



How to Organize A Safety Patrol

Chapter 1: About the AAA School Safety Patrol

Safety Patrol Mission Statement

The AAA School Safety Patrol program assists students by providing leadership, citizenship and a safe environment for children in and around schools. To accomplish its mission, The Safety Patrol works with AAA, AAA Clubs, School Administrators, Law Enforcement, PTA and students to:

- Assist children going to and coming from school.
- Develop a safety philosophy and practices in the school environment.
- Teach leadership.
- Promote situational awareness to the student body.
- Teach children the importance of their role in the school's educational hierarchy.
- Teach children the importance of discipline and dedication to duty in their daily lives.

Purpose

The primary purpose of the program is to enhance the safety of students walking to and from school. The Safety Patrol also promotes the development of leadership skills and good citizenship qualities in students.

Safety Training

As a member of the Safety Patrol, patrollers receive initial training in pedestrian safety, stranger danger and bus safety. Throughout the school year, patrollers may receive additional training on such topics as occupant protection, bicycle and helmet safety.

Patrollers are also a valuable resource for the school. Patrollers may be asked to give presentations to classmates on important safety practices, such as the importance of wearing a bicycle helmet. Coming from a fellow student, the message that helmets are not only safe, but are cool to wear has more impact than hearing it from an adult. Classmates may more readily accept and practice what they learn from a peer.

Leadership

Patrollers acquire leadership skills through learning how roles and behaviors of leaders and followers change depending upon the situation. A patroller may be asked to perform as a lead patroller one day and as a support patroller the next day. Each duty requires, and therefore teaches, different skills and responsibilities. An important element of leadership is the ability to adapt to assigned tasks, whether serving as a lead or support patroller.

Safety patrollers learn that respected leaders act ethically. They learn responsible behavior and act as a role model for others. Patrollers learn that active leadership may involve personal and public risks but may also provide opportunities. They also learn that age, gender, ethnicity, religion, or political affiliation may influence an individual's leadership style, but do not provide a barrier to leadership. Through the Safety Patrol, patrollers further their leadership skills by:

- Accepting responsibility.
- Learning and enforcing rules.
- Being reliable and dependable.
- Showing good judgment.
- Respecting classmates.

Citizenship

Citizenship comes from individuals who have empathy for others, shows respect, do not break rules, do not judge and shows a concern about the community and our world. Good citizens help those in need and respect, tolerate, understand and care for each other.

As a member of the Safety Patrol, patrollers exhibit good citizenship by promoting awareness of good traffic safety practice. Patrollers show concern for schoolmates by arriving at their post early in the morning and staying late in the afternoon. Students who volunteer for the Safety Patrol are often the first students to volunteer for other opportunities in support of their community.

History

Since 1920 AAA has sponsored the Safety Patrol Program. The distinctive yellow/green belt is worn by nearly 500,000 patrols in 50,000 schools across North America. The Safety Patrol is the largest safety program in the world. In 1985, the AAA Safety Patrol received the Presidential Citation for private sector initiatives.

Many former patrollers became national leaders. Former presidents Jimmy Carter and Bill Clinton were patrollers. Senators, members of Congress and Supreme Court Justices have been patrollers. Olympic gold medalists Bruce Jenner, Eric Heiden and Edwin Moses are former patrollers, as were Nobel Prize winner Dr. Gary S. Becker, baseball great Tom Seaver, and former Miss America Margaret Ay.

In 1967, Congress passed a resolution requesting the President to issue a proclamation designating the second week of May (May 8-14, 1967) as "National

School Safety Patrol Week.” President Johnson signed the resolution, proclaiming the 2nd Week of May as National School Safety Patrol Week.

For more than 80 years the AAA School Safety Patrol program has fulfilled its mission of assisting students by providing leadership, citizenship and a safe environment for children in and around schools.

Chapter 2 – Establishing a Safety Patrol

Administration

Where Can I get Support?

Generally, the most effective Safety Patrols are those with at least four cooperating sponsoring agencies: AAA Club, School, PTA, and Law Enforcement. Each agency performs a distinct function. The ultimate success and efficiency of the patrol depends upon the integration of these functions and commitment of the sponsors.

