

School Safety Patrol Quick Reference Guide



School safety patrollers teach other students about traffic safety and help keep their fellow students safe from traffic. They also serve as role models for younger children.



Proper Uniform and Equipment:

Appearance is important, it helps you gain other students' respect. Safety patrollers are expected to:

- Wear your school-issued patrol belt or vest. If you are issued a belt, wear it with the black buckle in front. If you are issued a badge, it should be pinned at chest level on the front of the belt or vest.
- Arrive at your post neat and clean.
- Dress appropriately for the weather, wearing your belt or vest over your coat.
- If you wear the AAA poncho, you don't need to wear your belt or vest. If you wear your own raincoat, wear your belt or vest over your coat.
- Do not use an umbrella while on duty. Keep your hands free for signaling.
- Some schools use additional equipment such as flags.

Take Duties Seriously

Safety patrollers should follow set a positive example for other students by observing the following:

- Look, act and be alert.
- Report for duty on time.
- If you can't be at your post, be sure to contact the proper person such as the patrol caption, substitute, or patrol advisor.
- Always set a good example. Know and practice safe walking tips.
- Never stop vehicles. Your job is to find a safe gap for students to cross the street.
- Perform your patrol duties faithfully.
- Be neat and clean while on duty.
- Be dependable and trustworthy.
- Be courteous and polite at all times.
- Treat others as you would like to be treated.
- Remind classmates of safe walking rules.
- Obey rules of the patrol, school and home.

Some student safety patrols in Minnesota use flags. This reference will not address how to use flags. Proper use of safety patrol flags is taught by members of the Minnesota State Patrol at the [Legionville School Safety Patrol Training Center](#).



Time Management Tips

Student safety depends on you to report to your post on time and remain for your entire shift. The following tips will help you manage your time:

- Plan your clothing and make sure your belt and badge are ready the night before so you do not feel rushed when reporting for duty.
- Check the weather the night before so you can prepare yourself for the conditions.
- Make sure you have a poncho or hat with you or in a location that will be easy to access when you need them most.
- Leave for school a few minutes early so you do not need to rush to your post.
- Find a safe place to store your backpack and personal items out of the way of the crosswalk.
- Walkie-talkies can be used to communicate with other patrollers or your patrol advisor, allowing you to remain at your post.
- Balancing your school work and the duties of the patrol can be tough. Make sure you schedule your afternoons with time to do both.
- Schedule monthly "maintenance" or cleaning of your badge and other patrol items.
- Speak to your patrol advisor about time management tips and balancing priorities.



At Your Post

In order to keep yourself and other students safe, be sure to:

- Arrive at your post early, before other students arrive.
- Determine how to judge a safe gap for each posted position. A safe gap is when there is a break in traffic that allows the students to cross the street without running. To determine a safe gap:
 - ◇ Get to your post early watch the cars and their normal speed.
 - ◇ When safe, walk across the street at a normal pace and count how many seconds it takes you.
 - ◇ Choose a visual reference point, such as a tree, a sign, or a driveway. Time how long it takes for a car to reach you from that visual reference point. Is it enough of a distance where students can cross safely without running? If so, it can help you judge a "safe gap."
 - ◇ Be aware that in rainy or snowy weather, it may take cars longer to stop.
 - ◇ Keep in mind that smaller children may walk at a slower pace and need more time to cross the street.
- Stand at least one big step back from the curb or edge of the street, arms down at a 45-degree angle, palms facing back. Students should wait behind you.
- Check all directions for traffic.
- Keep arms and palms positioned to hold all students from traffic until there is a safe gap.
- Patrol members should never let students walk in front of a car that stops to allow them to cross. The driver may have good intentions, but other drivers may try to go around them or pass them, causing danger to the students.
- When there is a safe gap, step aside and motion students across the street.
- Continue to monitor traffic until the safe gap ends, then hold students back on the curb.
- A patrol member should only step into the street far enough to see around an obstruction.