Part III. RESOURCES

Model Municipal Crossing Guard Policy
CROSSING GUARD MODEL POLICY

INTRODUCTION
This model policy was developed to serve as a guide for New Jersey municipalities in the preparation of a School Crossing Guard Policy that fits the circumstances of each municipality. While the description of crossing guard duties would apply to all municipalities, hiring and performance review procedures and benefits may vary between communities with union and non-union employees, and training may differ between communities depending on their staffing. Once established, the policy will detail standards and procedures for school crossing guard supervisors in the hiring, training, and support of their employees.

PURPOSE
To establish a policy that outlines school crossing guard duties and the procedures for hiring, training, and supervising crossing guards.

Every adult school crossing guard shall be under the supervision and direction of the chief of police or other chief law enforcement officer of the municipality wherein he or she is appointed (NJ Statute 40A:9-154.1).

1) CROSSING GUARD DUTIES
   a) Elemental duty- To assist children in crossing the street at assigned times and locations.
      i) To provide a safe crossing of the roadway, and
      ii) To provide good role models and offer help to young children in appropriate street skills and behavior.
   b) Limitations of duties
      i) Crossing guards shall not have the right to bear firearms or the power of arrest unless the crossing guard is also a member of the police department or force (NJ Statute 40A:9-154.1).

2) HIRING
   a) Candidate qualifications (NJ Statute 40A:9-154.1)
      i) Is a citizen and resident of this State
      ii) Is sound in body and of good health;
      iii) Is of good moral character; and
      iv) Has not been convicted of any criminal offence involving moral turpitude. b) Other qualifications to consider (FHWA MUTCD 2009 Edition Section 7D.03)
      i) Average intelligence;
      ii) Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from
errant vehicles;
iii) Ability to control a STOP paddle effectively to provide 
approaching road users with a clear, fully direct view of the 
paddle’s STOP message during the entire crossing movement;
iv) Ability to communicate specific instructions clearly, firmly, and 
courteously;
v) Ability to recognize potentially dangerous traffic situations and 
warn and manage students in sufficient time to avoid injury;
vi) Mental alertness; vii) Neat appearance; viii) Good character; 
ix) Dependability; and 
x) An overall sense of responsibility for the safety of students.
c) Crossing guard candidates will undergo a criminal background 
check to include fingerprinting, as required by municipal policy for 
all police department employees.
d) Crossing guard candidates should complete the same medical 
history and physical examination required for pre-placement 
examinations designed for other municipal full-time positions. 
The examination should be repeated as follows:
i) Up to age 39: every five years 
ii) From 40 to 49: every two years 
iii) 50+: every year 
e) The physical examination, vision and hearing tests should be 
conducted in a clinical setting by a physician with experience 
examining job applicants. The examining physician should be 
provided a job description listing the physical requirements for 
the position including:
i) Ability to stand for between one and two hours at a time 
ii) Ability to lift and hold in position a STOP paddle weighing 
approximately one pound while holding the opposite hand in 
an upright, raised position 
iii) Ability to walk, unassisted, across street numerous times iv) 
Ability to raise both feet to step over curb 
v) Ability to work in adverse weather conditions 
vi) Requirements for vision and hearing can be found at:
http://www.njmel.org/index.php/safety/crossing-guards/118-
medical-examinations.
f) If abnormalities or deficiencies are identified as a result of the 
physical examination including vision and hearing tests, the 
candidate is not qualified for the position. As an option, 
candidates not meeting the standards can be referred to an 
appropriate specialist for further examination to determine their 
physical capacity to perform the duties of the position. If this 
option is pursued, the specialist must be provided with the results 
of first examination and the standards that are to be met. Until
the specialist report is received, the candidate should not be permitted to serve as a crossing guard. If the specialist report confirms the earlier testing outcomes, the candidate is not qualified to serve as a crossing guard.

