

# ADULT SCHOOL CROSSING GUARD TRAINING



# TRAINING OBJECTIVES

Upon completion of the training  
you should:

- **Understand Crossing Guard responsibilities**
- **Have learned some important facts about younger children**
- **Understand the proven methods for safely crossing children at intersections**
  - **Special situations**
- **Obtained some tips on assisting Law Enforcement in the proper identification of violators**
- **Have learned some basic traffic facts**



**WHERE DOES AN  
ADULT SCHOOL  
CROSSING GUARD'S  
AUTHORITY COME FROM?**

**ENROLLED SENATE BILL NO. 587**

**SENATE BILL NO. 587 ADDED THE  
FOLLOWING SECTIONS TO THE  
MICHIGAN MOTOR VEHICLE CODE**



# MICHIGAN MOTOR VEHICLE CODE

## DEFINITIONS

### 257.57a SCHOOL CROSSING [MSA 9.1857(1)]

Sec.57a "School crossing" means a crosswalk designated by the department of state highways and transportation, a county road commission, or a local authority as a place to be used by school children for crossing a street or highway.

### 257.57b SCHOOL CROSSING GUARD [MSA 9.1857(2)]

Sec. 57b "School crossing guard" means a person 17 years of age or older authorized to supervise children using a school crossing as provided in section 613c.

**NOTE:** While the law states age 17, careful consideration should be given to age. Certain liabilities for the actions of a 17 year old guard could still be suffered by the 17 year old guard's parents.



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## ESTABLISHING SCHOOL CROSSINGS

### 257.613a SCHOOL CROSSINGS ESTABLISHED, SIGNS [MSA 9.2313(1)]

Sec. 613a (1) Except as provided in subsections (2) and (3), the state transportation department, a county road commission, or a local authority shall establish school crossings considered necessary for the safety of schoolchildren on streets and highways under its jurisdiction. The establishment of a school crossing shall be based upon a traffic and engineering study conducted by the authority having jurisdiction, in consultation with the superintendent of the school district.

(2) If considered necessary under subsection (1) or pursuant to a traffic and engineering study conducted under subsection (4), a school crossing shall be established within a safe distance from a school located on a street or highway on which the speed limit is 25 miles or more per hour.



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## ESTABLISHING SCHOOL CROSSINGS

Cont.

- (3) Upon request of the superintendent of the school district, the following individuals shall meet at not less than 5-year intervals to consider whether a traffic and engineering study should be conducted to determine whether a school crossing is required under subsection (2):
  - (a) The superintendent of the school district in which the school is located or his or her designee.
  - (b) The head of the local authority having jurisdiction to maintain the road or his or her designee or, if there is no local authority, an individual designated by the director of the state transportation department.
  - (c) The chief of police of the local unit of government in which the road is located or his or her designee or, if the local unit of government does not have a police department, the county sheriff or his or her designee.



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## ESTABLISHING SCHOOL CROSSINGS

Cont.

- (4) If the individuals described in subsection (3) determine by unanimous vote that a traffic and engineering study should be conducted, the individuals shall notify the authority having jurisdiction to maintain the road in writing of that determination. If the authority is notified under this subsection that a traffic and engineering study should be conducted, the authority shall conduct the study.
- (5) Having established a school crossing, the state transportation department, county road commission, or local authority shall erect school crossing signs, in conformance with the manual of uniform traffic control devices provided for in section 608, on streets or highways under its jurisdiction.



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## GUARD ATTIRE & AUTHORITY

257.613b SCHOOL CROSSING GUARDS; TIME,  
CLOTHING, AUTHORITY [MSA 9.2313(2)]

Sec. 613(b) (1) When assigned, a school crossing guard shall be stationed at a school crossing during time periods established jointly by the superintendent of the school district and the head of the law enforcement agency having immediate jurisdiction.

(2) While on duty, a school crossing guard shall wear an outer vest of a color and design which conforms with the standards of the manual of uniform traffic control devices provided for in section 608.

