



Colorado  
Safe Routes  
to School

# School Crossing Guard Training Manual



Futures in motion























### 3 Testing

Once a school crossing guard candidate has completed the presentation portion of the school crossing guard Training Course, they can be given access to the online test. School crossing guards must complete and pass the test (a minimum passing test score of 80 percent is required) to move on to Practical Training and Field Assessment.

A school crossing guard candidate can show documentation of a passing score by taking a “screen shot” or “print page” of the score tabulation screen at the end of the online test and giving it to the school crossing guard trainer. It is the responsibility of the school crossing guard trainer to confirm a passing score and document it appropriately.

The following section includes a copy of the online test questions and answers. **The bolded bullet for each question is the correct answer.** Please note that the order of the questions and answers may change depending on randomization of the online test.

**PLEASE DO NOT SHARE THESE QUESTIONS WITH SCHOOL CROSSING GUARD CANDIDATES.**

**Question 1:** Which of the following are reasons why school crossing guards are needed at a crossing location?

- School crossing guards can help create gaps in traffic on busy roads
- School crossing guards remind drivers of the presence of people walking
- School crossing guards help instill safe walking skills in students and their families
- School crossing guards indicate when people driving should yield
- ALL OF THE ABOVE**

**Question 2:** Which of the following is the correct order of the proper crossing procedure?

- Gather students, find a gap in traffic, raise the STOP paddle, enter the crosswalk, take position in the middle of the crosswalk, signal students by saying “you may cross”**
- Find a gap in traffic, gather students, raise the STOP paddle, enter the crosswalk, take position in the middle of the crosswalk, and signal students by saying “you may cross”
- Enter the crosswalk, find a gap in traffic, raise the STOP paddle, take position in the middle of the crosswalk, gather students, signal students by saying “you may cross”
- Gather students, find a gap in traffic, enter the crosswalk, take position in the middle of the crosswalk, signal students by saying “you may cross”, raise the STOP paddle

**Question 3:** Select the two pieces of equipment that a school crossing guard must use while on duty.

- Retroreflective safety apparel such as a vest or jacket**
- STOP paddle**
- Reflective Safety Hat
- Whistle

**Question 4:** Which of the following is a school crossing guard sponsor NOT responsible for?

- Hiring, managing, and training school crossing guards
- Providing uniforms and equipment to school crossing guards.
- Making decisions about school crossing guards based only on school requests**
- Identifying locations where school crossing guards are needed

**Question 5:** True or False. It is important that school crossing guards conduct themselves in a manner befitting a school representative and treat all students, families, and staff with kindness.

- True
- False

**Question 6:** True or False. A school crossing guard does not need to notify their supervisor of a planned absence or illness.

- True
- False

**Question 7:** Which of the following is a reason why a school crossing guard should stand while on duty?

- The visible presence of an alert school crossing guard can help to discourage unsafe behavior**
- School crossing guards look better while standing
- Standing is good exercise for school crossing guards
- School crossing guards do not have to stand while on duty

**Question 8:** Which of the following are things school crossing guards should NOT do while on duty or in uniform?

- School crossing guards should not eat while on duty or in uniform
- School crossing guards should not smoke products of any kind while on duty or in uniform
- School crossing guards should not patronize liquor establishments while on duty or in uniform
- All of the above are things school crossing guards should NOT do while on duty or in uniform**

**Question 9:** True or False. School crossing guard sponsors are strongly encouraged to provide first aid and cardiopulmonary resuscitation (CPR) training to all school crossing guards.

- True
- False

**Question 10:** Which of the following is the most common crosswalk that needs a school crossing guard?

- Unsignalized Crosswalk**
- Signalized Crosswalk
- All of the above
- None of the above

**Question 11:** When gathering students, which of the following is one thing you should do?

- Tell the students your favorite color
- Be silent
- Tell the students you will tell them when they may cross**
- Tell the students how long they will have to wait before they may cross

**Question 12:** What does it mean to “find a gap in traffic”?

- There are no vehicles approaching the crosswalk or that there are no vehicles within 100 to 200 feet from the crosswalk.**
- There are no vehicles approaching the crosswalk
- There are no students approaching the crosswalk
- Students can dart across the roadway

**Question 13:** True or False. A school crossing guard can wave their hands when signaling students to cross.

- True
- False**

**Question 14:** True or False. A school crossing guard should only signal drivers to alert them to stop for pedestrians in the crosswalk, not for the purposes of directing traffic.

