TRAINING
Manual
FOR SCHOOL CROSSING GUARDS

As Revised for the
Springfield R-12 School District
2009-2010 School Year

PREPARED BY

SPRINGFIELD
PUBLIC WORKS
TRAFFIC ENGINEERING

SPRINGFIELD
POLICE DEPARTMENT

SPRINGFIELD R-12
SCHOOL DISTRICT
TABLE OF CONTENTS

Contact Telephone Numbers .............................................................3

I. Overview of the Job ........................................................................4

II. Perspective on the Characteristics and Limitations of Students ..........4

III. Guidelines for Use of Adult Crossing Guards .................................5

IV. Role played by School Crossing Guard ..........................................6

V. Relationship of Crossing Guards to School Safety Officers ...............6

VI. Extent of Responsibilities ...............................................................6

VII. Orientation to the Organization ....................................................6

VIII. Professional Guidelines .............................................................7

IX. Knowledge of Local Traffic Regulations ........................................8

X. Knowledge of School Zone Signage and Pavement Markings ..........8

XI. Traffic Control Devices ...............................................................8

XII. Traffic Hazard Identification .......................................................8

XIII. Vehicle Identification ...............................................................9

XIV. Emergency Procedures ...........................................................9

XV. Assisting with Crash/Incident Reports .........................................9

XVI. Inclement Weather .....................................................................9

XVII. Additional Considerations .......................................................10

XVIII. Appropriate Signal for Pedestrians ..........................................10

XIX. Recommended Procedures ......................................................10

Appendixes

Appendix A  Crossing Guard Coordinator……12  Appendix E  Crossing Guard Times (City) ….. 18
Appendix B  Payroll Schedule ...................... 13  Appendix F  Crossing Guard Times (R-12) ......19
Appendix C  Do’s & Don’ts ....................... 16  Appendix G  Pedestrian Safety Flyer ........19
Appendix D  R-12 School Calendar ..........17  Appendix H  City Code ....................... 21
CONTACT TELEPHONE NUMBERS

City of Springfield

I. Public Works - Traffic Engineering

Signs and Marking
Project Engineer ................................................................. 864-1980
Walking Route Maps .......................................................... http://traffic.springfieldmo.gov/school

Traffic Signals
Timing
Professional Engineer - Signal System .................................. 864-1980
Malfunction
Supervisor of Signal Operations ........................................... 864-1977

II. Public Works - Street Maintenance

Snow Removal
Public Works Operations Dispatcher .................................. 864-1965

III. Police Department

City Crossing Guard Coordinator ....................................... 874-1201 Voice mailbox 44101#
Traffic Lieutenant ............................................................... 864-1723
Traffic Sergeant ................................................................. 864-1757
Emergency/Police Dispatcher .............................................. 911

Springfield Public Schools

SPS Dispatch Center ............................................................ 523-2911
Director of School Police Services ....................................... 523-2917
County Crossing Guards ................................................. 523-6911 or 343-2551

Greene County Highway Department

Signs and Markings
Greene County Highway Administrator ............................... 831-3591

Snow Removal
Operations Coordinator ..................................................... 829-6532

Missouri Department of Transportation

Signs, Markings, & Traffic Signals
Traffic Operations Engineer ............................................... 895—7600
I. Overview of the Job

School crossing guards are deployed at school crossings with unusual conditions to assist children in developing safe crossing habits and to inform them of the potential hazards which exist at these locations. The assignment of a crossing guard to a specific crossing is by itself recognition of the need for greater than normal safety precautions for school children. It is therefore mandatory that persons assigned as school crossing guards be individuals who can be relied upon for prompt, consistent, and conscientious service.

School crossing guards are used to select adequate gaps in the normal flow of traffic at school crossing locations, and to assist school children in safely crossing a street or highway. They should direct children, not traffic; only law enforcement officers have the authority to direct traffic in the law enforcement sense. Crossing guards are used in the following situations: when adequate gaps in traffic are infrequent for children to determine when to safely cross; at complicated intersections with frequent vehicle turning movements; at a wide street or highway crossings; and where vehicular speeds are high.

II. Perspective on the Characteristics and Limitations of Students

Research on the behavior of children as pedestrians and the extent of their perception and judgment in a traffic situation shows that children defined as being under twelve years of age are all too often impatient when it comes to crossing busy streets.

National research projects have been conducted to study the use of crosswalks, traffic signals and over/underpasses by young pedestrians. The following includes information compiled from these studies:

- Use of Crosswalks: The percentage of children crossing at a marked crosswalk increased with the use of an adult crossing guard at an uncontrolled intersection.

- Use of Traffic Signals: Compliance with traffic signals increased with the presence of a crossing guard. Guards can help children understand how to use a traffic signal and educate them on the meaning of traffic signal indications.

