

# School Safety Patrol Program Manual



# Contents

Foreword .....	1
1.0 History of the School Safety Patrol .....	1
2.0 Primary Functions.....	1
3.0 Policies and Recommendations.....	2
3.1 Recommended Practices.....	2
3.2 Approval .....	2
3.3 Location and Assessment of Crosswalk .....	2
3.4 Operational Standards .....	3
3.5 Emergency Procedures .....	3
3.6 Weather Guidelines and Non-Duty Times.....	3
3.7 Cancellation of Program .....	3
4.0 Roles and Responsibilities .....	4
4.1 School Principal .....	4
4.2 School Safety Patrol Supervisor .....	4
4.3 BCAA.....	4
4.4 Team Leader .....	5
4.5 Patrollers .....	5
5.0 Program Implementation.....	5
5.1 Participation Requirements and Qualifications .....	6
5.2 Parent/Guardian Consent Form .....	6
5.3 Safety Patrol Training.....	7
5.4 Scheduling and Size of Patrol Team.....	7
5.5 Student Assessment.....	8
5.6 Student Recognition.....	8
6.0 Equipment.....	8
7.0 Resources .....	9
• Training Session Guide .....	10
• Assessment Form .....	14
• Cancellation Form.....	15

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# Welcome to the School Safety Patrol Program

## Foreword

The BCAA School Safety Patrol (SSP) Program Manual is a resource for school administrators and patrol supervisors. The focus of this manual is to outline policies and recommendations promoting uniform School Safety Patrol practices throughout British Columbia.

Changes to the policies and recommendations are updated annually. Each year a new copy of the manual will be available online at [bcaa.com/schoolsafetypatrol](http://bcaa.com/schoolsafetypatrol). Please ensure that you are using the most recent edition.

BCAA recognizes the School Safety Patrol Program as an important child pedestrian safety initiative. We commend the school administrators, teachers, students, parents, police and public agencies who support the program. BCAA is committed to improving road safety, especially for children travelling in school zones.

## 1.0 History of the School Safety Patrol

The School Safety Patrol Program was founded in the 1920s by Charles M. Hayes, president of the Chicago Motor Club, after several children at a school crossing were killed by a speeding car. The first patrol was established with two dozen boys trained to assist students across the road safely. Today, millions of youths have served as School Safety Patrollers in countries throughout the world.

The Canadian Automobile Association's School Safety Patrol Program has been in operation for over 80 years. Student volunteers from grades five to seven participate in the BCAA School Safety Patrol Program in schools throughout British Columbia. In addition to providing safe passage for their fellow students, Patrollers develop important personal skills, including leadership, teamwork, volunteerism and a sense of social responsibility.



## 2.0 Primary Functions

The primary functions of a School Safety Patrol, as described in the Canadian Automobile Association National Standard are:

***“To instruct, direct, and control students in crossing the roadways at or near schools; and to assist teachers and parents in the instruction of school children in safe pedestrian practices at all times and places.”***

Student Patrollers guide children and prevent them from entering traffic when it is unsafe to do so. Patrollers should not be responsible for directing vehicular traffic or monitoring parking lot entrances or exits.

### 3.0 Policies and Recommendations

The purpose of BCAA School Safety Patrol policies and recommendations is to describe safe, uniform practices, allowing for ease of implementation and increased effectiveness of the program. In order for BCAA to support the implementation of the program in a school, the following policies and recommendations must be adhered to:

#### 3.1 Recommended Practices

The safety patrol practices and procedures developed for the School Safety Patrol Program are recommended practices and procedures only. The implementation of the program by any school must address the particular conditions and hazards that may exist in each setting or location. Each school must review the program and safety patrol practices and procedures on an ongoing basis to ensure they are adequate and appropriate, that they meet all applicable regulatory requirements and that all personnel involved in the program, including, but not limited to, Patrollers, have been trained by qualified personnel. BCAA assumes no responsibility or liability for any consequences, losses or injuries, foreseen or unforeseen, which might result from the implementation and use of the recommended practices.

