



Colorado  
Safe Routes  
to School

# School Crossing Guard Training Manual



Futures in motion

## **1 Information for School Crossing Guard Trainers**

Who can train new or existing school crossing guards on roles, responsibilities, protocols, and procedures is left to the discretion of school crossing guard sponsors. With that, it is recommended that a trainer be an experienced school crossing guard or law enforcement officer. Additionally, the trainer should be familiar with the contents of this document and all training materials.

The school crossing guard training course is laid out in a “Train-the-Trainer” format to help jurisdictions and law enforcement with guidance on how to train and vet potential new and existing school crossing guards. Consistent training will help to ensure that school crossing guards throughout Colorado have the skills to perform their duties safely and properly.

The school crossing guard Training Course is made up of four (4) components:

- 1. School Crossing Guard Training Presentation**
- 2. Testing**
- 3. Practical Training**
- 4. Field Assessment**

Completion of each course component is recommended to equip school crossing guards with the skills and knowledge appropriate for the job. It is left to the discretion of school crossing guard sponsors to determine the school crossing guard’s mastery of crossing policies and procedures before assignment to a school crossing location.

School crossing guard training can be used during the hiring of new school crossing guards, during refresher training, or reassignment of seasoned school crossing guards. Training is recommended to occur during the first month of employment and once every two years of duty.

## 2 School Crossing Guard Training Course Presentation

This section provides the script and accompanying PowerPoint slides for school crossing guard trainers to use when training school crossing guards.

### Slide: Welcome

- Welcome to School Crossing Guard Training Course!

### Slide: School Crossing Guard Training Course

- The School Crossing Guard Training Course is made up of four (4) components:
  - » School Crossing Guard Training Presentation (this presentation)
  - » Testing
  - » Practical Training
  - » Field Assessment

### Slide: School Crossing Guard Training Course

- The goal of this course is to provide standardized training to newly employed school crossing guards as well as seasoned school crossing guards to help them understand their roles and responsibilities, learn about relevant laws and traffic regulations, practice proper crossing techniques, and foster safe environments.

### Slide: Learning Objectives

- The Learning Objectives for this course are:
  - » Describe at least one reason why school crossing guards are needed at a crossing location.
  - » Demonstrate the proper crossing procedure.

### Slide: Why School Crossing Guards?

- School crossing guards play an integral role in fostering a safe and comfortable environment for students walking and bicycling to and from school.
- School crossing guards can help create gaps in traffic on busy roads, remind drivers of the presence of people walking, help instill safe walking skills in students and their families, and indicate when people driving should yield.

### Slide: Why School Crossing Guards?

- Training is an essential step to help ensure that school crossing guards are performing their duties properly and safely.
- This course provides consistent guidance to assist in training school crossing guards.
- The course aligns with Manual on Traffic Control Devices (also known as the MUTCD) and Colorado state law.

### Slide: Why School Crossing Guards?

- In a 2012 University of California, San Francisco study, parents/caregivers ranked safety of intersections and crossings as the number one concern affecting their decision to allow their students to walk or bicycle to school.
- In the same study, parents/caregivers ranked school crossing guards as the number two reason why they would let their student walk or bicycle to school. Walking or bicycling with an adult was number one.
- National Center for SRTS data continue to affirm these parent/caregiver concerns.

### **Slide: School Crossing Guard Sponsors**

- A School Crossing Guard Sponsor refers to any city, county, school, school district, or police department that is the fiscal and/or implementing agency responsible for school crossing guard employment and training.

### **Slide: School Crossing Guard Sponsors**

- School crossing guard sponsors are responsible for:
  1. Obtaining a school crossing guard trainer and training school crossing guards
  2. Hiring and managing school crossing guards
  3. Providing uniforms and equipment to school crossing guards
  4. Identifying where school crossing guards are needed
  5. Addressing liability and risk management

### **Slide: School Community**

- School crossing guards are representatives of the school community, tasked with helping to create a safe environment for students and their families.
- As such, it is important that they conduct themselves in a manner befitting a school representative and treat all students, families, and staff with kindness.

