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| **New Employee Crossing Guard Training Agenda** This training agenda should be utilized for newly hired Crossing Guards. The use of this form should be used in conjunction with the agency's Crossing Guard Policy. A sample Crossing Guard Policy is available in the Crossing Guard Section of the Municipal Excess Liability Joint Insurance Fund website. | **Date:** |
| **Training Location(s):** | **Trainers:** |
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| **1. View**[**Videos:**](https://melsafetyinstitute.org/crossing-guards/#videos) | oPedestrian Safety | oCrosswalk Heroes | oImproving School Crossings |
| oStreet Smart | oSchool Zone Safety | o[Children in Traffic](https://www.youtube.com/watch?v=F5USTOwgqME) |
| MSI Learning Management System Numerous applicable courses are available in both MSI Live and MSI Now formats. |
| **2. Uniform and Equipment** |  | Issue required uniform and discuss appropriate uniform standards. |
|  | Issue Stop Paddle. Provide instruction for its proper use, including the mandatory use of the Stop Paddle. |
|  | Provide agency-issued identification and badge. |
|  | Provide any agency-specific equipment. List any specific equipment provided in the notes section of this agenda.  |
| **3. Command and Communications** |  | Provide instruction and discuss procedures concerning how to call in sick, late, etc.  |
|  | Inform how emergencies are reported. Phone? Radio? Ensure the employee has a cell phone if a radio or agency phone is not provided.  |
|  | Review the importance of reporting potential hazards such as loose dogs, suspicious activity and the proper agency reporting method.  |
|  | Discuss the availability of an agency or school-supported emergency notification system, and if activated, and determine if it's necessary that Crossing Guards receive this message. |
|  | Discuss agency procedures for reporting when a Crossing Guard is injured while performing their duties.  |
|  | Advise on proper reporting procedures concerning when a person is injured, such as a fall, struck by a vehicle, or other in the presence of the Crossing Guard while performing their duties.  |
|  | Educate the Crossing Guards on what a "near miss" incident is and how to properly report such incidents to the agency for training purposes and discussion at the agency Safety Meeting. |
|  | Encourage open communication and reporting any issue that they feel is unsafe or a condition that could be improved to enhance the safety of themselves or others.  |
|  | Provide a list of all agency crossing guard names, post locations, contact information, and post-duty times. Such a list should include any specific instructions that might be applicable to a post.  |
| **4. Police Department Operations** |  | Crossing Guards are required to be trained on the police department rules and regulations applicable to the conduct and decorum of the regular police officers of the municipality (NJS 40A:9-154.1).  |
|  | Discuss the agency's chain of command, and ensure the employee clearly understands who they report to in the organization and how to communicate with them properly. Provide specific contact information. |
|  | Provide and review the agency's Crossing Guard Policy. |
|  | Provide and review the agency's Crossing Guard Job Description. |
|  | Discuss the agency's policy concerning the carrying of firearms by any employee.  |
| **5. Traffic Control Training** |  | Review relevant motor vehicle laws, including but not limited to: 39:4-32 (Crossing roadway; signal)39:4-33 (Use of designated crosswalk; keeping to right)39:4-34 (Pedestrians to cross within crosswalk or at right angles; facing traffic; sidewalks)39:4-36.1 (Crossing having pedestrian tunnel or overhead crossing; right of way)39:4-46 (Driver to yield to pedestrians, exceptions; violations, penalties)39:4-66 (Emerging from alley, driveway, garage, private road or driveway)39:4-66.1 (Right of way on entering or leaving alley, driveway, garage, or private road or driveway)39:4-80.1 (Penalty for failure to comply with school crossing guard's signal to stop)39:4-98 (Rates of speed)39:4-115 (Improper turn at traffic light)39:4-128.1 (School buses stopped for children; duty of motorists; duty of bus driver; violations; revocation of license)39:4-138 (Places where parking prohibited; exceptions; moving vehicle not under one's control into a prohibited area)39:4-139 (Loading or unloading in front of school entrance)39:4-144 (Stopping or yielding the right of way before entering stop or yield intersections) |
|  | Review the [Safe Passing Bulletin](https://melsafetyinstitute.org/wp-content/uploads/2021/08/LE-Bulletin-2021-07-Safe-Passage-Bulletin.pdf). |
|  | Ensure hands-on practical training, including the use of the stop paddle, occurs.  |
|  | Emphasize best practices with the use of voice commands with children. Discuss how the use of hand signals with pedestrians can sometimes confuse drivers. Reinforce the importance of gaining eye contact with pedestrians and motorists as necessary. |
|  | Discuss the agency procedure concerning how to report violations by motorists, such as failure to stop, speeding, and more.  |
|  | Discuss the agency procedure concerning how to address students or even parents who refuse to obey the directions of the Crossing Guard.  |
|  | Consult [Chapter 7D](https://mutcd.fhwa.dot.gov/htm/2009/part7/part7d.htm) of the Manual on Uniform Traffic Control Devices (MUTCD) concerning crossing responsibilities. |
| **6. Post Considerations** |  | If possible, facilitate having the Crossing Guard drive the highway of the location(s) they are assigned to or ensure they do this independently. |