#### 3.2 Approval

Before the BCAA SSP Program can be introduced in a school, consent must be obtained from the following stakeholders:

- School district/board authority
- School principal
- BCAA

Schools may wish to consult with other stakeholders including their school community, local police, bylaw officer and/or municipal engineering department.

Each year the school principal must sign the BCAA Registration Form acknowledging the policies and recommendations outlined in this School Safety Patrol Program Manual.



#### 3.3 Location and Assessment of Crosswalk

The school and school district must assess and evaluate the safety of the crosswalk to be patrolled by students. The crosswalk must be:

- A legal, marked pedestrian crossing
- Within the 30 km/hour school zone
- Unobstructed with clear sightlines for both Patrollers and drivers
- Located within a reasonable proximity to the school
- A single crosswalk, not multiple crosswalks at one time (e.g. 3- or 4-way intersection), intersections with traffic lights, or parking lot entrance/exit.

When selecting a crosswalk, schools also need to consider traffic volume, speed and type of vehicles travelling through the crosswalk. It is recommended that schools consult with local police or other qualified individuals to determine the appropriate crosswalk location(s) for student Patrollers.

Some schools have multiple crossing locations. Priorities may need to be determined based on factors such as:

- Vehicle and pedestrian traffic counts
- Proximity to school
- Size of the patrol team

### 3.4 Operational Standards

The primary role of BCAA school safety Patrollers is to assist younger students across the street – not to direct vehicle traffic or control traffic flow in and out of school parking lots. BCAA safety patrol procedures are designed for the optimal safety of Patrollers and students at the crosswalk (refer to the student resource – ***Handbook for Patrollers***).

The following factors determine the number of Patrollers required for each school and the most strategic locations for them:

- Number of crosswalks
- School enrollment
- Student availability
- Number of school dismissal times



Required practice is three Patrollers per crosswalk (two Patrollers plus one Team Leader = one patrol team).

Patrolled crossings are not allowed to operate with less than 3 Patrollers.

### 3.5 Emergency Procedures

In the event of a serious incident, such as when a Patroller or pedestrian is injured or if there is concern about a stranger:

1. Student Patrollers follow emergency procedures taught during training.
2. School staff follow school and school district emergency protocols (e.g., contact Emergency Medical Services if necessary, contact parent/guardian of the student or students involved).
3. Notify BCAA of any incident so that we can review our procedures and ensure safe practices for all Patrollers.

### 3.6 Weather Guidelines and Non-Duty Times

As safety is our primary concern, Patrollers should not be on duty in dangerous or extreme weather conditions. Inform parents that Patrollers will not be on duty during extreme weather conditions or when Patrollers are away on field trips.

### 3.7 Cancellation of Program

If you are considering cancelling the BCAA School Safety Patrol Program, a Cancellation Form should be completed at least two weeks prior to the last date of service (see page 15). All BCAA equipment and materials must be returned immediately after the date of cancellation.

## 4.0 Roles and Responsibilities

School principals, school safety patrol supervisors and student Patrollers participating in the BCAA SSP Program have specific roles and responsibilities.

### 4.1 School Principal

Unless the school principal is also the SSP Supervisor, they are not involved in the day-to-day operations of the patrol team. However, a principal's support plays a vital role in the success of the School Safety Patrol Program in the school. The overall importance of the School Safety Patrol Program within the school is directly affected by the ability of the principal to convey that message to the school community.

A vice-principal or teacher can assume the SSP Supervisor responsibilities for training and overseeing the daily operations of the program. Parent involvement is welcome; however, a school staff member must be the primary contact and oversee the program.



The school principal has the following responsibilities:

- Sign and submit the BCAA Registration Form that acknowledges the policies and recommendations outlined in this School Safety Patrol Manual. For a copy of the Registration Form, visit [bcaa.com/sspregistration](http://bcaa.com/sspregistration).
- Determine the location and assessment of the crosswalk(s) to be patrolled by students (see Section 3.3 – Location and Assessment of Crosswalk)
- Communicate within the school and to the school district about implementation of the program
- Determine who will be the designated SSP Supervisor
- Determine supervision requirements at the crosswalk
- Notify BCAA if local media express interest in taking photos or conducting interviews related to the SSP Program. Ensure a parent/guardian has signed a consent form for Patroller photos/interviews.

