



AAA School Safety Patrol™

Operations Manual





Introduction

Millions of young students have served as AAA School Safety Patrollers since the program started in 1920. Students become leaders in and out of the classroom by gaining safety awareness and developing skills to react quickly and effectively in an emergency. Patrollers make walking routes, bus loading zones, pick-up and drop-off areas, school hallways and playgrounds safer. The goal is to create leaders who value teamwork and volunteerism while ensuring the safety of those in and around campus.

With your support and leadership, your Patrollers will shoulder responsibilities that strengthen character and provide an opportunity to help fellow students develop a better understanding of pedestrian and vehicular traffic hazards.

AAA applauds your efforts, dedication and volunteerism. These pages will guide you through the specifics and provide suggestions on how to start or support a AAA School Safety Patrol program in your school. We hope you find the information helpful.

For additional resources and ideas for implementing the AAA School Safety Patrol program, we invite you to visit our website: schoolsafety.calstate.aaa.com. There you will also find the AAA School Safety Lesson Plan – a free resource available to download that applies many of the same safety and leadership values from the program to the classroom.

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Overview



Students aged 5 to 12 years old are at the greatest risk for pedestrian injury. AAA School Safety Patrol addresses this issue by supporting:

Students to...

- Become safety ambassadors for their school
- Become role models for their peers
- Develop strong teamwork and leadership skills
- Become responsible citizens who contribute to their communities

Students and families to...

- Be safe when crossing roads
- Take the safe route to school
- Choose active modes of travel (ie. walking, riding a bike, skateboarding, etc.) to school
- Become more aware of road safety issues

Schools to...

- Decrease dangerous traffic congestion in the school zone
- Support the development of future leaders
- Take an active role in improving traffic safety in their community

AAA School Safety Patrol Program

The AAA School Safety Patrol program guides and directs students, their families and schools to address traffic and school safety. Our program is part of the American Automobile Association (AAA) network of school safety patrol programs. AAA's School Safety Patrol program is recognized as an outstanding initiative for reducing injuries and deaths among 5-12 year olds.

The program depends on people and organizations working together. These partners could include:

- School personnel
- Parents and caregivers
- Police
- Parent-Teacher Associations
- Community organizations

AAA Northern CA, NV & UT (AAA NCNU) commends schools that operate a AAA School Safety Patrol program. The success of safety patrol programs depends on the students. The dedication and commitment of the students makes the program possible. Student Patrollers deserve special thanks for their efforts.

AAA coordinates the School Safety Patrol program as a free public service available to schools throughout Northern California, Nevada, Arizona, Montana, Wyoming, Alaska and Utah. The practices developed for this program are simply recommended practices. AAA assumes no responsibility or liability for any consequences, losses or injuries, foreseen or unforeseen, which may result from the use of the School Safety Patrol program equipment or from the implementation and/or use of the practices recommended in the School Safety Patrol program materials.

Working Together for a Safer School Zone

A School Safety Patrol program requires people and organizations to work together. There are three key stakeholders needed to provide the primary support of your AAA program: AAA, the school principal and program administrators, and the student body and larger school community.

AAA NCNU offers the following free of charge:

- Safety patrol equipment
- Training materials
- Student resources
- Technical support
- Recognition, awards and grants

Your principal and program administrators are responsible for:

- Approving the use of the AAA School Safety Patrol program at your school
- Designating you a School Safety Patrol Advisor
- Registering your school with AAA NCNU

Your student body and larger school community are responsible for:

- Recruiting students to volunteer as Patrollers
- Using AAA resources to train the Patrollers
- Operating the patrol program throughout the year
- Recognizing and rewarding Patrollers for their participation
- Communicating with caregivers, and community members about the patrol program

Other stakeholders who can make an important contribution to the success of your patrol program can include Parent-Teacher Associations, police, adult crossing guards and community organizations. The contribution of these stakeholders can be as follows:

Parent-Teacher Associations

- Support your school's patrol program, including recruiting volunteers and student recognition
- Plan activities or events for Patrollers

- Liaison between the school and the community
- Sponsor trainings and additional equipment

Police

- Provide assistance to you
- Contribute to training and development of patrols
- Monitor patrol squad while on duty
- Promote community awareness and respect of Patrollers
- Participate in patrol recognition activities

Adult Crossing Guards

Typically community employees or volunteers supervised by law enforcement and are assigned to:

- High-traffic streets with safe gaps more than a minute apart
- Signalized intersections where turning automobiles are a hazard
- Crossings near schools with a high volume of walking students
- Locations where 85 percent of the motorists exceed the speed limit
- Areas of reduced visibility
- School districts with inadequate school route plans
- Locations beyond the capability of student patrols

Patrollers can be deployed to assist an adult crossing guard. This is particularly useful at wide crossings or locations with heavy pedestrian volumes. The adult crossing guard and the police can establish procedures consistent with guidelines for Patroller deployment.

Only police officers and adult crossing guards can stop vehicles.

Community Organizations

- Provide recognition
- Contribute funding for extra equipment or recognition
- Assist with community awareness programs
- Organizations could include:
 - Police auxiliary
 - Service clubs
 - Local traffic safety councils
 - Other safety or civic groups

Role of AAA School Safety Patroller

The primary duty of an AAA School Safety Patroller, as stated by the American Automobile Association, is to:

- Control students in crossing the roadways at or near schools
- Assist teachers and caregivers in the instruction of school children in safe pedestrian practices at all times and places

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

Members of the patrol squad can be designated to serve at crosswalks, curbsides or by school busses.

School Safety Patrollers

- Complete safety patrol training
- Ensure safe crossings for pedestrians
- Teach students about traffic and school safety
- Assist bus drivers in safely transporting students to and from school
- Serve as role models for younger students; ensuring safe behavior of all students while on school grounds



Benefits

The AAA School Safety Patrol program benefits students, schools and communities.