AAA Clubs

The local AAA club usually sponsors the AAA School Safety Patrol often by working with the local PTA and other civic organizations to involve adults with patrols. The club often keeps statistics on children injuries and fatalities related to traffic and of the various contributions patrols make to community safety. Club sponsors remind parents and the public that many crashes which could involve school children are prevented through the conscientious work of the patrols. The club often acts as a spark to generate interest in the patrols, implement efficient patrols and stimulate official and public interest in patrols as an effective community resource.

On a more practical note, clubs help determine policies for setting up patrols. The local AAA Club is the resource from which to obtain AAA School Safety Patrol equipment and printed materials. Club representatives are often willing to address patrol meetings and conduct training programs.

Local AAA clubs often sponsor various incentive activities for patrollers, including trips to movies, professional and collegiate sports events and local attractions, along with hosting local parades and banquets. The club also encourages optimum performance by presenting various types of awards, badges and certificates for outstanding work by individual patrol members, supervisors and patrol units.

School Administration

In large school systems, the supervisor in charge of safety education usually oversees the activities of the schools involved in Safety Patrol operations. In school systems without safety supervisors, supervisory responsibility resides with the school principal or patrol supervisor. In some instances, the school board develops the policy and authority for establishment and support of the Safety Patrol in conjunction with AAA.

The school principal appoints a teacher to be patrol supervisor on the basis of interest, leadership and aptitude. Experience has shown that the best results have been achieved when the teacher has volunteered for the job. The patrol supervisor leads all activities to ensure patrollers develop the skills necessary to assist their schoolmates: patrol competency, responsibility, leadership and initiative. Periodic meetings of area patrol supervisors are an effective way to exchange ideas, solve problems and develop a more uniform program.

The PTA

Basic principles guiding the National Congress of Parents and Teachers Association (PTA) include the belief that every child should have an:

- Education that develops safe living habits and attitudes.
- Environment free from avoidable physical hazards.

With thousands of local chapters, the PTA is a staunch supporter of the AAA Safety Patrol program.

Law Enforcement Agencies

Cooperation with local law enforcement agencies establishes the validity of the Safety Patrol and promotes its acceptance by students. Students are more inclined to respect the presence of a patrol member when associated as a reminder to be careful.

In many communities, law enforcement officers are assigned to work directly with the patrols. These law enforcement safety patrol coordinators become well known to both patrol members and other children as friends and counselors. As a result, the officer can have greater influence on patrol training and student development.

Other Community Organizations

In many communities, other civic organizations — such as the local Safety Council (NSC), police auxiliary, school booster clubs, women's clubs, American Legion posts and other community and social clubs — help support the patrol program and ensure that it receives community recognition and support.

Important Considerations

Patroller Safety – Training, Visibility and Supervision

A primary concern of all involved in the AAA School Safety Patrol program is the safety of patrollers. Safety Patrollers are selected for their leadership skills, maturity, and ability to follow the safety guidelines and principles of the program. The program is designed to ensure the safety of patrollers through three primary means:

- 1. Training** – Patrollers go through an extensive safety and patrol training program, which is based upon proven traffic safety practices. Patrollers are instructed to not direct traffic or step into the street while performing their duties (limited exceptions).
- 2. Visibility** – Patrollers are provided with fluorescent yellow/green belts, increasing their visibility to motorists. During inclement weather patrollers are issued a highly visible yellow/green poncho.
- 3. Supervision** – The Patrol Advisor and Captain of the patrol monitor the patrols continuously. Unannounced visits and performance reviews ensure patrollers follow strict procedure guidelines. Deficient patrollers are retrained or removed from the program.

Liability (reviewed by AAA Corporate Counsel – September 2000)

“There is no known case in a court of record in which the liability of school districts, school board members or school administrators, with respect to School Safety Patrols, has been decided.” Marion McGhehey, secretary-treasurer of the National Organization on Legal Problems of Education

In eight decades, there is no record of a single judicial finding of school liability, despite the billions of pedestrian/patrol/motorist interactions.