### **Slide: Getting Ready for the Job - Attendance Protocol**

- School crossing guards should,
  - » Notify their supervisor of a planned absence at least 24 hours in advance, so that a substitute can be found.

- » Notify the supervisor as soon as possible if illness or unexpected circumstance prevents their timely appearance, so that a substitute can be found.
- » Be at their station on time and properly attired.

### **Slide: Getting Ready for the Job - Personal Vehicle Parking**

- School crossing guards should only park their vehicles in an allowed location (e.g., not on a sidewalk, not in any location where signs prohibit parking at the time).
- School crossing guards' vehicles should not block the view of approaching vehicles.

### **Slide: Getting Ready for the Job - School Crossing Guard Uniform and Equipment**

- While on the job, school crossing guards are required to wear:
  - » Retroreflective safety apparel such as a vest or jacket. The outermost layer of the school crossing guard's clothes must be retroreflective.
  - » STOP paddle. The paddle must be at least 18 inches in size and have the word message STOP on both sides. The paddle must also be retroreflective. It can also be illuminated for use when dark.
  - » Optional Reflective Safety Hat. If a reflective safety hat is worn, it should be retroreflective like the retroreflective safety vest or outerwear.
  - » Optional Whistle. A whistle can be used as a warning device to alert a motorist who is unresponsive to the display of the STOP paddle. If a whistle is used, it should remain in the school crossing guard's mouth as they step into the crosswalk to conduct crossing procedures.

### **Slide: Getting Ready for the Job - Standing While on Duty**

- The visible presence of an alert school crossing guard can help to discourage unsafe behavior.
- School crossing guards should not sit while on duty. Sitting down reduces an approaching driver's view of the school crossing guard or might suggest to drivers or arriving students that the school crossing guard is not on duty.
- School crossing guards need to be ready to react quickly in case of an unexpected event.

### **Slide: Getting Ready for the Job - Distractions and Unrelated Activities**

- While on duty or in uniform,
  - » School crossing guards should not eat, smoke products of any kind, consume beverages (other than water), or patronize liquor establishments.
  - » School crossing guards should not use a radio (other than a two-way radio for official communication), computer, mobile devices, headphones, portable audio players, or read (e.g., books, magazines, newspapers). A mobile communication device may be used only in an emergency and never while crossing students.

### **Slide: Getting Ready for the Job - School Crossing Guard Interaction with Students**

- School crossing guards should not physically touch students.
- Students should never be put into a school crossing guard's vehicle.
- School crossing guards should never give gifts to students.

### **Slide: Getting Ready for the Job - First Aid**

- School crossing guard sponsors are strongly encouraged to provide first aid and cardiopulmonary resuscitation (CPR) training to all school crossing guards.
- School crossing guards who have not received proper training should not provide first aid or CPR while on duty.
- All school crossing guards should be prepared to take reasonable action to help an injured student or contact emergency responders.

### **Slide: Getting Ready for the Job - Emergencies**

- School crossing guards should be briefed on emergency responses that have been adopted by the school crossing guard sponsor or school, especially if circumstances require a special procedure for school crossing guards.
- Notify your supervisor if you have not received this information.
- [Insert paragraph or slide showing School crossing guard sponsor's emergency response plan, if you have one]

### **Slide: Getting Ready for the Job - Incident Reporting**

- School crossing guards should be familiar with the type of information necessary to complete an incident report (e.g., time, date, location, names of those involved, description of incident).
- Incident reports are typically used to report a crash or infraction that can endanger the lives of pedestrians.

**Slide: Getting Ready for the Job - Incident Reporting**

- School crossing guards are advised to carry a notebook and pen to write down a description of involved vehicles and/or individuals.
- School crossing guards are encouraged to be on the lookout for any potential problems or areas of concern while on duty and be prepared to report them to the appropriate individuals or supervisors.