(3) A school crossing guard while on duty at a school crossing shall when necessary stop vehicular traffic. This shall be done by use of a hand held stop sign which conforms to the standards for the sign in the manual of uniform traffic control devices or as approved by the department of state highways and transportation. School crossing guards shall have the authority only at their assigned crossings and only during their assigned duty times.



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## RESPONSIBILITY & TRAINING

257.613c SCHOOL CROSSING GUARDS;  
RESPONSIBILITY, TRAINING  
MSA 9.2313(3)]

Sec. 613c (1) School crossing guards shall be the responsibility of the local law enforcement agency having immediate jurisdiction of the crossing.

(2) A person shall receive a minimum of 4 hours instruction before performing the duties of a school crossing guard. Two hours of additional instruction shall be given annually to a school crossing guard before the beginning of each school year. The courses of instruction shall be approved by the department of education and the department of state police and conducted by the local law enforcement agency having jurisdiction or its designee.



# MICHIGAN MOTOR VEHICLE CODE

## REQUIREMENT TO OBEY

### 257.613d SCHOOL CROSSING GUARDS; FAILURE TO OBEY [MSA 9.2313(4)]

Sec. 613d (1) A driver of a motor vehicle who fails to stop when a school crossing guard is in a school crossing and is holding a stop sign in an upright position visible to approaching vehicular traffic is guilty of a misdemeanor.

(2) In a proceeding for a violation of this section, proof that the particular vehicle described in the citation, complaint, or warrant was used in the violation, together with proof that the defendant named in the citation complaint or warrant was the registered owner of the vehicle at the time of the violation, constitutes in evidence a presumption that the registered owner of the vehicle was the driver of the vehicle at the time of the violation.

**NOTE:** While not specifically required, a description of the driver will aid law enforcement in prosecuting these cases. Guards should attempt to obtain a driver description while also noting the vehicle description.



# **WARRANTS FOR USE OF ADULT CROSSING GUARDS**

**IT IS IMPORTANT THAT YOU  
UNDERSTAND THAT GUARDS  
HAVE BEEN PLACED AT  
CERTAIN CROSSINGS FOR  
SPECIFIC REASONS.**

**THIS WILL HELP YOU  
UNDERSTAND THE SPECIFIC  
DANGERS AND PROBLEMS AT  
YOUR ASSIGNED CROSSING.**



# THE RESPONSIBILITIES OF AN ADULT SCHOOL CROSSING GUARD

★ TO CREATE GAPS

★ TO HELP STUDENTS  
CROSS THE STREET SAFELY

★ IT IS **NOT** YOUR DUTY TO  
DIRECT MOTOR VEHICLE  
TRAFFIC **NOR** DO YOU  
HAVE THE AUTHORITY TO  
DO SO



# UNDERSTANDING THE SCHOOL CHILD CRASH PROBLEM

IT IS IMPORTANT THAT YOU  
UNDERSTAND HOW AND WHY  
STUDENT PEDESTRIAN AND  
BICYCLE CRASHES OCCUR



# **Age and Location play an important role in Pedestrian injuries and deaths**

- Children under 15 are over represented in pedestrian crashes**
- Children under 10 are almost 3 times more likely to be struck by a vehicle at non-intersection locations vs. intersections**
- Young children have a difficult time judging distance and speed**
- Pedestrian crashes are the second leading cause of injuries and deaths for young children**



# IMPORTANT FACTS ABOUT YOUNG CHILDREN

- ★ VISION IS UNDERDEVELOPED
- ★ HAVE DIFFICULTY IN DETERMINING DIRECTION OF SOUNDS
- ★ HEIGHT IS A DISADVANTAGE
- ★ CANNOT DIVIDE THEIR ATTENTION
- ★ EMOTIONS MAKE THEM UNPREDICTABLE
- ★ PLAY ACTIVITIES MAKE THEM VULNERABLE
- ★ DO NOT UNDERSTAND LEFT AND RIGHT
- ★ LEARN BY MODELING ADULTS
- ★ ADULTS CREATE TRAFFIC HAZARDS FOR CHILDREN



# STUDENT BEHAVIOR

★ YOUNGER CHILDREN (K-3 STUDENTS) TEND TO BE IMPATIENT. THEY ALSO REACT TO MANY SITUATIONS BY RUNNING. YELLING AT A CHILD WHO IS IN HARM'S WAY MAY CAUSE THE CHILD TO RUN DIRECTLY INTO FURTHER DANGER.