Students gain:

- Safety awareness
- Leadership
- Teamwork skills
- Pride
- Citizenship
- Responsibility
- Respect for law enforcement

Schools benefit from opportunities to promote:

- Pedestrian and road safety awareness
- Reduced traffic congestion
- Active modes of travel to school
- Peer-to-peer communication
- A leadership development program
- Citizenship and volunteerism
- Teamwork, responsibility and problem-solving
- Positive role models for other students
- Visible school ambassadors
- A positive relationship with caregivers, police and the neighboring community

Communities benefit from:

- Safer environments for pedestrians and drivers
- Consistent patrol procedures throughout the school
- A spirit of volunteerism and civic-mindedness
- A positive collaboration between schools, police, community and organizations and businesses

School Authorization

Before initiating the AAA School Safety Patrol program, your school principal may need to obtain approval from either the Superintendent or school board.

Although most school board administrators know about patrols in general, they may not be familiar with the AAA program:

- Training materials
- Student resources
- Patrol equipment
- Technical support

Although most school board administrators know about patrols in general, they may not be familiar with the AAA program and you should be prepared to:

- Identify community needs
- Present the patrol's objectives
- Explain operational requirements

Outline available resources that will support the program, including:

- Your role as Patrol Advisor
- Funding resources
- Training resources

To officially register your safety patrol with AAA, please complete the AAA School Safety Patroller Application school registration located in the Resources section of the AAA School Safety Patrol website, schoolsafety.calstate.aaa.com.

Limiting Liability

Although AAA is unaware of any legal liability cases involving patrol programs since the inception of the program in 1920, there are steps your school can take to minimize perceived liability or liability concerns:

- Create a statement of purpose that outlines the objectives of the AAA School Safety Patrol program
- Grant authority to principals or advisors of safety education or transportation to maintain safety patrols and establish rules and regulations for their supervision, such as those suggested by AAA
- Limit the age group from which patrols may be selected and determine any exclusions from participation, such as health concerns, grades and behavioral issues
- Extend the same protection to the school safety patrol, supervisors and those involved in the program that applies to other student volunteer programs
- Provide guidelines to ensure consistency between patrol programs so students benefit equally from participation. Your school should develop a policy regarding times and conditions when school safety Patrollers should not be on post due to inclement weather.
- Be familiar with your state's education code on school safety patrols (see appendix)

Caregiver Permission

Students must have written permission from parents or guardians to participate in the patrol program. When they understand the educational value, service and character-building aspects of the program, most caregivers are proud to give their permission for participation.

An application for membership and caregiver consent can be found on the AAA School Safety Patrol website, schoolsafety.calstate.aaa.com. No student shall be compelled to accept or to continue as part of the safety patrol if their parent or guardian objects.

Your Role as School Safety Patrol Advisor

To participate in the AAA School Safety Patrol program, each school must have a Patrol Advisor to coordinate the program, typically a teacher or school administrator, appointed by the school principal. More than any other individual, the Patrol Advisor determines the success of the program.



As Patrol Advisor, you demonstrate:

- A strong belief in the value of the program
- Knowledge of traffic safety
- Leadership
- Organizational skills
- People skills, including the ability to share praise and constructive feedback
- Ability to inspire confidence and respect
- Dependability
- Ability to establish rapport with students, caregivers, school teachers, the community and law enforcement

Your duties include:

- Serving as the source of information on all aspects of the program
- Recruiting and selecting Patrollers
- Obtaining parental or guardian consent
- Scheduling patrol days and duties
- Training all Patrollers, including officers
- Supervising all patrol operations
- Conducting training sessions, reviews and administrative meetings
- Advising all adult sponsoring committees on the patrol's activities
- Recruiting and training adult volunteers, an assistant or reserve advisor as needed
- Celebrating your Patrollers



By participating in this program, you agree to the following:

- Morning shift supervision over the Patrollers 20 minutes before the bell rings and 10 minutes after
- Afternoon shift supervision over the Patrollers 10 minutes before the final bell and 20 minutes after the bell has rung
- Ensure all Patrollers have transitioned to class/program/caregiver care after each shift
- Ensure all Patroller officer duties are being fulfilled including attendance
- Supervise the care and maintenance of the safety patrol supply room and all equipment
- Recruit, schedule and supervise adult volunteers to help supervise the patrol
- Supervise all administrative duties including role sheets, officer reports and meeting agendas
- Plan, prepare and administer bi-monthly safety patrol meetings
- Support all patrol leadership development and team-building events
- Promote student cooperation, pride and efficiency in the patrol
- Collaborate with law enforcement as needed
- Report to principal, school board or appropriate school administrator as deemed necessary

Adult Volunteers

No adult, no patrol rule.

This rule is without exception.

If there is no adult present to supervise the patrol, safety patrol duties will be cancelled for the shift. The Captain should attempt to contact the principal as soon as possible to report the cancellation.

You are responsible for recruiting and training adult volunteers to help supervise and support the safety patrol.

Adult volunteers may include:

- Caregivers of safety Patrollers
- Teachers and school staff
- School neighbors
- Concerned citizens

All volunteers will need to follow appropriate volunteer registration and screening requirements set by the school district. Those requirements may include:

- Background check
- Fingerprint clearance
- TB test

Choosing School Safety Patrollers

To determine the number of Patrollers required for your AAA School Safety Patrol team, consideration must be given to:

- Roadway conditions
- Number of crosswalks/intersections
- Volume of traffic
- Number of pedestrians
- School enrollment
- Number of school dismissal times
- Student Patroller availability



AAA encourages the formation of a patrol force that is just large enough to fulfill the needs of the school. Coordination is much easier with a smaller group. Student Patrollers are ambassadors for your school and should be prepared to:

- Report for patrol duty on time
- Set a good example for other students
- Demonstrate leadership skills
- Be responsible, dependable and courteous
- Commit to a team
- Report any concerns and/or incidents to school personnel
- Cooperate with school personnel and others in the patrol program
- Perform patrol duties in all acceptable weather conditions

Eligible students must:

- Currently be enrolled in grades 4th through 8th
- Submit a written consent form from their parent or guardian
- Be physically able to perform their assigned duties in all acceptable weather conditions
- Successfully complete the school's school safety patrol training
- Meet school requirements for participation

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Choosing School Safety Performers, cont'd



Patrollers should be selected based on their demonstrated:

- Leadership
- Maturity
- Reliability
- Ability to follow rules
- Punctuality
- Interest in road and pedestrian safety
- Sound judgment
- Good attendance record
- Courtesy
- Respect for classmates and others
- Desire to help others

Length of Service

AAA recommends that schools appoint a set number of Patrollers to serve all year with a selection of reserve Patrollers to fill in when regular members are absent. Assign only the necessary number of Patrollers to a single post.