- Use of Over or Underpasses: Children between age five and sixteen will generally use over or underpasses when located on the frontage to the school and constructed to minimize adverse walking distance to access the structure.

There is a particular need to educate and teach kindergarten through third grade students regarding the proper use of school-area traffic signals and crosswalks. These younger students are more likely to cross mid-block or against a red signal than older students. Overall, children regardless of age, consider the crossing location with a crossing guard as the safest places to cross.

The City of Springfield uses traffic signals, signs, painted crosswalks, and crossing guards to enhance the safety at difficult crossings. Crossing guards are assigned to supervise the children to encourage and reinforce compliance with the available protection devices. Crossing guards should remind students of the proper search pattern-left, right, left, and over their shoulder for turning vehicles prior to beginning their walk across a street.
III. Guidelines for Use of School Crossing Guards

The Institute of Transportation Engineers recommends use of a crossing guard when the following conditions are present:

a. A school crossing guard is more feasible and economical than either a pedestrian grade separation structure or a traffic control signal specifically installed to handle the crossing problem; and/or

b. There are special hazards, at either signalized or non-signalized locations, which can be properly handled only by adult supervision. These hazards include unusual conditions such as complicated intersections, heavy vehicular turning movements and high vehicular approach speeds.

The exhibit below graphically displays the criteria used for placement of a school crossing guard within the City of Springfield.
IV. Role played by School Crossing Guards

The school crossing guard not only helps the children to cross the street, but also helps the community. Parents know that their children will be escorted by a trained professional; Teachers and Principals are comfortable releasing the children to walk across busy streets when a crossing guard is present; and by utilizing crossing guards, the Police Department can be more effective in its manpower deployment. The crossing guard plays an active role in reinforcing safe crossing practices.

V. Relationship of Crossing Guards to School Police Officers

Occasionally Police Traffic Officers, Police Traffic Service Officers, and School Police Officers will be asked to check on problems at crossing guard locations and/or children. Crossing guards are requested to relay any details necessary for the investigation and cooperate fully. In addition, these problems should always be reported to your supervisor. The only interaction the crossing guard should have with the children is to help them cross the street. The crossing guard should not try to counsel or give advice to children.

VI. Extent of Responsibilities

The School crossing guard should not attempt to direct traffic; rather, they should choose opportune times when there is a sufficient safe gap in the flow of traffic to permit the children to cross. This directive may mean that the guard will stop the children for several minutes until a safe gap is determined. Crossing guards are to help students cross the street safely, not to interrupt the flow of vehicular traffic.

VII. Orientation to the Organization

School crossing guards within the city are employees of the Springfield Police Department of the City of Springfield. School crossing guards assigned to locations outside the city are employees of the Springfield R-12 School District. School crossing guards are constantly exposed to the public eye. It is therefore essential that the conduct of a guard be exemplary. Neatness in dress, courtesy to the public, and caring for children are requisites for creating the desired public image and avoiding unnecessary criticism. All complaints from citizens will be investigated and any founded complaints could result in dismissal.
VIII. Professional Guidelines

1. Be at your assigned crossing location at your designated time.
   - ARRIVE ON TIME AND DO NOT LEAVE EARLY.
   - Check your school schedule regarding holidays.
   - The time schedule for your location duties is set up through the Director of School Police Services for the School Board; any changes must be approved by the Director. Therefore, if you find problems with the assigned times, be sure to report those concerns to your supervisor in a prompt manner.

2. Absences
   - If the regular school crossing guard is unable to perform his or her assigned duties:
     - Call the Crossing Guard Coordinator's voice mailbox number 874-1201 (44101#) Messages will be checked periodically throughout the day.
     - If for any reason the crossing guard is hindered to be at the post on time and there is only a short notice to find a substitute guard, the guard is to call 911 for assistance.
   - Give as much notice as possible.
   - Never leave your assigned crossing location unguarded during any crossing period.
   - Never use an UNAUTHORIZED person as a substitute.

3. Regular school crossing guards are responsible at their assigned intersection to:
   - Train the children so that a substitute will have the respect of the children so that the children will follow his or her commands.
   - Keep the schedule.
   - Inform the proper authorities of problems.

4. WEAR your uniform at all times while on duty. Proper uniform consists of an orange reflective vest and possession of a Stop Sign Paddle.
   - It is better to wear light colored clothing.
   - A raincoat or coat may be worn. These outer garments are always to be worn with the fluorescent vest on the outside.

5. Children are to walk across streets. Children with bikes are to walk with their bikes when crossing at a school crosswalk.

6. Push buttons on signals will be pushed only by guards.
   - Get this message across to the children.
   - When cars are lined up, use the push buttons every other light cycle.