★ MANY STUDENTS ARE LIKELY TO TRY TO USE THE MOST DIRECT ROUTE WHEN WALKING. THIS MAY MEAN HAVING TO WORK WITH THOSE STUDENTS, ENCOURAGING THEM TO USE THE CROSSWALKS.

★ JR./SR. HIGH STUDENTS ARE SUBJECT TO A GREAT DEAL OF PEER PRESSURE AND EXERT A GREAT DEAL OF INFLUENCE OVER THE YOUNGER CHILDREN.



# GUARDS NEED TO UNDERSTAND THE ORGANIZATION OF THE SUPERVISING POLICE DEPARTMENT

★ KNOW YOUR SUPERVISOR AND  
HOW TO GET IN TOUCH WITH  
HIM/HER.

★ KNOW WHO IS THE BACKUP TO  
YOUR SUPERVISOR.

★ UNDERSTAND THE POLICE  
DEPARTMENT'S POSITION IN THE  
COMMUNITY.

★ UNDERSTAND AND USE THE  
PROPER PROCEDURES FOR  
COMMUNICATING WITH YOUR  
SUPERVISOR.



# KNOW WHAT THE TRAFFIC CONTROL DEVICES IN YOUR AREA MEAN – AND HOW TO WORK WITH THEM

ADULT CROSSING GUARDS SHOULD BE FAMILIAR WITH LOCAL TRAFFIC REGULATIONS. THEY SHOULD UNDERSTAND HOW TRAFFIC CONTROL DEVICES WORK AND WHY AND HOW THEY ARE USED.

TRAFFIC CONTROL DEVICES WILL HELP YOU DO YOUR JOB BETTER.



# KNOW HOW TO WORK WITH THE SCHOOL SAFETY PATROL

IT IS STRONGLY RECOMMENDED THAT ADULT GUARDS WORK WITH SCHOOL SAFETY PATROL.

SCHOOL CROSSINGS CONTROLLED BY AN ADULT GUARD/SAFETY PATROL TEAM PROVIDE THE MAXIMUM CROSSING PROTECTION. THE ADULT CROSSING GUARD CAN CONCENTRATE ON THE TRAFFIC, WHILE THE STUDENTS WAIT WITH THE PATROLLERS IN A SAFE LOCATION.



IT IS IMPORTANT THAT GUARDS UNDERSTAND THAT SCHOOL SAFETY PATROLLERS OPERATE OFF THE ROADWAY.

AAA SCHOOL SAFETY PATROLLERS HAVE A DIFFERENT SET OF RULES AND POLICIES THAN ADULT SCHOOL CROSSING GUARDS.

SO IT IS IMPORTANT THAT YOU WORK CLOSELY AND COOPERATIVELY WITH THE PATROL SUPERVISORS, THE SCHOOL AND THE POLICE DEPARTMENT.



# PERSONAL CONDUCT

A SOLID, PROFESSIONAL ADULT/STUDENT RELATIONSHIP IS NECESSARY TO MAINTAIN A SAFE CROSSING.

- ★ BE ON TIME.
- ★ PRESENT A NEAT / CLEAN APPEARANCE.
- ★ NO SMOKING, EATING OR DRINKING WHILE ON DUTY.
- ★ WATCH YOUR LANGUAGE – YOU ARE SETTING AN EXAMPLE.
- ★ DON'T DO ANYTHING THAT WILL SET YOU UP TO BE CRITICIZED BY THE PUBLIC.



