

School Safety Patrol Handbook



**Manitoba
Public Insurance**

School Safety Patrol

Handbook

Name:

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Address:

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City/Town:

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Postal code:

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School:

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Grade:

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Date started school patrol duties:

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Date completed school patrol duties:

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Manitoba
Public Insurance

PRESIDENT'S MESSAGE

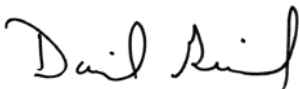
A MESSAGE FROM THE PRESIDENT OF MANITOBA PUBLIC INSURANCE

By becoming a member of your school patrol, you have committed yourself to an important job – keeping your friends and other students safe. Others are counting on you for your knowledge of the rules of the road.

This handbook explains your school patrol duties and how they should be carried out. If you have questions that aren't answered in the book, ask your patrol supervisor, your school bus driver, your principal or your school patrol officer.

You should know, too, that the skills you use in your school patrol duties today will help prepare you for the future. As you graduate from walking to driving, you'll carry with you the basics of traffic safety.

I'm proud that young Manitobans like you are willing to spend such a large part of their spare time making our streets and roads safer. I hope you will pass on to your friends what you have learned through your experience on the school patrol. I'm confident all of you will remember and use these rules every day of your lives.



Dan Guimond
President and Chief Executive Officer

YOUR JOB

Members of the school patrol are responsible for:

1. Controlling, directing and instructing students in safely crossing the streets and highways at or near your school, and in safely getting on and off the school bus.
2. Helping teachers, parents and police in instructing school children about safe practices on streets and highways at all times and in all places.

ONLY POLICE OFFICERS HAVE THE RIGHT TO STOP, CONTROL AND DIRECT VEHICLES ON THE ROAD.

YOUR JOB IS TO MAKE SURE THE CHILDREN IN YOUR CARE CAN CROSS THE ROAD SAFELY.

DON'T TRY TO STOP TRAFFIC!

THE SCHOOL PATROL'S JOB

YOUR JOB

Following these rules will help you do your job well:

1. Report promptly at the times set out by your supervisors.
2. Stay on duty until the school bell rings, or until the patrol captain gives you the signal to leave.
3. If you can't go on duty, tell your captain in advance. That way, a spare patrol member will be on your post while you're away.



**At all times, be alert, observant,
fair, firm and polite!**

YOUR EQUIPMENT

Your yellow Manitoba Public Insurance vest not only helps identify you as a school patrol member, it also makes you stand out so that drivers can see you better.

You must wear the vest properly so it's always clearly visible while you're on duty.

Your flag is an extension of your arm, helping make your signals clearer to traffic.

Some patrols receive raincoats to wear during bad weather. When you wear your raincoat, wear your vest overtop.

Keep your vest and flag clean and in good repair.



Your vest should always be visible to both motorists and pedestrians.

THE SCHOOL PATROL'S JOB

THE CAPTAIN'S JOB

Captains should keep a list of their patrol members, including spares. You should also keep a regular record of how well each patrol member performs his or her duties.

Use the following symbols in the record book:

S - Satisfactory **X** - Not properly uniformed

A - Absent **D** - Not performing duties

L - Late

Keep your record book in the school, in a place where your school's safety patrol supervisor or police officer can easily review it.

As a patrol captain, you must keep your records accurately and honestly, without favoring any of your patrol members.



Captains should treat all their patrol members fairly and equally.

THE SCHOOL PATROL'S JOB

GOING ON AND OFF PATROL

Patrols should set a good example to other students. That means you should go to your station and leave it in an orderly manner.

Wear your vest properly when you're on duty. When you take it off, either roll it up or fold it up and carry it carefully.

The same goes for your flag: roll it up and carry it carefully when you come off duty.



Going on patrol.

TAKE YOUR POSITION

Take your position **one step back from the edge of the curb**. That way, no one can walk in front of you and you aren't in danger of being hit by cars turning in front of you.

Stand at ease, with your hands behind your back, as shown in the illustration. If you have a flag, hold it behind your back.



One step back.

