

Annual Review of School Crossing Guard Program & Posts

(Year)

The position of School Crossing Guard is recognized as one of the most dangerous jobs in municipal government. The MEL recommends Police Chiefs, or their designee, review their School Crossing Guard program each year evaluate policies and procedures that may increase the safety of the guard, the children, and the motoring public.

Program Review

yes	no	n/a	Condition
			Written Policy & Procedure Manual has been developed / reviewed
			<ul style="list-style-type: none"> • STOP paddle required
			<ul style="list-style-type: none"> • ANSI 107-2004 (or later) high visibility apparel required
			<ul style="list-style-type: none"> • Provisions for inclement weather & other low visibility conditions
			<ul style="list-style-type: none"> • Provisions for reporting emergency & non-emergency conditions
			<ul style="list-style-type: none"> • Clearly defined practices of voice commands to children, hand signals to motorists, and never over-riding traffic lights
			Written job descriptions have been developed / reviewed
			<ul style="list-style-type: none"> • Minimum vision requirements are included
			<ul style="list-style-type: none"> • Minimum hearing requirements are included
			<ul style="list-style-type: none"> • Functional job-related capabilities are listed
			Significant events & conditions plotted on a map & evaluated
			<ul style="list-style-type: none"> • Schools; entrances, bus routes, and drop-off areas
			<ul style="list-style-type: none"> • Crossing guard posts
			<ul style="list-style-type: none"> • Major walking routes
			<ul style="list-style-type: none"> • Accidents and near misses
			Input sought and received from school and community representatives

Program Review completed by: _____ Date: _____

Personnel Review

yes	no	n/a	Condition
			Background checks have been conducted on all (new) guards
			Current medical clearances have been received on all guards
			Current contact information for guards (routine & emergency) is on file
			20 hours of initial training is documented and on file for each guard
			Uniforms have been issued
			2 hours of annual refresher training is documented
			<ul style="list-style-type: none"> • <i>Street Smart is Street Safe, Pedestrian Safety-Walk the Walk, and School Zone, Danger Zone</i> videos have been viewed
			<ul style="list-style-type: none"> • NHTSA's <i>Willie the Whistle</i> video has been viewed
			Signed receipt that guard has received policy manual

Personnel Review completed by: _____ Date: _____

Crossing Guard Post Evaluations

Location: _____

yes	no	n/a	Condition
			Advanced warning devices are in accordance with MUTCD, 2009 ed.
			Advanced warning devices are appropriate for posted and actual speed limit
			<ul style="list-style-type: none"> • Would additional cones, signs, etc. be beneficial? If yes, list.
			Advanced warning devices are in good condition and working properly
			Crosswalk(s) are in good condition
			<ul style="list-style-type: none"> • Pedestrian crossing signs are provided in advance of crosswalks
			<ul style="list-style-type: none"> • Crosswalks in roadways with 3 or more travel lanes may need additional controls.
			Street, curb, and sidewalk are free of significant trip hazards
			Visibility concerns have been evaluated
			<ul style="list-style-type: none"> • Sun glare (morning and afternoon)
			<ul style="list-style-type: none"> • Vehicle parking does not obscure guard from oncoming traffic or traffic from guard. Are additional controls needed to control parents' vehicles parking / dropping off students?
			<ul style="list-style-type: none"> • Curves and hills do not obscure guard or traffic
			<ul style="list-style-type: none"> • Are additional controls needed on downhill grades?
			<ul style="list-style-type: none"> • Trees and other obstacles do not obscure guard or oncoming traffic
			Safe parking for guard vehicle has been designated

Location: _____

yes	no	n/a	Condition
			Advanced warning devices are in accordance with MUTCD, 2009 ed.
			Advanced warning devices are appropriate for posted and actual speed limit
			<ul style="list-style-type: none"> • Would additional cones, signs, etc. be beneficial? If yes, list.
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Guard post evaluations completed by: _____

Date: _____