



UDOT CROSSING GUARD QUICK REFERENCE



saferoutes
UTAH

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INTRODUCTION

As a school crossing guard, you play a critical role in ensuring the safety of students as they walk or bike to school. This is a primary focus of UDOT's Safe Routes Utah. Safe Routes Utah developed these training materials to provide you with fundamental information that is easy to apply and will help you protect students and save lives.

You are an important representative of the community, tasked with helping create a safe environment for children. In Utah, crossing guards are employed by local law enforcement agencies and you are therefore responsible for following high standards of conduct.

Each street crossing presents unique challenges that vary based on an area's physical characteristics, the vehicles and motorists, the personalities of children and school officials and the number of individuals who need to cross.

These training materials are intended to serve as guidelines; you should follow the direction and specific instruction provided by your supervisor.

Uniform and Gear

- *Your hiring agency will provide specific equipment to aid in your crossing guard duties. Only authorized equipment that is in good condition should be used.*



- *All Utah crossing guards are equipped with, at minimum, the following:*
 - *High-visibility clothing, including a retroreflective vest*
 - *A STOP paddle*
 - *Two cones*
 - *UDOT Crossing Guard Quick Reference*
- *When on duty, you must be in uniform at all times. You may be issued a retroreflective rain jacket and/or winter clothing. If not, you should wear a retroreflective vest over seasonally appropriate clothing to help you stay visible in inclement weather. If seasonal retroreflective gear is issued, you do not need to wear the vest.*
- *As a representative of the community, your appearance and dress should be professional. T-shirts with inappropriate logos or sayings should not be worn. Shorts, capris, open-toed shoes and tank tops should also be avoided.*



Directing Traffic

- ✓ *Remember: you signal to drivers for the purpose of alerting them to stop for crosswalk users, NOT for the purpose of directing traffic.*
- ✓ *While in the roadway, you should never make any hand or head movement that might be interpreted by a driver as a signal to proceed. When you have taken position and are ready to facilitate the crossing of children, signal to the children to walk.*
- ✓ *You should never motion for vehicles to start moving, even after the students have completely and safely crossed.*

On-site Decorum

- While on duty, **NEVER**
 - Sit down
 - Eat
 - Consume beverages
 - Smoke or use other tobacco products
 - Use a radio, headphones or portable audio players
 - Read books, magazines, newspapers or other materials
 - **Text or make phone calls**
- A mobile phone may be used **ONLY** in an emergency and never while crossing children.

Weather

- Be particularly careful and alert during inclement weather. Poor weather conditions tend to make people hurry and pay less attention. In addition, visibility is reduced and stopping distances are increased as roads become slippery.

- *When visibility is reduced, take extra precautions to be seen by motorists.*
- *Do not use umbrellas or other gear that would interfere with your ability to use your hands or to see and hear.*



Working with Children

- ✓ *Any physical contact with students is inappropriate and punishable by law.*
- ✓ *Inappropriate contact can include:*
 - *Zippering a coat*
 - *Tying a shoe*
 - *Patting a child on the back*
- ✓ *Never strike a child.*
- ✓ *Never grab a child, unless it is to remove the child from harm's way.*

Setup

- *Flashing school zone signs make motorists aware of a reduced speed zone. The signs must be turned on at the beginning of your shift.*
 - *While on duty, you must first turn on the flashing school zone signs and lock them in the “On” position.*
- *Cones must be placed on either side of the crosswalk at the center line of the road.*
 - *Placement and removal of cones should be done with the STOP paddle held high in order to be seen by motorists.*



- *Care should be taken to place the cones where they will not interfere with left-turning traffic.*
- *Cones should be placed at the correct location no earlier than 45 minutes before school starts. However, each crossing has its own demands and your assigned times may vary.*
- *Flashing school zone signs should be turned on **BEFORE** you place the cones. After your shift, first remove the cones, then turn off the flashing school zone signs and lock them in the “Off” position.*
- *You must arrive at the crosswalk on time in order to inspect the flashing school zone signs and crosswalks and remove any hazards that may impede student crossing.*
- *If you travel to your assigned station in a personal vehicle, it must be legally parked and not blocking motorists’ view of the crossing area.*

◀ **LOOK** ▶ **Tips for Crossing at any Intersection**

- ✓ *Make sure all vehicles come to a complete stop before you direct students to cross.*
- ✓ *Set an example by looking left, then right, then left again before entering the street.*
- ✓ *Do not wait in the crosswalk for children who have not yet arrived at the crosswalk. Motion for them to wait at the curb until the next crossing.*
- ✓ *Remember that signs, cones and STOP paddles do not automatically protect you or the children. Stay alert. Keep an eye on traffic at all times.*
- ✓ *The greatest risk to both children and crossing guards comes from vehicles making right and left turns.*

