



OREGON  
traffic  
patrol  
manual  
for schools

revised January 2011



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## FOREWORD

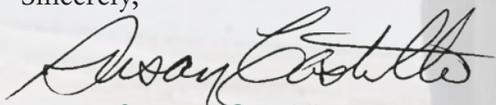
Dear Oregonians,

The safety of our students in and around school is of paramount importance and our school districts play a critical role in keeping our students safe. In 1961 the Legislature gave school districts statutory authority to operate school traffic patrols. The purpose of this legislation was to establish a uniform system to protect students from traffic hazards. The Oregon Traffic Patrol Manual describes the role of traffic patrols and the guidelines for their operation. This manual includes policies and best practices to assist local districts in operating effective traffic patrols.

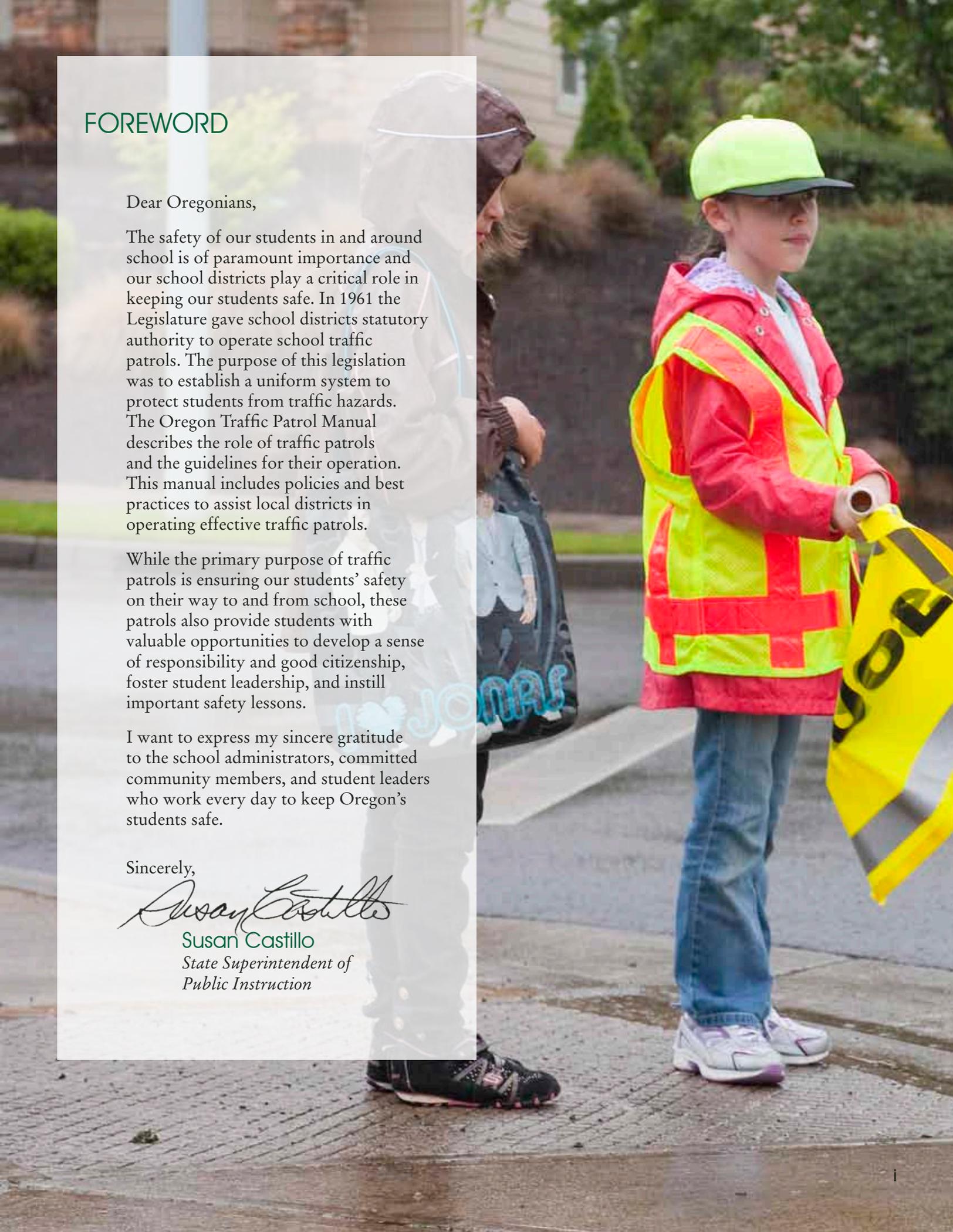
While the primary purpose of traffic patrols is ensuring our students' safety on their way to and from school, these patrols also provide students with valuable opportunities to develop a sense of responsibility and good citizenship, foster student leadership, and instill important safety lessons.

I want to express my sincere gratitude to the school administrators, committed community members, and student leaders who work every day to keep Oregon's students safe.

Sincerely,



**Susan Castillo**  
*State Superintendent of  
Public Instruction*





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## PHOTOGRAPHY COURTESY OF

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Student and Adult Crossing Guards

Salem-Keizer Public Schools  
Salem, Oregon

Adult Crossing Guard

Central School District  
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# LAW AND AUTHORITY

## Introduction & Purpose

Traffic patrols play an important role in the lives of children who walk or bicycle to school. Each year the number of vehicles in use continues to rise, coupled with the increasing network of traffic patterns. Because of this, traffic patrols help children safely cross the street at key locations and also remind drivers of the presence of student pedestrians. The entire community, including school authorities, traffic agencies, law enforcement, parents and the children themselves, share the responsibility to provide safe walking conditions and to develop self-reliance and good habits among elementary children. The presence of a traffic patrol can aid in this community effort and lead to more parents feeling comfortable about their children walking or biking to school.

Student members of the traffic patrol also gain additional benefits from the program including: safety awareness, leadership, team work, and a sense of pride for their job. The students can serve as role models not only at the crosswalks, but also in the school.