7. Make sure children know what you're going to do.
   - Keep children at least one foot back from the corner.
   - Use eye contact and/or verbal commands to let the children know what you are going to do.
   - The children should stand back on the corner until the crossing guard signals them to go.
   - Require that the children walk while in the crosswalk.
   - Children are to be guided across at all times.
   - Always walk out halfway across the street AHEAD of the children. Stand in the middle of the crossing on the approaching traffic side of the crosswalk and display the Stop Sign Paddle above your head.
   - Remain in the street until the last child has completed their crossing and is out of the street.

8. School crossing guards shall not conduct personal business or use tobacco in any form (cigarettes,
cigars, pipes or smokeless tobacco) while on duty. They shall not patronize liquor establishments or engage in any other actions that would reflect badly on the professional image of the school crossing guard while on duty or in uniform.

IX. Knowledge of Local Traffic Regulations

The school crossing guard shall become familiar with local traffic regulations, especially regulations pertaining to motorists, bicyclists and pedestrians, responsibilities in relation to school crossings, parking, and yielding of rights-of-way.

X. Knowledge of School Zone Signage and Pavement Markings

The crossing guard shall be familiar with the school zone signage and pavement markings around the school area. He or she shall be instructed to check the post area at the beginning of every school year, and periodically during the year, to make sure that all school signs are present and in good condition, and that all crosswalks are highly visible and well maintained. The school crossing guard shall report missing, damaged or inadequate signs and markings to his/her supervisor.

XI. Traffic Control Devices

In order to work effectively at school crossings, school crossing guards shall understand the principles behind the use of such traffic control devices as stop signs, signalization for motor vehicles and pedestrians, channelization and street markings. School crossing guards should not be expected to become experts on signal timing or traffic engineering. However, their understanding of how these aids are used will enable them to recognize patterns and irregularities in these devices that could result in poor conditions for crossing the students. School crossing guards shall specifically know the meaning of the walk, flashing don't walk, and solid don't walk phases of the pedestrian crossing signal.

XII. Traffic Hazard Identification

Obstructions and unusual circumstances can lead to high-risk vehicle/pedestrian conflicts. Inoperative or missing traffic control devices, roadway or sidewalk construction hazards, sight obstructions and other conditions such as recurring standing water or mud in the pedestrian's path may cause him/her to detour into the vehicular right-of-way. If the obstruction, hazard or circumstance requires immediate action, the school crossing guard shall have 911 called to report it. The school crossing guard shall report the incident to his/her supervisor as soon as possible during or after their crossing assignment. The supervisor shall follow the established procedure for reporting or following up on these conditions, and the school crossing guard shall work around them in the safest way possible. If a traffic signal is malfunctioning or there is a power outage, the guard shall call 911 upon arrival to obtain police assistance in directing traffic. School crossing guards shall also take precautions to park their own vehicles in legal parking spaces that do not obstruct visibility for approaching cars or students.
XIII. Vehicle Identification

It is sometimes necessary for crossing guards to be able to adequately describe and identify a vehicle that is endangering the safety of the students. Examples of situations requiring vehicle identification include harassment, traffic crashes, and speeding or suspicious vehicles. School crossing guards should obtain the vehicle's make, model or body style, color, and license plate number. It is advisable for the guard to be able to memorize the license tags of cars that are committing speeding or other traffic violations on a recurring basis. The school crossing guard shall wait until the motorist has left and there is a break in pedestrian traffic to write down the license number and car description. This information shall be turned over to the school crossing guard's supervisor, who can take appropriate follow-up actions. While a law enforcement officer must personally witness a moving violation, the information provided by a school crossing guard would help to identify the offender in future violations.

XIV. Emergency Procedures

School crossing guards shall be instructed in emergency situation procedures.

1. How to get help:
   - School crossing guards should not leave their post. They should ask a bystander or older child to call 911 for help. Emergency vehicles have the right of way, and the school crossing guard should insure the children are out of the crosswalk.

2. First aid information:
   - The school crossing guard shall not attempt to do anything he or she is not trained or equipped to do.

XV. Assisting with Crash/Incident Reports

If a crash involves a student, which occurs in the vicinity of the school crossing guard's location, he/she shall ask someone to call 911 immediately. In this way, a crash report can be filed by law enforcement authorities and any injured people can be examined by paramedics. Crashes involving students shall also be reported to the school crossing guard's supervisor and the school principal. The school crossing guard shall be familiar with the type of information that is needed to aid in fully describing a crash. The school crossing guard shall be available for questioning by appropriate law enforcement and by risk management and school officials. Any communication with the media must be through the school crossing guard's supervisor only.

XVI. Inclement Weather

Rain, thunder, lightning, sleet and other extreme weather conditions have a direct effect on safe street crossing. Vehicle traction, stopping distance and the motorist's ability to see are adversely affected by bad weather. Visibility and traction are also problems for the crossing guard and students. Increased alertness and caution are necessary. School crossing guards shall not use any device that would impede their ability to use their hands or impede their hearing or vision. The fluorescent vest must cover any raincoats used. School crossing guards may sit in vehicles during bad weather, as long as they can see any approaching children and have time to meet the child
before the child crosses the street. If a tornado warning is issued and the storm sirens are activated, the crossing guard should cross the children and then proceed with them to the school building to take shelter. The crossing guard should look in the area for any children that are approaching their locations to assist them to cross the street prior to taking shelter at the school.