Kevin Mohr, an attorney with the Chicago-based legal practice of Clausen Miller Gorman Caffrey & Witous, conducted extensive legal research on this liability issue in federal and insurance databases. Mohr said, “There are presently no reported decisions in which student performance pursuant to a school district’s Safety Patrol program was at issue.”

Even if a case involving the Safety Patrol went to trial, the burden of proof would rest with the person filing the claim, not the school administration. Liability in most injury cases is dependent on actual proof of negligence. The claimant would have to prove the defendant owed a duty to the claimant, failed to perform the duty, and the injury or damage was caused by that failure. The school’s general duty is to exercise reasonable care under the circumstances to prevent

injuries. Therefore, a crash or other incident occurring while a patrol member is on duty is unlikely to constitute negligence.

Administrative Negligence

Lawsuits based on negligence would be more likely to originate in extreme cases of administrative oversight or in direct violations of state and federal statutes. Examples of administrative oversight include:

- Patrol duty posts left unstaffed in the event of the regular patrol's absence.
- Injury of a student who was detained beyond the hours of patrol coverage.
- Placing a patrol at an intersection which, arguably, could be too complex for the student to handle.

These types of oversights can be avoided by operating a soundly developed and conscientiously managed program.

In contrast, suits have been brought against school districts claiming negligence for not having a safety patrol program. *Jim Brehm, AAA Corporate Counsel – Traffic Safety Advisory Group meeting, September 2000, Baltimore, MD.*

Insurance

As a general precaution, when a new patrol unit is being formed, the school district's insurance policies should be examined to verify the kind of coverage available for students engaged in extracurricular activities, for students on the way to and from school and for students involved in the Safety Patrol program.

Minimize Risk

The following are general guidelines for minimizing risk when administering the AAA School Safety Patrol program:

- Solicit expert advice and assistance from your AAA club.
- Select staff and patrol members prudently.
- Secure parental permission for patrol member participation.
- Establish procedures to cover patrol absences.
- Limit patrol member duties and hours appropriately.
- Conduct proper staff and patrol member training.
- Carry out regular program reviews.
- Involve community members and organizations in planning.

- Implement procedures based on relevant state and federal statutes.
- Consider the added protection of liability insurance.
- Document administrative steps to minimize risk.
- Communicate.

In short, the best risk prevention strategy is the creation and operation of an excellent Safety Patrol Program.

Traffic Engineering

New Schools

The best time to incorporate traffic safety is during the initial planning stages for a new school. A local traffic engineer or technician should be assigned to the project when the plans are being drawn up to ensure due consideration is given to:

- School traffic patterns.
- Safe access by pedestrians, buses, bicycles, teachers and motor vehicles.
- Local traffic laws.
- Placement of signs (school crossing, speed limit, stop, yield, etc.), traffic signals and pavement markings.

Established Schools

The local traffic engineer should review traffic patterns on an annual basis. Community growth and new construction around the school may affect traffic patterns and warrant changes.

Various devices and procedures are available to regulate, control and direct the flow of vehicles and pedestrians around schools. These devices also protect students on their way to and from school. (For more detailed information, refer to the Uniform Manual on Traffic Control Devices published by the Federal Highway Administration.) Such devices include:

- Signs — school crossing, flashing school area speed limit, stop, yield, no left turn, etc.
- Signals — traffic lights, directional arrows, pedestrian Walk/Don't Walk signs, etc.
- Markings — crosswalks, no-passing lane markings, stop lines, warning legends, etc.

Signs

School Advance Signs usually are posted 150 to 700 feet in advance of school grounds or school crossings and where school buildings or grounds are

adjacent to the highway. They also can be used in advance of established school crossings not adjacent to school grounds, but always should be used in advance of any installation of a School Crossing sign.

School Crossing Signs are intended for use at established crossings, including signalized locations used by students going to and from school. Only crossings adjacent to schools and those on established pedestrian routes are equipped with such signs. The signs are erected at the crosswalk or at the minimum distance to the crosswalk.