Traffic patrol should be used as part of a broader program of protection and education for children, with emphasis shifting from protection to education as the age of the child increases. While the primary role of the traffic patrol is to guide younger children safely across the street, children also remain responsible for their own safety. In this manner, crossing guards also function as role models, helping younger children develop the skills necessary to cross streets safely at all times.

Most of the time, the safety patrol member will look for and utilize natural openings in traffic when allowing children to cross. In limited circumstances, and with the proper tools, adult traffic patrol members may be asked to create gaps in traffic to allow for safe crossing. Members are given authorization to direct students, and caution traffic or create gaps in traffic to accomplish this objective. Traffic patrol members may not control traffic beyond the scope of this authorization.

## Authority & Guidelines

“A district school board may do all things necessary, including the expenditure of district funds, to organize, supervise, control or operate traffic patrols...” (ORS 339.655 (1))

A traffic patrol is “one or more individuals appointed by the principal of a public, private or parochial school to protect pupils in their crossing of streets or highways or by cautioning vehicle operators.” (ORS 339.650)

NOTE: Throughout this manual the terms “traffic patrol”, “safety patrol”, and “crossing guard” are used interchangeably.

Traffic patrols shall be operated in accordance with the guidelines in this manual which have been developed by the Oregon Department of Education, after consultation with the Oregon Department of Transportation and the Oregon State Police. These guidelines are published and distributed to schools by the Department of Education. These guidelines shall be followed when operating a traffic patrol on a public street or highway in Oregon. Local schools are encouraged to establish additional guidelines and policies in the operation of a traffic patrol under the school’s jurisdiction. (ORS 339.660 & OAR 581-021-0100 (1))

In this manual, descriptions of practices that are considered mandatory use the verb “shall”. Statements of recommended practice use the verb “should”. Statements of optional practice use the verb “may”.

A school district may request that these guidelines be waived and that the district be allowed to operate a traffic patrol in accordance with local guidelines. A waiver may only be approved upon submission of evidence that by following district guidelines, the traffic patrol can be operated as efficiently and with no reduction in student safety as compared to the guidelines in this manual. (OAR 581-021-0100 (3))

Because of the significant changes to these guidelines, all current waivers will expire on March 1, 2011.

## Local Supervision

Although official authority is given to the district school board for the control and operation of traffic patrols, it is the local school officials who are responsible for supervising the traffic patrol and operating it in an efficient manner.

The principal of each school should provide leadership in developing good relationships among teachers, student body and members of the patrol in matters of selecting, instructing and giving immediate

supervision to patrol members and carrying out administrative details.

Administrative responsibility for actual operation of the patrol may be delegated to an individual. This person should supervise the work of the patrol in such manner as to develop the greatest initiative, leadership and effectiveness on the part of each member.

The approval, understanding, support and encouragement of school administrators, local traffic control agencies, teachers, parents and students is essential in providing an effective school safety patrol.



# SCHOOL PATROL ORGANIZATION

## The Patrol Supervisor

The effectiveness and value of the school safety patrol depends more upon the patrol supervisor than on any other person. The guidance of the school safety patrol program requires direct adult leadership by an employee of the school district or dedicated volunteer. *The following criteria should be considered in the selection of a patrol supervisor:*

- Strong belief in the value of the program
- Knowledge of traffic safety
- Leadership
- Organizational skills
- People skills, including the ability to share praise and constructive criticism
- Ability to inspire confidence and respect
- Dependability
- Ability to establish rapport with students, school leaders, the community, and law enforcement

*Duties of the patrol supervisor include:*

- Selecting patrol members according to school policy and assigning duties
- Instructing all members, including officers, in their respective duties
- Supervising the work of the patrol to develop initiative, leadership and effectiveness on the part of each patrol officer and member
- Holding regular meetings of the patrol for instruction in safety practices, performance of patrol members' duties and discussions concerning violation of rules
- Serving as the source of information on all aspects of the program
- Advising other committees on the traffic patrol's activities as appropriate, i.e. safety committee, PTA, etc.

Patrol supervisors should be knowledgeable of current school policies and local safety regulations as they relate to the safety patrol. A law enforcement officer or the school safety patrol representative from

the Oregon Department of Education may assist in the instruction and performance of duties for safety patrol members.

Further assistance may be provided by the Department of Education when requested by school officials.

## Selecting Patrol Members

Many Oregon students take part in the school traffic patrol programs each year. Those selected to serve on a patrol are chosen because of their dependability, scholastic standing, leadership, judgment, courtesy and interest.

The number of members in a school traffic patrol should be determined by local factors such as street and highway conditions, number of intersections, volume of vehicular traffic, school enrollment and number of dismissal times.

Some schools choose to select just enough students to fill the need, as it is easier to coordinate a smaller group. Other schools select a larger number of students that rotate duty times on a weekly or biweekly basis. Regardless the method used, ensure that some reserve patrol members are appointed. Also be aware that selecting too many patrol members may dilute the special feeling students have of being selected.

The school safety patrol members should be selected from the children in upper grade levels, preferably not below the fifth grade. Selecting an exceptional fourth grader or using fourth graders at the end of the year to train for the following year may be appropriate.

The patrol member performs the work of the patrol in controlling the movement of students at school crossings. The safety of classmates depends upon the patrol member's acceptance of responsibility and attention to duty. *Choose members based on demonstrated:*

- Leadership
- Maturity
- Reliability
- Punctuality

- Sound judgment
- Interest in traffic safety
- Obedience to rules
- Good attendance record
- Courtesy
- Respect for classmates
- Attitude of service toward others

Adult patrol members may be selected or hired to serve at vary hazardous crosswalks, or to work with student patrols. (See Adult Traffic Patrol sections)

## Patrol Officers

Every patrol may choose to use student leaders (i.e. captain, lieutenant, sergeant) to help make the operation more efficient and effective. Officers may be elected by the patrol members themselves, with the approval of the principal or patrol supervisor, or may be selected on a trial basis by the principal or patrol supervisor.

The patrol leader or captain should have the ability to delegate duties, deal with disputes fairly and impartially while maintaining the respect of the members of the patrol. *The principal duties which may be assigned to the patrol leader are:*

- Stationing patrol members
- Ensuring that patrol members are ready for shift with proper equipment, uniform, etc.
- Observing corners where patrol members are assigned
- Keeping patrol records, including attendance
- Demonstrating correct patrol procedures
- Arranging for substitutes in case of absence

One member of the patrol may be selected to provide assistance to the patrol leader and assume the leader's duties in case of their absence.