Directing Students at Unsignalized Crosswalks or Crosswalks with no Traffic Signals

- *Assemble students at least one step back from the curb or the edge of the roadway.*
- *Ask any child who arrives on a bicycle, scooter or skateboard to dismount and walk the bicycle or scooter or carry the skateboard when crossing.*



- *As students collect, wait for a sufficient gap in traffic. Make a final scan for cars before entering the roadway.*
- *Remind children to wait for your direction before crossing.*
- *As you enter the crosswalk, lead with the STOP paddle held high overhead so both directions of traffic can see the sign. Your other arm should be outstretched, alerting the children to wait until you give them the signal to safely cross. Do not switch the STOP paddle from one hand to the other or wave it while in the roadway.*
- *Position yourself in the middle of the street, inside the crosswalk line, facing the nearest approaching motorists.*



- *Make a final check that traffic on both approaches has stopped.*
- *Turn your head toward the waiting children and while making eye contact, direct them to proceed.*
- *Remain in the center of the crosswalk with your STOP paddle held high until the last child of the group has reached the opposite curb or roadway edge.*
- *Remain alert for traffic and continue to display the STOP paddle high until you have left the roadway (do not lower your raised STOP paddle until you have left the roadway).*



Helping Students Learn Safe Walking and Biking Habits

✓ *Safe Routes Utah teaches and encourages students to walk and bike safely to school. You play an important role in reinforcing these safe behaviors, which include:*

- *Stopping at the curb or the edge of the street and listening for traffic.*
- *Looking left, right, then left again to see all moving objects, even people riding bikes.*
- *Waiting for the crossing guard to signal when it is safe to cross the street.*
- *Walking quickly but not running when crossing the street.*
- *Walking a bike or scooter or carrying a skateboard through the crosswalk.*
- *Staying between the white lines of the crosswalk when crossing the street.*

Directing Students at Signalized Crosswalks or Crosswalks with Traffic Signals

- *Assemble students at least one step back from the curb or edge of the roadway.*
- *Ask any child who arrives on a bicycle, scooter or skateboard to dismount and walk the bicycle or scooter or carry the skateboard when crossing.*
- *As children collect, press the pedestrian push button once to activate a signalized phase for pedestrian crossing. Remind children to wait for your signal before crossing.*



- *When a walking symbol or “WALK” is displayed (or, if there is no pedestrian signal, when the green light is illuminated), make a final scan for traffic.*
- *Raise and display the STOP paddle as you walk to the middle of the roadway.*
- *Walk toward the middle of the crosswalk, alerting traffic on all approaches (including those that might make left or right turns) by holding the STOP paddle high overhead. Your other arm should be outstretched, alerting the children to wait until you give them the signal to safely cross.*
- *Take position in the middle of the street and make a final check that traffic on both approaches has stopped.*
- *Turn your head toward the waiting children and, while making eye contact, direct them to proceed when the way is clear.*
- *Remain in the center of the crosswalk with your STOP paddle held high until the last child of the group has reached the opposite curb or roadway edge.*

- *Remain alert for traffic and continue to display the STOP paddle high until you have left the roadway (do not lower your raised STOP paddle until you have left the roadway).*
- *When the palm symbol or “DON’T WALK” is displayed, pedestrians may continue walking if already in the intersection but may not start to cross if not yet in the intersection.*
- **NEVER** *try to cross children against the signal.*

Handling Unexpected Situations

- *Always have a list of emergency contacts with you on site.*
- *Contact your supervisor if traffic devices are not working.*
- **NEVER** *confront a motorist who disobeys the law. Doing so would endanger yourself and the children around you. Obtain assistance from your law enforcement agency if needed.*
- *To report a motorist who is willfully negligent where children are involved, you should provide the following info:*
 - *Vehicle license plate number*
 - *Car color and make*
 - *Description of driver*
 - *Time of violation*
 - *Ability to identify violator*
 - *Witness information*

CONTACTS

Supervisor

Name

Office number

Cell phone

Email

Backup Emergency Contact

Name

Cell phone

Email

Local Police Department

Phone number

Substitution Policy

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TRAFFIC VIOLATION REPORT

.....
VEHICLE LICENSE PLATE NUMBER

.....
CAR COLOR AND MAKE

.....
DESCRIPTION OF DRIVER

.....
TIME OF VIOLATION

.....
WITNESS INFORMATION

TRAFFIC VIOLATION REPORT

.....
VEHICLE LICENSE PLATE NUMBER

.....
CAR COLOR AND MAKE

.....
DESCRIPTION OF DRIVER

.....
TIME OF VIOLATION

.....
WITNESS INFORMATION



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