



AAA School Safety Patrol™

# Handbook for Patrollers





# This Handbook belongs to:

(Patroller's first and last name)

My Patrol Advisor's Name:

Email Address:

Phone Number:

Thank you for participating in AAA School Safety Patrol! You are joining over half a million students across North America who are proud to be a part of this unique school safety program – leading the way to keep child pedestrians safer in their communities. Younger children look to you as role models, and you are recognized as a leader at your school. You should be proud of your role as a School Safety Patroller!



## Ready, Set, Patrol!

### What is a School Safety Patroller?

School Safety Patrollers are student volunteers trained to direct pedestrians at school crossings, carpool areas and bus zones — they direct children, not traffic. Patrollers learn and practice road safety, leveraging this training to lead the way in keeping their fellow classmates and communities safer.

### Requirements

- Be in 4th - 8th grade.
- Have written consent from your parent or guardian.
- Be able to perform your duties in all weather conditions.
- Successfully complete your school's School Safety Patrol training.
- Meet your school requirements for participation.

### Responsibilities

- Look, act, and be alert.
- Report for duty on time.
- Be sure there is an adult crossing guard or Patrol Advisor at your intersection. If no adult, no patrol.
- Always set a good example.
- Know and practice safe walking tips.
- Never try to direct or stop vehicles.
- Perform your duties faithfully.
- Be neat and clean while on duty.
- Be dependable and trustworthy.
- Be courteous and polite; treat others as you would want to be treated.
- Wear your belt, cap, and badge proudly.
- Treat your equipment and uniform with respect and care.
- Work together as a team.
- Report any concerns or dangerous behavior.
- Remind classmates of safe walking rules without being bossy.
- Give correct crossing signals to classmates.
- Obey rules of the patrol, school, and home





# Look, Act, and Be Alert!

**As a School Safety Patroller, you must:**

- Arrive at your post on time, neat, and clean.
- Dress appropriately for cold and wet weather. Wear your belt and badge over your sweater or jacket. When wearing the AAA poncho, do not wear your belt and badge.
- Keep hands free for signaling – no umbrella, food, cell phone, etc.
- Treat all equipment with proper care and respect.
- Carry a pen and paper to keep track of administrative items and traffic violations.



## Patrol Equipment

Your official AAA School Safety Patrol uniform consists of a belt, cap, and badge.

Your Patrol Advisor may assign you additional equipment, such as a poncho, stop sign, whistle, or a walkie-talkie.

At the end of the school year, you will be allowed to keep your cap and service pin. Your belt and badge must be returned to your Patrol Advisor.



### Belt

- Your belt must be worn at all times when you are on duty.
- Wear your issued belt with the black buckle in front. It should fit snug across your waist and chest.
- Make adjustments to your belt as needed to wear over sweaters and jackets.
- Do not wear your belt underneath or over the AAA rain poncho.
- Properly roll up your belt and keep in a designated secure location when you are off duty.
- Return your belt to your Patrol Advisor at the end of your service.
- Keep your belt clean with a damp cloth using cold water and mild soap and line dry only.
- Do not machine wash or dry, use abrasive cleaners, or iron.



# AAA School Safety Patrol™

Patrol Equipment, cont'd



## Cap

- Wear your cap at all times when on duty. It increases your visibility as a Safety Patroller.
- Place your cap so it sits straight on your head with the bill facing straight forward.
- Never cover your cap with a jacket or sweater hood.
- Your cap belongs to you and should not be shared with anyone else.
- Put your name on the underside of the bill.
- Your cap is yours to keep at the end of your School Safety Patrol service.

## Badge

- Your badge is meant to be worn on your patrol belt only.
- Pin your badge on the shoulder strap of the belt at chest level.
- Your badge stays on your patrol belt and is not removed except when you clean your belt.
- Return your badge to your Patrol Advisor at the end of your service.
- Clean your badge using mild soap and cold water. Immediately dry your badge.
- Do not polish your badge using abrasive chemicals.

## Poncho

- Wear your poncho during rainy weather. Do not wear your belt and badge underneath or over it.
- Hang your poncho on a wooden hanger with the shoulders centered on the hanger arms.
- Hang it in a cool, dry place away from direct sunlight and heat.
- Be sure the sleeves are straight and not cuffed.
- Wipe the poncho clean with a damp cloth if it becomes dirty.