Stop Signs require a vehicle to come to a complete stop before proceeding or turning. However, pedestrians must take care to be sure the vehicle will stop and that the driver sees them. Because stop signs were designed for motorists, the signs face oncoming traffic. Therefore, children should be taught to recognize stop signs from the back by their distinctive octagonal shape.

Signals

Traffic Signal Lights help create a gap in traffic. However, like a stop sign, a signal doesn't guarantee safety. Pedestrians still must stop at the curb and look for approaching vehicles.

Pedestrian signal lights regulate pedestrian flow through intersections. A Walk signal means that pedestrians must first look for both turning and approaching vehicles. Then, if it's safe, they can go. The Don't Walk signal means that pedestrians should not start to cross. However, if pedestrians are in the middle of the street when the Don't Walk signal flashes, they should continue to the other side at a normal pace.

Markings

Crosswalk Markings are provided where there is a significant amount of pedestrian and motor traffic, loading islands, mid-block pedestrian crossing points and any other recommended crossing point. Crosswalks are designed to alert motorists to pedestrian traffic and should be utilized at locations only where there is significant pedestrian activity. Crosswalk locations underutilized by pedestrians can desensitize motorists to their presence.

School Safety Coordinating Committee

Each school should have a School Safety Coordinating Committee. This group is responsible for coordinating all modes of school transportation, making certain that traffic protection (including patrol locations) and training are provided and addressing transportation problems when they arise. The committee should be comprised of representatives of the school, parents, law enforcement, the

local traffic engineering department and a local civic or safety organization like AAA.

An important function of the committee is the implementation of safety planning for both pedestrians and bused students. Committee members also should establish and enforce school safety policies and ensure uniform treatment of problem situations.

The Patrol Supervisor/Advisor

The patrol supervisor is most directly responsible for the effectiveness and value of the Safety Patrol. The supervisor guides day-to-day activities by scheduling, problem-solving, and by directly supervising the Patrols on post.

Defining the supervisor's role and criteria for selecting them is critical to the program's effectiveness.

Criteria for selection of a supervisor include:

- Interest in participating in the program.
- Interest and knowledge of traffic safety.
- Leadership skills.
- Proven capability to successfully organize group activities.
- Effective disciplinary skills.
- Proven efficient, multi-task competencies.
- Demonstrated ability to inspire individual youth growth.
- Demonstrated ability to inspire confidence and respect.
- Dependability.
- Established positive, authoritative rapport with students.
- Demonstrated ability to interact and communicate with community liaisons and law enforcement officials.

Supervisor Duties:

- Serve as the source of information related to all aspects of the program.
- Select patrol members.
- Select patrol officers to serve as assistants.
- Train all patrollers and officers on program policies, procedures, responsibilities, and patrol duties.
- Assume responsibility for patrol traffic safety education.
- Supervise all aspects of patrol operations, including patrol members.
- Conduct administrative meetings.
- Serve as an advisor to all adult sponsoring committees regarding the patrol's activities.

The supervisor can request assistance from Safety Patrol officers and local law enforcement agencies in making periodic inspections of patrol members at their duty posts to ensure the smooth and safe operation of the patrol.

The patrol supervisor should not use the patrol for unrelated functions.

Patrol Member Selection

Selecting Patrol Members

Patrol members are selected by the Patrol Supervisor. If the Patrol Supervisor does not have first hand knowledge of the patrol candidate, consultation with the student's teachers is advised to ensure the candidate meets the following criteria:

- Patrol members should be selected from the upper grade levels — preferably not below grade 5. The number of patrols selected is determined by the amount of work required.
- Qualities such as leadership and reliability should influence selection.
- Candidates should display a high level of maturity.
- Candidates should be solid “B” students or better OR should be capable of handling their patrol responsibilities and schoolwork comfortably.
- Patrol service should be voluntary and open to all who qualify.
- Additional criteria that must be considered when selecting patrol members:
 - Ability to follow rules.
 - Punctuality.
 - Good scholastic record.
 - Dependability.
 - Interest in traffic safety.
 - Good judgment.
 - Good attendance record.
 - Courtesy.
 - Respect for classmates.
 - Desire to help others.