To ease implementation and increase community awareness and support of the program, schools are encouraged to work with parent advisory committees, local police, bylaw officers, municipal traffic engineering departments and community safety committees.

### 4.2 School Safety Patrol Supervisor

A school must have a designated school administrator or teacher responsible for implementation of the School Safety Patrol Program. For the responsibilities of the SSP Supervisor, see Section 5.0 – Program Implementation.

### 4.3 BCAA

BCAA provides safety patrol equipment, structured training materials and student resources. For order information, visit [bcaa.com/schoolsafetypatrol](http://bcaa.com/schoolsafetypatrol), phone 604.298.5107 or e-mail [schoolsafetypatrol@bcaa.com](mailto:schoolsafetypatrol@bcaa.com).

## 4.4 Team Leader

All positions within the patrol are of equal importance. However, within a team of three Patrollers, only one Patroller is the Team Leader (also referred to as the Lieutenant in the training DVD). Patrollers may wish to take turns being the Team Leader on different days. Team Leaders have the following responsibilities:

- Lead the patrol procedures using whistle and voice commands
- Ensure the team is prepared and on time for their shift
- Ensure proper patrol procedures are used
- Work together as a team
- Check equipment for damage or loss
- Record and report any concerns or incidents to the SSP Supervisor

## 4.5 Patrollers

Patrollers have the following responsibilities:

- Ensure safe crossing for fellow students
- Set a good example at all times
- Work together as a team
- Assume the duties of the Team Leader, when applicable
- Report any concerns and/or incidents to the Team Leader

Patrollers may have the following additional responsibilities:

- Manage equipment and supplies
- Facilitate patrol meetings
- Write safety messages for the school's newsletter
- Make safety presentations in classrooms and/or school assemblies
- Create safety message bulletin boards or post messages on the school's website
- Read safety messages on the school announcements



## 5.0 Program Implementation

Safety patrol equipment, training materials and student resources are available from BCAA. The SSP Supervisor has the following responsibilities. Any of these tasks, with the exception of #3 (training the Patrollers) may be delegated to and/or assisted by adult volunteers, including parents. The training must be conducted by a teacher or school administrator.

1. Recruit students.
2. Obtain signed Parent/Guardian Consent Forms.
3. Train student Patrollers using the BCAA training materials.
4. Schedule Patrollers and patrol team meetings.
5. Supervise and assess Patrollers while on duty.
6. Recognize Patrollers for their service.

For additional information, including assembly presentations, student recognition ideas and information for Patrollers and their parents, visit [bcaa.com/schoolsafetypatrol](http://bcaa.com/schoolsafetypatrol).

## 5.1 Participation Requirements and Qualifications

Students who wish to become a safety Patroller may be eligible to participate if they meet the following qualifications:

- Ability and skill to ensure personal safety
- Adequate visual acuity and hearing
- Ability to make discretionary decisions
- Ability to work independently and unsupervised
- Strong communication skills
- Ability to intervene and/or physically restrain elementary children in an emergency situation
- Currently enrolled in grade 5, 6 or 7
- Has successfully completed SSP training
- Has met the individual school requirements for participation
- Has returned a signed copy of a Parent/Guardian Consent Form

Qualities such as leadership, dependability and availability should be considered when selecting student Patrollers.

If possible, the selection process should take place in the spring, in advance of the next school year. This allows time for new recruits to benefit from observing current Patrollers who are well trained and experienced. If your recruits are selected from grade 4 in May or June, they are not permitted to patrol at a crosswalk until September when they will be in grade 5 and eligible to actively participate in the SSP Program.

## 5.2 Parent/Guardian Consent Form

All student Patrollers must submit a signed school Parent/Guardian Consent Form before they are allowed to perform patrol duties. All Consent Forms must be kept in the school office records.