# The School Safety Patroller's Pledge

I promise to do my best to:

- Report for duty on time.
- Perform my duties faithfully.
- Strive to prevent crashes.
- Always set a good example myself.
- Obey my teachers and offices of the Patrol.
- Report dangerous student practices.
- Strive to earn the respect of fellow students.



# School Safety Patrol Duties

**Work with your Patrol Advisor to fill in the blanks.**

I arrive to school and meet my Patrol Advisor at: \_\_\_\_\_ a.m. in the gym / classroom # \_\_\_\_\_.

I put on my Patrol belt and cap.

I assist with setting up equipment.

I review my assigned post for the day.

I am in position at my post by: \_\_\_\_\_ a.m.

While at my post I:

Ensure safe walking and crossing for fellow students

Ensure safe offloading of students in the carpool drop-off lines.

Ensure safe entrance and exit lines on and off the school buses.

Report any vehicle threatening safety at arrival and dismissal.

Report students who conduct themselves in an unsafe manner.

My morning duty ends at: \_\_\_\_\_ a.m.

I return to our meeting location and properly return all equipment.

In a quiet manner, I proceed directly to my classroom.

My afternoon duty begins at: \_\_\_\_\_ p.m.

I put on my Patrol belt and cap.

I assist with setting up equipment.

I am in position at my afternoon post by: \_\_\_\_\_ p.m.

My afternoon duty ends at: \_\_\_\_\_ p.m.

I return to our meeting location and properly return all equipment.

I proceed home in a safe manner.



## Post Duties



### Crosswalk Patrollers

- Stand one step back from the curb or edge of the street.
- Keep your arms down at a 45-degree angle and your palms face to the back.
- Keep all students a safe distance from traffic and hold them until there is a safe gap.
- Never allow students to walk in front of a car that stops without an appropriate signal for them to cross.
- When there is a safe gap, step aside and motion for the students to safely cross the street

### Curbside Patrollers

- Stay positioned along the curb where the carpool drop-off lane has been established.
- Wait for the vehicle to come to a full and complete stop.
- Open the car door and greet the driver and student.
- If needed, help the student exit the car safely.
- Thank the driver and close the door.

Do not allow anyone to reach under a vehicle to pick something up for any reason. Instead, notify the Patrol Advisor or supervising adult.



# School Bus Patrol Duties

## Front Bus Patrollers

- Dismount and take position next to the step and help students enter the bus.
- Take 10-15 giant steps away from the bus on the sidewalk to see approaching students.
- This is the last person to board the bus and sit in the assigned position.
- When arriving to school, this is the first person off the bus.
- Assist students exiting the bus.
- When school is out, make sure students enter the bus in an orderly and timely manner.

## Middle Bus Patrollers

- Sit near the emergency door.
- Help open the door in case of an emergency.
- Make sure everyone disembarks in an orderly fashion and help those in need.

## Rear Bus Patrollers

- Sit in the back of the bus.
- Make sure everyone is seated before the bus begins moving.
- Help check attendance.
- Keep the aisle clear.
- Make sure students do not forget personal items.
- Assist in an emergency.
- Report damage to the bus by a passenger.
- Enforce rules against throwing objects or trash on the floor.



As a member of the AAA School Safety Patrol,  
I am expected to demonstrate the following:

**Leadership**

**Interest in traffic safety**

**Maturity**

**Sound judgment**

**Reliability**

**Good attendance record**

**Ability to follow rules**

**Courtesy**

**Punctuality**

**Respect for classmates and others**

**Ability to perform duties**

**Desire to help others**



# School Safety Patrol Ranks

Patrol Advisors may elect to assign various ranks of command to assist with the duties and responsibilities for maintaining a strong patrol squad.



## Captains

- Command and preside over the entire patrol squad.
- Maintain the efficiency and conduct of the patrol squad at all times.
- Prepare reports and agendas for patrol meetings.
- Assist with assigning posts and arranging for substitutes.
- Ensure attendance is kept and any attendance problems are addressed.
- Ensure Patrollers wear and maintain their belts, caps, and badges.
- Know and are trained on all rules and regulations of AAA School Safety Patrol.
- Report all violations directly to the Patrol Advisor, principal, or supervising adult.
- Maintain the Captain's Record Book.