## Parental Consent

Service on the patrol should be voluntary and is usually considered a much sought after honor. Under no circumstances, however, shall students be allowed to serve without the express written consent of either parent or guardian. Additionally, a school patrol pledge card with a space for the signature of a parent



or guardian is available from the Oregon Department of Education, School Safety Patrol Program and retained in the school files during the duration of the patrol member's duty. After selection and parental approval, patrol members may be formally appointed by the principal.

Removal or suspension from duty for any cause should immediately result in notification of the member's parent or guardian. An explanation should be made to the student and to the parent or guardian through a letter or personal interview.

## Installation of the School Safety Patrol

To impress upon the school safety patrol members the importance of the job they are undertaking and to gain the support and interest of the student body, new members of the school safety patrol should be formally installed at the beginning of each year.

Schools may request that the superintendent of schools, a law enforcement officer or a safety patrol representative from the Oregon Department of Education administer the pledge to the safety patrol members. This installation ceremony should be done as part of a student assembly to lend student body spirit to the safety patrol. This pledge helps to emphasize the responsibilities of the school safety patrol member.

This program may be accompanied by films on traffic safety, short speeches or demonstrations of the duties of traffic patrol members. Recognition for past service may also be combined with the program.

# OPERATION OF STUDENT SAFETY PATROL

## Training for Patrol Members

Patrol members should be thoroughly trained in their duties before being permitted to take assigned positions. It should be the responsibility of the patrol supervisor to arrange for adequate training.

Instruction should include the fundamentals and responsibilities of safety patrol operations.

*Information to cover in training:*

- Fundamentals of traffic safety.
- Duties of each patrol post.
- Proper use of flags.
- Correct cautioning of traffic.
- Wearing of appropriate attire.
- Use of good judgment.
- Identifying sufficient gaps in vehicular traffic to permit safe crossing by students.

Emphasis should be placed on special hazards such as parked cars and on the need for constant alertness.

Training should be performed by the safety patrol representative of the Oregon Department of Education or another person who has been trained in traffic safety such as a police officer, patrol supervisor or school official. Refresher training is recommended.

The Oregon Department of Education provides technical assistance for student safety patrol programs. A 30 minute program to help train Safety Patrols is available by contacting (503) 947-5600.

*Other training which may be given to members is:*

- On-the-job training for a period, at least one week, under the direction of an experienced patrol member.
- The showing of traffic safety films.
- A special clinic to enable neighboring patrols to discuss common problems.
- Instruction in traffic rules and regulations through classroom safety education.

- Instruction in procedures to follow in case of an accident or emergency.
- Assisting the new patrol member in understanding written instructions which the school has compiled for the specific purpose of safety patrol instruction.

## Periods of Duty

The times that patrol members are on duty should be determined by the safety needs of the school area and the time schedule of the school being served. The schedule of each patrol member should be planned to make it unnecessary for the patrol member to miss regular class time for lengthy periods. Parents should be informed of the approximate amount of time students are scheduled to serve on patrol.

Patrols should be on duty while children are crossing streets to and from school. Members should be at their posts at least 10-15 minutes before the beginning of classes. At dismissal times, arrangements should be made for members to leave their classes 10-15 minutes before the dismissal bell, and remain on duty for 10-15 minutes following the dismissal bell.

## Patrol Locations

Traffic patrol shall only be used at crosswalks with a school crossing assembly, which may or may not be in school zones. The presence of crossing guards in certain school zones requires drivers to obey the school speed of 20 MPH as an indicator of “when children are present.” (ORS 811.124)

Traffic patrol locations should be reviewed periodically by local school authorities, parent groups, law enforcement agencies and local transportation departments as needed, to make certain the locations meet current safety needs and to maintain the lowest possible hazard factor. The following criteria are to be considered in establishing a patrol location:

- Quantity and type of traffic
- Width and character of street or highway
- Visibility distance
- Distance from school

- Adequacy of supervision
- Number of students living in area
- Safest routes to school

Whenever possible, all crossings should be concentrated at a single point, rather than placing several crossings on a single street.

If vehicular traffic is such that adequate safe gaps do not occur at regular, one minute, intervals to allow safe crossings, the crossing should be reviewed. Possible solutions may include additional signing, assignment of an adult with a stop paddle during crossing hours, assistance of a local law enforcement agency, or as a final resort, the installation of traffic signals when cost-effective.

To establish a safe gap:

1. Walk across the street at normal speed when there is no traffic.
2. Count the seconds to cross safely, and add five seconds to allow for students who start across later than the lead student.
3. Pick a fixed point – such as a mailbox or signpost – about 1000 feet from the crosswalk.
4. Observe traffic. When a vehicle passes the fixed point, count the seconds until it reaches the crosswalk. This time should be longer than the time calculated in crossing the street. If it is, then you have a good “gap reference.” If not, choose another fixed point, and try again.
5. Repeat procedure for traffic approaching from the other direction.

## Patrol Position and Procedures

While on duty, patrol members shall not have in their possession any signs, sticks or other equipment not supplied for patrol use. A reflective vest shall be worn at all times. (See Patrol equipment.)

1. The patrol member should stand on the curb or at a safe distance from the curb or edge of the highway, with the flag held at the side in an upright position, the base of the staff on the ground. This is the “neutral” position (photo 1).
2. When children approach to be directed across the street or highway, the patrol member should position the flag at arm’s length, parallel to the ground, in front of the children. This is the “gate” position (photo 2).

3. When a gap in traffic occurs, the patrol member should take a couple of steps into the street, position on the approaching traffic side of the crosswalk and extend the flag over the traveled portion of the roadway. This is the “open” position (photo 3). The patrol member should step into the roadway only as far as necessary to obtain a clear view of traffic in all directions.
4. Patrol members should check traffic again just before allowing the children to cross.