MAKING SURE IT'S SAFE

When children approach, ask them to line up behind you either in single file or in two lines if there are many. That way, they will listen better and not push. Extend your arms at a 45-degree angle in front of them.

By doing this, you're teaching others a basic safety rule:

STOP! LOOK! LISTEN!

Check all directions for oncoming traffic.

THEN LOOK AGAIN TO BE SURE.

Extend your left arm directly in front of your body at a 90-degree angle, as if to be pointing.



Extend your arms at a 45-degree angle.

MAKE SURE IT'S SAFE

If something is blocking your view of the street, **move out carefully** until you can clearly see approaching traffic. Ask the children to stay on the curb and walk out to an imaginary line on the road at the edge of the obstruction (such as a parked car). Make sure you extend your arms at a 45-degree angle so no one goes ahead of you.

WHEN IT'S SAFE TO CROSS

When you're sure there's a safe gap in the traffic flow:

1. Move out **no more than one step from the curb**, with your curbside foot on or against the curb.

OR

2. If you moved out to see past an obstruction, keep your curbside foot on an imaginary line on the road at the edge of the obstruction. Face the approaching traffic with one arm extended at shoulder height in the direction the children will travel.
3. With the curbside arm, motion the children across the street. The children should cross **BEHIND YOU**.



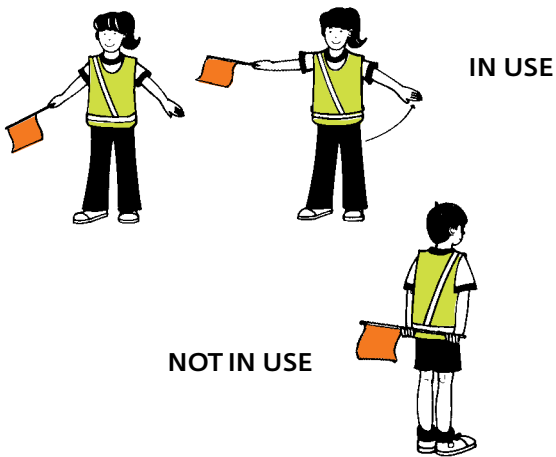
Stand where you're safe and can safely see traffic.

USING A FLAG

When you use a flag, remember, **it's only an extension of your arm**. The rules you've learned about arm motions apply to your flag:

1. Extend your flag at shoulder height in the direction the children will travel.
2. Use your curbside arm to motion the children across the street.

When you're not using it, your flag should be held straight across your back at arm's length. The flag remains unrolled in this position.



Correct positions for your flag.

TWO PATROLS

When there are two patrols at a school crossing, one should stand on the sending side of the street and the other, on the receiving side.

While waiting for the traffic to clear, both patrols should stand at the curb facing the street.

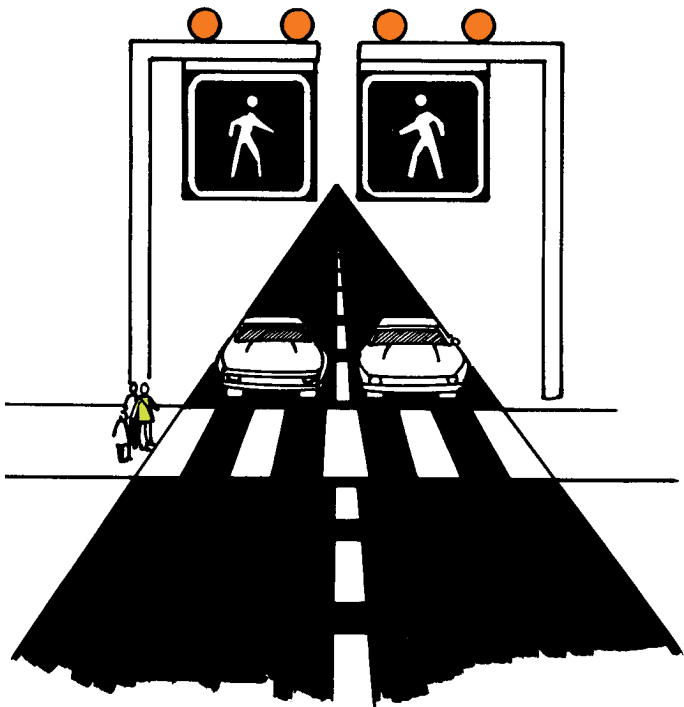
When it's safe for the children to cross, both of you should face approaching traffic. Both patrols should wave for visibility.