When developing your Parent/Guardian Consent Form, consider addressing the following:

Benefits of the program:

- Increases the safety of students and families travelling to and from our school
- Teaches leadership, team work, responsibility, communication, community service and volunteerism
- Encourages positive role modeling
- Identifies Patrollers as visible safety ambassadors for our school
- Encourages students to walk to/from school or families to 'park and walk a block'

Responsibilities of a student Patroller:

- Help guide children to cross the street safely
- Model safe road crossing practices
- Be a leader and positive role model
- Be available before and/or after school
- Meet individual school requirements for participation

Acknowledgment of:

- BCAA program manual contents reviewed and understood
- School will train all students participating in the program

- School will be operating program in its discretion, and it may change from time to time
- Activity may take place off school property
- Potential for risk of injury

Confirmation of:

- Having reviewed specific roles and responsibilities with the student
- Child is in grade 5, 6 or 7
- No medical, physical or other reasons why my child can't participate
- Activity is suitable for my child

Consent to:

- Participation by student

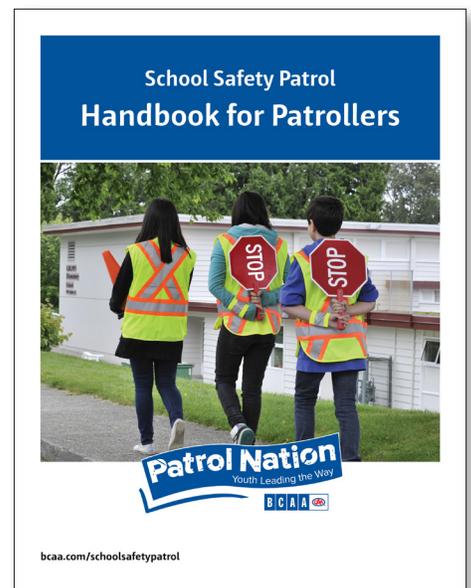
The form could also include a safety Patroller agreement that the student signs.

### 5.3 Safety Patrol Training

Each participating school is responsible for training its students using the BCAA training DVD and Training Session Guide (see page 10). All students who wish to participate in the program must successfully complete a BCAA safety patrol training session before being allowed on patrol duty. Keep in mind that student Patrollers may require 'refresher' training during the school year.

Ensure each Patroller receives a copy of the BCAA School Safety Patrol **Handbook for Patrollers** at the end of the training session. The handbook can be used to review the patrol procedures and safety practices learned during the session and taken home to share with a parent/guardian.

New recruits may benefit from observing or working with experienced Patrollers. They can gain an understanding of traffic/pedestrian flow, ask questions of the current Patrollers and watch the procedures being demonstrated. It's a good idea to review the proper procedures with the current Patrollers before an observation period.



### 5.4 Scheduling and Size of Patrol Team

Scheduling crosswalk duty times is dependent upon the specific needs of the school, dismissal times and the pedestrian volume at each crosswalk. Schools determine when and how often student Patrollers are on duty throughout the day.

The following guidelines may be of assistance:

1. Patrollers can be scheduled to rotate every day or each week. You will need a minimum of 15 Patrollers for a weekly rotation of three Patrollers at a single crosswalk. However, having 30 Patrollers per crosswalk will allow you flexibility and reduce volunteer burnout.
2. Ask the new recruits for a list of any commitments that would interfere with patrol duty times. You may want to include this question on the Parent/Guardian Consent Form.
3. Schedule Patrollers who have restrictions on their availability first. Bused children could be scheduled during lunch hour.

4. Patrollers can be responsible for finding their own replacement if they are absent. However, it may be helpful to schedule a 'standby' Patroller each day/week or to have a list of Patrollers who can fill in on short notice.

Regularly scheduled patrol team meetings are beneficial as it provides opportunities to share new information, identify and solve problems, encourage team building and recognize students for their volunteer service.

## 5.5 Student Assessment

Ongoing assessment of student Patrollers is critical to the success of any patrol team. The BCAA School Safety Patrol Assessment Form is a useful assessment tool (see page 14 or visit [bcaa.com/schoolsafetypatrol](http://bcaa.com/schoolsafetypatrol)). It provides descriptive feedback and helps Patrollers adjust their performance in order to improve. The Assessment Form can be completed by the SSP Supervisor, school staff, parent volunteer or student Patroller.

The most common and potentially dangerous errors Patrollers make include:

- Stepping off the curb unnecessarily
- Insufficient scan or no eye contact with drivers
- Turning their back to traffic

Please pay particular attention to these areas.