Photo 1: Neutral Position



Photo 2: Gate Position



Photo 3: Open Position

Children should remain on the sidewalk near the curb or at the edge of the roadway until instructed to cross. When it is safe, the patrol member signals for the children to cross the street in a group. After the children have crossed, the patrol member returns to the curb or edge of the roadway. The patrol member does not accompany them across as this would leave no restraint upon children who may attempt to make a crossing after the first group has crossed.

When the highway or street is wide or the traffic is heavy, there should be two patrol members at the crossing. One patrol member would then operate as described in preceding paragraphs while the second member would operate similarly on the opposite side, giving attention to traffic approaching on that side and assisting the group to safely reach the curb. The patrol member on the side of the street with the waiting students should take the lead in determining when crossing is safe.

Patrol members should be constantly alert to traffic and should be particularly watchful for turning vehicles.

Patrol members should always conduct themselves properly while on duty. The members should stand erect, head up, both feet on the ground, in a position to see well and act promptly and give signals in a brisk manner. The patrol member should refrain from needless conversation. When a patrol member raises

the flag to warn a motorist approaching a group of children who are crossing the street, the patrol member is simply calling the motorist's attention to obligation under the law to respect the rights and safety of pedestrians at crosswalks. A student patrol member is prohibited from stopping traffic, however, the appropriate response from a driver will be to slow down and stop. Patrol members should give the signal of "flags out" when traffic is clear and "flags in" when children have crossed.

If there is a traffic control light, police officer or an adult authorized by the local school administration at the crossing, the student patrol member will direct the children in accordance with the light or directions given.

Every patrol member should bear in mind that fire trucks, ambulances and police cars with flashing lights or sirens in operation are emergency vehicles and must get to the scene of the emergency in the shortest possible time. Always clear crosswalks of children as soon as approaching emergency vehicles are heard or seen.

## Patrols for Walking Groups

In rural sections where students must walk along rural roads to get to and from school, traffic patrol members may be assigned to escort the students. Selection of a patrol member for this duty should depend largely on the nearness of their home to the end of the route to be traveled.

*Patrol members assigned to this duty should observe the following rules:*

- Walk on the left side of the road, facing oncoming traffic, giving way to it.
- Look to the left and right to see that no vehicles are approaching before proceeding from the school yard onto the highway. If the highway must be crossed, all should cross together during a traffic gap. Bicycles and scooters shall be pushed across.
- Keep groups compact. Children should not be permitted to walk more than two abreast. In most cases the patrol member should bring up the rear.
- Patrol members should be constantly on the lookout for vehicles approaching from all directions and be particularly alert for vehicles entering the roadway from driveways and side roads.

# ADULT PATROL ORGANIZATION & OPERATION

## Use of Adult Crossing Guards

School districts have the authority to use adults as safety patrol members or crossing guards. They may be an asset and an important segment of the traffic patrol program. Certain criteria should be used to determine at which location adult guards are placed.

*Generally, an adult crossing guard is needed:*

- When the traffic situation at the school crossing is too hazardous to be handled by children.
- When the crosswalk is so far from the school that it cannot be monitored by school officials.
- When it is difficult for children to observe traffic at all corners.
- For crossings close to school where children in great numbers are difficult to control.
- When there is a high volume of traffic turning to and from an arterial.
- When there is an excessive volume of pedestrian traffic across an arterial.
- When there is not at least one safe gap per minute during the crossing time

When any ONE of these conditions exist, adult crossing guards should be used. Customarily,

crossing guards are used in elementary schools. But in particularly hazardous situations, middle schools may wish to utilize adult crossing guards as well.

## Training Adult Patrol Members

The safety patrol program is under the guidance of the adult patrol supervisor. This person shall be responsible to see that the adult (as well as the student) patrol member is adequately trained before going on duty. For further information on the adult supervisor, see Student Patrol Organization: Patrol Supervisor Section.

Instructions from the supervisor to the adult guard must include all fundamentals of patrol operation: how and where to stand while on duty; understanding the distance of traffic approaching the crossing; being able to understand when there is a gap in traffic or how to create one with the proper tools, if needed; and when it is safe to permit the crossing of students.

The Oregon Department of Education has a 15 minute video, “Tips and Techniques for the Adult Crossing Guard” available upon request at (503) 947-5600.

Equipment requirements are listed in the “Patrol Equipment and Traffic Control Devices” section.



An adult patrol member or crossing guard may be a hired employee of the school district or be a volunteer. *Adult crossing guards should possess the following minimum qualifications:*

- Average intelligence;
- Good physical condition, including sight, hearing, and ability to move and maneuver quickly in order to avoid danger from errant vehicles;
- Ability to control a SCHOOL flag or STOP paddle effectively to provide approaching road users with a clear, fully direct view of the flag or paddles message during the entire crossing movement;
- Ability to communicate specific instructions clearly, firmly, and courteously;
- Ability to recognize potentially dangerous traffic situations and warn and manage students in sufficient time to avoid injury;
- Mental alertness;
- Neat appearance;
- Good character;
- Dependability; and
- An overall sense of responsibility for the safety of students.

Alternate adult guards should be appointed to fill the position of the regular guards when there is an absence.

Student patrol members may be used in conjunction with adult patrol members.

## Crossing Students

The following procedures are for guards in situations at unsignalized crosswalks and signalized crosswalks, when two or more adult school crossing guards are needed, and when an emergency arises. Some intersection configurations, including T-intersections, roundabouts or free-flow right turn lanes, require that the local school committee consider these unique situations when establishing the procedure for crossing children.

In every situation, a guard uses the proper search pattern for crossing a street and encourages student pedestrians to follow these safety steps. This pattern is:

1. Stop at the curb or edge of the street.
2. Look left, right, and then left again for traffic.

3. Look over the shoulder for possible turning vehicles if the pedestrian is standing at an intersection.
4. Walk directly across the street at a consistent pace and continue scanning the street while crossing the street.