Sending patrol: children cross behind.

TRAFFIC CORRIDORS

If you're on patrol in a traffic corridor where there are many lanes of traffic, **make sure all lanes of traffic have stopped** before you let the children cross.



Use extra caution when patrolling
in traffic corridors.

PROBLEMS

Running, pushing, shoving or fighting at crossings is dangerous!

Report children that are causing problems to your patrol supervisors or to the principal.



Fighting while crossing is dangerous and ***must not*** be allowed.

PROBLEMS

SUSPICIOUS-LOOKING PERSONS/DRIVERS

If there's someone who looks like (s)he might pose a threat or danger to you or the children, take precautions by keeping the children together and going to a safe location as a group.

Take note of what the suspicious person looks like – notice their age, height, weight, and hair style and colour. If the person is driving, get a description of the car and take down the licence plate number.

Write down the date and location of the incident and report all the information you have to your patrol supervisor.

DOING YOUR JOB

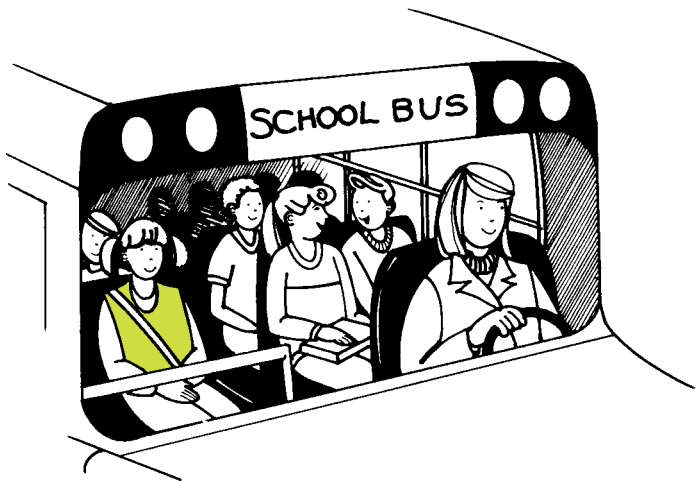
The law says that if the lights of a school bus are flashing, traffic must stop.

But sometimes, drivers are careless and don't stop.

Never ASSUME that motorists will stop!

Never allow the children to cross the road until you're SURE the motorist has seen the school bus and has stopped.

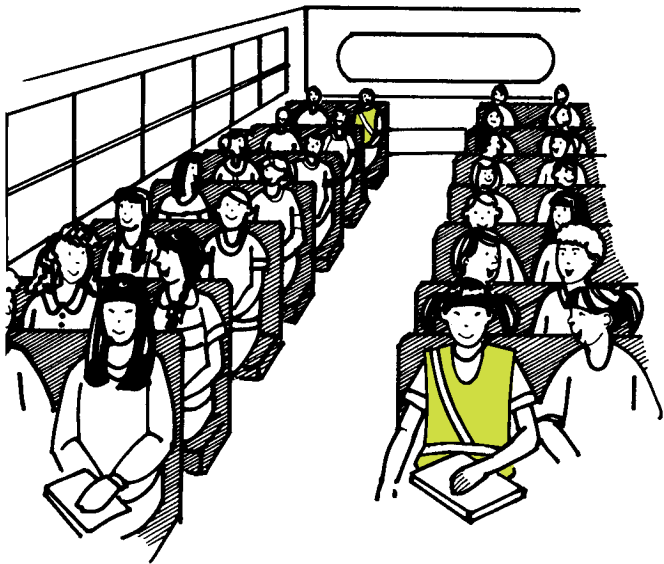
DON'T TRY TO STOP TRAFFIC!



The school bus patrol members are the driver's helpers.