# VEHICLE IDENTIFICATION



IT IS SOMETIMES NECESSARY FOR CROSSING GUARDS TO GIVE AN ACCURATE DESCRIPTION OF A VEHICLE.

GUARDS SHOULD WORK ON A SYSTEM TO HELP THEM IDENTIFY VEHICLES AND RECORD THE INFORMATION BY BODY STYLE, COLOR, LICENSE PLATE NUMBER AND/OR UNUSUAL CHARACTERISTICS.



# EMERGENCY PROCEDURES

ADULT CROSSING GUARDS MUST BE PREPARED FOR EMERGENCY SITUATIONS.

THINK ABOUT WHAT TYPE OF EMERGENCIES COULD OCCUR AT YOUR CROSSING.

- ★ FIRST AND FOREMOST ENSURE THE SAFETY OF THE STUDENTS ! ! !
- ★ KNOW WHAT YOU NEED TO DO.
- ★ KNOW THE EMERGENCY NUMBERS YOU NEED TO CALL.
- ★ AN EMERGENCY PHONE CARD MAY PROVE HELPFUL.



# EMERGENCY PHONE CARD

THIS IS AN EXAMPLE OF AN EMERGENCY PHONE CARD THAT COULD BE USED BY CROSSING GUARDS.

THIS CARD SHOULD BE CLIPPED TO THE CLOTHING OF THE GUARD SO IT MAY BE REACHED EASILY IN AN EMERGENCY.

**CALL 911**

**THIS IS AN EMERGENCY.  
THE ADULT CROSSING GUARD FOR  
\_\_\_\_\_ SCHOOL HAS  
INSTRUCTED ME TO CALL  
FOR THE POLICE AND AN AMBULANCE.**

**HELP IS NEEDED AT THE INTERSECTION OF**  
\_\_\_\_\_

WORK WITH YOUR LOCAL EMERGENCY DISPATCHERS TO DEVELOP A CARD THAT WILL WORK IN YOUR AREA.



# FIRST AID INSTRUCTION

YOUR SUPERVISING POLICE DEPARTMENT SHOULD WORK ON HAVING A TRAINED FIRST AID INSTRUCTOR PROVIDE SOME VERY BASIC FIRST AID INSTRUCTION.

- ★ DANGERS OF MOVING AN INJURED PERSON.
- ★ BLEEDING CONTROL.
- ★ SHOCK PREVENTION.



# **PRACTICAL APPLICATION**

**THE NEXT SEVERAL SLIDES WILL DESCRIBE BRAKING DISTANCE, THE PROPER PROCEDURES FOR STOPPING TRAFFIC AND HOW TO SAFELY CROSS STUDENTS.**

**AFTER WE HAVE DISCUSSED THESE PROCEDURES, WE WILL HAVE AN EXERCISE TO ASSIST YOU IN COMPLETING ALL OF THE STEPS, AND COMPLETING THEM IN THE CORRECT ORDER.**



# BRAKING DISTANCE

**As speed increases so does  
braking distance**

Speed (MPH)	Perception Distance	Reaction Distance	Braking Distance	Total Stopping Distance
20	15-20 ft	+ 15-20 ft	+ 15 ft	= 45-55 ft
30	22-33 ft	+ 22-33 ft	+ 38 ft	= 82-104 ft
40	29-44 ft	+ 29-44 ft	+ 68 ft	= 126-156 ft
50	37-55 ft	+ 37-55 ft	+ 105 ft	= 179-215 ft
60	44-66 ft	+ 44-66 ft	+ 120-160 ft	= 208-292 ft