## Procedures Using a SCHOOL Flag

When using a SCHOOL flag at unsignalized crosswalks, it is the responsibility of the crossing guard to determine when children cross based on gaps in traffic flow. A guard who is assigned to an unsignalized crosswalk on an undivided street using a SCHOOL flag should:

- Stand near the curb or edge of the street, on the side from which children are approaching with the flag in the neutral position.
- Stop children a safe distance back from the curb or edge of the street, with the flag in the gate position. Instruct children to cross only on the guard's signal.
- Ask children who approach a crossing on a bicycle, scooter, or skateboard to dismount and push the bicycle or scooter or carry the skateboard across the street as a pedestrian.
- A guard enters the street in the following sequence:
  1. Wait for a gap in traffic on the guard's side of the street.
  2. Take a couple of steps into the street, positioned on the approaching traffic side of the crosswalk and extend the flag over the traveled portion of the roadway.
  3. Cautiously walk to the center of street keeping the flag extended in the open position.
  4. Where there are more than two lanes, enter the street and alert the traffic one lane at a time.
  5. Stand on the crosswalk line close to the center of the street facing out from the crosswalk to any approaching cars and make sure that all traffic has stopped, including any turning vehicles.
  6. Verbally instruct or motion the children to cross. You may tell them to look left-right-left while crossing and proceed across the street within the marked crosswalk.
  7. Do not allow any cars to cross the crosswalk until all the students have crossed.

8. Remain in the center of the street until the last child reaches the opposite side of the street.
  9. Walk to the curb or edge of the street with the flag extended the entire way. When back at the curb or edge of the street, lower the flag and allow traffic to flow again.
- Remain near the curb or edge of the street for the next group of children to assemble with the Flag in the neutral position.

At signalized crosswalks, the procedures are the same except you will follow the direction of the walk/don't walk signal. Do not let students begin to cross after the don't walk signal starts flashing.

### Procedures Using a STOP Paddle

At unsignalized crosswalks using a STOP Paddle, it is the responsibility of the crossing guard to safely create gaps in traffic flow to allow the safe crossing of students. A guard who is assigned to an unsignalized crosswalk on an undivided street using a STOP paddle should:

- Stand near the curb or edge of the street, on the side from which children are approaching with the STOP paddle facing down.
- Stop children a safe distance back from the curb or edge of the street, with the STOP paddle in the gate position.
- Ask children who approach a crossing on a bicycle, scooter, or skateboard to dismount and push the bicycle or scooter or carry the skateboard across the street as a pedestrian.
- A guard enters the street in the following sequence:
  1. Select an opportune time to create a sufficient gap in traffic. Oncoming traffic should be at a distance where they can see and react to your STOP paddle.
  2. Face the closest oncoming traffic and make eye contact with the approaching drivers.
  3. Hold the STOP paddle high as you enter on the approaching traffic side of the crosswalk, stopping traffic on the near side.
  4. Walk to the middle of the street, ensuring that the STOP paddle can be seen by all traffic approaching the crosswalk.
  5. Make eye contact with drivers on the far side of the road.
  6. Stand in the center of the road facing away from the crosswalk and toward approaching



Photo 1: Neutral Position



Photo 2: Gate Position



Photo 3: Open Position

traffic, or the intersection to ensure that all traffic has stopped.

7. Verbally instruct or motion the children to cross. You may tell them to look left-right-left while crossing and proceed across the street within the marked crosswalk.

8. Do not allow any cars to cross the crosswalk until all the students have crossed.
  9. Remain in the center of the street until the last child reaches the opposite side of the street.
  10. Walk to the curb or edge of the street with the STOP paddle held high the entire way. When back at the curb or edge of the street, lower STOP paddle and allow traffic to flow again.
- Remain near the curb or edge of the street for the next group of children to assemble with the STOP paddle facing down.

STOP paddles shall not be used at signalized school crossings.

### Additional Procedures for All Guards

For crossings with four or more lanes, two school crossing guards should be used working in unison, with one guard positioned on each side of the street. Each guard stands on the crosswalk line closest to the approaching traffic for his or her half of the street and between the approaching traffic and the students.

A team of two or more guards shall be assigned to school crossings at divided streets to help children cross safely. One guard stops one stream of traffic while the other guard stops traffic in the opposite lanes. In order to coordinate signaling, the guard on the side of the street from which children are approaching makes the decisions, with the second guard taking his or her cues from the first guard.

# PATROL EQUIPMENT AND TRAFFIC CONTROL DEVICES

A neat-appearing patrol member gains respect from students as well as from the general public. Each patrol member is responsible for the care of all equipment issued to them.

Below are the uniform and equipment specifications for Oregon Traffic Patrol. Occasionally the Oregon Department of Education receives grants from the Oregon Department of Transportation and other agencies to purchase these supplies to share with schools. Contact ODE at (503) 947-5600 to check the availability of this option or for information on where supplies can be purchased.

## Uniform

Student traffic patrol members shall wear high-visibility retroreflective safety apparel labeled as ANSI 107-2004 standard performance for Class 1 risk exposure. The apparel background (outer) material color shall be fluorescent yellow-green. The retroreflective material shall be either orange, yellow, white, silver, yellow-green or a fluorescent version of these colors and shall be visible at 1,000 feet. The retroreflective safety apparel shall be designed to clearly identify the wearer as a person.

Adult traffic patrol members shall wear high-visibility retroreflective safety apparel labeled as ANSI 107-2004 standard performance for Class 2 risk exposure. The apparel background (outer) material color shall be fluorescent yellow-green. The retroreflective material shall be either orange, yellow, white, silver, yellow-green or a fluorescent version of these colors and shall be visible at 1,000 feet. The retroreflective safety apparel shall be designed to clearly identify the wearer as a person.

NOTE: Due to a federal phase-in period, the above standards are not mandatory until December 31, 2011. High-visibility retroreflective safety apparel may still be used until this date, as long as it meets the old standard that became mandatory in November 2008. This standard is the same as the new one with the following differences: 1) the apparel must be labeled as meeting ANSI 107-1999 standard and 2) the background (outer) color may also be fluorescent orange-red. There is no change

to the risk exposure classification from the old standard to the new standard.

Student or adult traffic patrol members may wear hats. If worn, the background color of the hat should be fluorescent yellow-green. The hat may have retroreflective material that shall be either orange, yellow, white, silver, yellow-green or a fluorescent version of these colors and should clearly identify the wearer as a person.