## 5.6 Student Recognition

Schools may want to solicit funds from their Parent Advisory Council and/or other community businesses/ organizations for special events and incentives. Special privileges, lunches and hot chocolate in the winter are welcome treats for patrol team members.

BCAA provides Certificates of Recognition that can be presented at a school assembly or patrol team event. For student recognition ideas, visit [bcaa.com/schoolsafetypatrol](http://bcaa.com/schoolsafetypatrol).

## 6.0 Equipment

Equipment must only be used by trained Patrollers in the implementation of the BCAA School Safety Patrol Program. If your school no longer wishes to participate in the program, please return all BCAA equipment after the date of cancellation (see Section 3.7 – Cancellation of Program). To prevent damage or loss, store all equipment in a secure place, with adequate storage hooks and shelves. Contact BCAA to order any of the following items:

### Stop Signs

- Each school requires two stop signs per crosswalk
- Can be wiped clean with mild soap and water
- Should be stored individually on a shelf, not stacked, as they can scratch

### Patrol Vests

- High-visibility vests must be worn at all times while on patrol duty
- 5-point Velcro tear-away safety design
- Provided for crosswalk duty only and should not be used by adults for other purposes such as parking lot patrol
- Washable in cold water and hang to dry

### **Certificate of Recognition**

- Provided to Patrollers for their service, dedication and commitment
- Can be presented at a school assembly or patrol team event

### **Handbook for Patrollers**

- Provided to each Patroller to review the patrol procedures and safety practices learned during the training session
- Includes responsibilities, questions and Patroller's Pledge

### **Reflective Wristbands**

- Worn by all Patrollers to help increase visibility

### **Whistles**

- Are specifically designed for an outdoor safety environment and are attached to breakaway lanyards
- The Team Leader uses both whistle and voice commands to signal the other Patrollers on the team

### **Training DVD**

- Provides instruction on the patrol procedures and recommended safety patrol practices
- Includes emergency procedures, vehicle traffic concerns, road hazards and the rewards of patrolling
- To be used in conjunction with the Training Session Guide (see page 10)

### **Traffic Cones**

- Four 18" traffic cones are provided to mark the crosswalk for increased visibility and warn drivers to use caution when approaching – these must be set in place by an adult

## **7.0 Resources**

- Use the Training Session Guide on page 10 to introduce Patrollers to the School Safety Patrol Program
- Use the Assessment Form on page 14 to evaluate Patrollers while on duty and provide feedback
- Complete the Cancellation Form on page 15 if you decide to withdraw from the program



# School Safety Patrol Program Training Session Guide

The designated School Safety Patrol Supervisor is responsible for training student Patrollers using the BCAA training DVD and training session guide. All students who wish to participate in the Program must successfully complete a BCAA safety patrol training session.

## Preparation and Set-up

- Schedule about 2 hours for the training session – for example, morning (10 am - 12 pm, including recess) or afternoon (1 pm - 3 pm)
- Ensure that a large area (e.g., school gym, multi-purpose room) is reserved as students will need space for their small-group practice
- Set up a TV and DVD player
- Gather the safety equipment that will be used in the demonstration
- Use traffic cones to set up a mock crosswalk for the large-group demonstration
- Be aware of any unique features about the school's crosswalk that may need to be emphasized (e.g., crosswalk is at the bottom of a hill)
- Advise students to bring their jacket/raincoat for practice outside

## Introduce the Program

Briefly explain the BCAA School Safety Patrol Program and why your school is participating. Discuss the importance of being a safety Patroller and the school's expectations for students who participate in the Program.

Inform students of the session agenda:

- View DVD – “Kids Helping Kids”
- Students answer questions about information learned from the DVD
- Review the safety equipment
- Large-group mock crosswalk demonstration
- Break for recess (if morning training)
- Small-group practice (including practice outside on the crosswalk)
- Wrap-up

## Play the DVD

Play “Kids Helping Kids” DVD (approximately 12 minutes).

**Please note:** The crosswalk in the DVD does not have overhead flashing lights. At such a crosswalk, the Team Leader would push the button first. See page 5 of the *Handbook for Patrollers*.