XVII. Additional Considerations

1. If the school crossing guard must use a personal vehicle, it shall be parked in an approved parking space and not on the sidewalk or bicycle path. If on-street parking is allowed, the vehicle shall be parked at least 30ft back from the crossing and shall not block the school crossing guard's view of the approach to the intersection in any direction.

2. The school crossing guard shall not use tobacco products in any form, use foul language, or conduct activities inappropriate to his/her position while on duty.

3. The school crossing guard shall not use radios or headphones or read books, magazines, newspapers or any other material. He/she needs to focus their full attention on the job at hand.

4. School crossing guards shall not respond to requests or directives by school personnel, either to change or add to their duties. All requests or directives shall come from the school crossing guard's supervisor.

5. The school crossing guard shall be informed by his/her immediate supervisor of any school schedule changes and/or special school functions that would affect his/her work schedule. In the event of bad weather and it is possible that Schools may be closed, listen to news bulletins on the radio or TV. If Springfield Public Schools are closed, the school crossing guard will be excused from duty.

6. The school crossing guard shall report to his/her immediate supervisor any unusual situations. Examples are irresponsible motorists, adults harassing students, or students harassing other students.

XVIII. Appropriate Signal for Pedestrians

A school crossing guard's actions shall be uniform, crisp and clearly informative so that both motorists and pedestrians will know what is expected of them.

1. Appropriate Signal for Pedestrians
   - A signal to pedestrians shall be verbal only. Be sure to establish clear eye contact with pedestrians when you are signaling them so that motorists will not think you are signaling them. For those students that may be hearing impaired, can not hear due to interference of traffic noise, or do not speak the same language as the crossing guard; use eye contact, hand signals, a smile in their direction and a nod of the head along with a verbal command. The school crossing guard shall be continually alert for
pedestrians who may not follow his/her signals. The school crossing guard shall not assume that all students will cross properly. When a student is causing or involved in a hazardous situation, the school crossing guard shall verbally alert the student. If the student doesn't respond, the school crossing guard shall take the student's name and report the incident to the school's principal. If the situation continues, the school crossing guard should report the incident to his/her supervisor.

2. Appropriate Signals for Alerting Traffic

- The school crossing guard needs to be highly visible to the motorist. Clear and precise signals and gestures are essential. To help with this, he or she shall be positioned at the edge of the crosswalk nearest the center of the intersection. The school crossing guard shall be continually alert for motorists who may not follow his/her signals. The school crossing guard shall not assume that all cars will stop or will remain stopped. Do not allow any cars to cross the crosswalk while you are crossing the students.

XIX. Recommended Procedures

The school crossing guard shall follow the steps listed below:

1. **Unsignalized, Undivided Roadways**

   - **Step 1:** Stand on curb or edge of roadway on the side of the street where students are approaching.
   - **Step 2:** If possible, wait until a small group of students has assembled.
   - **Step 3:** Students are to wait at least one step back from the curb or roadway edge. Instruct the students not to move until you give them a signal and they have completed their own search. Instruct students to walk their bicycles or scooters and carry skates or skateboards.
   - **Step 4:** Enter the street according to the following sequence:
     - a. Wait for a gap in traffic on your side of the street.
     - b. Face closest oncoming traffic.
     - c. Alert oncoming traffic by using the stop paddle. Where there are more than two lanes enter the street and alert traffic one lane at a time if traffic conditions require this.
     - d. When safe to do so step off curb or leave roadway edge.
     - e. After traffic stops walk to the center of the street and stand at the edge of the crosswalk nearest the center of the intersection.
     - f. Face opposite approaching traffic, if any. Alert opposite approaching traffic as described above.
     - g. Confirm that all traffic has stopped, including any turning vehicles. Do not allow any cars to cross the crosswalk until you are finished crossing the students.
   - **Step 5:** Turn your head toward students and verbally signal them to begin their search pattern (left, right, left and over their shoulder for turning traffic) and proceed when it is safe to do so. After searching, students shall proceed within the marked crosswalk. Students shall not be allowed to run/ride their bikes, skates
scooters or skateboards across the street.

**Step 6:** Exit the street according to the following sequence:

a. Wait until the last student of the released group has reached the opposite curb or roadway edge.

b. Walk back to the roadway edge or curb, lower your stop paddle and allow traffic to resume.

**Step 7:** Repeat the above steps for each group of students.

2. **Heavy Traffic Procedure**

When unusually heavy traffic situations exist, the school crossing guard shall inform his/her immediate supervisor so that a traffic study can be performed to determine if additions or changes to the existing traffic control devices or additional crossing guards are necessary. While you are waiting for the study and improvements to be done, use the same procedure listed previously.