## School Flag

The SCHOOL flag shall be a square or rectangle shape. The background of the SCHOOL flag shall be yellow-green or fluorescent yellow-green with at least 6-inch upper-case black letters. The flag shall be at least 24 inches along each edge and have the word message SCHOOL on both sides.

The flag shall have retroreflective material that is either yellow, white, silver, yellow-green or a fluorescent version of these colors. The retroreflective material shall be at least 1 inch wide and outline the full perimeter of the flag on both sides.

The SCHOOL flag shall be attached to a minimum 48-inch pole that is made of a material that is convenient, light weight, and durable.

The SCHOOL legend may be placed at an angle so that it reads correctly when the flag is held at 45 degrees, resembling a standard diamond traffic warning sign. When a diagonal word message is used, the flag shall be mounted on the pole so that the word message reads correctly.

The free edge of the flag may be weighted so the flag will remain open, even in heavy winds.

For added conspicuity, additional retroreflective material may be added to the flag or pole. If used, it shall be either yellow, white, silver, yellow-green or a fluorescent version of these colors.

NOTE: Older school flags are acceptable to use provided that: 1) they are either yellow, yellow-green or a fluorescent version of these colors; 2) they have

either no message, or the word message SCHOOL on both sides; and 3) are retrofitted to meet the retroreflective standard above if used during periods of twilight or darkness. Orange, orange-red, or red flags shall not be used.

## STOP Paddle

The STOP 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.

The stop paddle may be modified to improve conspicuity by incorporating white or red flashing lights on both sides of the paddle. Among the type of flashing lights that may be used are individual LEDs or groups of LEDs.

The white or red flashing lights or LEDs may be arranged in any of the following patterns:

- Two white or red lights centered vertically above and below the STOP legend.
- Two white or red lights centered horizontally on each side of the STOP legend.
- One white or red light centered below the STOP legend.
- A series of eight or more small white or red lights having a diameter of  $\frac{1}{4}$  inch or less along the outer edge of the paddle, arranged in an octagonal pattern at the eight corners of the STOP paddle (more than eight lights may be used only if the arrangement of the lights is such that it clearly conveys the octagonal shape of the STOP paddle), or
- A series of white lights forming the shapes of the letters in the legend.

If flashing lights are used on the STOP paddle, the flash rate shall be at least 50, but no more than 60 flash periods per minute.

The STOP paddle shall be attached to a staff that is at least 6-feet long. The paddle shall be mounted so that the STOP legend is clearly visible on both sides, and that the legend reads correctly when the staff is vertical with the sign on top.

For added conspicuity, additional retroreflective material may be added to the staff. If used, it shall be either orange, yellow, white, silver, yellow-green or a fluorescent version of these colors.

## Care of Patrol Equipment

An important phase of school safety patrol operation is the proper care of the equipment. School safety patrol members should be instructed in the care and maintenance of their equipment. Clean vests and hats make the patrol members more visible and easily identifiable to passing motorists. Vests and flags are items of considerable expense to the agencies providing them and the care and maintenance of this equipment is emphasized.

A separate storage room in the school used for patrol equipment can help keep the equipment clean and neatly assembled. There should be a periodic inspection and inventory check to make certain that equipment is not lost and is kept in reasonably good condition. A record of the inspections can be kept by the patrol leader and filed regularly with the patrol supervisor. Patrol members should turn in their equipment for safe keeping in the storage or school supply room at the end of the school term for use by the new patrol the following term. This also applies to school safety patrol members dismissed from the school safety patrol during the school year.

Willful abuse of equipment by a safety patrol member should be grounds for dismissal. If any school ceases to have an active patrol, the Oregon Department of Education should be notified so that the equipment can be picked up and utilized by another school.

## Traffic Signs and Pavement Markings

The state, county, and local transportation departments install school zone signs and markings near or in advance of each school area. Below are common signs that you may encounter at your post. If there is any question about these signs, or if repair or replacement should take place, contact the local transportation or public works department having jurisdiction over the street or highway by the school. Traffic patrol members are encouraged to know the signs that provide warning to drivers at their assigned school crossing.

**School Sign:** This sign is a pentagon that resembles a house. It is fluorescent yellow-green and has a picture of two children walking on it. These signs are placed in advance of schools and school crosswalks as a first warning to motorist that they are entering a school area. Older versions of these signs may be yellow.

**School Crossing Assembly:** This is located at a school crosswalk. It consists of a fluorescent yellow-green school sign and a downward diagonal arrow

to indicate the location of the crossing. Older versions of these signs may be yellow, and/or may have a crosswalk painted on the school sign instead of the downward arrow. Typically this assembly is accompanied by a marked crosswalk on the ground.

School Advance Crossing Assembly: This sign warns drivers of an upcoming school crosswalk, and consists of the fluorescent yellow-green school sign with an additional sign indicating “ahead” or the number of feet to the crosswalk. Older versions of these signs are yellow.

School Speed Limit Assembly: Consists of a “Speed Limit 20” sign with a fluorescent yellow-green “School” sign above it that requires drivers to drive 20 mph when certain conditions are met. The specific condition for a given school zone will be below the speed limit sign. Applicable conditions are:

- “When Flashing” is used when there are one or more yellow flashing lights to alert traffic that children may be on their way to or from school. Many flashing lights have an indicator light on the back of the beacon to allow those in between the school zone signs to see if the lights are flashing. Crossing guards can check these indicator lights to ensure that they are working.
- “7 am to 5 pm School Days” is used for school zones adjacent to a school where flashing lights are not available.

“When Children are Present” is used at crosswalks not adjacent to the school where flashing lights are not available. Children are considered present when they are using or waiting to use a school crosswalk, or when **there is a traffic patrol member present to assist children crossing the street.**



# VIOLATIONS AND ACCIDENTS

## Reporting Motorists' Violations

It is recommended that arrangements be made with local law enforcement agencies for procedures in reporting careless or indifferent motorists who fail to stop when a school traffic patrol is in operation. This report may then be used as grounds for a letter or verbal warning from the enforcement agency to the offender.