## Training Session Outline

1. Introduce Program to students
2. Play DVD – “Kids Helping Kids”
3. Ask students questions about the information learned in the DVD
4. Review the safety equipment and its proper use and care
5. Conduct a large-group mock crosswalk demonstration
6. Break for recess (if appropriate)
7. Break into small groups for practice (include practice outside on the crosswalk)
8. Wrap up in gym/meeting room to reinforce key points, answer questions and discuss student assessment
9. Distribute *Handbook for Patrollers*
10. Recite Patroller's Pledge together

## Ask Questions

Ask students questions to reinforce some of the key points in the DVD and to ensure their understanding. Refer to sample questions in the *Handbook for Patrollers*.

## Review the Safety Equipment

### Safety Vest

Ask a student volunteer to come up to the front and put on the safety vest. Ask students about the safety features of the vest (e.g., reflective quality, Velcro tear-away design, bright colour). Discuss/demonstrate:

- Where students should position themselves when standing at the crosswalk – demonstrate that when the student is facing a group, everyone can see them, but if they are turned sideways, they can't be seen as well
- How to take care of the vest – it should always be hung up especially when it is wet, with the reflective wristband stored in the vest pocket
- The importance of dressing for the weather – Patrollers must always wear the safety vest over a jacket or raincoat

### Stop Sign

An important visual piece of equipment.

Discuss/demonstrate:

- Proper use of the stop sign – it is not a toy or fly swatter, it must be treated with respect and stored carefully
- Proper positioning of the stop sign – there are only two positions in which the sign should ever be held:
  - when in use – it is held so drivers can clearly read the word STOP, facing traffic at shoulder level, in the left hand, not dipping or loose by the Patroller's side. It may be moved slightly up and down or side to side to draw the driver's attention while the Patroller searches for eye contact.
  - when not in use – it is always held behind the Patroller's back



*The sign is held so drivers can clearly read the word STOP.*

### Whistle

The high-pitched tone attracts people's attention and signals Patrollers.

Discuss:

- Who uses the whistle – only the Team Leader of the patrol team when on duty
- When to use the whistle – the whistle is used to signal Patrollers:
  - to hold out stop signs
  - to place signs behind their backs
  - when it is safe to allow students to cross
  - in an emergency situation
- Proper use of the whistle – explain the consequences of using it when not on patrol duty

You may wish to distribute whistles to all Patrollers (not just the Team Leader), and advise them that it is for use in case of an emergency situation only. During a regular patrol, only the Team Leader uses the whistle to signal.

## Reflective Wristbands

Must be worn by all Patrollers to increase visibility. Wristbands are:

- To be fastened over the sleeve of a jacket or raincoat
- Worn on the Team Leader's RIGHT wrist
- Worn on Patroller's LEFT wrist – the same arm that holds the stop sign
- Stored in the pocket of the safety vest

## Traffic Cones

Help to increase visibility of the crosswalk and warn drivers to use caution when approaching. Traffic cones must be:

- Set up by an adult
- Put in place before Patrollers are on duty and removed after the 'Take Down' procedure
- In place every time Patrollers are on duty
- Placed on the road beside the curb, with two at each end of the crosswalk



*Each of the cones is placed next to the curb at the four corners of the crosswalk.*

## Mock Crosswalk Demonstration for a Large Group

If possible, choose three student volunteers who served on the patrol team the previous year. Ask the three students to demonstrate the various patrol procedures to the large group, beginning with the 'Set Up'.

Indicate where the school is located and what time of day it is since this affects which side of the crosswalk the Team Leader will stand on:

- Before school – the Team Leader stands across the street from the school
- After school – the Team Leader stands on the same side of the street as the school

Team Leaders can easily remember this by understanding that they need to be on the side of the street where most of the children are coming from (home or school).

Discuss the steps involved in each procedure as the students are demonstrating:

1. Getting ready
2. Setting up
3. Crossing (including procedure for obstructed view)
4. Last Crossing
5. Take-down

**Please note:** During the training session, do not use a real whistle. Have the Team Leader say the word "tweet" to indicate the whistle blowing. This avoids multiple users of one whistle and multiple whistles in use at one time.