Health factors should also be considered: physical, mental or emotional problems that may hinder the student from making an alert and wise judgment. Examples to be considered include poor vision, epilepsy or substandard intelligence.

Selection methods vary from school to school. Exceptional circumstances may warrant the selection students from grades below fifth. Experienced patrol supervisors have learned, however, that fourth graders are typically too young for

patrol duty. Reserve patrol members should be appointed so there are always a sufficient number of trained patrols available for all duty stations.

Obtaining Parental/ Guardian Consent

Under no circumstances should students be allowed to serve without the consent of either a parent or guardian. A special form (Stock #3374) for securing consent, which also explains to parents the aims and objectives of the Safety Patrol, is available through the local AAA club. This form also contains an application for membership and the pledge taken by patrol members. Realizing the value of the patrol, parents usually are eager and proud to give their permission.

Selecting Patrol Officers and Their Duties

Every patrol should have a captain, one or more lieutenants, and a sergeant. The number of officers is determined by the amount of work required, with larger patrols requiring additional officers. One of the lieutenants becomes acting captain when the captain is absent. Officers are selected by the patrol supervisor or elected by the members with the approval of the supervisor. When selecting Patrol Officers, in addition to the patrol member criteria, the Patrol Supervisor should consider the following attributes:

- Compelling leadership skills.
- Strong organizational skills.
- Ability to multi-task.
- Ability to arrive early and stay late on school days.
- Demonstrated commitment to school and patrol unit.

Patrol officers should make a special effort not to be too officious in their duties. Their position is a valued one but will not be effective without the respect and cooperation of all patrol members. Patrol officers should be trained to treat people as they would want to be treated. All officers of the patrol should be willing to substitute at any time for any post that cannot be covered. Officers generally serve for one semester.

Captain

The captain is the main coordinator of the unit, working directly for and reporting to the patrol advisor. The captain presides at all patrol meetings, prepares the meeting agendas for approval by the patrol advisor, oversees the overall fitness of the unit, checks posts and maintains the Captain's Record Book.

Other captain duties include:

- Assigning posts.
- Ensuring patrol members operate away from the curb (except where parked cars interfere) and that they don't attempt to direct traffic.
- Giving safety talks to younger classes.
- Enforcing the rule that patrol members don't use signs, signals, flags, sticks or whistles in connection with their work, except as authorized by local regulation.
- Ensuring patrol members wear their belts and equipment while on duty and properly maintain the equipment when off duty.
- Arranging for a substitute patrol when a regular patrol member is absent or personally manning the post in emergencies.

The Captain also maintains patrol records showing attendance, number of times late and the number of times patrol member fails to wear proper identification equipment. A Captain's Record Book (Stock #3221) or Monthly Patrol Record Form (Stock #3224) is used by many patrol captains.

Poor performance from a patrol member may result from inadequate instruction on properly performing assigned duties or failure to understand the reasons for performing a duty in a certain way. A captain can remedy poor performance by demonstrating the correct method. The captain and the patrol member can then alternate handling groups until the captain is sure the patrol member is performing the assigned duties correctly.

Dereliction of duty should be dealt with firmly by the captain, especially the tendency of a patrol member to play while on duty, to become inattentive, or to leave the post. If additional instruction and warnings fail to correct the situation, the matter should be reported to the patrol advisor who can suspend the offender, if required. If the offense is repeated after reinstatement, the member should be permanently removed from the patrol. The patrol's parent/ guardian always should be notified regarding any disciplinary action.

Lieutenant

The lieutenant, designated the acting captain, presides over patrol meetings when the captain is not present and performs the captain's duties in the captain's absence. The lieutenant assists the captain in checking patrol posts and buses along with maintaining the incident report files, ensuring such reports are in writing, ensuring reporting procedures are properly followed and filling in for absentees at their duty post.