School patrol members should be encouraged to report any incidents which occur at or near patrol locations and which appear to involve unsafe motorist practices. Each patrol member should carry a pad and pencil to write down information to be reported. Such reports from patrol members should include the license number of the vehicle, color and body style of vehicle, offense committed and the reporting patrol member's name. Each report should be carefully reviewed and signed by the patrol supervisor before being forwarded to the enforcement agency. The school official in charge of the patrol should caution members to secure accurate information concerning violations, particularly correct license plate numbers.

## Reporting Accidents

In the event of an injury accident or emergency at or near the patrol location, the patrol member should not leave the post, but immediately dispatch a messenger to the school office to report the facts to the patrol supervisor or principal. If the accident was caused by a vehicle, obtain the license number and continue keeping children on the curb or away from the accident location. A full report can be made later to the patrol supervisor.

## Liability and Insurance

Oregon Laws Chapter 339 contains a section entitled Traffic Patrol. Covered in these laws is the authority to establish, operate and make rules relating to a traffic patrol. These laws and questions of liability should be discussed with the district's legal counsel as policy and rules are developed for the traffic patrol. The question of insurance coverage for students and adults acting as members of the traffic patrol should be presented to the insurance carrier for the district.



The local district's board of education should direct a periodic review of the entire school district safety patrol including:

- Selection of supervisors.
- Selection of student members and adults of the safety patrol.
- Training of both supervisors and patrol members.
- Determination of which streets are to be patrolled.
- Equipment needed.
- Time schedule when the patrol will be on duty.
- Special precautions to be observed during inclement weather and hours of darkness.

## SUPPORT ORGANIZATIONS

### Assistance from the Oregon Department of Education

The Oregon Department of Education shall cooperate with public or private schools in the organization, supervision, control and operation of a traffic patrol for that school. This service is extended through a school safety patrol representative assigned to the Oregon Department of Education. When requested, this representative visits schools which operate traffic patrols to inspect traffic locations, instruct and install patrol members, check and deliver equipment and provide additional technical assistance where possible. The representative will also visit schools which express a desire to start a new patrol program.



### Assistance from Law Enforcement Agencies

The state police, the sheriff of each county and the police of each city are encouraged to assist public or private schools in traffic patrol matters. Availability of these services will be dependent upon personnel and budget in various areas. Contact should be made locally or with the assistance of the school safety patrol representative from the Oregon Department of Education.

### Assistance from Organizations

Schools are urged to seek cooperation from civic and service organizations. The parent-teacher association, local safety councils and others may cooperate by offering assistance to school administrators for the successful operation of traffic patrols.

Assistance may include the provision of rain gear and similar items. Civic groups may also assist in planning and sponsoring dinners and outings which honor patrol members at the end of the school year.



# RECOGNITION

## Recognition for Safety Patrol Members

The methods of motivating interest in the school safety patrol work and maintaining morale among the members deserve careful consideration. When students feel that the school safety patrol program is their program, they are eager to serve and find great personal satisfaction in the opportunity.

Plans involving recognition for school safety patrol service should be evaluated in terms of educational

value and benefits to the greatest number of students involved. Such plans should credit the entire school safety patrol group for its service rather than glorify one or a few individuals.

The student who serves successfully on a school safety patrol requires self-control, respect for authority and consideration for others. It is suggested that the school develop and implement a student recognition program.



# APPENDIX A

## Publications and Resources

National education groups and safety organizations have compiled a number of valuable reference publications on the subject of school traffic patrols. Several publications are listed here.

AAA School Safety Patrol Operations Manual  
American Automobile Association  
<http://www.aaa.com>

Adult School Crossing Guard Guidelines  
National Center for Safe Routes to School  
<http://www.saferoutesinfo.org>

Crossing Guard Guidelines for Mississippi  
Mississippi Departments of Education and Transportation  
<http://www.healthyschools.ms.org>

Florida School Crossing Guard Training Guidelines  
Florida Department of Transportation Safety Office  
<http://www2.dot.state.fl.us/CrossingGuard/index.aspx>

Guide to School Area Safety  
Oregon Department of Transportation  
<http://www.oregon.gov/odot>

Manual on Uniform Traffic Control Devices  
United States Department of Transportation –  
Federal Highway Administration  
<http://mutcd.fhwa.dot.gov>

North Carolina School Crossing Guard Program  
Training Manual  
North Carolina Department of Transportation  
Division of Bicycle and Pedestrian Transportation  
[http://www.ncdot.org/bikeped/about/training/school\\_crossing\\_guard/](http://www.ncdot.org/bikeped/about/training/school_crossing_guard/)

Oregon Supplement to the Manual on Uniform  
Traffic Control Devices  
Oregon Department of Transportation  
<http://www.oregon.gov/odot>



## APPENDIX B

### Oregon Revised Statutes

#### **339.650 “Traffic patrol” defined.**

As used in ORS 339.650 to 339.665 “traffic patrol” means one or more individuals appointed by a public, private or parochial school to protect pupils in their crossing of streets or highways on their way to or from the school by directing the pupils or by cautioning vehicle operators.

#### **339.655 Traffic patrols authorized; medical benefits; rules.**

(1) A district school board may do all things necessary, including the expenditure of district funds, to organize, supervise, control or operate traffic patrols. A district school board may make rules relating to traffic patrols which are consistent with rules under ORS 339.660 (1).

(2) The establishment, maintenance and operation of a traffic patrol does not constitute negligence on the part of any school district or school authority.

(3) A district school board may provide medical or hospital care for an individual who is injured or disabled while acting as a member of a traffic patrol.

#### **339.660 Regulation of traffic patrols for public, private and parochial schools; qualifications.**

(1) To promote safety the State Board of Education after consultation with the Department of Transportation and the Department of State Police, shall make rules relating to traffic patrols.

(2) A member of a traffic patrol:

(a) Shall be at least 18 years of age unless the parent or guardian of the member of the traffic patrol has consented in writing to such membership and ceases to be a member if such consent is revoked.

(b) May display a badge marked “traffic patrol” while serving as a member.

(c) May display a directional sign or signal in cautioning drivers where students use a school crosswalk of the driver’s responsibility to obey ORS 811.015.