**Step 1:** Alert traffic, lane by lane, as before until the center of the street is reached.

**Step 2:** Follow previous procedure for alerting opposite traffic lanes. Do not allow any cars to cross the crosswalk until you are finished crossing the students.

**Step 3:** Cross students as described previously.

**Step 4:** Return to curb or roadway edge and allow traffic to resume.

3. **Signalized Intersections**

**Step 1:** Stand on sidewalk or edge of road on side of street that students will cross.

**Step 2:** As students gather, push the walk button.

**Step 3:** Instruct the students to wait one step back from the curb or roadway edge until you give them the signal to begin the crossing process.

**Step 4:** After you have completed your search and have determined that it is safe to do so, enter the street with a "fresh" green or "WALK" signal. Face the intersection on the crosswalk line nearest to the center of the street (Do not start crossing the street during the protected left turn phase).

**Step 5:** Alert oncoming traffic as described above. Alert attention of motorists maneuvering to make right or left turns. Do not allow any cars to cross the crosswalk until you are finished crossing the students.

**Step 6:** When the traffic stops, verbally signal the students to begin their search (left, right, left and over their shoulder for turning traffic) and cross when safe. Instruct the students to continue walking if the signal changes to flashing "Don't Walk (FDW)." Help students learn that FDW means DON'T START.

**Step 7:** Wait until the students have finished crossing the road.

**Step 8:** Return to the edge of the road or curb, lower your stop paddle and allow traffic to resume.
Appendix A

SCHOOL CROSSING GUARD COORDINATOR
(CITY OF SPRINGFIELD GUARDS)

Vicky Brown is the School Crossing Guard Coordinator. She will be your contact person if you are unable to work at your assigned school crossing on a certain date or time. Mrs. Brown will also serve as your contact for questions regarding general administrative issues. She will also be completing payroll for the school crossing guards. It is important that you leave a message as soon as possible when you know you will not be able to work your crossing.

Instructions for leaving a message for the School Crossing Guard Coordinator:

To access the voice mailbox system dial 874-1201. When connected, you will hear "Express messaging, to mailbox?" Then dial 44101#. You will hear a short announcement, and after the beep you can leave your message. After you finish your message, just hang up.

This will only work if you have a touch-tone phone. If you do not have a touch-tone phone, please contact the Traffic Sergeant.
# Appendix B

## Payroll Schedule

*(City of Springfield Guards)*

2009-2010

<table>
<thead>
<tr>
<th>Payroll Number</th>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 22nd – July 4th, 2009</td>
<td>July 9th, 2009</td>
</tr>
<tr>
<td>2</td>
<td>July 5th – July 18th, 2009</td>
<td>July 23rd, 2009</td>
</tr>
<tr>
<td>3</td>
<td>July 19th – August 1st, 2009</td>
<td>August 6th, 2009</td>
</tr>
<tr>
<td>4</td>
<td>August 2nd – August 15th, 2009</td>
<td>August 20th, 2009</td>
</tr>
<tr>
<td>5</td>
<td>August 16th – August 29th, 2009</td>
<td>September 3rd, 2009</td>
</tr>
<tr>
<td>6</td>
<td>August 30th – September 12th, 2009</td>
<td>September 17th, 2009</td>
</tr>
<tr>
<td>7</td>
<td>September 13th – September 26th, 2009</td>
<td>October 1st, 2009</td>
</tr>
<tr>
<td>8</td>
<td>September 27th – October 10th, 2009</td>
<td>October 15th, 2009</td>
</tr>
<tr>
<td>9</td>
<td>October 11th – October 24th, 2009</td>
<td>October 29th, 2009</td>
</tr>
<tr>
<td>10</td>
<td>October 25th – November 7th, 2009</td>
<td>November 12th, 2009</td>
</tr>
<tr>
<td>11</td>
<td>November 8th – November 21st, 2009</td>
<td>November 25th, 2009</td>
</tr>
<tr>
<td>12</td>
<td>November 22nd – December 5th, 2009</td>
<td>December 10th, 2009</td>
</tr>
<tr>
<td>17</td>
<td>January 31st – February 13th, 2010</td>
<td>February 18th, 2010</td>
</tr>
<tr>
<td>18</td>
<td>February 14th – February 27th, 2010</td>
<td>March 4th, 2010</td>
</tr>
<tr>
<td>19</td>
<td>February 28th – March 13th, 2010</td>
<td>March 18th, 2010</td>
</tr>
<tr>
<td>20</td>
<td>March 14th – March 27th, 2010</td>
<td>April 1st, 2010</td>
</tr>
<tr>
<td>21</td>
<td>March 28th – April 10th, 2010</td>
<td>April 15th, 2010</td>
</tr>
<tr>
<td>22</td>
<td>April 11th – April 24th, 2010</td>
<td>April 29th, 2010</td>
</tr>
<tr>
<td>23</td>
<td>April 25th – May 8th, 2010</td>
<td>May 13th, 2010</td>
</tr>
<tr>
<td>24</td>
<td>May 9th – May 22nd, 2010</td>
<td>May 27th, 2010</td>
</tr>
<tr>
<td>25</td>
<td>May 23rd – June 5th, 2010</td>
<td>June 10th, 2010</td>
</tr>
<tr>
<td>26</td>
<td>June 6th – June 19th, 2010</td>
<td>June 24th, 2010</td>
</tr>
</tbody>
</table>
**Appendix C**

