



School Safety Patrol

# Handbook for Patrollers

[bcaa.com/schoolsafetypatrol](http://bcaa.com/schoolsafetypatrol)





## Welcome to the Team!



Thank you for participating in the School Safety Patrol Program! You have joined thousands of students across British Columbia who are proud to be part of Patrol Nation – leading the way to keep child pedestrians safer in their communities.

Younger children look to you as role models, and you are recognized as a leader at your school – a School Safety Patroller is a role you should take pride in!



# Ready, Set, Patrol!



## What is a School Safety Patrol?

It's a team of Patrollers who help guide students to cross the street safely. Student Patrollers do not control or direct traffic.

Being a Patroller is fun, and you will be doing something good for other students and your school. You'll be seen as a leader and be recognized for your contribution to making your school safe.

### To become a Patroller you must:

- ✓ Be in grade five, six or seven
- ✓ Have written consent from your parent or guardian
- ✓ Be physically able to perform your duties in all weather conditions
- ✓ Successfully complete a BCAA School Safety Patrol training session
- ✓ Meet your school requirements for participation

### Your responsibilities

- ✓ Look, act and be alert
- ✓ Report for duty on time
- ✓ Never try to direct cars
- ✓ Be polite
- ✓ Treat your equipment and uniform with respect and care
- ✓ Work together as a team
- ✓ Report any concerns or dangerous behaviour
- ✓ Obey rules of the patrol, school and home

# Before You Start

Your supervisor will help you decide what a safe gap is at your crosswalk. A safe gap in traffic is when either:

- ALL cars have come to a complete stop, or
- Approaching cars are a long way from the crosswalk

You may choose a landmark like a tree or a mail box to give you a reference point.

Watch out for cars coming around a corner or pulling out of a parking spot.

Allow vehicles more time to stop on a foggy, wet or icy day, because it takes longer for a driver to see the crosswalk and to slow the car down. A large, heavy vehicle, like a bus, needs more time to stop than a smaller vehicle.

## ANTHONY'S TIP

When you have made eye contact with a driver, you know that he or she is paying attention to what your team is doing. To attract their attention, it can help to move your stop sign up and down or side to side.



*If an approaching car is closer than the landmark tree, there is not a safe gap. The Team Leader should wait to blow the whistle until after the car passes the crosswalk.*



# Step 1: Get Ready

**Three students must go out on Patrol per crosswalk:**

- Team Leader
- Patroller A
- Patroller B

**Report for duty 10-15 minutes before you need to be at the crosswalk**

**Make sure you have all your equipment**

- Safety vests
- Wristbands
- Stop signs
- Whistle (Team Leader)

**Patrollers A & B walk behind the Team Leader to the crosswalk**

**Stop signs are held behind backs to show they are not in use**

**At the crosswalk, stand in a row, one step back from the curb**

- Team Leader is in the middle
- Patroller A on the Team Leader's right
- Patroller B on the Team Leader's left



*Christina (Patroller A), Milly (Team Leader-TL), and Anthony (Patroller B).*

# Step 2: Set-Up

**Set-up** is when Patrollers safely move into their positions on either side of the crosswalk.

## In the morning:

- Patroller A and the Team Leader are on the side of the street furthest from the school (on the side where students are coming from)
- Patroller B remains on the side closest to the school

## In the afternoon:

- Patroller A is on the furthest side from the school
- Team Leader stays on the side closest to the school with Patroller B (on the side where students are coming from)



*After the Team Leader blows the whistle, both Patrollers step forward near the edge of the curb with their signs held out in their left hands, and look in both directions for traffic (see Morning Example).*



## Morning example:

### 1. Team Leader

- Loudly call out, "Set up!"
- Press the crosswalk button (only if the crosswalk has overhead flashing lights)
- Take one step forward, point RIGHT arm, and check for a safe gap in traffic
- When there is a safe gap, blow the first whistle

### 2. Patrollers A & B

- After the Team Leader blows the first whistle, step forward near the edge of the curb
- Hold stop sign out in LEFT hand at shoulder height
- Extend RIGHT arm out to the side
- Look in both directions for traffic

### 3. Team Leader

- Double check for changes in traffic
- Blow the second whistle

### 4. Team Leader & Patroller A

- Cross street, stop sign held out in LEFT hand, looking for traffic in both directions

### 5. Team Leader

- When the Team Leader & Patroller A reaches the other side and has turned around to face the street with the stop sign still out, blow the third whistle

### 6. Team Leader & Patrollers

- Take one step back from the curb and place stop signs behind backs
- RIGHT arm is extended to hold back pedestrians

### Check your position

- When set up is complete, Patroller B should be on the side closest to the school, and the Team Leader and Patroller A is on the opposite side
- Stop sign is in Patroller A & B's LEFT hand, behind back
- The Team Leader is positioned with Patroller A to their left
- All Patrollers are standing one step back from the curb.