**A FOOTBALL FIELD IS 300 ft. LONG**



# I. INITIAL POSITION



**YOUR INITIAL POSITION IS ON THE CURB FACING TRAFFIC, SAME SIDE AS STUDENTS.**

**THERE MAY BE SPECIAL SITUATIONS THAT REQUIRE YOU TO OPERATE FROM THE OPPOSITE SIDE OF THE STREET.**



## II. STOPPING TRAFFIC



1. GUARD ENTERS ROADWAY, STOPS IMMEDIATE FIRST THREAT, CONTINUES TO STOP ALL TRAFFIC, ONE LANE AT A TIME.



# STOPPING TRAFFIC (cont.)



2. GUARD HOLDS STOP SIGN IN THE UPRIGHT POSITION TO STOP THE IMMEDIATE VEHICULAR THREAT.



# STOPPING TRAFFIC (cont.)



3. GUARD HOLDS THE STOP SIGN IN THE MOTORISTS' LINE OF VISION.



# STOPPING TRAFFIC (cont.)



4. TO STOP TRAFFIC, EXTEND YOUR HAND-HELD STOP SIGN ABOVE YOUR HEAD SO IT IS VISIBLE TO MOTORISTS.



# III. CROSSING STUDENTS



1. ALL LANES OF TRAFFIC ARE STOPPED AS GUARD MOVES INTO FINAL POSITION, FACING MOST IMMEDIATE VEHICULAR THREAT TO STUDENTS. GUARD SIGNALS PATROL TO RELEASE STUDENTS TO CROSS.



# CROSSING STUDENTS (cont.)



2. THE STUDENTS SHOULD CROSS BEHIND GUARD, WHO IS STILL CONTROLLING TRAFFIC. IT IS IMPERATIVE THAT THE GUARD REMAIN IN THIS POSITION UNTIL THE LAST STUDENT HAS CROSSED. GUARD MUST BE PREPARED TO MOVE QUICKLY.



# CROSSING STUDENTS (cont.)



3. AFTER A GUARD HAS ALLOWED SEVERAL STUDENTS TO CROSS AND REALIZES THAT TRAFFIC WILL BE DELAYED AN UNREASONABLE AMOUNT OF TIME, THE GUARD TELLS THE PATROL TO STOP THE STUDENTS FROM CROSSING.