**SCHOOL CROSSING GUARD DO’S AND DON'TS**

**DO'S**

- **DO** be on time and attentive to duty. Arrive at your post a minimum of five minutes before starting time to access conditions.

- **DO** wear clean, neatly pressed clothes. The public often judges the entire agency by one member's appearance.

- **DO** assist any person wishing to cross the street at your post (primarily children or the occasional adult). Remember that directing vehicle traffic is not your job. Your assignment is helping pedestrians safely across the street.

- **DO** use proper procedures in helping children.

- **DO** be sure to wait for adequate safe gaps in traffic to cross any person, adult or child.

- **DO** be especially watchful for turning motorists.

- **DO** remind children to look to the left, right, left and then over their shoulder for turning traffic before proceeding into the crosswalk.

- **DO** be sure that approaching vehicles are stopped, stopping, or not near enough to constitute a hazard before crossing children.

- **DO** remind children to remain one full step in back of the curb and wait for your verbal signal to cross.

- **DO** remind children to cross only at a corner or at an approved crossing.

- **DO** remind children that horseplay and running in the crosswalk are not allowed.

- **DO** remind students to walk bicycles/scooters and carry skates/skateboards across the street.

- **DO** ask parents or adults to cross properly and cross their children properly. Be tactful.

- **DO** notify a supervisor at least 24-hours in advance to obtain a relief school crossing guard if you cannot be at your post.

- **DO** be sure that the crosswalk is clear when you see or hear emergency vehicles responding through your area on emergency runs.
DON'TS

- DON'T direct motor vehicle traffic.
- DON'T leave your post for any reason.
- DON'T transfer your responsibilities to children.
- DON'T eat or drink while on duty.
- DON'T drink alcoholic beverages, or use narcotic substances (even prescription medication) while on duty or before reporting to duty.
- DON'T smoke or use tobacco products while on duty.
- DON'T use profanity.
- DON'T strike or place your hands on the children.
- DON'T keep children at the curb any longer than necessary to get them safely across the street.
- DON'T jump or dart out into the street or take unnecessary chances.
- DON'T stand in the street except when crossing children.
- DON'T invite or allow children to sit in your private vehicle. DON'T obstruct your vision or freedom of movement. DON'T park your private vehicle in restricted areas.
- DON'T motion any vehicle through a school "STOP" sign or any other traffic control, as you do not have the authority to do so.
- DON'T stop vehicles for violations or become involved in arguments with motorists or citizens walking or bicycling. Report all problems to your supervisor for handling.
# Appendix D

## SPRINGFIELD PUBLIC SCHOOL

### 2009-2010 CALENDAR

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>J U L Y</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

- **July 3, 2009**: Fourth of July Holiday (School System Closed)
- **August 20, 2009**: Professional Learning Day
- **August 21, 24, 2009**: Genesis Days
- **August 25, 2009**: First Day for Students

| A U G U S T | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- **September 7, 2009**: Labor Day (School System Closed)
- **September 22, 2009**: Mid First Quarter

| S E P T E M B E R | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- **October 2, 2009**: Professional Learning Day (Students Out All Day)
- **November 6, 2009**: Parent-Teacher Conference Day (Students Out All Day)
- **November 25, 2009**: Professional Learning/Work Half-Day AM (Students Out All Day)
- **November 26-27, 2009**: Thanksgiving Vacation (School System Closed)

| N O V E M B E R | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- **December 1, 2009**: Mid Second Quarter
- **December 23-31, 2009**: Winter Vacation

| D E C E M B E R | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- **January 1, 2010**: Winter Vacation Continues
- **January 18, 2010**: Martin Luther King Jr. Day (School System Closed)
- **January 19, 2010**: Third Quarter Begins

| J A N U A R Y | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- **February 2, 2010**: Professional Learning/Work (2 Hour Early Release for Students)
- **February 15, 2010**: Presidents’ Day (School System Closed)
- **February 17, 2010**: Mid Third Quarter

| F E B R U A R Y | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- **March 22, 2010**: Spring Break

| M A R C H | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- **April 23, 2010**: Professional Learning/Work Half-Day AM (Students Out All Day)
- **April 28, 2010**: Mid Fourth Quarter

| A P R I L | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- **May 31, 2010**: Memorial Day (School System Closed)

| M A Y | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- **June 8, 2010**: End of Fourth Quarter (44 Days)
- **June 8, 2010**: End of Second Semester (87 Days)
- **June 8, 2010**: Last Day of School (2 Hour Early Release for Students)
- **Last Day Could Be as Early as May 20**