## Lieutenants

- Second in command and assume the duties of the Captain when absent.
- Maintain the efficiency and conduct of the Sergeants and their squad.
- Provide training and guidance when needed.
- See to it that the squads are properly posted and remain at their posts.
- Pass on disciplinary reports to the Captain.
- Substitute for absent Patrollers.
- Know and are trained on all rules and regulations of AAA School Safety Patrol.
- Report all violations directly to the Captain, Patrol Advisor, principal, or supervising adult.





## Squad Sergeants

- Lead the squad in their day-to-day duties.
- Maintain the efficiency and conduct of their assigned squad.
- Perform daily uniform inspections of the Patrollers assigned to them.
- Substitute for absent Patrollers.
- Know and are trained on all rules and regulations of AAA School Safety Patrol.
- Report all violations directly to the supervising Lieutenant, Captain, Patrol Advisor, principal, or supervising adult.



## Supply Sergeants

- Maintain the equipment and supply room.
- Ensure equipment is in its proper place at all times, except when in use.
- Report at each Patroller meeting on the care and condition of the equipment.
- Report any abuse or defacing of equipment to the Captain or Patrol Advisor.
- Inform the Captain or Patrol Advisor of any shortages or needed replacements.
- Keep a record of all equipment issued to Patroller.



## Staff Sergeants

- Take meeting minutes and file reports.
- Take daily attendance of Patrollers and parent/teacher volunteers.
- Keep an attendance archive for the entire school year.
- Report out on prolonged absences and repeated tardiness to the Lieutenant.
- Compile a daily activity log.
- Substitute for absent Patrollers.
- Maintain the patrol bulletin board.
- Know and are trained on all rules and regulations of AAA School Safety Patrol.
- Report all violations directly to the supervising Lieutenant, Captain, Patrol Advisor, principal, or supervising adult.





## Private Patrollers

- Maintain their post.
- Ensure their uniform is clean, orderly, and properly worn.
- Adhere to proper procedure at their assigned post.
- Stand at their post and will not leave it during their duty.
- Do not talk unnecessarily to, or play with, anyone while on duty.
- Do not eat anything or talk on the phone while at their post.
- Maintain their equipment in good order and with respect.
- Know and are trained on all rules and regulations of AAA School Safety Patrol.

## Golden Rule of Service for all Patrollers

I treat others as I would like to be treated.

I perform my post duties as needed to ensure the integrity of service and the safety of my community.

I am not above performing any responsibility as circumstances dictate.



# Monthly Meetings

**My monthly School Safety Patrol Meeting  
occurs every month on the:**

Always remember to wear your Patrol belt, cap,  
and badge to the meeting!

The Patrol Captain presides over the meeting. In the event of their absence, the Lieutenant takes their place.

## Sample Agenda

1. Call to order
2. “All Rise” for Pledge of Allegiance
3. School Safety Patrol Pledge of Service
4. Roll call
5. Staff Sergeant reads minutes of previous meeting
6. Captain corrects or approves minutes
  - a. Squad Reports
  - b. Captain report
  - c. Lieutenant report
  - d. Staff Sergeant attendance report
  - e. Supply Sergeant report
  - f. Squad Sergeant report



# AAA School Safety Patrol™

Monthly Meetings, cont'd

- g. Discussion of old business
- h. Discussion of new business
- 7. Comments from Patrol Advisor and guests
- 8. Training
- 9. Captain requests to motion to adjourn
- 10. Captain asks for motion to be seconded
- 11. Captain states the motion and asks for “ayes” and “nays”
- 12. Captain officially adjourns the meeting
- 13. Captain announces the time and date of next meeting
- 14. Captain dismisses each squad







## Awards & Recognition

There are several ways your Patrol Advisor may recognize you and your patrol squad for your achievements, dedication, and service. These might include:

- Award certificates and service pins
- Recognizing a Patroller of the Month with a certificate and gold badge
- Recognizing Patrollers during school assemblies
- Having your patrol squad perform a safety presentation or skit at a school assembly
- Asking Patrollers to lead certain activities during the AAA School Safety Lesson Plan
- Hosting an annual Patrollers luncheon or field trip
- Proclaiming “AAA School Safety Patrol Day” or “Patroller Appreciation Day”
- Offering refreshments such as hot chocolate or ice cream after a shift
- Hosting special events such as:
  - Pizza parties
  - Movie outings
  - Volunteer and community service events
  - Waterparks and amusement parks
  - Sporting events
  - Year-end celebrations



## Lifesaving Medal Award

AAA nationally recognizes Patrollers who have saved a student's life while on duty. Talk to your Patrol Advisor immediately if you think you have saved someone's life.