Discuss general behaviour while on duty:

- Avoid socializing, eating, holding umbrellas, texting or using a cell phone
- How to handle unruly students
- What to do about vehicle traffic concerns

Discuss what to do in an emergency situation:

1. Stay calm
2. Blow four short, sharp whistles
3. Ask someone to get help from an adult and tell them to report back to you immediately
4. Never move a seriously injured person
5. Quickly direct pedestrians to the nearest curb
6. Keep your stop sign out, if necessary
7. Stay on duty to provide assistance

## ■ Small-Group Practice

Divide the students into small groups by numbering them off or grouping them into their patrol teams. In their small groups, have the students take turns and practice all the steps of the patrol procedure to ensure that they have a thorough understanding. The students who are watching can help the patrol team make corrections when needed or act as pedestrians crossing. This allows those students waiting for their turn to participate and encourages the Patrollers to keep on task.

As the students are practicing, rotate each small group outside to practice in the school's crosswalk(s), accompanied by an adult trainer. The trainer should also wear a safety vest. The remaining groups stay in the gym and practice. Rotate through the small groups until all of the students have had an opportunity to practice outside in the crosswalk.

## ■ Wrap-up

Gather all the students in the gym/meeting room to:

- Reinforce key points
- Answer any final questions
- Discuss student assessment and recognition
- Distribute the ***Handbook for Patrollers***
- Recite the Patroller's Pledge together – standing with right hands raised
- Thank student Patrollers for their commitment and leadership



# School Safety Patrol Assessment Form

School:	
Patrol Team Members:	
Assessed by:	Date and time:
How did the Safety Patrollers do today? All categories rated out of 3: 1 = needs review 2 = satisfactory 3 = outstanding	
Punctuality: were the Patrollers out early?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Comments:	
Equipment: all safety equipment being used properly, stop signs held behind back or at shoulder level, using whistle properly?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Comments:	
Focus: checked traffic in ALL directions, not distracted, made eye contact with drivers, waited for a safe gap?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Comments:	
Respectfulness: behaving in a mature, respectful, courteous manner?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Comments:	
Positioning: facing the street, one step back from curb, whistle and verbal commands loud and clear, signs remained out until all children crossed, outstretched arms hold back waiting children?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Comments:	
Weather	Traffic volume
Two good things I saw the patrol team do:	
A few reminders:	

BCAA coordinates the School Safety Patrol Program on a not-for-profit basis as a public service. The recommended practices developed for this program are just that, recommended practices and are for general information only, may not be current, and do not represent expert advice. BCAA assumes no responsibility or liability for any consequences, losses or injuries, foreseen or unforeseen, which may result from the use of the School Safety Patrol Program equipment or from the implementation and/or use of the practices recommended in the School Safety Patrol Program materials. August 2015.

# School Safety Patrol Cancellation Form

The school principal should complete the following four steps at least two weeks prior to cancelling the BCAA School Safety Patrol Program at a school.

1. Complete and send this form to BCAA.
2. Notify parents and other community stakeholders in writing that the BCAA School Safety Patrol Program is no longer in service at the school, the specific crossing location(s), and specified time(s).
3. Offer pedestrian training to all students.
4. Return all BCAA equipment to the address below immediately after the date of cancellation.

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal: \_\_\_\_\_ Patrol Supervisor: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

This cancellation applies to participation in the BCAA School Safety Patrol Program:

Effective Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Crossing location(s): \_\_\_\_\_

Time(s) of crossing: \_\_\_\_\_

The four steps as outlined above are considered to be solely assumed and acknowledged by the school.

Acknowledged and accepted on (date) \_\_\_\_\_ by:

Principal Name: \_\_\_\_\_ Principal Signature: \_\_\_\_\_

Send completed form to:

BCAA, 4567 Canada Way, Burnaby, BC V5G 4T1

E-mail: [schoolsafetypatrol@bcaa.com](mailto:schoolsafetypatrol@bcaa.com) Fax: 604.298.6497

Phone: 604.298.5107 Toll free: 1.877.247.5551



**MEMBERSHIP**  
IS REWARDING