- True**
- False

**Question 15:** Which is NOT TRUE about children in traffic?

- Children can be impulsive.
- Children can easily locate sound sources**
- Children have poor ability to assess speeds and gaps in traffic
- Children are likely to consider running across a road as a crossing strategy

**Question 16:** Which of the following is NOT a hazardous driver behavior that may still occur at a crosswalk with a school crossing guard present?

- Stopping for a school crossing guard who is holding a raised STOP paddle**
- Speeding (when crosswalk use is not noticed)
- Right turn into crosswalk on green light
- Entering crosswalk to make right turn on red light

**Question 17:** Select the correct word to complete this sentence: \_\_\_\_\_ between pedestrians and vehicles at intersections usually involve an unexpected violation of road rules by at least one of the parties (pedestrian or driver) and the subsequent failure of both parties to take appropriate action.

- Disagreements
- Collisions**
- Partnerships
- Texting

## 4 Practical Training

Practical Training involves hands-on instruction from a school crossing guard trainer. This aspect involves role play and simulation to practice the techniques and procedures (e.g., how to create gaps in traffic for street crossing, safely crossing pedestrians, reporting hazards and/or emergency situations) used to safely and effectively cross student pedestrians.

Practical Training should be conducted at a crosswalk or simulated crosswalk with no students present. An indoor simulated school crossing location can be used if weather is not permitting. School crossing guard candidates should play all roles (student pedestrians, school crossing guards, drivers) and practice proper crossing procedures using the STOP paddle.

Practical Training will last approximately one hour, but may last longer depending on the number of school crossing guard candidates involved. During this time, school crossing guard candidates will observe proper crossing behaviors from the pedestrian, school crossing guard, and driver points of view.

At the completion of the Practical Training, school crossing guard candidates will participate in Field Assessment.

### Identifying a Practical Training Location

The best location for Practical Training is at an existing marked crosswalk near a school. A mid-block crosswalk (a crossing that is not at an intersection) makes for a good Practical Training location because it is this type of crossing that school crossing guards are most often placed. Practical Training should also occur at locations, days, or times where there is not a lot of vehicle traffic.

If there is no ideal location for Practical Training or for convenience purposes, a simulated crosswalk can be created using duct tape or painter's tape marked off on the ground inside or outside.

### How to Conduct a Practical Training

A minimum of three (3) people are needed to conduct an effective Practical Training so that there are enough people to play and rotate through the roles of a student pedestrian, a school crossing guard, and a driver all at the same time. Also, be sure to bring a STOP paddle and enough reflective vests for all participants.

When you begin the Practical Training, remember to thank the school crossing guard candidates and others (e.g., volunteers, other staff, etc.) for their participation. Remind them that they are helping to create a safe and comfortable environment for students walking and bicycling to school.

Next, using the Colorado School Crossing Guard Practical Training and Field Assessment Tool handout in Attachment A, discuss and demonstrate the following assessment areas with the school crossing guard candidates:

- 1. The school crossing guard is wearing the appropriate uniform.** This includes reflective safety vest or outerwear and an optional reflective safety hat.
- 2. The school crossing guard is utilizing the proper equipment.** This includes a STOP paddle and optional whistle.
- 3. The school crossing guard demonstrates understanding of school crossing signs, crosswalk markings, and traffic signals.** Point this signage out if it exists near the Practical Training location.

4. **The school crossing guard appears alert, attentive to potential hazards in or near the crossing location, and concerned with the overall safety of pedestrians.**
5. **The school crossing guard is not engaging in any distracting behaviors.** This includes not eating, drinking, smoking, using mobile devices, headphones, portable audio players, or reading books, magazines, newspapers, etc.
6. **The school crossing guard makes sure student pedestrians remain on the sidewalk until they are told to cross.**
7. **The school crossing guard is able to find a gap in traffic before entering the crosswalk.** This means the school crossing guard positions themselves at the edge of the roadway to look both ways for approaching vehicles and identifies when no vehicles are approaching or that there are no vehicles within 100 to 200 feet (about half a football field or one soccer field) from the crosswalk.
8. **The school crossing guard makes sure no vehicles are coming or that all oncoming vehicles have stopped before instructing student pedestrians that they may cross.**
9. **The school crossing guard remains in the crosswalk until all of the students have safely crossed the roadway.**
10. **The school crossing guard keeps the STOP paddle and other hand (with an upraised palm) raised for the entire time they are in the crosswalk.**

Use the Colorado School Crossing Guard Practical Training and Field Assessment Tool handout in Attachment A as a guide for each school crossing guard candidate to practice each assessment area. For each assessment area performed satisfactorily, place an “S” in the appropriate area. For each assessment area performed unsatisfactorily, place a “U” in the appropriate area. Enter comments or notes to provide school crossing guards candidates with additional feedback, particularly in “unsatisfactory” areas. If needed, schedule additional Practical Training time until each school crossing guard candidate is able to perform each assessment area satisfactorily.