Being a AAA School Safety Patroller should be considered “special.” Do not let everyone become a Patroller. This dilutes the special feeling of being selected, dilutes training and overwhelms resources.

Recruitment and Application Process

You and your principal should present the AAA School Safety Patrol program to upper grade teachers optimally at a staff meeting or through other mediums for their information and to get their buy in. For example:

- Make initial announcement with a brief program description at an assembly
- Follow up with in-class recruitment presentations to upper-grade levels at the beginning of the school year
- Conduct presentations early in the week to allow students to return their application by the end of the week
- Consider a Spring recruitment of 3rd or 4th graders so graduating upper Patrollers can train them for the following school year

Include in the recruitment presentation:

- Patrollers will be expected to arrive early to school or stay late after school on the days they are assigned to be at their poststay, on top of their schoolworkcommit to setting an example while on and off duty
- A review the application process

All students should have the opportunity to apply even if they don't currently meet the requirements in the eyes of their teachers or others because so doing constitutes their desire to volunteer and serve their communities without promise of compensation. This is a great first step for all students.

Each school is responsible for determining their application process and selection of Patrollers. The process may include:

- Aspiring students to take home a letter and application to their caregivers and return it by a due date
- The letter should explain that space on the safety patrol is limited and how qualified applicants will be selected
- You review the applications and forward your selection onto the principal for final approval
- Students are informed of their selection and notified when their training and patrol service will begin
- A formalized Patroller list is distributed to teachers so they are aware of which students may arrive late to class or need to leave early
- Attrition is common so it is wise to train extra students to have on reserve

Training

All students who want to become Patrollers in the AAA School Safety Patrol program must complete school safety patrol training. Most Patrol Advisors conduct their own patrol training in coordination with school personnel, adult volunteers or school safety resource officer.



AAA offers training resources on the AAA School Safety Patrol website at schoolsafety.calstate.aaa.com. Resources include information contained within this Operations Manual, as well as:

- Patrol Overview
- Patroller Application
- Implementation Guidelines
- Patrol Training Video
- Handbook for Patrollers
- Platoon Profile
- Award Applications

The Handbook for Patrollers is a valuable resource for Patrollers to review the procedures and safety practices. It can also be taken home and shared with a parent or guardian.

Information to cover in your safety patrol training:

- Viewing the safety patrol training video At Your Post
- Proper uniform wear and equipment care
- Squad duties of each patrol post
- How to determine a safe gap in traffic
- Bus monitor safety procedures
- Patroller behavior and expectations
- Vehicle traffic concerns
- Problem solving difficult situations
- Emergency procedures
- Proper use and care of safety equipment
- Officer record-keeping and reports
- Large group crosswalk demonstration
- Small group practice
- Outdoor practice
- Student patrol monitoring

It is recommended to train new Patrollers for the upcoming year before the current school year ends. Schedule refresher trainings for both new and veteran members before or at the start of the new school year and as necessary throughout the school year.

Safety patrol trainings may be conducted as:

- Regularly scheduled meetings
- Formal classes lead by you or other trainers
- On-the-job instruction at each post
- Written guidelines and oral or written quizzes
- Joint classes held in cooperation with other schools and involving new and veteran Patrollers
- Viewing of At Your Post followed by discussion
- Diagramming a duty post and highlighting hazards and a patrol plan for the specific crossing or duty
- Practicing carpool curbside valet procedures
- Practicing school bus drills and post procedures

Some communities host a school safety patrol training camp over summer vacation:

- Open to all Patrollers or officers
- Schedule just before school re-opens
- Ability to combine pedestrian and road safety education with fun team-building activities

- Invite law enforcement or safety experts to teach specific sections
- Enlist veteran Patrollers to lead discussions or conduct role-playing exercises
- Conclude with a graduation/promotion ceremony and award certificates, pins and training camp t-shirts
- Approach civic organizations and PTAs to help cover costs

Training methods can be used individually or in combination. Because officers take on more responsibility and have more complex duties, most schools provide additional training for incoming officers.

Squads and the Platoon

To assist with the duties and responsibilities of maintaining a robust AAA School Safety Patrol program, your Patrollers can be arranged into squads and asked to take on officer roles.

Each school typically has one platoon consisting of:

- 1 commanding Captain
- 1 Lieutenant or more
- 1 Squad Sergeant or more
- 1 Staff Sergeant
- 1 Supply Sergeant
- Multiple safety Patrollers

There can be multiple squads in a platoon as may be necessary to operate the posts safely at the school.

A squad typically consists of:

- 1 Squad Sergeant in command
- As many Patrollers as needed to control a specific post





Officer Selection and Duties

You and your principal are responsible for deciding how to choose officers. Officers can be hand-selected, elected by members of the patrol squad or even determined by an essay contest.

The size of the patrol unit determines the number of officers needed. Patrol officers take on additional responsibility and help lead activities. Officers generally serve for either a semester or entire school year. Officers must be trained to substitute for any post. One of the Lieutenants becomes acting Captain when the Captain is not available for duty.

Encourage officers to rely on respect and cooperation, rather than authority.