# CROSSING STUDENTS (cont.)



4. TO RELEASE TRAFFIC, RETURN TO THE CURB KEEPING THE STOP SIGN IN MOTORISTS' VIEW.



# IV. RETURN TO POST

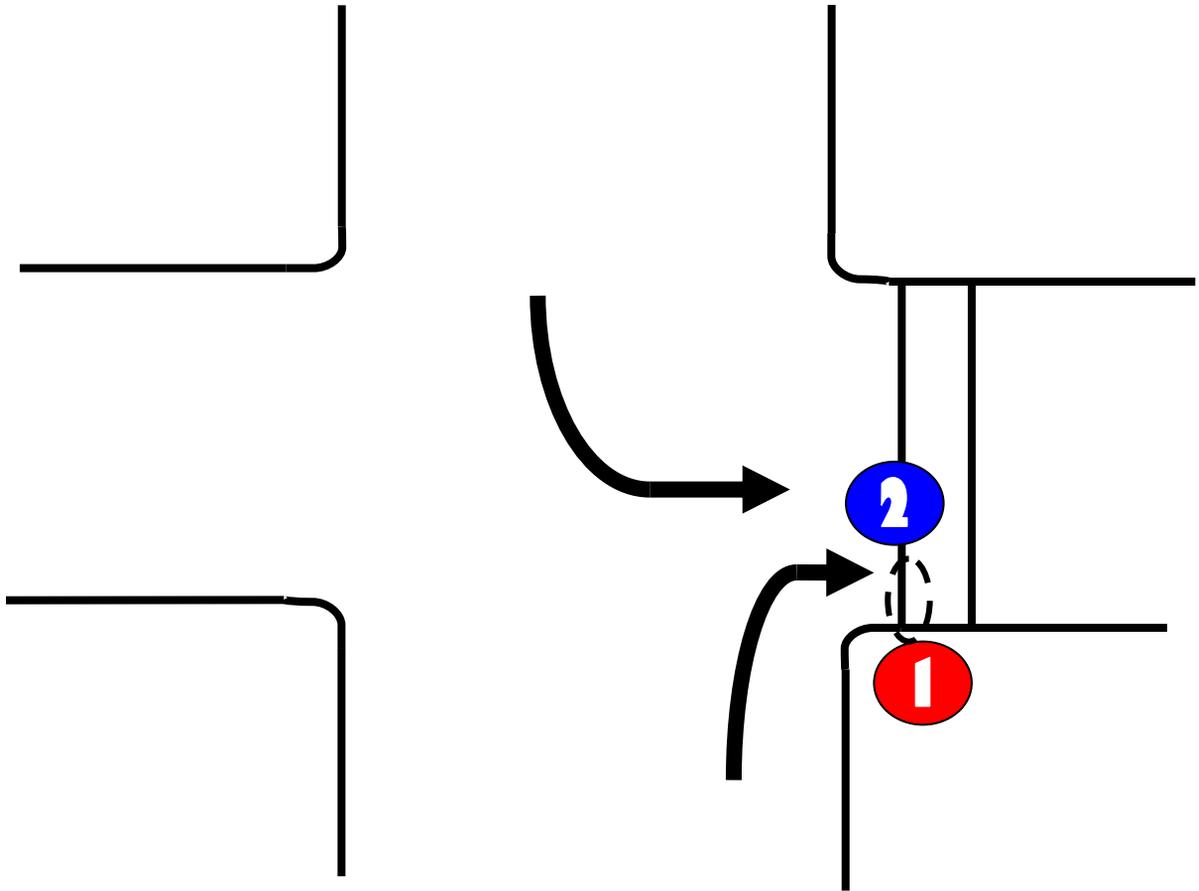


ONCE BACK ON THE CURB, THE GUARD SHOULD LOWER THE STOP SIGN TO HIS/HER SIDE.

NEVER RELEASE TRAFFIC BY WAVING TO MOTORISTS.