|  | Discuss appropriate locations to stand at their designated post and other posts to which the employee might be assigned. Emphasize that sitting in a vehicle or chair during duty hours is prohibited. |
|  | Provide instruction on all applicable school-related highway signage. [Chapter 7B](https://mutcd.fhwa.dot.gov/htm/2009/part7/part7b.htm) of the MUTCD is a valuable resource.  |
|  | Provide instruction on the proper agency method for reporting damaged signs, paint or striping needing maintenance, malfunctioning traffic signals, and non-functioning streetlights if working during non-daylight hours.  |
|  | Discuss the importance of appropriate site distance for Crossing Guards, pedestrians, and motorists, and identify the proper reporting process for such concerns. Review some common hazards that can create sight obstructions, including, but not limited to: * Parked cars
* Bushes or low-hanging tree branches
* Signal control boxes
* Signs
* Mailboxes
* Benches
* Trash Cans
* Snowbanks
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|  | Provide instruction on the proper agency procedure for identifying and reporting damaged sidewalks, curbs, and portions of the highway that create a trip or fall hazard.  |
| **7. Child Protection Training** |  | Ensure the Crossing Guard has completed the [MEL Child Protection Training Program](https://melsafetyinstitute.org/protection-safe-treatment-of-minors-policy/). |
| **8. School Considerations** |  | Determine and explain how the Crossing Guard will be notified of emergency school closures, such as snow or other events.  |
|  | Identify and list the schools to which students at the crossing guard post will be traveling to. Provide: * Phone number of schools
* School Administrator Names
* Hours that schools are in session.
* Copy of the school calendar
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|  | Determine if the police department or school has an emergency response plan involving Crossing Guards, and if so, ensure they are trained in the procedure. |
|  | Ensure Crossing Guards are aware of the school's emergency response plan in the event of an incident.  |
|  | Familiarize Crossing Guards with the requirements of [Alyssa's Law](https://pub.njleg.gov/bills/2018/PL19/33_.PDF), whether there is an illuminated light as part of the activation, and whether Crossing Guards need to be familiar with any actions they should take in the event of an activation.  |
|  | As appropriate, communicate with school officials to determine if any children crossing at a post staffed by a Crossing Guard have any special needs the Crossing Guard should be aware of.  |
| **9. General Expectations** |  | * Be on time. Call out sick well in advance, whenever possible.
* Always wear a reflective vest and carry a STOP paddle while on a post.
* Maintain a neat appearance. Keep uniform in good condition.
* Scan the area for hazardous conditions (potholes, obscured signs, ice, snow, etc.)
* Park your car in a safe and legal place where it will not obstruct your vision of traffic.
* Remain standing at the post during hours of duty. Never sit in the vehicle.
* Be courteous, pleasant, and businesslike with children and adults.
* Never leave your post during hours of duty. If a family emergency arises, contact your supervisor or the school to arrange for relief.
* Never leave the post at the end of the shift when child pedestrians are approaching the crosswalk.
* Be professional.
* Do not smoke or use tobacco products, eat or chew gum, use profanity, or be under the influence of drugs or alcohol while on duty.
* Do not use a personal cell phone or other electronic device unless necessary to report an emergency.
* Do not read or listen to music.
* Do not engage drivers in lengthy conversations.
* Do not touch children.
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| **10. Training Resource Considerations** |  | [New Jersey School Crossing Guard Manual for Supervisors](https://www.njcrossingguards.org/wp-content/uploads/2024/01/NJ-Crossing-Guard-Training-Manual.pdf)[Determining Placement of Crossing Guards](https://www.state.nj.us/transportation/community/srts/pdf/szdgchapter4.pdf)[Adult School Crossing Guard Guidelines](http://guide.saferoutesinfo.org/pdf/crossing_guard_guidelines_web.pdf)[New Jersey Safe Routes to School Crossing Guards](https://www.njcrossingguards.org/)[Additional Video Resources – NJ Safe Routes](https://www.youtube.com/%40NJSafeRoutes) | [Safe Routes New Jersey Regional Coordinators](https://www.saferoutesnj.org/find-your-srts-regional-coordinator/)[Safety Director](https://melsafetyinstitute.org/safety-bulletins/) and [Law Enforcement Bulletins:](https://melsafetyinstitute.org/law-enforcement-2/#messages) Driving Best PracticesE-Bikes and ScootersHeat-Related Illness Best PracticesPoison Ivy Best PracticesFirst Amendment Audit Best Practices |

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| **Crossing Guard Training Agenda – New Employees****Training Sign-in Sheet** | **Date:** |
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| **New Employee Field Training Log**(4A:9-154.2 requires a minimum of 20 hours of field training in which the trainee shall be supervised by an experienced adult school crossing guard or regular police officer. The Chief of Police may waive this training requirement for an adult school crossing guard who is also a police officer) |
| Guard Trainee Name: |  |
| Date | Location | Trainer/Observer | Times Observed |
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| Comments: |  |
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| SUPERVISOR REVIEW | NAME/RANK: |  | DATE: |  | INITIALS: |  |