Captains are responsible for:

- Commanding and presiding over the entire School Safety Patrol
- The efficiency and conduct of the safety patrol at all times – observing and supervising the activities of all squads of the patrol, the staff and supply sergeants (Specific for: Lieutenants and Sergeants)
- Seeing that officers are posted properly and remain at their posts (Specific for: Lieutenants and Sergeants)
- Consulting with the Supply Sergeant to see that all equipment is being cared for properly
- Preparing agendas for the patrol meetings and request reports from all Lieutenants and Sergeants as well as preparing their own report for the meeting
- Coordinating with the Staff Sergeant to ensure that attendance is being kept and ensuring any attendance problem are being addressed
- Assisting in assigning posts and arranging for substitutes as needed
- Awarding merit or demerit points according to the discipline rules as reported to them by Lieutenants
- Being familiar with all the rules and regulations of the AAA School Safety Patrol program reporting all violations directly to you, the principal or adult volunteer in charge
- Maintaining the Captain's Record Book



Lieutenants are responsible for:

- Assuming the duties of the Captain in the event of their absence. (The Lieutenant is second in command of the AAA School Traffic Safety Patrol at the school)
- The efficiency and conduct of the Sergeant/squads of during the periods assigned to them
- Observing and supervising the activities of such squads as may be directed by the Captain, principal, you or adult volunteer in charge. In this effort they shall provide training and guidance to the Sergeant's under their command.
- Seeing that the patrol squads are properly posted and that they remain at their posts
- Passing on Sergeant's reports regarding discipline to the Captain
- Filling in for absent Patrollers as needed
- Being familiar with all the rules and regulations of the AAA School Safety Patrol program
- Reporting all violations directly to the Captain, you, the principal or adult volunteer in charge



Squad Sergeants are responsible for:

- Being assigned to lead a squad in their day-to-day assignments at the school
- The efficiency and conduct of their assigned squad during the periods assigned to them
- Performing daily uniform inspections of the Patrollers assigned to their squad and lead the Patrollers in their daily activities under the supervision of their assigned Lieutenant
- Recommending Patrollers assigned to their squad to their supervising Lieutenant for merit or demerit points per the discipline policy
- Filling in for absent Patrollers as needed
- Being familiar with all the rules and regulations of the AAA School Safety Patrol program
- Reporting all violations directly to their supervising Lieutenant, Captain, you, the principal or adult volunteer in charge



The Supply Sergeant is responsible for:

- The AAA School Safety Patrol locker or supply room in their school. The Supply Sergeant is responsible only to the Captain or you
- Seeing that the equipment is in its proper place at all times, except when actually in use
- Making a report at every AAA School Safety Patrol meeting of the care and condition of the equipment
- Reporting any abuse or defacing of the equipment to the Captain or you
- Informing the Captain or you of any shortages or replacement of equipment which may be needed
- Keeping record of all equipment issued to Patrollers



The Staff Sergeant is responsible for:

- The Staff Sergeant can be assigned special duties including taking attendance, filing reports and taking minutes. Assuming the duties of the Captain in the event that there are no Captains or Lieutenants present.

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Officer Selection and Duties, cont'd

- As assigned, taking daily attendance of Patrollers and adult volunteers present and keeping an archive of attendance per each school year. They report any prolonged absences, repeated tardiness to their supervising Lieutenant.
- Filling out the daily activity log and keep it in a file that is available to Patrol Advisor
- Filling in for absent Patrollers as needed
- Maintaining the patrol bulletin board
- Being familiar with all the rules and regulations of the AAA School Safety Patrol program
- Reporting all violations directly to their supervising Lieutenant, Captain, you, the principal or adult volunteer in charge



Private Patrollers are responsible for:

- Maintaining their post
- Ensuring their uniform is clean, orderly and properly worn
- Adhering to proper procedure at their assigned post
- Standing at their post and not leaving it during their duty
- Not talking unnecessarily to, or playing with, anyone while on duty
- Not eating anything or talking on the phone while at their post
- Maintaining their equipment in good order and with respect
- Being familiar with all rules and regulations of the AAA School Safety Patrol program

Golden Rule of Service for all Patrollers

Treat others as you would like to be treated.

All Patrollers, including officers, will perform post duties as needed to ensure the integrity of service and the safety of the community.

No Patroller is above performing any responsibility as circumstances dictate.

Safety Patrol Equipment

All AAA School Safety Patrollers shall be in full uniform at all times while on duty. The following patrol equipment will be issued to each Patroller:

- Safety patrol belt
- Cap
- Patroller or officer badge

School safety patrol equipment is available for free on an annual basis for properly Patrollers participating in the AAA School Safety Patrol program. Use the equipment order form on schoolsafety.calstate.aaa.com to place your order.



As Patrol Advisor, you may purchase additional equipment based on your school needs:

- Stop signs
- Whistles on lanyards
- Walkie-talkies

Assigned equipment should be documented. Officers must maintain a roster with each Patroller's name and a notation of equipment provided to them.

Your Patroller members must:

- Arrive to their posts neat and clean
- Dress appropriately for the weather
- Wear the patrol belt over any jacket or hoodie but not under their patrol poncho
- Keep hands free for signaling – no umbrella, food, cell phone, etc.
- Ensure wet ponchos and caps are hung up to dry
- Treat all equipment with proper care and respect
- Carry a pen and paper to keep track of administrative items and traffic violations

All Patrollers are allowed to keep their caps and service pins at the end of service. Belts and officer badges must be returned to you at the end of each year.

Equipment Storage and Care



Each Patroller must wear a belt, cap and badge when on duty. Assign a Supply Sergeant to see that Patrollers are accountable for the care of equipment assigned to them. It is the Supply Sergeant's responsibility to keep a daily record of the condition of this school property.

The Supply Sergeant works with the Captain and you to order replacement equipment. Any equipment that is lost or misplaced must be replaced. Worn-out equipment should be destroyed.

At the beginning of each school year, inventory all uniforms and equipment and submit an equipment order to AAA.

Equipment Storage

Each school shall provide a room, closet or cabinet locker with sufficient size and adequate space to store and maintain the safety patrol equipment properly.

- Must be secure and accessible to Patrollers.
- Include space for Patrollers to store their backpacks, jackets, etc. while on duty.
- Should be close to allow the Patrollers to reach their post reasonably quickly.
- You should have a key so as to not have to find the principal before each shift.
- Uniforms are to be stored at school. There should be no reason for uniforms to be taken home.

