

East Dunbartonshire Council School Crossing Patrol Handbook



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1. INTRODUCTION

Dear

Your duties as a School Crossing Patroller (SCP) are an important contribution to the road safety of the children and adults that you cross and we gratefully acknowledge your willingness to serve the community in this way.

This guidance will help you carry out your duties to the national guidelines written by Road Safety GB 2016, which all SCPs in East Dunbartonshire should follow

Prior to beginning in your role as a SCP, your FM Lead will;

- Assess the location of your site by carrying out a site specific risk assessment; Roads carry out assessments to identify if a school crosser is required at a specific location.
- Train and support you with regular site visits; People Development deliver practical training upon commencement.
- Provide you with personal protective clothing for your role and position.

Your Crossing Point is:

Serving:

School phone no:

Head teacher:

School e-mail:

Hours of Duty:

Morning

Afternoon

2. UNIFORM

By law you must wear ALL items of the official uniform of which you will be supplied with. Without this you may not be insured and have no legal power to stop traffic. The uniform also ensures maximum visibility to other road users for your own safety and pedestrians using your crossing. The STOP sign (pole) is considered part of the uniform.

Mandatory uniform: Full length two-colour coat with hat or cap and STOP sign.

Any additional personal protective equipment of waterproof over-trousers, gloves, safety boots or shoes will be supplied where required.

Coats should be kept clean and may be washed in accordance with the manufacturer's instruction label.

When items need replacing please contact your Building Manager

You must not smoke while on duty as a SCP

You must not perform any duties of a SCP while under the influence of alcohol or controlled substances.

NB: Working under the influence of the above may lead to disciplinary action against you.

3. THE SIGN

You will be issued with a SCP sign, known affectionately as the Lollipop!

The Lollipop sign must be kept clean and used in accordance with these guidelines and the training that you have been provided with.

You should not leave the sign unattended or in the care of an unauthorised person during your hours of duty.

When you do not intend traffic to stop, hold the sign with the head in the down position so not to confuse vehicle drivers.

4. HOURS OF DUTY & ATTENDANCE

The official hours of a SCP are determined by the local authority. You will be allocated the exact time for your designated SCP site.

Please be punctual when arriving for duty and remain at your crossing point for the whole of your shift.

Children may be late for school; latecomers are more inclined to take chances and cross unsafely so it is important not to leave your duty early.

Only cross on the assessed and approved route.

You must not change your hours of duty unless authorised by your Building Manager

Arriving late and/or leaving early is not acceptable as it can put children at risk.

Good attendance is crucial to the success of this service. However, if you are unable to attend for duty for any reason, it is essential that you contact your Building Manager between 0730 and 0745hrs.

Private appointments should be taken outside duty times.

5. THE LEGAL POSITION

As a SCP you have the legal authority to stop traffic only if you are wearing a SCP coat and hat, and only when you are displaying the SCP sign.

Authority to provide patrols is given by Section 26 of the Road Traffic Regulation Act 1984. Section 28 of the Act defines the powers of a SCP to stop traffic.

The Transport (Scotland) Act 2001 amendments state that a SCP has the power to stop vehicles at school crossings for any person wishing to cross.

6. TRAINING

Only SCPs who have been trained and judged to be competent should be allowed to work. Retraining sessions should be conducted regularly.

Your Building Manager will meet you on the first morning of your duty to show you how to cross pedestrians in accordance with RSGB national guidance. You will be visited again during the first week of duty until your Building Manager is confident in your ability to operate the site safely.

7. RESPONSIBILITY AND COURTESY

When on duty you are responsible for the operation of your crossing site. You must not allow any person other than a Police Officer to take over operation of the site in an emergency. Do not take instructions regarding how you operate your crossing from anyone other than a road safety officer.

Other school staff may not take over your duty even if you are absent unless training and full uniform has been provided by the road safety team.

Report any problems with children's behaviour to your school.

Although parents and children will enjoy speaking to you and thanking you for helping them to cross safely, do not distract children or adults when crossing or allow yourself to become distracted. Your priority is always to ensure the safety of everyone on the crossing.

Although you are not authorised to stop vehicles with hand signals it is acceptable to give a brief wave of thanks when drivers have stopped.

8. CHILDREN AND CYCLISTS

You **MUST NOT** under any circumstances administer anything other than verbal instruction to the children under your supervision. It is not acceptable to take a child's hand to escort them across the road.

There is never any need to have physical contact with a child other than to restrain them in an emergency.

Ensure that any instructions are given in a clear, firm manner. If children or parents do not speak English as their first language it may appear to you that they are ignoring you or didn't hear you. Be clear with your instructions: when to stop, where to walk and when to cross.

You may cross cyclists as long as they dismount first. If a cyclist refuses to dismount then they are not your responsibility, let them carry on. Do not get into confrontation. Likewise, if a pedestrian chooses to cross near your site but not on it, let them cross. They are only your responsibility if they are crossing with you on your crossing as instructed by you.