## Patroller of the Month Award

Each month, your Patrol Advisor has the opportunity to recognize a Patroller who has shown commendable service and contributions to the safety of their classmates.

## Patroller of the Year Award

Each year, your Patrol Advisor has the opportunity to nominate a Patroller who has best exemplified leadership qualities and performed their duties effectively and responsibly. Patrollers who win this award show the following key qualities:

- Positive communication skills
- Excellent attendance and punctuality
- Demonstrated control of post
- Awareness of traffic dangers and efficiency in seeking guidance
- Participation in school activities and outreach programs





# AAA School Safety Lesson Plan



If your school participates in the AAA School Safety Lesson Plan, your teacher may call on you to lead certain activities and sections of the material. This will give you an opportunity to take what you have learned as part of School Safety Patrol and help teach your peers. It is also a great way to show leadership and teamwork among your peers.

If your class doesn't participate in the Lesson Plan, you can ask your teacher to contact AAA for more information, or visit [schoolsafety.calstate.aaa.com](https://schoolsafety.calstate.aaa.com).



# Patrol Discipline Policy

I understand that serving on AAA School Safety Patrol is a privilege. My Patrol Advisor and principal have set forth a discipline policy that I will follow.

- ☐ I agree to be a responsible student and role model for all others.
- ☐ I understand that there are consequences including probation, suspension, and dismissal from service if I have committed any of the outlined infractions.

## **Infractions include:**

- Attempting to direct traffic
- Leaving the sidewalk
- Allowing children to cross without checking for a safe gap
- Leaving my post without permission
- Being tardy or absent without an acceptable reason
- Arriving for duty without a belt, cap, or badge
- Breaking safety rules
- Disobedience
- Excessive talking during service time



# Stranger Danger

As a Patroller, you must constantly be alert to the presence of people and vehicles traveling through your post. You are to never attempt to stop a vehicle or adult pedestrian if they disregard your patrol command. A stranger is someone you do not know. They may look nice, wear a uniform or even be a kid.

## **Patrollers Should Never:**

- Approach cars or allow other students to approach unknown motorists.
- Accept candy or presents from strangers.
- Help strangers with directions or search for a lost pet.
- Allow your photo to be taken.
- Give out your name, address, phone number, or other personal information.

## **Seek Immediate Help If:**

- You encounter someone who appears to be under the influence of drugs or alcohol.
- You notice suspicious behavior of older students or adults.
- You are followed.
- Someone offers you a ride in their vehicle.



# Emergencies

In an emergency situation, it is important to always follow the instructions of your Patrol Advisor. Emergencies may include:

- Vehicle crashes
- Collisions involving vehicles and pedestrians or bicyclists
- Sudden illness of pedestrians or motorists
- Injury of pedestrians or bicyclists

In the event of an emergency, your Patrol Advisor may ask you to:

- Remain at your post and maintain control over students.
- Stop crossing students until the situation is under control.





# Congratulations!

Being part of AAA School Safety Patrol means being a leader. As a Patroller, you have many tasks and responsibilities that allow you to stand out amongst your peers. You are a trusted member of your Safety Patrol and an ambassador for safety at your school and in your community. Your principal, teachers, and Patrol Advisor all look to you to set an example and help keep your school safe. Your peers trust your judgment, character and unique ability to lead.

Did you know that many past School Safety Patrollers have gone on to become U.S. Presidents, Senators, Governors and Supreme Court Justices? Many have also become astronauts even Olympic gold medalists.

You are well on your way to achieve greatness, too! Whether you aspire for a career in politics, law enforcement, public safety, community service, or another field, being a AAA School Safety Patroller can help you to achieve your dreams.