Student Contact Days 176
## Appendix E

**2009 - 2010 Adult Crossing Guard Times**

*(City of Springfield Guards)*

<table>
<thead>
<tr>
<th>School</th>
<th>Location</th>
<th>Morning (AM)</th>
<th>Afternoon (PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bingham</td>
<td>Cherry &amp; Barnes</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Bowerman</td>
<td>Douglas &amp; High</td>
<td>7:10 – 8:05</td>
<td>2:40 – 3:10</td>
</tr>
<tr>
<td>Bowerman</td>
<td>Grant &amp; High</td>
<td>7:10 – 8:05</td>
<td>2:40 – 3:10</td>
</tr>
<tr>
<td>Campbell</td>
<td>Grant &amp; Mt. Vernon</td>
<td>7:25 – 8:20</td>
<td>2:55 – 3:25</td>
</tr>
<tr>
<td>Cowden</td>
<td>Kimbrough &amp; Rosebriar</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Fremont</td>
<td>2814 N. Fremont</td>
<td>7:40 – 8:35</td>
<td>3:10 – 3:40</td>
</tr>
<tr>
<td>Holland</td>
<td>Seminole &amp; Holland</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Horace Mann</td>
<td>3745 S. Broadway</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>McGregor</td>
<td>Fort &amp; Grand</td>
<td>7:50 – 8:45</td>
<td>3:30 – 4:00</td>
</tr>
<tr>
<td>Mark Twain</td>
<td>Broadmoor &amp; Fort</td>
<td>7:50 – 8:45</td>
<td>3:30 – 4:00</td>
</tr>
<tr>
<td>Mark Twain</td>
<td>Broadmoor &amp; Weaver</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Pershing</td>
<td>Seminole &amp; Lone Pine</td>
<td>7:10 – 8:05</td>
<td>2:40 – 3:10</td>
</tr>
<tr>
<td>Pittman</td>
<td>2934 E. Bennett</td>
<td>7:25 – 8:20</td>
<td>2:55 – 3:25</td>
</tr>
<tr>
<td>Robberson</td>
<td>National &amp; Turner</td>
<td>7:05 – 8:00</td>
<td>2:45 – 3:15</td>
</tr>
<tr>
<td>Rountree</td>
<td>Belmont &amp; Fremont</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Watkins</td>
<td>Grant &amp; Talmage</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Weaver</td>
<td>800 W Division</td>
<td>7:10 – 8:05</td>
<td>2:40 – 3:10</td>
</tr>
<tr>
<td>Weller</td>
<td>Fremont &amp; Division</td>
<td>7:55 – 8:50</td>
<td>3:30 – 4:00</td>
</tr>
<tr>
<td>Westport</td>
<td>400 S. Golden</td>
<td>7:55 – 8:50</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Wilder</td>
<td>Ingram Mill &amp; Seneca</td>
<td>7:50 – 8:45</td>
<td>3:25 – 3:55</td>
</tr>
<tr>
<td>Williams</td>
<td>High &amp; Roosevelt</td>
<td>7:20 – 8:15</td>
<td>3:00 – 3:30</td>
</tr>
</tbody>
</table>
### Appendix F

**2009 - 2010 Adult Crossing Guard Times**

(R-12 Employed Guards)

<table>
<thead>
<tr>
<th>School</th>
<th>Location</th>
<th>Morning (AM)</th>
<th>Afternoon (PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherokee</td>
<td>420 E Plainview</td>
<td>7:05 – 8:00</td>
<td>2:40 – 3:15</td>
</tr>
<tr>
<td>Gray</td>
<td>Cox &amp; Plainview</td>
<td>8:05 – 8:50</td>
<td>3:25 – 4:05</td>
</tr>
<tr>
<td>Harrison</td>
<td>3055 E Kildee Lane</td>
<td>7:30 – 8:15</td>
<td>2:50 – 3:30</td>
</tr>
<tr>
<td>McBride</td>
<td>5005 S. Farm Road 135</td>
<td>7:55 – 8:40</td>
<td>3:05 – 3:50</td>
</tr>
<tr>
<td>Carver</td>
<td>3325 W. Battlefield</td>
<td>7:05 – 8:00</td>
<td>2:40 – 3:15</td>
</tr>
<tr>
<td>Wilson’s Creek</td>
<td>Weaver &amp; Cloverdale</td>
<td>8:05 – 8:50</td>
<td>3:25 – 4:05</td>
</tr>
</tbody>
</table>
## Pedestrian Signals

### What do the symbols mean?

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>⏰</td>
<td>DON’T CROSS</td>
</tr>
<tr>
<td>🕒</td>
<td>START CROSSING (Watch for Vehicles)</td>
</tr>
<tr>
<td>⏰</td>
<td>DON’T START (Finish Crossing if You’ve Already Begun)</td>
</tr>
</tbody>
</table>

### What do the numbers mean?

**“COUNTDOWN” PEDESTRIAN SIGNAL**

The numbers show how many seconds remain to complete walking in the crosswalk. The countdown starts with the FLASHING DON’T WALK signal and continues counting down to the DON’T WALK signal.