3) **SALARY/COMPENSATION**
   a) Topics to be covered:
      i) Salary
      ii) Benefits
      iii) Temporary leave
      iv) Personal days
      v) Sick days
      vi) Vacation days
   b) School crossing guards are appointed for terms not to exceed one year (NJ Statute 40A:9-154.1)
   c) School crossing guards are employed on a permanent part-time basis and will be paid only for such days and hours that work is actually performed, or for which annual or sick leave is granted.
   d) School crossing guards will not be paid for workdays when there is an unscheduled closing of the school.
   e) Annual and compensatory leave, to exclude sick leave, will be granted upon request provided there is sufficient staffing. Or,
   f) School crossing guards are appointed for terms not to exceed one year (NJ Statute 40A:9-154.1)
   g) Salary/compensation and other benefits will be determined through negotiation with the employees’ union.

4) **TRAINING**
   a) The School Crossing Guard Supervisor will be responsible for supervision, training, and equipping of School Crossing Guards.
   b) Requirements relating to crossing guard training are as below (N.J. Statute 40A:9-154.2):
      i) A minimum of two hours of classroom instruction which shall include information on methods of traffic control and the duties and responsibilities of adult school crossing guards.
      ii) A minimum of 20 hours of field training in which the trainee shall be supervised by an experienced adult school crossing guard or a regular police officer. This training requirement may be waived by the chief of police for an adult school crossing guard who is also a police officer.
   c) Training may take place at the guard’s primary post or a similar post, or a guard may be rotated through posts to! acquire familiarity with different situations.
   d) A performance checklist must be completed with all satisfactory
marks and signed by the trainer. (An example of a performance checklist can be found in the Appendix).

e) School Crossing Guards will be provided copies of applicable SOP’s and all Rules and Regulations applicable to the municipality and other job-related information such as contact information, school daily schedules and annual calendars, municipal calendars, post addresses, and other training or pertinent information.

f) Training of a multiply assigned, reassigned or transferred Guard
   i) If a guard is reassigned to a crosswalk other than the one at which he was certified, the supervisor shall confirm that the guard is aware of the new conditions and check that the guard is able to manage satisfactorily.

g) Requirements of a substitute guard
   i) Sufficient experience to be familiar with the crossing procedure appropriate for any school crossing to which he/she might be assigned.

h) A community service officer, traffic control officer, or other employee available for substitute crossing guard duty should complete the same training as a regular guard.

i) School crossing guards may be assigned to school crossings other than their original posts, provided the school crossing is within a reasonable distance of the crossing guard’s original post.

5) RETRAINING
   a) Prior to the start of each school year, continuing school crossing guards will be retrained and reevaluated.
      i) A guard who is to be retrained should repeat the training course, including the practical training element.

6) UNIFORM AND EQUIPMENT
   a) Crossing guard uniforms are required so that motorists and pedestrians can recognize guards and correctly respond to their signals. The uniform must be worn at all times when on duty.
   b) Requirements relating to crossing guard uniforms and equipment are as follows (N.J. Statute 40A:9-154.3): Before being assigned to any post, an adult school crossing guard shall be provided with a uniform which shall identify his/her function and which shall be distinct from the uniform of a member of the regular police department or force. Such uniform shall include but not be limited to:
      i) Safety vest, worn over all other clothing. This vest shall be high-visibility retroreflective safety apparel labeled as ANSI 107-2004 standard performance for Class 2 (FHWA MUTCD Section 7D.04).
ii) Hat, and
iii) Breast and hat badges which shall bear an identification
   number and the name of the municipality in which the
   crossing guard is employed.

c) Additional clothing items and equipment may be determined by
   the local agency. These may include:
   i) Whistle and lanyard
   ii) Gloves, either white or retroreflective
   iii) Raingear
   iv) Spring/winter jacket

d) A stipend may be provided to the crossing guard for purchase of
   uniforms and equipment.

e) It shall be the responsibility of every crossing guard to maintain a
   neat and clean appearance while on crossing guard duty and to
   wear appropriate clothing for the weather conditions.

f) No umbrellas or other gear that might interfere with the
   performance of duties may be used.