ON THE BUS

One patrol member should be stationed at the front of the bus and one member should be stationed at the rear of the bus.



Patrols help keep children safe inside the bus, too.

GETTING ON THE BUS AT HOME

FRONT PATROL DUTIES

1. Help the children line up single file and enter the bus without pushing or crowding. The smaller children should be at the front of the line.
2. Help the smaller children board the bus.
3. Be helpful to **ALL** children on the bus. Help them find a seat and get them seated as quickly as possible.

REAR PATROL DUTIES

1. Help the children find a seat and help them get seated quickly.
2. Explain to the children that they should talk quietly while they're on the bus. Yelling or making unnecessary noise distracts the bus driver.
3. Don't allow anyone to put their books, lunches, or other articles in the aisle of the bus.



Smaller children may need help stepping up into the bus.

ON THE ROAD

While the bus is on the road to and from school, both the front and rear patrols help the school bus driver by:

1. Keeping noise down so the driver can pay attention to driving the bus.
2. Telling the passengers that they must stay in their seats until the bus comes to a **complete stop**. Don't let them move around or change seats while the bus is in motion.
3. Allowing passengers to open the windows **only with the driver's permission**. Don't let them put their arms or heads out the windows.
4. Making sure the children don't throw things around in the bus or throw anything out the windows.

**Remember, the school bus driver is in charge.
You're there only to help!**



**It's dangerous to put arms and heads
outside of the windows.**

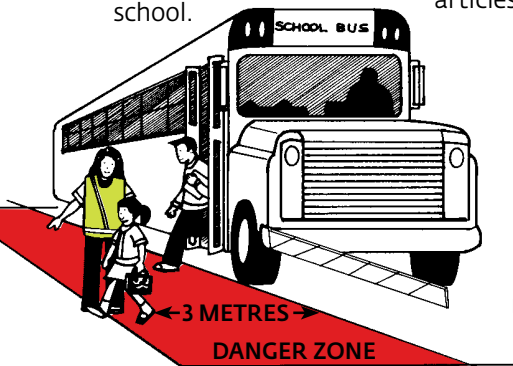
GETTING OFF THE BUS AT SCHOOL

FRONT PATROL DUTIES

1. Get off the bus first and stand beside its entrance door. Make sure the children leave the bus in an orderly fashion. **NO RUNNING, PUSHING OR SHOVING!**
2. Be ready to help the smaller children get off the bus.
3. Don't allow children to play around or near the bus after they get off.
4. Insist that the children go directly to the school.

REAR PATROL DUTIES

1. Make sure the children remain in their seats until the bus comes to a **complete stop**.
2. See that the children leave the bus in an orderly fashion. The children at the front of the bus should get off first.
3. Help keep your bus clean by checking for damage, littering, or things left behind by the passengers. Report any damage or lost articles to the driver.

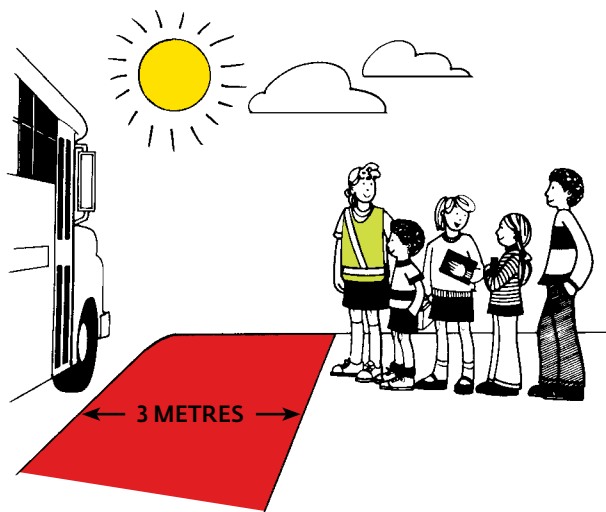


Playing around or near a bus is dangerous.

GETTING ON THE BUS AT SCHOOL

FRONT PATROL DUTIES

1. Line up the children in single file at least three metres back from where the bus will stop if the children are at the loading point before the bus arrives.
2. Station yourself just outside the entrance door to the bus when it has stopped.
3. Make sure the children don't push or shove as they board the bus.



