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| **Annual Crossing Guard Training Agenda**  This training agenda can be utilized for existing Crossing Guards as part of the Annual Training Program for existing guards. The New Employee Crossing Guard Training Agenda should be utilized for newly hired employees serving as Crossing Guards.  The use of this form should used be 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. Available** [**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](https://melsafetyinstitute.org/msi-lms-information/) Numerous applicable courses are available in both MSI Live and MSI Now formats. | | | | | | | | |
| **2. Uniform and Equipment** | |  | Ensure the required uniform and equipment are in good condition. | | | | | | | |
|  | Evaluate if the agency-issued identification and badge are in good condition. | | | | | | | |
| **3. Command and Communications** | |  | Review instructions and discuss procedures concerning how to call in sick, late, etc. | | | | | | | |
|  | Review how emergencies are reported. Phone? Radio? Ensure the employee has a phone if a radio or agency phone is not provided. Possibly utilize an example of an incident that took place in the recent past as an example. | | | | | | | |
|  | Review the importance of reporting potential hazards such as loose dogs, suspicious activity and the proper agency reporting method. | | | | | | | |
|  | Discuss any changes, as appropriate to the school-supported emergency notification system. | | | | | | | |
|  | Review 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. | | | | | | | |
|  | Discuss any "near miss" incidents that occurred in the recent past. | | | | | | | |
|  | 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** | |  | Review any changes since the last annual training concerning the Police Department Rules and Regulations applicable to the conduct and decorum of the regular police officers. | | | | | | | |
|  | Review any changes that have taken place concerning the agency's chain of command. | | | | | | | |
|  | Review any modifications to the agency's Crossing Guard Policy. | | | | | | | |
| **5. Traffic Control Training** | |  | Review past lessons plans of previous annual training events, and determine which, if not all, motor vehicle laws should be reviewed or discussed:  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) | | | | | | | |
|  | Emphasize best practices with the use of voice commands with children and the mandatory use of the STOP paddle. | | | | | | | |
|  | 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. | | | | | | | |
| **6. Post Considerations** | |  | Encourage Crossing Guards to drive the highway of the location(s) they are assigned to prior to the start of the school year to see if any conditions have changed. | | | | | | | |
|  | Reinforce 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 | | | | | | | |
|  | Reinforce 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** | |  | As appropriate, ensure any contact information for Crossing Guards is updated to ensure they are notified of emergency school closures, such as snow or other events. | | | | | | | |
|  | Identify and lists the schools to which student at the crossing guard post are traveling to. Update and provide as necessary:   * Phone number of schools * School Administrator Names * Hours that schools are in session. * Copy of the school calendar | | | | | | | |
|  | Review, as appropriate, any school emergency plans that might involve the Crossing Guard or impact their duties. | | | | | | | |
|  | 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** | |  | Reinforce, as necessary:   * Be on time. Call out sick Be on time. Call out sick well in advance. * 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. * Leave the post at the end of the shift unless child pedestrians are approaching the crosswalk. * Be professional. * Do not smoke or use tobacco products, eat or drink, 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 conversation. * Do not touch children or allow children to sit in the | | | | | | | |
| **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/@NJSafeRoutes) | | | | [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 Practices  E-Bikes and Scooters  Heat-Related Illness Best Practices  Poison Ivy Best Practices  First Amendment Audit Best Practices | | | |
| **11. Instructor Notes** | |  |  | | | |  | | | |
| **Annual Crossing Guard Training Agenda**  **(Existing Crossing Guards)**  **Training Sign-in Sheet** | | | | | | | | **Date:** | | |
| 1 | **First Name** | | | **Last Name** | | | | **Signature** | | |
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