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## 5 Field Assessment

Field Assessment consists of observation, additional training, and guidance from a school crossing guard trainer. The school crossing guard candidate will perform crossing duties and procedures at the crossing location while having their performance evaluated by the school crossing guard Trainer. The Field Assessment is the final component of the school crossing guard Training Course and therefore the last step a school crossing guard needs to complete before becoming a trained school crossing guard.



## Identifying a Field Assessment Location

The best location for Field Assessment is the crossing location where the school crossing guard candidate will be assigned. School crossing guard candidates should be briefed about what to expect at the crossing location prior to the Field Assessment and ultimate assignment.

## How to Conduct a Field Assessment

Only one (1) school crossing guard candidate should be assessed at a time. This allows the school crossing guard candidate to have the complete attention of the school crossing guard trainer. Be sure that the school crossing guard candidate has their STOP paddle, reflective vest, and other safety equipment as needed or assigned.

Two (2) Field Assessments are recommended at the crossing location and shift hours the school crossing guard candidate will be assigned. If the school crossing guard candidate will be assigned during morning and afternoon shifts, one assessment should be conducted in the morning and the other during the afternoon.

Use the Colorado School Crossing Guard Practical Training and Field Assessment Tool handout in Attachment A to document the school crossing guard candidate's performance of the following assessment areas:

1. The school crossing guard is wearing the appropriate uniform.
2. The school crossing guard is utilizing the proper equipment.
3. The school crossing guard demonstrates understanding of school crossing signs, crosswalk markings, and traffic signals.
4. The school crossing guard appears alert, attentive to potential hazards in or near the crossing location, and concerned with the overall safety of pedestrians.
5. The school crossing guard is not engaging in any distracting behaviors.
6. The school crossing guard makes sure student pedestrians remain on the sidewalk until they are told to cross.
7. The school crossing guard is able to find a gap in traffic before entering the crosswalk.
8. The school crossing guard makes sure no vehicles are coming or that all oncoming vehicles have stopped before instructing student pedestrians that they may cross.
9. The school crossing guard remains in the crosswalk until all of the students have safely crossed the roadway.
10. The school crossing guard keeps the STOP paddle and other hand (with an upraised palm) raised for the entire time they are in the crosswalk.

For each assessment area performed satisfactorily, place an "S" in the appropriate area. For each assessment area performed unsatisfactorily, place a "U" in the appropriate area. Enter comments or notes to provide school crossing guards candidates with additional feedback, particularly in "unsatisfactory" areas. If needed, schedule additional Field Assessment time until each school crossing guard candidate is able to perform each assessment area satisfactorily. school crossing guard candidates must satisfactorily perform all assessment areas in order to complete the school crossing guard Training Course and be assigned to a crossing location.

- ATTACHMENT A -

# Colorado School Crossing Guard Practical Training and Field Assessment Tool

School Crossing Guard Candidate Name

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School Crossing Guard Trainer/Observer Name

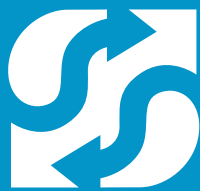
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Date

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Practical Training or Field Assessment  Practical Training  
 Field Assessment

Assessment Area	Satisfactory (S) or Unsatisfactory (U)	Comments or Notes
The school crossing guard is wearing the appropriate uniform.		
The school crossing guard is utilizing the proper equipment.		
The school crossing guard demonstrates understanding of school crossing signs, crosswalk markings, and traffic signals.		
The school crossing guard appears alert, attentive to potential hazards in or near the crossing location, and concerned with the overall safety of pedestrians.		
The school crossing guard is not engaging in any distracting behaviors.		
The school crossing guard makes sure student pedestrians remain on the sidewalk until they are told to cross.		
The school crossing guard is able to find a gap in traffic before entering the crosswalk.		
The school crossing guard makes sure no vehicles are coming or that all oncoming vehicles have stopped before instructing student pedestrians that they may cross.		
The school crossing guard remains in the crosswalk until all of the students have safely crossed the roadway.		
The school crossing guard keeps the STOP paddle and other hand (with an upraised palm) raised for the entire time they are in the crosswalk.		



## Colorado Safe Routes to School

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