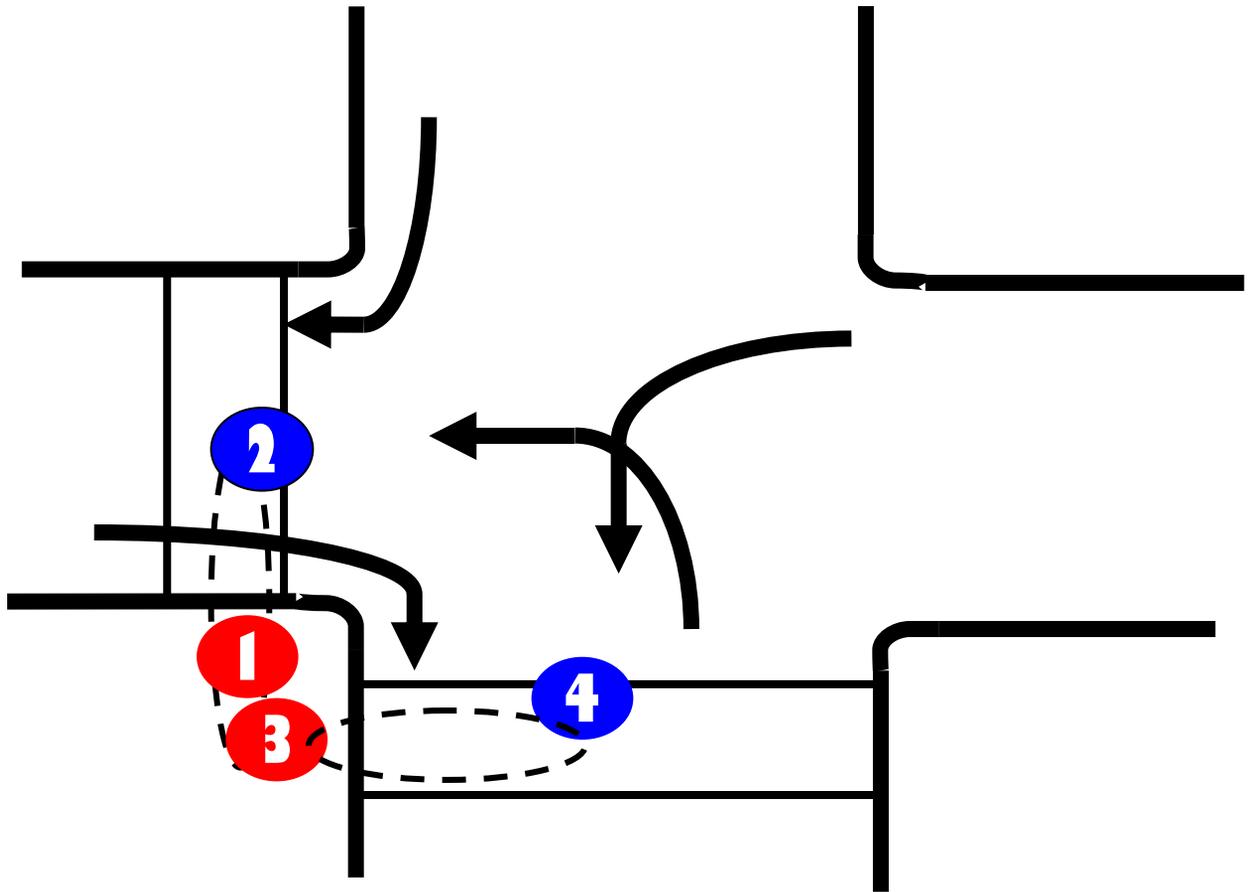
# SIGNALIZED INTERSECTIONS



1. THE GUARD'S INITIAL POSITION SHOULD BE ON THE SIDE WHERE TURNING MOVEMENTS OCCUR.
2. CROSSINGS SHOULD THEN BE COORDINATED WITH THE SIGNAL AND THE AID OF SAFETY PATROL MEMBERS.



# TWO LEGS OF A SIGNALIZED INTERSECTION



1. THE GUARD'S INITIAL POSITION SHOULD BE ON THE CORNER FROM WHICH BOTH CROSSINGS CAN BE WORKED.
2. CROSSING SHOULD THEN BE COORDINATED WITH THE SIGNAL AND THE AID OF SAFETY PATROL MEMBERS.



# CROSSING GUARD PROCEDURE

Please put in correct order

- |  |   |
|--|---|
| _____ Move to final position             | _____ Tell students to WAIT               |
| _____ Lower stop sign                    | _____ Tell students to WALK               |
| _____ Return to sidewalk                 | _____ Stop right hand turn                |
| _____ Enter roadway                      | _____ Check traffic gap                   |
| _____ Raise stop sign above head         | _____ Stop left hand turn                 |
| _____ Stop traffic approaching from left | _____ Stop traffic approaching from right |
| _____ Make sure all traffic is stopped   |   |



# CROSSING GUARD PROCEDURE

## Correct order

- |   |  |
|---|--|
| ___9___ Move to final position                | ___2___ Tell students to WAIT                  |
| ___13___ Lower stop sign                      | ___11___ Tell students to WALK                 |
| ___12___ Return to sidewalk                   | ___5___ Stop right hand turn                   |
| ___4___ Enter roadway                         | ___1___ Check traffic gap                      |
| ___3___ Raise stop sign above head            | ___7___ Stop left hand turn                    |
| ___6___ Stop traffic approaching<br>from left | ___8___ Stop traffic<br>approaching from right |
| ___10___ Make sure all traffic is stopped     |  |



# Questions?



**Presented by:**

**AAA Michigan  
Community Safety Services**

**1 Auto Club Drive**

**Dearborn, MI 48126**

**1-800-646-4222**

**[communitysafety@aaamichigan.com](mailto:communitysafety@aaamichigan.com)**

