



# Implementation Guidelines

We recommend downloading the School Safety Patrol Operations Manual to learn more about the program and how to bring it to life in at your school. But to get you going, the steps below will guide you through starting or supporting the AAA School Safety Patrol program in your school. We're happy to consult along the way to help guide you through the specifics.

## 1. Patrol Program Authorization

- a. Obtain any school district or other community approvals as needed prior to instituting the AAA School Safety Patrol program.
- b. Designate a school administrator or teacher as 'owner' of the program
- c. Complete, sign, and submit the AAA Patrol Registration Form at [schoolsafety.calstate.aaa.com](https://schoolsafety.calstate.aaa.com) once necessary approval and owner has been obtained.

## 2. Patrol Advisor Selection

- a. Select a Patrol Advisor to implement and directly supervise the program and patrol group.
- b. More than any other individual, the Patrol Advisor will determine the success of the program.
- c. An adult must be present at each intersection where there are Patrollers. If no adult, no patrol.

## 3. School Zone Patrol Post Assessment

- a. Assess and evaluate the safety of crosswalks near the school to determine needed safety patrol post locations. The crosswalk must be in an appropriate location for students to patrol
- b. Also assess along school bus and curbside drop-off and pick-up areas, and other areas around the school like hallways and playgrounds
- c. Determine where Patrollers will be stationed and how many patrollers are needed for each station. AAA recommends 3 Patrollers to be on duty per crosswalk.
- d. Recommendations can be gathered from school personnel, PTA Officials, police, bus drivers, area businesses and other traffic-safety related individuals or organizations
- e. Patrollers guide students and prevent them from entering traffic when it is unsafe to do so. Patrollers direct people, not traffic.
  - i. At crosswalk locations Patrollers use the holding position to keep people back safely from the road until it is safe for them to cross

- ii. At designated curbside zones, after cars come to a complete stop, Patrollers open the curbside door, assist the student with exiting, close the door and wave the car through the exit
- iii. At school bus zones Patrollers emphasizes the proper conduct for entering, riding and exiting the bus

#### **4. Patroller Selection**

- a. Determine the number of Patrollers required for your patrol squad based on school zone assessment
- b. AAA encourages the formation of a patrol squad that is just large enough to fulfill the needs of the school. Coordination is much easier with a smaller group.
- c. AAA recommends appointing a set number of Patrollers to serve all year with a selection of reserve Patrollers to fill in as needed. Being a AAA School Safety Patrol member is considered a privilege.
- d. The principal, Patrol Advisor and teachers invite students to participate in AAA Safety Patrol with parental permission.
- e. Student Patrollers are ambassadors for your school and should be prepared to:
  - i. Report for patrol duty on time
  - ii. Set a good example for other students
  - iii. Demonstrate leadership skills
  - iv. Be responsible, dependable and courteous
  - v. Commit to a team
  - vi. Report any concerns and/or incidents to school personnel
  - vii. Cooperate with school personnel and others in the patrol program
  - viii. Perform patrol duties in all weather conditions

#### **5. Patroller Training**

- a. All Patrollers must complete training in the fundamentals of traffic safety and Patroller duties that includes:
  - i. The duties of each patrol post
  - ii. Qualities of a good leader
  - iii. Identifying sufficient gaps in traffic to allow safe crossing
  - iv. Special hazards
  - v. Dealing with pedestrians

- vi. School bus safety procedures
  - vii. Safety procedures on school grounds
  - viii. Keeping patrol equipment in good working order
  - ix. Maintaining records (for officers)
- b. Training can be conducted by the Patrol Advisor, school personnel, or law enforcement officer
  - c. Refresher trainings should be offered throughout the school year
  - d. AAA offers a formal training video, operations manual and Patroller handbook
  - e. A formal installation ceremony during a school assembly instills pride and reinforces the importance of your patrol squad's service to the school and community

## **6. Communication**

- a. It is important to set up an efficient way to communicate between the Patrol Advisor, the principal, administrative staff, teachers and caregivers.
- b. Schools should place a priority on recognizing the contributions made by the AAA School Safety Patrol and encourage teachers to participate, involve the PTA, the school community and local community groups.
- c. This can be achieved via school internal website, newsletters, emails, texting groups, and social media channels
- d. Share program updates — growth in number of schools/Patrollers, award winners, etc. Reinforce the importance of the program to your school and students