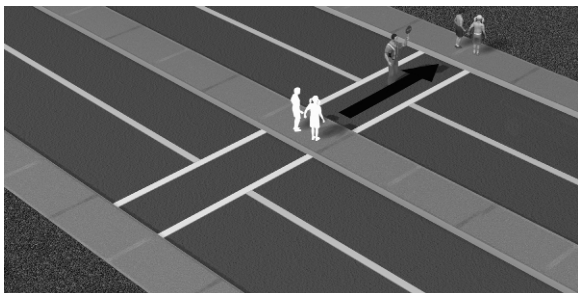
### Step 2



When it is SAFE, the crossing guard directs the students to the median safety zone to form a group and wait for the guard.

## Situation “C” - Multi-Lane with median (Continued)

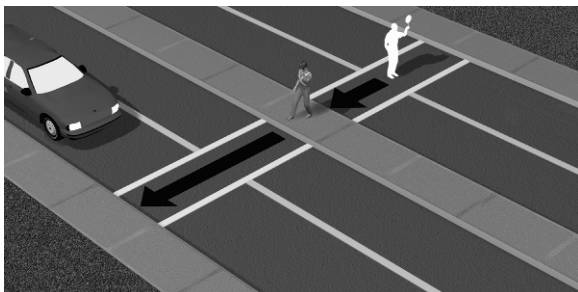
### Step 3



The crossing guard holds the students in a group and uses eye contact to check traffic.

When it is SAFE, the guard will direct the students to cross. (See Intersection Procedures, steps 2 - 4)

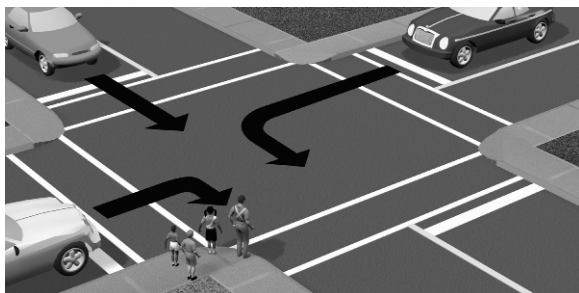
### Step 4



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

# Crossing Guard - Assisted by School Safety Patrol

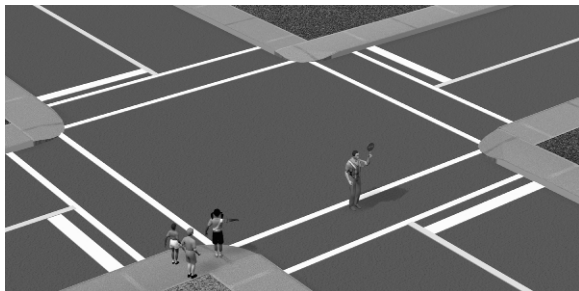
## Step 1



The crossing guard assisted by the patroller, holds the students in a group.

Using eye contact the guard checks for a safe break in traffic. At the break, the guard moves to the centre of the crosswalk.

## Step 2



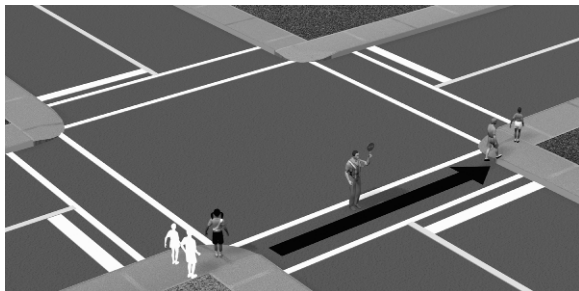
When it is SAFE, the crossing guard directs the patroller to signal the students to cross.

### **NOTE:**

- A. The Patroller remains on the sidewalk and DOES NOT enter the crosswalk.