9. OPERATING PROCEDURE

Most SCP sites will be on ordinary roads with one stream of traffic moving in each direction. The following procedure should be used:

1. Where required, switch on any flashing lights that are there to give advance warning of the crossing point.
2. Stand back from the kerb so the person is well clear of the traffic.
3. Keep the person on your left with the 'pole' horizontally in front of them and the 'lollipop' to your right.
4. Encourage children to stand still and remind children and adults that they must **NOT** follow you onto the road.
5. Look in all directions for traffic.
6. When there is a safe gap, raise the sign and display it 'face on' to the traffic. It helps if you can make eye contact with approaching drivers.
7. If you have difficulty in getting a safe gap on a very busy road or where sight lines are restricted, it may be necessary while standing on the pavement, to raise the pole as if casting a fishing line. Making eye contact with approaching drivers may be helpful.
8. Step onto the road, only when you are sure that it is safe to do so.
9. Walk smartly to the centre of the road, keeping the sign displayed towards the traffic.
10. Stop in the centre of the road and make a half turn to your left. Extend your left arm with your palm to the front.
11. Hold the lollipop in your right hand with your arm extended and the pole on the road.

12. On very busy roads or where sight lines are restricted, you may prefer to hold the pole raised above head height in front of you. In either case, the sign **MUST** face onto the traffic.
13. The person wishing to cross should still be on the pavement. Never take the person by the hand to lead them across the road.
14. When all traffic has stopped, the person wishing to cross should be told in a clear voice that they may now cross **in front** of you.
15. Do not wave the person onto the road. Vehicle drivers may think that you are signalling to them.
16. Cyclists should dismount and walk across.
17. Stay in position until the last person crossing has stepped onto the opposite pavement.
18. Check over both your right and left shoulder for your own safety before returning to your starting point to await others.
19. Where required, switch off the flashing lights at the end of your duty. (If lights are left on at all times, vehicle drivers may come to ignore them)



Figure 1. Lollipop positions

10. COMMON PROBLEMS

During your time as a SCP you are likely to encounter problems from time to time. Listed below are some common problems and how you may deal with them.

Problem	Solution
Excessive speed.	Advise Building Manager for referral to Police and Roads Department.
Poor sight lines.	Take extra care when entering the road area.
Missing / damaged signs or road markings.	Advise Building Manager for referral to Roads Department.
Children misbehaving.	Advise Building Manager and School.
Parked vehicles.	Take extra care when entering the road area.
Vehicle drivers running a red light.	Advise Building Manager for referral to Police.
Parents stopping vehicles at the crossing area.	Advise Building Manager and School.
Ice and snow	Take extra care when entering the road area and advise caution.
Narrow pavement area.	Control children and cross as soon as it is safe to do so to avoid queues.
Road works in the immediate area.	Liaise with Building Manager and School.
Excessive exhaust fumes.	Advise Building Manager for referral to Health and Safety Department

11. PEDESTRIAN CONTROLLED CROSSINGS

Some established patrol sites are operated in conjunction with pedestrian light controlled crossings.

At these sites you must use the signals to stop the traffic. The following procedure should be used:

1. Stand back from the kerb.
2. Keep the person wishing to cross on your left.
3. Press the button on the 'WAIT' box.
4. Once the lights have changed to red, the 'green man' should activate, accompanied by a 'bleeping' sound.
5. Wait until the traffic has stopped before entering onto the road area. Watch out for any overtaking traffic.
6. With the sign clearly displayed, call on the person to cross the road.
7. Remain on the crossing until the last person has reached the opposite pavement.

Whilst you are on the crossing, the 'green man' signal may turn off. The signals should provide enough time to complete a crossing before giving drivers a green light and you should remain in position until all persons are safely across the road. You should not be rushed off a crossing by impatient vehicle users. Always remember to check over both shoulders before returning to your starting point.

12. TRAFFIC ISLANDS AND DUAL CARRIGEWAYS

Where a road is separated by a Traffic Island or a Central Reservation, There will usually be two SCP's on duty.

However, where there is only one SCP on duty, the crossing should be carried out in two stages; with each half of the road treated as a separate crossing.

Inform the person wishing to cross to wait on the island or reservation until you can join them to carry onto the next stage of the crossing.

Where there are separate signal controlled crossings for each half of a Dual Carriageway, operate each crossing separately using the procedure described in section 11.

13. STOPPING DISTANCES AND SAFE GAPS

In the role of a SCP you have to judge when it is safe to step onto the road area to stop traffic. You have to ensure vehicle drivers have seen you and that they can stop in time safely. The distance a driver needs to stop is made up of 'thinking distance' and 'braking distance'.

Thinking distance is the amount of time (equated by distance) that it takes for the driver to realise the need to brake in order to react to the hazard directly ahead. According to the official UK Highway Code, and based on a car of around 4 metres in length, thinking distance can be calculated as shown in Table 1 on page 13.

Braking distance refers to how far your vehicle continues to travel after applying the brakes or undertaking an emergency stop. Based on a car of around 4 metres in length, braking distance can be calculated as shown in Table 2 on page 13.