Safety Patrol Belt

- Belts are to be worn at all times when a Patroller is on duty.
- Patrollers are to wear their issued belt with the black buckle in front. It should fit snug across the waist and chest.
- Make adjustments to the belts as needed to wear over sweaters and jackets.
- Belts and badges are never to be worn underneath or over rain ponchos.
- Belts should be properly rolled up and kept in a designated secure place when the Patroller is off duty.
- All belts are to be turned in at the end of the year and reused the following school year if their condition is acceptable.
- Belts should be cleaned regularly with a damp cloth using cold water and mild soap and line dried only.
- Do not:
 - Machine wash
 - Use abrasive cleaners
 - Machine dry
 - Iron



Caps

- Caps are to be worn at all times when a Patroller is on duty. It increases their visibility as a Patroller.
- Caps are worn so that they sit straight on the head with the bill facing straight forward.
- A jacket or sweater hood should never be worn over the cap.
- For health and sanitary reasons, caps should never be shared amongst Patrollers. Caps can be labeled inconspicuously on the interior with each Patroller's name and kept in a zip-lock bag.
- Each Patroller gets to keep their cap at the end of their patrol service.

Patroller and Officer Badges:

- Badges are worn on the patrol belt only
- They are pinned on the shoulder strap of the belt at chest level
- Badges are to remain on the patrol belt and not removed except when the belt is being washed. Repetitive removing and replacing the badge can cause the pin to break.
- All badges are to be returned at the end of the year and reused the following school year if their condition is acceptable
- Badges can be cleaned using mild soap and cold water
- Immediately dry a wet badge
- Do not use polish that contains abrasive chemicals

Ponchos

- Ponchos are to be worn during rainy weather. Belts and badges are never to be worn underneath or over rain ponchos.
- Hang ponchos on a wooden hanger, with shoulders centered on the hanger arms
- Hang it in a place that is cool and away from direct sunlight and heat
- Make certain the sleeves are straight.
- Turned-back cuffs hold water and may cause cracking or mildew.
- If dirty, wipe clean only with a damp cloth



Program Installation

A formal installation ceremony instills pride and reinforces the importance of your patrol's service to the school and community.

Many schools make the installation part of a school assembly or PTA meeting. Some schools broadcast their installation ceremony on educational or public television. Your school district's information officer may help you promote your ceremony.

Inviting dignitaries to attend the installation ceremony reinforces the importance of your patrol's service to the school and community. Invite them to lead the pledge or present badges. Examples:

- School principal and administrators
- School police officer
- Mayor
- City official
- AAA representative

Reciting the AAA School Safety Patrol Pledge, or creating your own school-specific pledge, is an easy but powerful way to create a spirit of shared responsibility and teamwork.

Each Patroller shall receive an Identification Card upon completing the Pledge of Service. As part of an equipment order, AAA provides a Patrol ID card that includes the standard pledge. These cards can be presented at installation, along with badges, belts and other equipment.

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.

Communication

It is important to set up an efficient way to communicate with the principal, administrative staff, teachers and caregivers. In many schools this can be achieved through emails or texting groups. Where this does not work another system will need to be devised.

Things to be communicated include:

- Patroller attendance at assigned shifts
- Upcoming meetings and special testing dates that would preclude safety patrol participation
- Disciplinary problems

Systems should be put into place to integrate a culture of road and pedestrian safety in all facets of school culture including a safety message at large school functions, assemblies, in newsletters and by making recognition of the contribution made by the AAA School Safety Patrol a priority.

The more importance and visibility the school gives to the AAA School Safety Patrol, the more the potential benefit. The program deserves recognition as:

- A safety measure
- A character-building program
- As a leadership development program
- Citizenship and volunteerism in action
- A real-world “lab” that teaches life skills such as teamwork, responsibility, problem-solving and effective communication
- Means to enhance rapport between students and authority figures (school officials, law enforcement)
- A program that creates positive role models for younger students
- An opportunity for students to learn about traffic safety and the rules of interfacing with traffic

Crosswalk Assessment

Your school and school board are responsible for assessing and evaluating the safety of crosswalks that will be patrolled by students. The crosswalk must be in an appropriate location where the nature of the traffic will permit a safe environment for students to patrol.

In selecting crosswalks for student Patrollers, gather recommendations from:

- School personnel
- Parent/guardian advisory councils
- Caregivers
- Police
- Bus drivers
- Area businesses
- Other traffic related individuals and organizations
- Walking groups such as Safe Routes to School

Review coverage annually. New roads or subdivisions and changes in bus or walking patterns may change patrol needs.

The patrolled crossing must:

- Be a single crosswalk – students are not to patrol multiple crosswalks at one time (e.g. 3- or 4-way intersections), intersections with traffic lights, crosswalks with lights or parking lot entrance/exit
- Be located within the 15 - 25 mph school zone
- Be a marked, legal pedestrian crossing point
- Have unobstructed sight lines, for both Patrollers and drivers
- Be located within a reasonable proximity to the school

Some schools have multiple crossing locations. The choice of which crosswalk to patrol needs to be selected based on factors such as:

- Traffic volume
- Number of people crossing
- Proximity to school
- Availability of crosswalk lights
- Number of students on your patrol team
- Patrol squad schedule
- Nearness of the post to Patroller's home

Crosswalk Patrollers

The basic mechanics for Crosswalk Patrollers are to:

- Place their backpacks and other belongings in the designated safe place at the school so it does not interfere with their duties before arriving at their post
- Arrive to their post early
- Determine how to judge a safe gap for each posted position
- Take a position at least one step back from the curb or edge of the street, arms down at a 45-degree angle, palms facing back
- Check all directions for traffic
- Keep students a safe distance from traffic
- Keep arms and palms positioned to hold all students from traffic until there is a safe gap
- Never allow students to walk in front of a car that stops without an appropriate signal or sign to allow them to cross
- Step aside and motion students across the street
- Continue to monitor traffic until the safe gap ends, then hold students back on the curb

A Patroller should only step into the street far enough to see around an obstruction.



Holding Position

Patrollers use the holding position when pedestrians arrive at their post. This will keep them back safely from the road until they allow them to cross.