Sergeant

In addition to staffing a regular duty post, the sergeant acts as the secretary of the unit, keeping minutes of patrol meetings, relaying any special communications to patrollers, maintaining the patrol bulletin board and overseeing all equipment. Because of their size, some larger patrols will need a second sergeant to handle equipment needs, including maintaining inventory of patrol equipment and its condition. The sergeant makes recommendations for replacing equipment or procuring additional equipment.

Length of Service

Patrol length of service should be based on the needs of the individual school. Patrol members can serve for a quarter, a semester or even a year. The goal should be to keep the interest level high and spread the traffic safety education to as many students as possible. Schools may consider setting up two patrol units, with one patrol acting as a reserve or recruit group to fill in when regular patrol members are absent.

To ensure safe operation, daily inspections and group operations reviews should be conducted by a patrol captain and one or more patrol lieutenants chosen by the patrol supervisor.

Chapter 3 – Equipment

An important patrol member responsibility is the proper care of equipment. The importance of taking good care of equipment and dressing neatly should be stressed during training and at patrol meetings. Pride in appearance will help secure respect from fellow students and the general public.

Belts and badges are provided by AAA at considerable expense to the sponsoring agency. Patrols should be warned to guard against loss or damage to their equipment. Periodic inspections and inventories should be conducted by the patrol advisor to ensure equipment is maintained in a good condition and not lost.

Some patrols fine members a small, fixed sum for negligence while other patrols favor a punishment determined by the patrol supervisor, such as withholding privileges for a set period of time. At the end of the school term (or when a member leaves patrol service), patrol members are required to return their equipment for storage until used by new patrols during the following term.

The sergeant should be assigned to regularly inspect equipment used by patrol members and maintain a record of the results for submission to the patrol supervisor. A roster showing the name of each patrol member and the number of their assigned rainwear, belt, badge, etc., should be posted on the bulletin board and recorded in a book maintained by the sergeant. Patrol members should

reference the Patrol Member's Handbook (#3237) for maintaining patrol equipment.

Check with your local AAA club regarding the availability of patrol equipment.

Belts

The official insignia of the AAA School Safety Patrol is the Electric Lime (fluorescent yellow/green) belt. Vests are worn only by professions that are allowed to conduct their official duties in the street, i.e. construction workers, police officers and land surveyors. The only exception to a patrol's use of vests is where the local municipality requires by law the use of vests. Official patrol-style belts should be cared for as recommended in the Member's Handbook (#3237).

Belts are provided in three sizes:

- Regular - #7677 (36" waist, 38" shoulder)
- Large - #7678 (42" waist, 46" shoulder)
- X-Large - #7879 (45" waist, 49" shoulder)

Badges

Badges should be pinned on the shoulder strip of the belt at chest level. The only time the badge should be removed from the belt is when the badge or the belt is being cleaned. Repeated removal of the badge will eventually result in the breaking of the pin.

Badges are provided for patrols and officers:

- Captain's Badge - #3090 (Blue Background)
- Lieutenant's Badge - #3091 (Red Background)
- Patrol Badge - #3092 (Black Background)
- Sergeant's Badge - #3093 (Green Background)
- Gold Incentive Badge - #3094 (Black Background)

The gold incentive badge is provided to those patrols who have distinguished themselves. Wearing of this badge should be for a specific period of time determined by the Patrol Advisor

Additional Equipment

Poncho

Some patrols are also provided with official Safety Patrol ponchos (Stock #3135). This additional equipment should be inspected daily by the patrol captain or lieutenant.

A rack should be provided to hang ponchos on. A wall shelf 12 inches wide, several feet long, and five feet above the floor makes an excellent raincoat rack. Strong hooks screwed into the bottom side of the shelf 10 inches from the wall and six inches apart can be used to suspend the hangers. Number the hooks by placing a label above them on the edge of the shelf.

Each poncho should be marked with a corresponding number in indelible ink. Individual names should be applied to the numbered labels above the hooks, but not on the ponchos. The most convenient place to number the poncho is under the hanger loop.

When not in use, hang the poncho on a wooden coat hanger with the shoulders centered on the hanger arms, and then hang it on the corresponding hook.

