



# **Alameda County Public Works Agency School Crossing Guard Program**



**399 Elmhurst Street, Hayward, CA 94544**

# Table of Contents

	Page
I. Introduction	1
II. Funding the School Crossing Guard Program	1
III. Criteria Used to Determine if School Crossing Guard is Warranted	1
IV. How to Request a Crossing Guard	2
V. Removal of Crossing Guards	2
EXHIBIT A	
School Crossing Guard Criteria Worksheet	3
EXHIBIT B	
School Crossing Guard Request Form	4
EXHIBIT C	
I. Elements of the School Crossing Program	5
a. Identifying Locations Where School Crossing Guards are Needed	5
b. The Role of the School Crossing Guard	5
c. Hiring and Training School Crossing Guards	5
II. Crossing Procedures for a Variety of Situations	7
III. Emergency Situations	8

# **Alameda County Public Works Agency School Crossing Guard Program**

## **I. INTRODUCTION**

The Alameda County Public Works Agency School Crossing Guard Program provides adult crossing guards in school areas where adult crossing assistance is needed to ensure the safe street crossing of school children. Our mission is to serve the community by providing safety for children in route to and from school.

## **II. Funding the School Crossing Guard Program**

The Alameda County Public Works Agency School Crossing Guard Program is funded through County General Funds and local school funds to provide crossing guard services to elementary and middle/junior high schools located in the unincorporated areas of Alameda County. County General Funds are assigned to crossing guards for elementary schools. Middle/Junior High schools are responsible for securing their own funding if they wish to have a crossing guard assigned to their specific school.

Due to limited funding availability, school crossing guard locations are limited. As a result, schools may decide to fund school crossing guards with their own discretionary funds.

## **III. Criteria Used to Determine if School Crossing Guard is Warranted**

The Manual on Uniform Traffic Control Devices (MUTCD) provides general guidance on determining the need for a school crossing guard at a particular intersection. Location decisions reflect relevant federal, state, and local policies and funding issues, and are tailored to the individual conditions and needs of a community.

Information to consider when identifying guard placement may include:

- The age of the students who are crossing
- The width of the street and the number of lanes of traffic students must cross
- The sight distance at the crossing
- Presence of traffic control devices, including traffic signals, signs, and pavement

- The speed of vehicles at the crossing
- Volumes of traffic and pedestrians

The Alameda County Public Works Agency applies the criteria specified in Exhibit A to determine if a school crossing guard is warranted at the specified intersection. Prioritization is given based on the results (e.g. higher pedestrian volume + higher vehicle volume = higher priority) when more than one request is received based on funding availability. The form reflects the criteria stipulated in the MUTCD.

**IV. How to Request a Crossing Guard**

To request school crossing guard services from the Alameda County Public Works Agency, the School Crossing Guard Request Form should be submitted to the Alameda County Public Works Agency's Engineering Department. Once your request has been received, a traffic engineering study will be conducted based on the criteria set forth in Exhibit A to determine if it meets the standard criteria.

School crossing guard services are provided on a school year basis and may include summer school coverage, if requested.

**V. Removal of Crossing Guards**

Crossing guards may be removed if the crosswalk location no longer meets the criteria for crossing guards or if a higher priority location requires a crossing guard.

**EXHIBIT A**

**SCHOOL CROSSING GUARD CRITERIA WORKSHEET**

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Uncontrolled Crossing – Urban areas with approach speed 40 mph or less**

Condition (all 3 conditions must be satisfied)	Criteria Satisfied?
1. There is no alternate <b><u>controlled</u></b> crossing within 600 ft.	
2. Hourly vehicular traffic volume exceeds 350 in any 2 hours	
3. Number of school pedestrians per hour exceeds 40 in any 2 hours	

**Uncontrolled Crossing – Rural areas or urban areas with approach speed greater than 40 mph**

Condition (all 3 conditions must be satisfied)	Criteria Satisfied?
1. There is no alternate <b><u>controlled</u></b> crossing within 600 ft.	
2. Hourly vehicular traffic volume exceeds 300 in any 2 hours	
3. Number of school pedestrians per hour exceeds 30 in any 2 hours	

**Stop Controlled Crossing**

Condition (all 2 conditions must be satisfied)	Criteria Satisfied?
1. Roadway is an undivided highway with 4 or more travel lanes	
2. Hourly vehicular traffic volume exceeds 500 during any period when the school pedestrians are going to or from school	

**Signal Controlled Crossing**

Condition (either condition 1 or condition 2 must be satisfied)	Criteria Satisfied?
1. Number of vehicular turning movements through the school crosswalk exceeds 300 per hour while school pedestrians are going to or from school	
2. The use of crossing guard is justified through analysis of the operations of the intersection	

# School Crossing Guard Request Form



[www.acpwa.org](http://www.acpwa.org)

**SCHOOL INFORMATION**

School Name:	
Address:	
Number of Students:	
Grade Levels:	
School Hours:	
Dismissal Times:	

**INTERSECTION INFORMATION**

Intersection(s) Requested for Assessment:	

**CONTACT INFORMATION AND SCHOOL PRINCIPAL ENDORSEMENT**

<b>Primary Contact:</b>	
Telephone Number:	Email Address:
Mailing Address: (if different from school)	
Name of Principal:	
Telephone Number:	Email Address:
Signature:	