Line up the children before the bus arrives.

GETTING OFF THE BUS AT HOME

FRONT PATROL DUTIES

1. Get off the bus **first** at each stop.
2. Make sure the children leave in an orderly manner.
3. Always be ready to help the smaller children off the bus.
4. Check to make sure that there are **NO** children near the bus before you get back on it.

REAR PATROL DUTIES

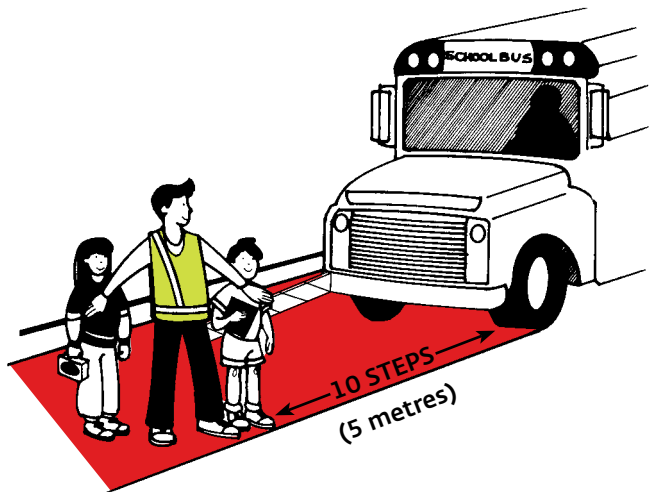
1. Make sure children don't leave their seats before the bus comes to a complete **STOP**.
2. Make sure the children leave the bus in an orderly manner. **NO SHOVING OR PUSHING!**
3. Check the bus at the end of the route for forgotten articles. These should be turned in to the driver.



Make sure the children stay in their seats while the bus is in motion.

CROSSING THE ROAD

You must be very careful and alert, because this is where many accidents happen.



Position yourself 10 steps (five metres) in front of the bus and in line with the driver's side fender.

CROSSING THE ROAD

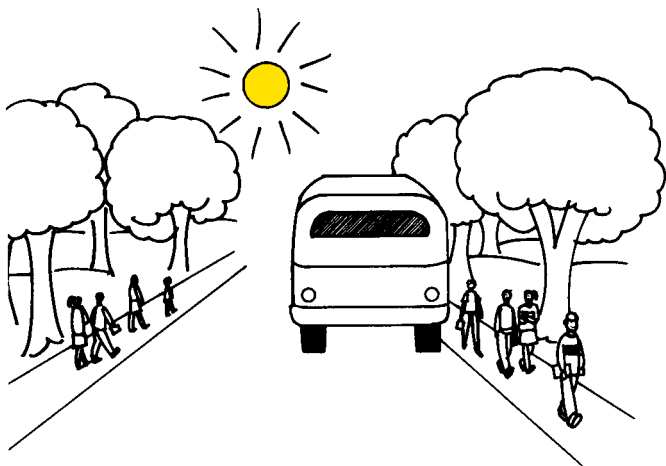
To keep everyone safe from danger, obey these rules:

1. Line up the children off the street or highway at least 10 steps (five metres) in front of the bus.
2. Take a position 10 steps (five metres) in front of the bus and in line with the driver's side front fender.
3. Look in **ALL** directions for traffic while holding both of your arms out at a 45-degree angle to keep the children back.
4. When you're sure the traffic in all directions has stopped, check with the driver for the "all clear" signal.
5. Extend one arm in the direction the children will travel.
6. Motion the children across the road or highway with your other arm.

PROBLEMS

Remember, the driver is the captain of your school bus safety team and is in charge of all the children on your bus.

When you have a problem with a student misbehaving, quietly tell the driver. The driver will report problems to the proper authorities.



Proper patrol procedures ensure everyone has a safe, enjoyable trip.

**For any additional information,
please contact:**

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Winnipeg, MB R3C 4A4

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Toll free: 1-888-767-7640
Fax: 204-942-2216
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**Manitoba
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