To store ponchos for the summer, obtain paper garment bags or covers from a dry cleaner and put one over each poncho. This keeps the material of the ponchos from sticking to each other and protects them from accumulating dust. If paper garment bags are not available, they can be made from brown paper.

Patrol Caps

Patrol caps are available in the Electric Lime - #3023 (fluorescent yellow-green) and Black - #3461. The Electric Lime can be used in performance of official duties. The black cap is used as an incentive or year end appreciation.

Chapter 4 – Daily Operations

Supervision

Supervision of the Safety Patrol is typically the responsibility of the Patrol Advisor. As discussed earlier, the Patrol Advisor is responsible for program administration.

Reporting for Duty

Every time patrol members prepare to leave class and go on duty, it is necessary to have an accurate attendance account to ensure every post is covered and every member properly equipped. Patrol members should be instructed to leave their classes quietly when released for patrol duty, stop at their lockers (if necessary), then go directly to the patrol assembly point. The

patrol captain or lieutenant will record attendance, identify any uncovered posts and assign replacements so that no post remains uncovered.

Patrol members should quietly walk to their posts. In crossing streets, members should protect each other in the same way they would protect other pedestrians.

The patrol member's job is to protect students from traffic hazards. They are there to remind students of safety rules and assist them in crossing the street safely. Patrol members should be reminded that reporting for duty on time and not leaving early are crucial.

Patrols are required to report to duty in full uniform as this is what identifies them as patrollers to fellow classmates. The uniform consists of a clean belt and badge. Patrol caps are optional but add to the visibility of the patrol. During inclement weather, such as rain, patrols should be issued a poncho.

The patrol member must remain alert and check in all directions for traffic and students while on duty. Listening to radios, talking to friends, playing games or daydreaming are unsafe patrol behaviors.

Assignments

The Captain of the patrol is responsible for assigning patrols. The weekly schedule should be ready for dissemination no later than Thursday afternoon. This will give patrollers all day Friday to review their responsibilities for the following week. Patrollers should communicate to the captain all appointments that will conflict with the schedule, preferably before the schedule is completed. The Patrol Advisor should review the schedule before it is disseminated.

Patrol posts should be assigned based on the ability of the patrol member to operate successfully (given the age and maturity of the patrol member) as well as the need for student protection. Nearness of the post to the patrol member's home also should be considered when assigning duty posts.

Patrol duty hours are based on the needs of the school. At most schools, morning and noon duty (half-day kindergarten students) begins 15 minutes before school and ends at the last bell when school starts. Patrol posts located farther from the school must be guarded earlier.

For noon and afternoon duty, patrol members should leave classes two to three minutes before dismissal and remain on duty until all students (with the exception of stragglers, i.e. students participating in after school programs) have passed their posts. If any classes are dismissed earlier than others, the size of the patrol should be increased and patrol groups rotated so that no one patrol member misses too much class time.

Captain's Log

Good record keeping is important in maintaining the safety patrol by helping the Captain and Patrol Advisor assess all patrollers' behavior and their performance of duties.

The Captain will utilize the Captain's Record Book - #3221 for daily record of patrol operations, equipment inventory and personal information on each patrol member. The Monthly Record Form - #3224 is used for daily reports on patrol attendance, notes on unprotected crossings, violation of rules, and crashes.

The Captain will present to the Patrol Advisor a weekly status of patrol operations. If a pattern is established by a patroller of tardiness, absenteeism or general failure to follow the established guidelines, the Captain will bring this to the attention of the Patrol Advisor immediately. Addressing and correcting tardiness, improper wear of equipment or absenteeism from the post is essential to good patrol operations.

Law Enforcement

Working with law enforcement strengthens the Safety Patrol program. Law enforcement can assist in supervision of patrol locations while they are on patrol. Officers can also provide assistance to the Patrol Advisor in training patrols to determine safe gaps, crossing at an intersection with a traffic signal, etc. Many communities already have law enforcement assigned specifically to provide training and assist in the supervision of the safety patrol.

Contact AAA

For more information on the AAA School Safety Patrol Program or to inquire about training, contact your local Safety Services Manager at the Mid-Atlantic Foundation for Safety and Education.