g) STOP Paddles shall be used by all adult crossing guards and shall
   be the primary hand-signaling device (FHWA MUTCD Section
   7D.05). The STOP (R1-1) paddle shall be an octagonal shape. The
   background of the STOP face shall be red with at least 6-inch
   series upper-case white letters and border. The paddle shall be at
   least 18 inches in size and have the word message STOP on both
   sides. The paddle shall be retroreflectorized or illuminated when
   used during hours of darkness.

h) Whistle use
   i) Whistles shall be used at all times to signal drivers, or
   ii) Whistles may be used at the discretion of the crossing guard
       to signal drivers, or
   iii) Whistles shall be used only in case of emergency.

7) PERFORMANCE REVIEW/ EMPLOYEE EVALUATION
   a) Each guard should be observed by the supervisor at least once
      during their term. Newer guards or complex posts should be
      observed several times.
   b) The performance checklist can be used as an evaluation tool.
   c) A copy of the completed performance checklist should be shared
      with the crossing guard who should be given an opportunity to
      discuss the report.
   d) Discipline and Dismissal - in response to complaints or
      observation of inappropriate behavior, the following steps may be
      followed:
      i) Observation
      ii) Verbal warning
      iii) Retraining
      iv) Written warning
v) Hearing before the chief of police or other chief law enforcement officer
vi) Revocation of appointment for cause

8) REPORTING ABSENCE/ILLNESS
a) Crossing guards should notify their supervisors of a planned absence at least 24 hours in advance. If illness or another unexpected circumstance prevents their timely appearance, guards should notify their supervisor as soon as possible.
b) Selection of a substitute is the responsibility of the supervisor. Trained substitutes should be available.

9) SPECIAL EVENTS
a) Means of contact
   i) A guard’s supervisor shall notify him/her of any school schedule change or special school function that would affect his/her work schedule.
b) Duties, responsibilities, and etiquette
   i) Remain the same as when on usual crossing guard duty.
c) Emergency response plan
   i) If an agency has an emergency response plan involving crossing guards, guards shall be briefed on the procedure.
   ii) A means for contacting crossing guards at their post shall be established.
   iii) A crossing guard should be aware of the school’s emergency response plan in the event of an emergency.

10) REPORTING INCIDENCES, VIOLATIONS, AND HAZARDOUS CONDITIONS AT POST
a) Emergency Procedures - It shall be the responsibility of each individual crossing guard to:
   i) Report emergencies to Central Dispatch utilizing the emergency telephone number of 9-1-1.
b) Non-emergency situations
   i) All situations shall be reported to the crossing guard supervisor.
c) Follow up
   i) The crossing guard supervisor will follow up on reported issues and will inform the reporting crossing guard of the outcome.
   ii) Guard post review – Supervisors should inspect posts at regular intervals for non-functional traffic devices and broken or missing signs, crosswalk and sidewalk obstructions, obscured sight-lines, and other hazardous conditions. Problems should be reported to:
(1) Department of Public Works  
(2) Town engineer  
(3) Zoning officer  
(4) County or State – if hazard is on a county or state road, report to supervisor and request follow-up with county or state.

11) CROSSING GUARD PLACEMENT  
   a) Crossing guard placement will be determined by the municipality through traffic engineering studies and consultation with the local school district.  
   b) Traffic Studies  
      i) Sites where a School Crossing Guard may be needed are surveyed by the Police Department and the Engineering Department following requests or observations made by the School Crossing Guard Supervisor, school officials, or concerned parents.  
      ii) The criteria for establishing new School Crossing Guard locations entails a request in writing to the School Crossing Guard Supervisor who handles such requests by conducting an observational survey of the location at specified times.  
      iii) The request for a School Crossing Guard at a prospective location will be approved or denied based on the total evaluation of all data submitted. The School Crossing Guard Supervisor will coordinate all studies to be conducted and will confer with the Transportation Department as appropriate.  
      iv) The Police Department will conduct an annual survey to identify locations requiring School Crossing Guards supervision, OR the police department will use school district attendee addresses to determine crossing guard posts on an annual basis.