PLEASE FAX COMPLETED FORM TO (510) 782-1939  
ATTN: SCHOOL CROSSING GUARD PROGRAM  
PLEASE ALLOW 90 DAYS FOR ASSESSMENT

## **EXHIBIT C**

### **I. ELEMENTS OF THE SCHOOL CROSSING PROGRAM**

The Alameda County Public Works Agency, as the lead Agency, is responsible for the administration of the School Crossing Guard Program for the unincorporated areas of the County of Alameda and for:

#### **a. Identifying Locations Where School Crossing Guards are Needed**

The Alameda County Public Works Agency guidelines that help determine the need for a crossing guard are based on the combination of several factors including pedestrian crossing demand, vehicle traffic volumes, width of the roadway, vehicle speeds, age of children crossing, et al during the school peak morning arrival and afternoon dismissal periods. These guidelines ensure that all crossing guard requests are treated uniformly. See Exhibit A

#### **b. The Role of the School Crossing Guard**

The role of a school crossing guard is to assist students to safely cross public streets when going to and from school. They are not to replace school monitors, school security, parking enforcement officers, roadway traffic operations patrols, or police officers. School crossing guards should:

- ❖ Discourage unsafe behavior by all pedestrians near the school crossing.
- ❖ Alert motorists that pedestrians are in the process of using the school crossing.
- ❖ Observe and report any incidents or conditions that present potential safety hazard to the children or the guard.

#### **c. Hiring and Training School Crossing Guards**

The program is managed by All City Management Services, who is responsible for hiring and training each school crossing guard on specific and general duties and responsibilities, local traffic regulations, and crossing techniques.

All City Management Services is responsible for the coordination of school crossing guards to assist children cross designated streets on their way

to and from various schools in the unincorporated areas of Alameda County.

### ❖ **Crossing Guard Requirements**

To be considered, as a School Crossing Guard, a candidate must meet the following requirements and physical demands:

- Must possess a valid CA Driver's License
- Must be at least 18 years of age
- Must be willing to work part-time, three hours per day, except holidays and school breaks. Crossing Guards may work summer school sessions upon request.
- Must be able to clearly communicate with children
- PHYSICAL REQUIREMENTS: Vision and hearing sufficient to perceive potential traffic hazards, to detect warning signals, traffic control devices and other indicators of potentially hazardous situations; freedom from color blindness; and physical ability sufficient to swiftly remove pedestrians from dangerous traffic situations.

### ❖ **Training**

Each crossing guard is provided with training on procedures, roles and responsibilities, equipment, and are provided a school crossing guard manual for reference. The principal goal is to teach candidate guards the procedures and techniques necessary to safely cross student pedestrians and to:

- Understand the perspective of children in traffic
- Understand the major types of pedestrian crashes
- Understand the concept of being visible and noticeable
- Know how to communicate effectively with motorists
- Consistently use proper crossing techniques
- Encourage proper crossing behavior by students
- Deter students from committing unsafe acts
- Recognize hazardous conditions and other problems and know the proper reporting procedures
- Take proper actions in emergency situations
- Know the full extent of their responsibilities and limitations of their authority

#### **d. Uniform and Equipment for the School Crossing Guards**

All crossing guards are provided with the required "STOP" paddle and it must be used at all times by school crossing guards, as required by FHWA MUTCD. Section 7D.05 as the primary hand-signaling device. In addition, each crossing guard is provided with:

- Orange jacket
- High visibility vest (must be worn at all times)
- High visibility raincoat
- Hat
- Whistle (must be worn at all times)
- STOP paddle

## **II. Crossing Procedures for a Variety of Situations**

In every situation, a school crossing guard must use sound judgment and proper techniques when crossing a street and to encourage students and pedestrians to cross safely. A school crossing guard should always:

- Stop at the curb or edge of the street
- Look left, then right, then left again for traffic
- Look over his/her shoulder for possible turning vehicles if the pedestrian is standing at an intersection
- Walk directly across the street at a consistent pace and continue scanning the street while crossing the street

### **❖ Unsignalized Crosswalks**

At unsignalized crosswalks, it is the responsibility of the school crossing guard to determine when pedestrians cross based on gaps in the flow of traffic.

### **❖ Signalized Crosswalks**

School crossing guards are trained in the proper use of signalized crosswalks. For example, a school crossing guard stands in the center of the street while students cross the crosswalk. If the signal's timing is too short to allow this approach, the guard could escort the students across the entire street and return to his or her original starting position on the next signal cycle.

### **III. Emergency Situations**

During a guard's duty, emergency situations such as, a child's sudden illness or an injury due to a crash, may occur near the school crossing. In an emergency, a guard must stay at his or her post, keep control of the situation, and use the following basic procedures to ensure the children's safety:

- Stop crossing the children and group the children away from the street to maintain control.
- Remain at the assigned post with the children.
- Ask several people to call 911.
- Do not move the victim, unless the victim is in serious and immediate danger of being struck by another vehicle.
- Immediately notify the supervisor of the situation.
- When fire trucks, ambulances, or other emergency vehicles approach the crossing with emergency lights and sirens in use, the guard keeps children out of the street and a safe distance away from the crossing until the emergency vehicles have passed.

### **IV. Contact Information**

For more information, please call (510) 670-5480, e-mail [info@acpwa.org](mailto:info@acpwa.org), or visit website at [www.acpwa.org](http://www.acpwa.org).