- The Patroller should stand at least one foot back from the curb

- They should stand with their arms out to their sides at a 45-degree angle with palms facing back
- They should check all ways for approaching traffic and hold pedestrians in this position until they find a safe gap in traffic

At Ease Position

- At their post, Patrollers should stand at least one foot back from the curb in a comfortable position
- Patrollers should look around for cars and students that may approach
- It is not safe to play near the street, and Patrollers should take the responsibility seriously
- Patrollers are role models and should set a good example for other students



Safe Gap

Neither Patrollers nor you direct traffic. AAA School Safety Patrol squads help their peers cross the street safely by establishing a safe gap in traffic.

Prior to assigning a shift at a post, the Captain under your guidance should establish a safe gap at each post by doing the following:

- Walk across the street at normal speed when there is no traffic
- Count the seconds to cross safely and add five seconds to allow for students who start across later than the lead student
- Pick a fixed point - such as a mailbox or signpost - about 1,000 feet from the student crossing point
- When a vehicle passes this point, count the seconds until the vehicle reaches the crossing

To determine safe gaps at intersections with signals:

- On average, it takes 10 seconds for a child to cross
- If the signal remains green for 30 seconds, count 20 seconds, then stop students from crossing until the next green light

When operating at a post, the Sergeant should ascertain that the vehicular traffic has stopped or there is a safe enough gap before any school children are allowed to step off the curb into the street. The sergeant determines a safe gap in traffic by judging:

- Speed of vehicles
- Traffic volume
- Road and weather conditions
- Time required for small children to cross the street

The Sergeant must pay close attention to parked cars that may enter traffic, and vehicles that may come from driveways or alleys.

The Sergeant shall arrange for the orderly and prompt passage of children across the street when such movement is properly indicated. The Sergeant shall allow only the immediate group to cross and all latecomers should wait for the next crossing cycle.

Search Pattern

One of the most important roles of a Patrollers is to model and reinforce proper crossing behavior. To allow time to assess traffic conditions at a crossing, pedestrians need to recognize and pause at “traffic edges.” Typically, curbs are the traffic edges beyond which a pedestrian might encounter moving traffic. However, in some situations, where motor vehicles illegally park too close to the crosswalk or where there are stopped vehicles, the traffic edge would extend beyond the curb. At each traffic edge, pedestrians must search in the directions from which traffic might approach before proceeding into the roadway.

A proper search pattern is as follows:

- Stop at the curb or edge of the road
- Look LEFT – RIGHT – then LEFT again for traffic
- If at an intersection, one should look ahead and over one’s shoulder for possible turning vehicles
- Keep searching while crossing the road
- If there are parked cars or other obstacles, the Patroller should walk to the edge of the obstacle to perform their search procedure before allowing children to enter the roadway

This search pattern needs to be performed each time before a Patroller allows pedestrians to cross the street.

Generic Crossings

- After determining a safe gap in traffic, the Patroller looks left, right, in front and behind for approaching or turning vehicles
- When the road is clear, the Patroller steps aside facing traffic and points one arm towards the intersection
- Using the other arm, they motion for pedestrians to cross
- The Patroller tells any other approaching kids to stay behind the holding position while they check again for a safe gap in traffic
- Bicycle riders should walk their bikes across the street
- The Patroller continually checks for approaching, turning or speeding cars
- Pedestrians are warned to hurry if a car approaches
- The Patroller never tells students to stop in the middle of the street

Crossing at Stop Signs

- If a post is at a stop sign, never allow pedestrians to cross the street in front of a stopped car
- Even if the driver of the car motions for the pedestrians to cross, do not allow them to cross the street
- The Patroller must make eye contact with the driver and shake their head “no”
- Once the car has driven away and it is safe to cross, the Patroller then allows the pedestrians to cross the street

Obstructed View

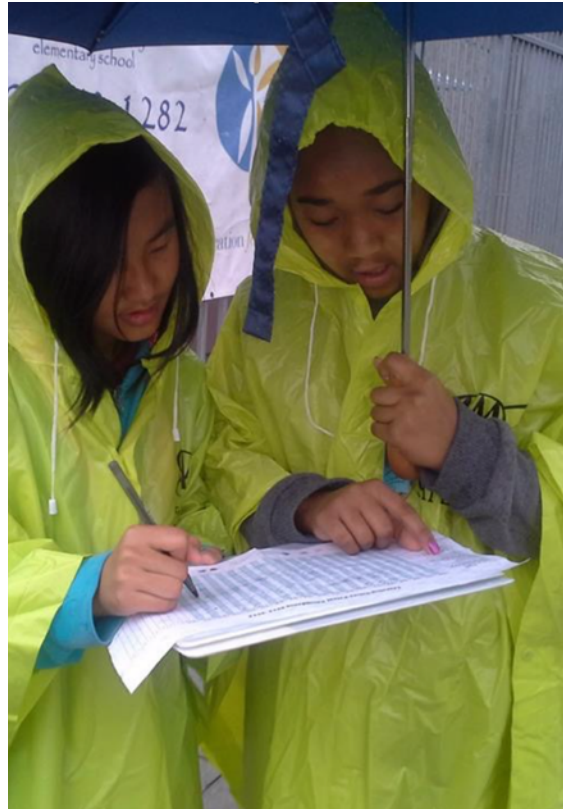
Sometimes, Patrollers may need to look around a parked vehicle. When they need to, here are things for them to keep in mind:

- Before entering the roadway, make sure the car is parked and not moving
- Tell pedestrians to stay on the curb until the Patroller gives the signal that it is safe to cross
- Have the Patroller take just a few steps into the street, but not beyond the parked car, so they can check around it for approaching vehicles
- Once the road is clear, they can step aside and motion for pedestrians to cross
- Remind the Patroller to continue using their visual reference points and look for turning vehicles
- This is the only time Patrollers are allowed to step into the street
- If cars are continually blocking the view, the Patroller should alert you
- Sometimes, the view may be blocked due to a tree, hill or curve. If this happens, you may need to add another Patroller to help see beyond the obstruction. This Patroller is called a “spotter.”

Bad Weather

Sometimes, bad weather such as rain, snow, sleet or fog makes it more difficult to see or for drivers to stop their vehicle.