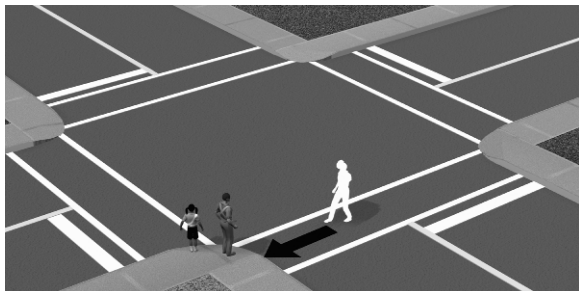
## Crossing Guard - Assisted by School Safety Patrol (Continued)

### Step 3



After the students have crossed, the crossing guard, keeping the Stop sign elevated, returns to the sidewalk area.

### Step 4



The crossing guard and the patroller wait for the next group of students and repeat the procedure.

# Incident Procedure

## ***Minor Incident***

(Student falls or is nearly struck but continues to school or home)

1. Record the name and address of the student.
2. When duties are completed, report the incident to the school principal and to your supervisor.
3. Make a written record of what happened complete with any witnesses and vehicle description.

## ***Major Incident***

(Student is struck and injuries are obvious)

1. Immediately request a witness or passerby to call the police and ambulance. Call 911.
2. Check for injuries (DO NOT attempt to move the injured student).
3. Ask any bystanders for assistance if necessary.
4. Protect the victim until police arrive.
5. A full written report must be made to the police within 24 hours. Your supervisor will assist you in preparing this report.

### ***NOTE:***

- A. Vehicle identification should include make, colour, license plate number and description of the driver.

# Appendix

## *Definitions*

### **Crossing Guard**

means a person appointed by a regional municipality, town or municipality of a county or district and employed to direct the movement of children along or across highways going to or from school while so employed.

### **Crosswalk**

(Sec 2(h) MVA) means that portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections or any other portion of the roadway, clearly indicated for pedestrian crossing by lines or other markings on the surface.

### **Pedestrian Right of Way**

(Sec 125 (l) MVA) subject to Section 126, the driver of a vehicle shall yield the right-of-way to a pedestrian within a marked crosswalk or within an unmarked crosswalk at the end of the block except at intersections where the movement of pedestrian traffic is being regulated by Peace Officers or traffic control signs.

### **Duties and Responsibilities of Crossing Guards and Vehicles**

(Sec 125A MVA)

1. A crossing guard may direct children across a roadway only at a marked crosswalk and as part of the crossing guard's employment.
2. Before directing children across a roadway, a crossing guard shall;
  - a. display an approved stop sign in an upright position so that it is visible to all approaching vehicular traffic;

- b. enter into the middle of the intersection while continuing to display the stop sign; and
  - c. ensure that all approaching vehicles have stopped
3. When a stop sign is displayed as required by subsection (2), the driver of any vehicle approaching the crosswalk shall stop no closer than five metres from the crosswalk.
4. It is an offence for a driver of a vehicle to fail to obey a crossing guard who is directing children in a crosswalk

### **Offence**

whenever a vehicle has stopped at a marked crosswalk or at an intersection to yield to a pedestrian pursuant to subsection (1) it shall be an offence for the driver of any other vehicle approaching from the rear to overtake and pass the stopped vehicle.

### **Offence to Stop or Park**

(sec 143(B) MVA) It shall be an offence for the driver of a vehicle to stop, stand or park the vehicle, whether attended or unattended except when necessary to avoid conflict with other traffic or in compliance with the directions of a Peace Officer or traffic control signal (b) on or within 5 metres of a crosswalk.

### **Highway**

(Sec 2 (H) MVA) means

- i. A public highway, street, lane, road, alley, park, beach or place including the bridges thereon, and
- ii. Private property that is designed to be and is accessible to the general public for the operation of the motor vehicle.



**School Area (Zone)**

(Sec 103(I) MVA) notwithstanding any other provision of this Act, no person shall drive a motor vehicle at a speed in excess of 50 km per hour on any portion of a highway designed as a school area by erection of a sign when children are present on the portion of the highway or land adjacent to that portion of the highway

**Local Traffic Authority**

(Sec 86(6) MVA) the council of a city or town may, from time to time, appoint the city or town manager, the Chief of Police or some other official of the city or town to be the traffic authority for the city or town.

## NOTES