#### **339.665 Intergovernmental cooperation and assistance in connection with traffic patrols.**

(1) The Department of Education and the Department of Transportation shall cooperate with any public, private or parochial school in the organization, supervision, control and operation of its traffic patrol.

(2) The Department of State Police, the sheriff of each county or the police of each city may assist any public, private or parochial school in the organization, supervision, control or operation of its traffic patrol.

#### **801.462 “School Zone.”**

(1) “School zone” means both of the following:

(a) A specific segment of highway that is adjacent to school grounds and that is marked by signs described in subsection (2) of this section.

(b) A crosswalk that is not adjacent to school grounds and that is marked by signs described in subsection (2) of this section.

(2) Signs marking a school zone may include any words, symbols or combination of words and symbols that gives notice of the presence of the school zone.

#### **811.015 Failure to obey traffic patrol member; penalty.**

(1) The driver of a vehicle commits the offense of failure to obey a traffic patrol member if:

(a) A traffic patrol member makes a cautionary sign or signal to indicate that students have entered or are about to enter the crosswalk under the traffic patrol member’s direction; and

(b) The driver does not stop and remain stopped for students who are in or entering the crosswalk from either direction on the street on which the driver is operating.

(2) Traffic patrol members described in this section are those provided under ORS 339.650 to 339.665.

(3) The offense described in this section, failure to obey a traffic patrol member, is a Class A traffic violation.

**811.017 Failure to yield to traffic patrol member; penalty.**

(1) The driver of a vehicle commits the offense of failure to yield to a traffic patrol member if the driver fails to stop and yield the right of way to a traffic patrol member who:

(a) Has entered a crosswalk for the purpose of directing students who have entered or are about to enter the crosswalk; and

(b) Is carrying a flag or wearing something that identifies the person as a traffic patrol member.

(2) For purposes of this section, “traffic patrol” has the meaning given that term in ORS 339.650.

(3) The offense described in this section, failure to yield to a traffic patrol member, is a Class A traffic violation.

**811.106 Operation of flashing light indicating children in school zone.**

A flashing light used as a traffic control device to indicate that children may be arriving at or leaving school that is operated to give notice under ORS 811.111 or 811.235 may be operated only at times when children are scheduled to arrive at or leave the school.

**811.111 Violating a speed limit: penalty.**

(1) A person commits the offense of violating a speed limit if the person:

(e) Drives a vehicle in a school zone at a speed greater than 20 miles per hours if the school zone is:

A) A segment of highway described in ORS 801.462 (1)(a) and:

(i) The school zone has a flashing light used as a traffic control device and operated under ORS 811.106 and the flashing light indicates that children may be arriving at or leaving school; or

(ii) If the school zone does not have a flashing light used as a traffic control device, the person drives in the school zone between 7 a.m. and 5 p.m. on a day when school is in session.

(B) A crosswalk described in ORS 801.462 (1)(b) and:

(i) A flashing light used as a traffic control device and operated under ORS

811.106 indicates that children may be arriving at or leaving school; or

(ii) Children are present, as described in ORS 811.124.

(2) The offense described in this section, violating a speed limit, is punishable as provided in ORS 811.109.

**811.124 Meaning of “children are present” in ORS 811.111.**

For purposes of ORS 811.111, children are present at anytime and on any day when:

(1) Children are:

(a) Occupying or walking within a crosswalk described in ORS 801.462 (1)(b); or

(b) Waiting on the curb or shoulder of the highway at a crosswalk described in ORS 801.462 (1)(b); or

(2) A traffic patrol member provided under ORS 339.650 to 339-665 is present to assist children at a crosswalk described in ORS 801.462 (1)(b).

## Oregon Administrative Rules

581-021-0100

### School Traffic Patrols

(1) School traffic patrols will be operated in accordance with the guidelines described in the Oregon Traffic Patrol Manual published by the Oregon Department of Education.

(2) Upon a school district request, staff assigned to the School Traffic Patrol Program will distribute equipment supplied by the Oregon Highway Division; staff will also provide help for existing patrols, and help establish and train new patrols.

(3) A school district may request that section (1) of this rule be waived and that the district be allowed to operate a school traffic patrol in accordance with district guidelines. The State Superintendent of Public Instruction may approve such a waiver upon submission of evidence that by following district guidelines, school traffic patrols can be operated as efficiently and with no reduction in student safety as compared to guidelines in Oregon Traffic Patrol Manual.

# APPENDIX C

## OREGON DEPARTMENT OF EDUCATION

### School Patrol Pledge

I promise on my honor:

1. To faithfully perform my duties as a School Traffic Patrol Member.
2. To report for duty on time and to obey all traffic laws, traffic patrol regulations, my supervisor and officers of the patrol
3. To do my part in helping reduce traffic accidents, and by my example, help make my school a model one for safety.
4. To strive to earn the respect of my fellow students.
5. To preserve my equipment, and return it when asked to do so.

---

Signature of Patrol Member

---

Approval of Parent or Guardian

---

Address

---

Approval of Faculty Supervisor

---

Telephone

---

Date Installed

---

Traffic Patrol

*(This pledge must be signed by parent or guardian and retained in school file for duration of patrol duty.)*

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### TO PARENTS:

Membership on a school traffic patrol is an honored position with thousands of Oregon youngsters taking part in the activity each year.

Those selected to serve on a patrol are chosen because of their dependability, scholastic standing, leadership, judgment, courtesy, and interest in the program.

The primary aims of the patrol are:

To help protect children from automobile accidents while they are on their way to and from school.

To help children to develop pedestrian safety habits.

To foster qualities of leadership and good citizenship in patrol members and to help them build a sense of responsibility for the safety of themselves and others.

Operations of school traffic patrols, authorized by ORS 339.650 to 339.6655, are directed by local school authorities in accordance with state regulations.

Patrol membership will help youngsters develop better understanding of pedestrian and vehicular traffic hazards –an understanding which is most vital if traffic accidents are to be prevented.

State Superintendent of Public Instruction

DO NOT ENTER

B. ALL SCHOOL  
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PERFORMANCE



FOR FURTHER INFORMATION, CONTACT



DEPARTMENT OF  
EDUCATION

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