- Your school should develop a policy regarding times and conditions when Patrollers should not be on post due to inclement weather.
- Allow extra time for pedestrians to cross by choosing visual reference points that are farther away
- In bad weather, it takes cars more time to stop
- Rain and fog make it harder for drivers to see traffic signs and pedestrians
- If it is snowing or icy, Patrollers should listen to TV or weather announcements. They can also call the school to see if school is closed or starting late.
- Also, watch for out-of-control vehicles when roads are wet or icy



Disobedient Students

Sometimes, a Patroller may see people who are acting unsafe at their post. If so, here are some things for them to keep in mind:

- When they see people being unsafe at their post, ask them nicely to stop the unsafe behavior
- If the behavior continues, have them report the activity to you
- Never argue with parents or guardians
- Patrollers should tell you about any issue
- If they see a traffic violation, have them write down the vehicle's color and license plate number and report it to you. You should alert the police of any recurring incidents.
- If a Patroller witnesses a traffic collision, have them stay at their post, keep pedestrians out of the street and send someone to the school to report the crash to you or another adult.

Working with Other Patrollers

- If a Patroller is working at a post with another Patroller, both should stand in the holding position with one patrol facing the street and the other facing the approaching students
- Both Patrollers check for traffic
- When they both agree there is a safe gap in traffic, they step aside and motion for the students to cross

- Both Patrollers continue looking all ways for approaching or turning vehicles
- Remember, teamwork is essential!

Working with Crossing Guards

- The crossing guard looks for oncoming traffic and helps find a safe time to cross
- The Patroller holds pedestrians at the curb in the holding position until they receive the signal that it is safe to cross from the crossing guard
- Patrollers should never attempt to stop or direct traffic and should always follow the directions from the crossing guard
- Patrollers should hold students in the holding position until the crossing guard signals, then it is safe to step aside and motion for students to cross
- Return to the holding position after students cross or the guard signals that it is no longer safe to cross



Valet Curbside Patrollers

Valet Curbside Patrollers are placed at drop-off zones in front of the school to protect students getting in and out of cars.

Typically a drop-off zone is established by placing cones strategically to allow for vehicles of all sizes to enter and exit a designated lane while allowing for other vehicles to safely drive by without entering the drop-off zone.



Set-up and operation of the valet service:

- Patrollers are placed along the curb where the drop-off lane has been established and are evenly spaced a car's length apart
- The Sergeant stands at the furthestmost segment of the curb nearest the exit of the drop-off zone
- The Sergeant waves the lead vehicle through the lane to the exit point where it indicates for the vehicle to stop with a small hand sign
- Once all vehicles have come to a full and complete stop, the nearest Patroller opens the curbside vehicle door, greets the driver and student and allows the student to exit the vehicle
- The Patroller thanks the driver and closes the door
- The vehicles are then waved through the exit

The duties of Patrollers assigned to valet service include:

- Help students enter and exit vehicles safely
- Assist small children and students whose arms are full
- Remind students to stay on the sidewalk and cross in designated areas only
- Direct students to proceed in an orderly fashion from the drop-off area
- Do not allow students to reach under a vehicle to pick something up for any reason
- Patrollers need to be conscientious about shutting the doors firmly without slamming
- You or the supervising adult will courteously address drivers who park their cars in the drop-off lanes and attempt to exit their vehicles

School Bus Patrol

The objective of a School Bus Patroller is to assist in transporting students to and from school safely. If such transportation programs are properly organized, they provide students training in the safe practices applicable to all bus riders and pedestrian roadway users.

When establishing a school bus patrol program, it is not enough to simply define a set of rules governing student conduct. To further support the program, there must be an educational effort emphasizing proper conduct for entering, riding and exiting the bus.

Role of the Principal

- Your principal may elect to select an additional patrol advisor to help coordinate the school bus Patrollers
- Ensures bus drivers, Patrol Advisors, School Bus Patrollers and all other school staff understand their joint responsibility for bus safety and work cooperatively
 - Basic rules governing the school's bus transportation program should be printed and distributed to teachers, bus drivers, caregivers and students. They should include:
 - Laws governing school bus operation
 - Procedures for safe walking to and from the bus stop
 - Rules for student behavior while waiting at bus stops
 - Procedures for students to follow when they must cross the roadway before entering/exiting the bus at designated stops
 - How long the driver will wait for a student
 - Roles and responsibilities
 - What to do in an emergency situation

Your Role as Patrol Advisor

- Selection of School Bus Patrollers
- As Patrol Advisor, you should begin the school year by riding on busses several times and discussing problems with the driver and School Bus Patrollers on a continuing basis throughout the year
- Schedule school bus patrol meetings once per month and encourage bus drivers to attend
- School Bus Patrollers should be considered a branch of the regular patrol squad
- Instruct Patrollers on the rules of operation, how emergency exits and fire extinguishers work and first aid
- Assign School Bus Patrollers to a designated seat
- Arrange training sessions for those coming into service

Role of the Bus Driver

- They are responsible for the safety of the bus and passengers.
- When students must cross the highway to board the bus, it is advisable for them to wait for the arrival of the bus before crossing
- The bus driver observes traffic from all directions
- When it is safe for the students to cross, a “go” signal should be directed to the Patroller
- The bus driver should not depend on the Patroller to decide when it is safe to cross
- Students should be taught only to cross in front of the bus
- They are responsible for activating all warning devices and lights
- They should not back the bus while pedestrians are in the vicinity, unless proper adult supervision is present to guide the bus driver. Patrollers are not allowed to assist in the backing of a bus.
- They should make sure the bus is equipped with a fire extinguisher, fully equipped first aid kit, red flags and flares
- They should attend bus patrol meetings regularly and assist in training



Role of the Front Bus Patroller

When the bus stops to pick up students, the Patroller:

- Dismounts and takes a position beside and facing the step to help students entering the bus

- Remains off of the roadway, taking 10 to 15 giant steps from the front of the bus. This position will enable the Patroller to clearly see the driver's signal to cross and the driver to clearly see the students.
- Signals students to cross when safe, after looking both ways to make sure all approaching vehicles have stopped and upon signal from the bus driver that it is safe to do so
- Is the last person to board the bus and sits in his or her assigned seat