### Tips for Crossing the Street

- Look for a push button in the direction you wish to cross. If there is one, PUSH IT.
- Wait for the WALK signal before you cross.
- LOOK BOTH WAYS before crossing.
- Walk briskly, but DON’T run.
- Watch for turning cars.
- If the FLASHING DON’T WALK signal begins, continue to cross. Do not panic. There is enough time to finish crossing safely. If you haven’t started crossing, DON’T start. Push the button and wait for the next WALK signal.

### Frequently Asked Questions

**Why is the FLASHING DON’T WALK longer than the WALK?**

The WALK signal lasts long enough to get everyone started crossing. The FLASHING DON’T WALK must last long enough for everyone who has just started crossing to finish, so it stays on longer to allow pedestrians to completely cross the street.

**Do I have to push the button?**

Yes, if a button is present, it must be pushed to activate the pedestrian signal. If there is more than one button, look for the button that indicates the direction you wish to cross. At intersections with no buttons, the WALK signal will be displayed on every cycle.

**What does the button do?**

The button tells the traffic controller that you would like to cross. If the button is not pushed, the WALK signal will not be activated. By activating the walk signal, the maximum crossing time is assured for pedestrians.

**What if I have questions?**

If you have questions, or believe that a pedestrian signal is not operating properly, please call Traffic Engineering at 864-1983.
Appendix H

SPRINGFIELD CITY CODE

ARTICLE III. SCHOOL CROSSING ATTENDANTS

Sec. 66-71. Appointment; compensation; duties.

The city manager is hereby authorized to appoint such number of school crossing attendants as may be necessary at crosswalks on city streets and such additional school crossing attendants as may be necessary to comply with school crossing agreements with the state highway commission, within the limitation of available salary appropriations. Such attendants, who may be either men or women, shall be of good moral character, qualified voters of the city and alert individuals. Such persons shall be employed on a part-time basis, and shall receive compensation as shall now or hereafter be provided by law, to be paid biweekly. They shall be on duty during such hours as shall be designated by the chief of police during the days or parts of days when the school to which they are assigned is in session. They shall assist schoolchildren across the crosswalk, or walks across the streets or intersections to which they are assigned by walking with the schoolchildren. They shall not be invested with police authority or a police commission.

Sec. 66-72. Appointment of substitute attendants.

The city manager is hereby authorized to appoint substitute school crossing attendants in such number as he deems necessary who may be called to work whenever the regular school crossing attendant is unable to perform his duties, and who shall possess the same qualifications, powers and duties and receive the same compensation as school crossing attendants.

Sec. 106-450. Right-of-way in crosswalks.

When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.

Sec. 106-451. Passing vehicle stopped for pedestrian crossing.

Whenever any vehicle has stopped at, a marked crosswalk or at any intersection to permit a pedestrian to cross the roadway, it shall be unlawful for the driver of any other vehicle approaching from the rear to overtake and pass such stopped vehicle.

Sec. 106-452. Rights and duties when crossing roadways.

(a) Crossing at places other than crosswalks. No pedestrian shall cross the roadway at any place other than a crosswalk within those areas described in ordinances adopted from time to time and on file with the city clerk. Outside the business districts, any pedestrian crossing at a point other than a crosswalk shall yield the right-of-way to motor vehicles upon the roadway; provided that this subsection shall not relieve the driver of a motor vehicle from the duty to exercise the highest degree of care under the circumstances for the safety of pedestrians.

(b) Crossing at controlled intersections. At intersections where traffic is controlled, pedestrians shall not cross the roadway against a red signal and shall not cross at any place except in a crosswalk. A pedestrian crossing or starting across any such crosswalk on a "green" or "walk" signal shall have the right-of-way over all vehicles, including those making turns, until such pedestrian has completed crossing the half of the roadway on which the vehicle is traveling or is approaching so closely from the opposite half of the roadway as to be in danger.

(c) Direction of crossing. No pedestrian shall cross a roadway other than by a route at right angles to the curb or by the shortest route to the opposite curb, except in a crosswalk.

Sec. 106-453. Walking along roadways.

Where sidewalks are provided, no person shall walk along and upon an adjacent roadway.