**Slide: On the Job**

- Remember, a school crossing guard's job is to help create gaps in traffic on busy roads, remind drivers of the presence of people walking, help instill safe walking skills in students and their families, and indicate when people driving should yield.
- Essentially, a school crossing guard becomes a STOP sign in the middle of a crosswalk.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Unsignalized crosswalks are the most common crosswalks that need a school crossing guard.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- To begin the crossing procedure, first gather students.
  - » Wait with students on the edge of the roadway outside of the crosswalk as they gather to cross.
  - » Tell students you will tell them when they may cross.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Next, find a gap in traffic.
  - » Look all ways for approaching vehicles. Look left, right, front, and behind for approaching vehicles.
  - » Find the gap in traffic. A gap in traffic means there are no vehicles approaching the crosswalk or that there are no vehicles within 100 to 200 feet (about half a football field or one soccer field) from the crosswalk.
  - » You will practice finding gaps in traffic during Practical Training.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Then, enter the crosswalk.
  - » Raise the STOP paddle and hold your other hand with an upraised palm as you walk into the crosswalk. The STOP paddle should lead you as you enter the crosswalk.
  - » Hold the STOP paddle shoulder-high so that one side is displayed to vehicles approaching the crosswalk on the near side of the street and the other is displayed to vehicles approaching the crosswalk on the far side of the street.
  - » Your body should not block either view of the STOP paddle. The two faces of the STOP paddle should remain continuously visible to vehicles approaching on the respective sides.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Then, take your position.
  - » Stop in the middle of the crosswalk.
  - » Stand at the edge of the crosswalk, either at the front or back, making space so that students can clearly pass without running into you.
  - » The STOP paddle should be kept raised while in the roadway. A school crossing guard should not switch the STOP paddle from one hand to the other or wave it about while in the roadway.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Next, signal students.
  - » When you know there are no vehicles coming, or that there is enough time for drivers to yield, look at the students and loudly say “You may cross.”
  - » DO NOT move your hands when signaling students to cross.
  - » PLEASE NOTE: Students and others with special needs may need more time to cross.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Signaling drivers.
  - » While in the crosswalk, a school crossing guard should never make any hand or head movement that might be interpreted by a driver as a signal to proceed.
  - » A school crossing guard should maintain eye contact directly with approaching drivers.

- » 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.

**Slide: On the Job - Crossing Procedure at Unsignalized Crosswalks**

- Lastly, exit the crosswalk.
  - » When students have finished crossing, exit the crosswalk while keeping the STOP paddle raised and your other hand with an upraised palm.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- When crossing students at signalized crosswalks, a pedestrian push button is usually installed.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- You will want to use the same crossing procedure as used at an unsignalized crosswalk, with minor differences.
- These crossing procedures are repeated on the next slides for review and to show these minor differences.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- To begin the crossing procedure, first gather students.
  - » Wait with students on the edge of the roadway outside of the crosswalk as they gather to cross.
  - » Tell students you will tell them when they may cross.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- As students collect, press the pedestrian push button to activate the pedestrian walk signal.
- When a fresh walking person symbol or “walk” message is displayed (or when the appropriate greenlight is illuminated if there is no pedestrian signal), make a final scan for vehicles.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- Enter the crosswalk.
  - » Raise the STOP paddle and hold your other hand with an upraised palm as you walk into the crosswalk. The STOP paddle should lead you as you enter the crosswalk.
  - » Hold the STOP paddle shoulder-high so that one side is displayed to vehicles approaching the crosswalk on the near side of the street and the other is displayed to vehicles approaching the crosswalk on the far side of the street.
  - » Your body should not block either view of the STOP paddle. The two faces of the STOP paddle should remain continuously visible to vehicles approaching on the respective sides.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- Take your position.
  - » Stop in the middle of the crosswalk.
  - » Stand at the edge of the crosswalk, either at the front or back, making space so that students can clearly pass without running into you.

- » The STOP paddle should be kept raised while in the roadway. A school crossing guard should not switch the STOP paddle from one hand to the other or wave it about while in the roadway.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- Signal students.
  - » When you know there are no vehicles coming, or that there is enough time for drivers to yield, look at the students and loudly say “You may cross.”
  - » DO NOT move your hands when signaling students to cross.

**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- Interaction with drivers.
  - » While in the crosswalk, a school crossing guard should never make any hand or head movement that might be interpreted by a driver as a signal to proceed.
  - » A school crossing guard should maintain eye contact directly with the approaching drivers, especially those who may be trying to turn right across the crosswalk or with drivers are turning left when yielding from the opposite travel lane.
  - » 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.



