

PALM BEACH GARDENS POLICE DEPARTMENT		
SCHOOL ZONES AND CROSSING GUARDS		
POLICY AND PROCEDURE 3.2.16		
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PURPOSE: To describe and establish guidelines for school zones and the school crossing guard program.

SCOPE: This policy and procedure applies to adult school crossing guards and other affected personnel.

REVIEW RESPONSIBILITY: Traffic Unit Supervisor

POLICY: This department shall utilize the presence of civilian adult crossing guards at selected intersections to prevent unsafe and unlawful acts by pedestrians and motorists. School crossing guards will be responsible for the safety of children at street crossings near schools. A private contractor currently provides this service, however, should the contract expire or be cancelled and the department hires its own crossing guards, the standards in this policy will still apply.

PROCEDURES

1. MAINTENANCE OF SCHOOL ZONES

- a. The Traffic Unit is responsible for inspecting school zones at all public and private schools located within the City and shall periodically inspect school zones consistent with FSS 316.1895. They will ensure that the school zone meets the guidelines and specifications outlined in the Florida Dept. of Transportation manual.
- b. A work order for any work or repairs deemed necessary to signage or roadway markings at any public school zones shall be initiated by the Traffic Unit and forwarded to Public Works for completion.
- c. Standard, approved school speed zone signs at existing private schools will be maintained at the City's expense. Growth Management will require new private schools to install and maintain the preferred automatic flashing signals at the school's expense in lieu of the standard signs.
- d. Public schools, if appropriate, will have the preferred automatic flashing signs installed and maintained at the City's expense.
- e. Officers performing a CPTED assessment as part of a Development Review for new schools shall include the requirement for the automatic flashing signals.

2. SUPERVISION OF CROSSING GUARD PROGRAM

- a. The Traffic Unit Supervisor shall be responsible for the overall supervision of the adult school crossing

guard program.

- b. The contract for this service shall require the contractor to provide for day-to-day supervision of the crossing guards.

3. SELECTION AND TRAINING OF CROSSING GUARDS

- a. Adult school crossing guards shall be employees of the contractor providing the service, however all crossing guards shall meet any selection standards established in the contract and shall be subject to approval by the Police Department.
- b. Adult school crossing guards shall receive training in compliance with Florida State Statute 316.75, and such training must be provided by Florida Department of Transportation certified crossing guard trainers.

4. CROSSING GUARD AUTHORITY AND RESPONSIBILITY

- a. The primary responsibility of a crossing guard is to move pedestrians safely across a traffic way.
- b. School crossing guards shall constantly be observant of conditions and behavior that might adversely affect the safety of pedestrians.
- c. They shall familiarize themselves with the location and purpose of street and traffic signs (such as school signs and speed signs) within the assigned area. If such signs are missing or damaged, he/she shall make a report to or notify the crossing guard supervisor, who shall notify the Traffic Unit Supervisor.
- d. Crossing guards shall be alert for emergency vehicles (fire trucks, ambulances, police cars) and shall clear the road of children until such vehicles have passed.
- e. Crossing guards are not law enforcement officers and are not permitted to carry weapons of any kind.
- f. Crossing guards shall not attempt to apprehend law violators.
- g. Crossing guards shall act in a professional manner and, while on duty, are prohibited from smoking, using profanity, sitting, loafing, using alcoholic beverages, or being under the influence of alcohol or controlled substances.

5. CROSSING GUARD PROCEDURES

- a. Crossing guards shall:
 - i. Cross school children only when traffic is clear, taking advantage of lapses in the flow of traffic, unless such traffic is so congested that crossing of children is impossible without stopping traffic.
 - ii. When the school zone becomes blocked with traffic, use best efforts to aid the drivers of vehicles to proceed.
 - iii. Stop vehicular traffic for school children wishing to cross the zone.
 - iv. Assemble children wishing to cross on the sidewalk or shoulder of the road behind the crossing guard.
 - v. Wait for sufficient break in moving traffic and then walk briskly to the center of the road and hold the stop sign in a raised position visible to on-coming traffic.
 - vi. Signal the vehicles to proceed after resuming the original position on the sidewalk or shoulder of the road when children are safely across.

6. UNIFORM APPEARANCE

- a. While on duty, crossing guards shall be properly uniformed and equipped.
- b. Crossing guards shall wear the uniform and use the equipment prescribed by the contract.
- c. The uniform/equipment shall include:
 - i. Short sleeve shirt/blouse (light blue).
 - ii. Pants/skirt (navy blue).
 - iii. Uniform hat.
 - iv. Traffic safety vest.
 - v. Raincoat

- vi. Hand-held stop sign.
- vii. Metal whistle.
- d. Unauthorized pins, buttons, emblems, or insignia shall not be worn with the uniform.
- e. All uniform and equipment items must be kept clean and neat and be properly maintained.

7. SELECTION OF CROSSING GUARD LOCATIONS

- a. The Traffic Unit Supervisor will conduct on-going, but not less than, annual surveys to identify locations requiring the presence of adult school crossing guards.
- b. Factors to be considered in conducting those surveys and determining the need for adult school crossing guards may include:
 - i. Personal observations of traffic patterns, volume and flow.
 - ii. The number of children crossing at a specific location.
 - iii. School pick-up and drop-off locations.
 - iv. Existing traffic control devices.
 - v. Length of time an existing crossing location has been assigned.
 - vi. Visibility of the crossing location to traffic.
 - vii. Traffic crash data and traffic volume data.
 - viii. Public, parental complaints and requests.
- c. The Traffic Unit Supervisor shall recommend to the Bureau Major, based on the above criteria, the need to establish, eliminate or move crossing guard locations.

8. SCHOOL SAFETY PROGRAMS

- a. The School District of Palm Beach County Police Department is responsible for student safety patrol programs; upon request, this department may assist school authorities in the student safety patrol program.
- b. This department may provide age-appropriate traffic safety programs at the various schools within the city.

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RESPONSIBILITY INDEX

- TRAFFIC UNIT SUPERVISOR
- COMMUNITY INVOLVEMENT UNIT

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APPROVED:

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Date