### CHRISTINA'S TIP

**Stand one step back from the curb – never on the street. In rain or snow stand even further back from the curb.**



# Step 3: The Crossing

To help students cross the street:

## 1. Team Leader

- Press the crosswalk button (only if the crosswalk has overhead flashing lights)  
TIP: The best time to press the button is when there is a group of pedestrians
- Take one step forward, staying on the curb, point RIGHT arm  
NOTE: If there is something blocking the view (such as a parked car), step beyond the curb just far enough to see around it. Never go past the outer edge of the vehicle or obstruction.
- Check for a safe gap in traffic
- When there is a safe gap, blow the first whistle

## 2. Patrollers A & B

- Step to the edge of the curb with stop sign held out in LEFT hand at shoulder height  
RIGHT arm is extended to hold back pedestrians
- Look both ways to check for traffic

## 3. Team Leader

- Check traffic in ALL directions, watching out for turning vehicles
- Confirm that cars close to the crosswalk have come to a complete stop, making eye contact with the drivers
- Blow the second whistle

## 4. Team Leader & Patrollers

- Lower the arm that was holding back pedestrians and step aside to allow the pedestrians to cross
- Continue to watch for traffic in ALL directions
- Wait for all pedestrians to cross to the other side
- When the crosswalk is clear, the Team Leader blows the third whistle
- Patrollers A & B take one step back on the sidewalk, place their stop signs behind their backs and extend their RIGHT arms

### Reminders:

- Never turn your back to oncoming traffic
- When no pedestrians are waiting to cross, stand on the curb in your 'ready' positions. Never wave cars through the crosswalk



*The Team Leader and Patroller A have to look both ways to check for traffic while holding back pedestrians*



# Step 4: Last Crossing

## Team Leader

- Call out: "Last crossing!" to let any approaching pedestrians know that this is the last crossing before the Patrollers return to the school
- The last crossing can be cancelled if a student arrives at the crosswalk shortly after the last crossing has been called

## Patrol Team

- Follow the same crossing procedure as outlined in Step 3: The Crossing

### MILLY'S TIP:

**Know what to do in an emergency!**

An emergency is any event that could be unsafe for pedestrians, such as a police car with sirens going or a car skidding out of control. Any member of the patrol team can call an emergency.

If an emergency happens while students are crossing, the Team Leader blows four short, sharp whistles: the emergency signal. Patrollers and Team Leader then direct all students to the closest curb by shouting, "Clear the crosswalk!"



# Step 5: The Take-down

**Take-down is when the Team Leader gets ready to safely bring all team members back to the school side of the street.**

- In the morning, the Team Leader and Patroller A will cross
- In the afternoon, the Team Leader will help Patroller A cross

## Morning example:

### 1. Team Leader

- Loudly call out, "Take down!"
- Press the crosswalk button (only if the crosswalk has overhead flashing lights)
- Take one step forward, point RIGHT arm, and check for a safe gap in traffic
- When there is a safe gap, blow the first whistle

### 2. Patrollers A & B

- After the Team Leader blows the first whistle, step forward near the edge of the curb
- Hold stop sign in LEFT hand at shoulder height
- Look in both directions for traffic

### 3. Team Leader

- Double check for changes in traffic
- Blow the second whistle

### 4. Team Leader & Patroller A

- Cross street, stop sign held out in LEFT hand, looking for traffic in both directions

### 5. Team Leader

- When the Team Leader & Patroller A reaches the other side and has turned around to face the street with the stop sign still out, blow the third whistle

### 6. Team Leader & Patrollers

- Take one step back from the curb and place stop signs behind backs
- Walk back to the school behind the Team Leader

### Reminders:

- During a take-down, do not help any students cross the street
- Ask students to wait until all Patrollers have reached the sidewalk safely
- Students can cross when it is safe for them to do so



*When all Team Members have reached the sidewalk, the patrollers hold their stop signs behind their backs and walk back to the school.*



# Test your know-how!

1. Why is the stop sign always held behind a Patroller's back when not in use?

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2. Why is it important to make eye contact with drivers going by?

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3. List three examples of an emergency situation.

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4. In addition to looking left and right, where else should you look for traffic?

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5. If someone is giving you a hard time while you are on patrol, what should you do?

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6. What is a safe gap?

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7. Which vehicle needs a longer safe gap: a car or a bus? Why?

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8. How many steps back from the curb should Patrollers stand, and why?

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9. What kind of conditions might make it difficult for drivers to see you?

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# Patroller's Pledge



## I promise to do my best to:

- ✓ Report for duty on time
- ✓ Perform my duties well
- ✓ Set a good example for others
- ✓ Follow the direction of my teachers and other Patrollers
- ✓ Report dangerous practices
- ✓ Earn respect of fellow students



## School Safety Patrol

### For more information contact BCAA:

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