Speed	Thinking distance (before braking)	
20mph	6 metres	20 feet
30mph	9 metres	29 feet
40mph	12 metres	39 feet
50mph	15 metres	49 feet
60mph	18 metres	59 feet
70mph	21 metres	69 feet

Table 1

Speed	Braking distance	
20mph	6 metres	20 feet
30mph	14 metres	46 feet
40mph	24 metres	79 feet
50mph	38 metres	125 feet
60mph	55 metres	180 feet
70mph	75 metres	246 feet

Table 2

If conditions are wet or icy, drivers will need up to twice the normal distance to stop the vehicle safely. However, this braking distance also depends on the speed and weight of the vehicle. The faster and/or heavier the vehicle, the more distance it will need to stop safely.

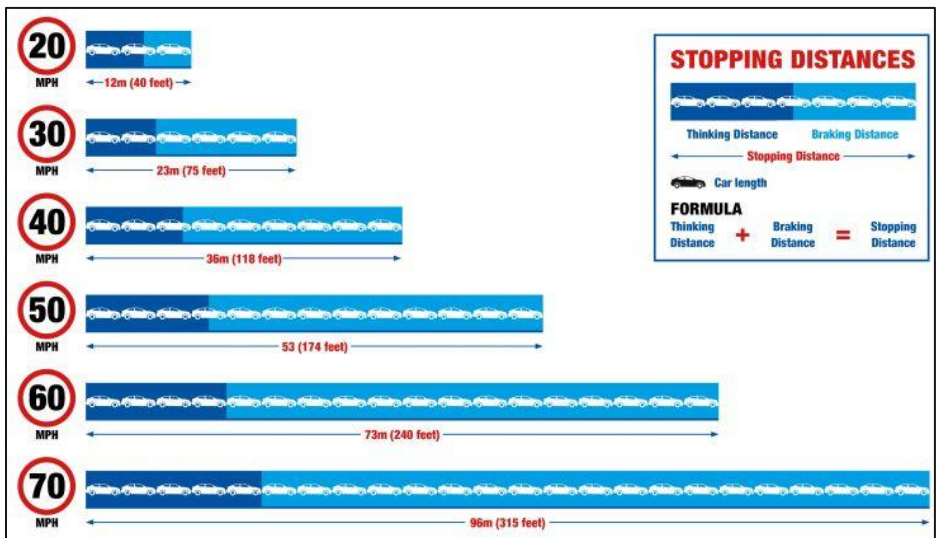
14. THE FIVE FACTORS OF STOPPING DISTANCES

1. Thinking Time: The time it takes to apply the brakes.
2. Speed and weight of the vehicle.
3. Condition of the vehicle tyres.
4. Condition of the vehicle brakes.
5. Condition of the road surface.

At 30 mph, an average car requires between 23-30m to stop safely. It is good practice to pace out points at 30m on each side of your crossing.

Stopping distance is the total distance it takes for a vehicle to come to a complete stop when braking at different speeds. The faster the vehicle is moving, the longer it will take to stop. One of the main things to remember when considering stopping distance is this formula:

Thinking Distance + Braking Distance = Stopping Distance



15. SALARY AND WAGES

The position of School Crossing Patroller is Grade 4. You will be paid weekly or 4 weekly by BACS transfer directly into your bank account. Payments are made two weeks in arrears.

Any overpayment made to you in error will be recovered directly from your weekly or 4 weekly wage. This will only be done after consultation with yourself, and if necessary, your trade union representative.

Similarly, any reimbursement of underpayment will be made directly into your back account.

Permanent Employees

Permanent employees are paid 52 weeks per year and are required to work 38 weeks per year.

Reporting Sickness / Absence

If you are unable to attend for duty for any reason, it is essential that you contact your Building Manager between 0730 and 0745hrs. From there, the services of another SCP will be arranged.

Building Manager

Contact No:

SCP's over 60/65

Permanent SCPs who reach the age of 65 and over will receive East Dunbartonshire Council sick pay if in receipt of the state pension. You will qualify for Statutory Sick Pay from the Council if under 65 years of age. Any further payments from the Benefits Agency or the Department of Working

Pensions will be dependent on earnings. This would be calculated by the Pay Office.

16. RETIREMENT

School Crossing Patrollers normally retire at the age of 70. However, if a patroller wishes to continue they must undergo annual medical examination to ensure their fitness for the role.

17. TRANSFER OF EMPLOYMENT LOCATION

School Crossing Patrols may be required to transfer from the employment location stated in the appointment letter to another place of employment in the Councils service as may be considered reasonable and after consultation with the employee, and if necessary, the appropriate Trade Union representative.

18. ACCIDENTS AND INCIDENTS

Any accident or incident must be reported to your Building Manager and School as soon as possible.

The HS1a ACCIDENT/VIOLENT INCIDENT/FIRE ALERT REPORTING FORM must be completed by your Building Manager and reported to the Health and Safety Team within 24hrs of the incident.

Any incident or accident that is deemed significant **MUST** be reported to the Health and Safety Team with immediate effect.

Health and Safety Email: Health.Safety@eastdunbarton.gov.uk

Health and Safety Number: 0141 777 3210