**Slide: On the Job - How to Cross Students at Signalized Crosswalks**

- Exit the crosswalk.
  - » When students have finished crossing, exit the crosswalk while keeping the STOP paddle raised and your other hand with an upraised palm.

**Slide: On the Job - Student Pedestrians**

- Younger students, such as those 10 years or younger, have only partially acquired the knowledge, skills, and abilities that experienced pedestrians use.

**Slide: On the Job - Student Pedestrians**

- Children in traffic,
  - » Can be impulsive.
  - » Have limited peripheral vision.
  - » Have difficulty locating sound sources.
  - » Have poor ability to assess speeds and gaps in traffic.
  - » Are shorter and therefore are easily blocked from view by cars or other obstacles.
  - » Are likely to consider running across a road as a crossing strategy.

**Slide: On the Job - Student Pedestrians**

- School crossing guards should actively reinforce safe street crossing practices, coaching students to:
  - » Look for vehicles before crossing— to “look left, right, and left again”.
  - » At a corner — to look over their shoulders for turning vehicles.

**Slide: On the Job - Student Pedestrians**

- Inexperienced pedestrians, such as elementary school students, sometimes assume that if one driver stops for them, others will too.

**Slide: On the Job - Road Hazards**

- “Multiple-Threat Crash” Risk
  - » A multiple-threat crash involves a driver stopping in one lane of a multi-lane road to permit pedestrians to cross, and another oncoming vehicle, coming from the same direction in a secondary or tertiary lane, hits the pedestrian who is crossing in front of the stopped vehicle.
  - » This collision type involves both the pedestrian and driver failing to see each other in time to avoid the collision.

**Slide: On the Job - Road Hazards**

- Collisions 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.

**Slide: On the Job - Road Hazards**

- School crossing guards deter improper crossings by students (e.g., darting into roadway, mid-block crossings between parked cars).
- The visible presence of school crossing guards crossing students in a roadway can improve driver behavior.

### **Slide: On the Job - Road Hazards**

- Hazardous driver behaviors that may still occur at a crosswalk with a school crossing guard present and can include,
  - » Speeding (when crosswalk use is not noticed).
  - » Turning right into a crosswalk on a green light.
  - » Entering a crosswalk to make a right turn on a red light.
  - » Turning left into a crosswalk on a green light.

### **Slide: On the Job – Road Hazards**

- Drivers who have a green light must still follow the direction of a school crossing guard.
- The impulse to “go” may prevent the driver from noticing the presence of a school crossing guard.
  - » In this circumstance, it is especially important that the school crossing guard carefully scan for vehicles upon a signal turning green.

### **Slide: Testing**

- School crossing guards must complete and pass a test in order to move on to Practical Training and Field Assessment.
- A minimum passing score of 80 percent is required.

### **Slide: Practical Training**

- Practical Training involves hands-on instruction to practice school crossing guard techniques and procedures.
- Practical Training will be conducted at a crosswalk or simulated crosswalk with no students present.

### **Slide: Practical Training**

- During Practical Training,
  - » School crossing guard candidates will be given ample time to practice the techniques and procedures used to safely and effectively cross student pedestrians.
  - » School crossing guard candidates will role play and rotate through the roles of a student pedestrian, a school crossing guard, and a driver.

### Slide: Practical Training

- Practical Training covers 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.

### Slide: Field Assessment

- Field Assessment consists of observation, additional training, and guidance by a school crossing guard Trainer.
- School crossing guard candidates will practice crossing duties and procedures at school crossing locations where they may be assigned while having their performance evaluated by the school crossing guard Trainer.

### Slide: Field Assessment

- Field Assessment covers the same assessment areas as Practical Training.
- School crossing guard candidates must satisfactorily perform all assessment areas in order to complete the school crossing guard training and be assigned to a crossing location.

### Slide: Questions, Answers, and Discussion

- What questions do you have about the material that was covered in today's presentation?
- Are there any areas you would like to discuss further?

### 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

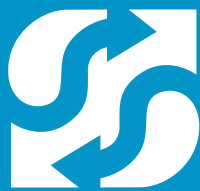
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Date

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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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