When arriving at school, the Front Bus Patroller:

- Is the first person off the bus
- Stands beside and faces the bus step to be in position to help students exiting the bus

When school is out, the Front Bus Patroller:

- Helps students enter the bus when the bus door opens from a position beside and faces the steps
- Makes sure students enter the bus in an orderly and timely manner
- Note: Patrollers not riding the bus have the responsibility to keep students who are not riding the bus away from the bus loading zone

When the bus stops to let students get off, the Patroller should exit first and help students when needed. If students must cross the road, the front Patroller should:

- Remain off of the road, taking 10 to 15 giant steps from the front of the bus
- Make sure students stay behind him or her until the bus driver and Patroller have checked both ways to make sure all traffic has stopped
- Motion students to cross upon a signal from the bus driver
- Get back on the bus and sit in the assigned seat when the students have safely crossed

Role of the Middle Bus Patroller

- Sits in the middle of the bus, preferably near the emergency door
- Assists in opening the door in case of an emergency
- Makes sure that students are seated before bus starts moving
- Keeps the aisles clear
- Makes sure students do not forget personal items
- Reports damage to the bus by a passenger
- Enforces rules against throwing objects or trash on the floor
- Acts as a monitor

Role of the Rear Bus Patroller

- Sits at the back of the bus
- Makes sure that students are seated before bus starts moving

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School Bus Patrol, cont'd

- Helps check attendance
- Keeps the aisles clear
- Makes sure students do not forget personal items
- Assists in an emergency
- Reports damage to the bus by a passenger
- Enforces rules against throwing objects or trash on the floor
- Acts as a monitor

Concerns

Patroller safety is achieved through ongoing training on pedestrian and road safety, patrol operations and learning the responsibilities of each post. Adult supervision and regular inspections help ensure safe practices are followed.

To remain safe on duty, Patrollers must remain at their assigned posts and always properly display belts and badges.

Patrollers are trained to seek adult help in the following examples of specific traffic situations:

- Parked cars blocking the view of an intersection
- Parked cars blocking school bus stop or student loading/unloading zone
- Failure of motorists to obey traffic control devices
- Suspicious activity by adult or older students
- Vehicles turning at T-intersections
- Wrong-way traffic on one-way streets
- Emergencies and injuries
- Electrical wires down near the patrol post
- Domestic or wild animal threats
- Student fights
- Emergency vehicle response near the post
- Any situation beyond the realm of daily operation of duties at a patrol post

Problem Solving

Traffic Law Violators

Although most drivers respond appropriately to Patroller, some hazardous driver behaviors that may occur at a guarded crosswalk include:

- Speeding
- Driving through a crosswalk
- Stopping within a crosswalk
- Encroaching on a crosswalk when making a left turn at a green light
- Encroaching on a crosswalk when making a right turn on red
- Failure to yield to pedestrians in an unmarked crosswalk, or failure to stop for pedestrians in a marked crosswalk

You and your Patrollers are not law enforcement officers, nor are the Patrollers assigned for the purpose of enforcing traffic laws. However, they are sometimes in a good position to observe infractions that can endanger others. Safety Patrollers should not attempt to stop vehicles or adult pedestrians if they disregard the patrol commands.

How to report violators:

- You and your principal should establish proper procedures for Patrollers to report violations
- Procedures to take into consideration, can include having two Patrollers accurately describe the vehicle and provide the license number or persons involved
- The two Patrollers complete a report independently of each other indicating:
 - Date
 - Time
 - Location
 - Vehicle description
 - Description of person(s)
 - Direction of travel
 - License plate number
- The reports are turned into you to verify if they match
- If necessary, you forward the information onto local law enforcement
- Aggravated cases may be prosecuted to the extent of the law

Conflict Resolution

- Not all motorists or pedestrians will welcome or be grateful for the service of your Patrollers
- Do not engage angry motorists or pedestrians
- Do not use your sign as a weapon
- If a dangerous situation arises, have the squad retreat to the supply room
- Have all witnesses write a report of their version of the incident and submit to your local law enforcement

Emergencies

Emergencies may include vehicle crashes, collisions involving vehicles and pedestrians or bicyclists, sudden illness of pedestrians or motorists, or injury of pedestrians or bicyclists. In the event of a traffic crash or infraction, the Patrollers may be asked to provide information to law enforcement personnel.

If an emergency has occurred, you should ask multiple motorists to call 911 to report it.

Information required for reporting vehicles:

- Color, body style, size, model of car
- License plate number
- Features of the driver
- Time and day of incident

Information required for reporting persons:

- Sex
- Age
- Clothing description
- Hair color
- Height, weight, body build
- Direction of travel

The same basic rules apply to each situation. As Patrol Advisor, you should:

- Remain at the post with the pedestrian. Group pedestrians to maintain control.
- Stop crossing the pedestrians until the situation is under control, and then determine the best way to cross them safely. If practical, you may select another temporary crossing location.
- If able, report emergencies by phoning 911. If not able, ask others to call 911. Instruct the caller to give the closest intersection or cross street and describe the situation to the 911 operator. You might also ask the caller to notify the school administration so they can assist with the pedestrians.

- If a victim is ambulatory, he, she or they should move out of the road. Otherwise, a victim should not be moved except by qualified emergency medical personnel.
- Always notify your local law enforcement as soon as possible of any emergency that may have occurred at the post.

Whom to Talk With

Only you should talk to law enforcement personnel. Do not talk to the media or the parties involved in the incident. Instead, politely refer any questions from the news media to the police department.

Problem Posts

Numerous reports of offenses, such as speeding or ignoring the stop signs, at a particular post may require a police officer to monitor the intersection, conduct a crosswalk sting, or set up a speed check.

Stranger Danger

Patrols should be trained to report problems with strangers to you, teachers, caregivers or law enforcement. These “stranger danger” precautions are part of patrol training.

Patrollers should be trained to 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 their photos to be taken
- Divulge their name, address, phone number or other personal information

Train Patrollers to seek immediate help if:

- They encounter someone who appears to be under the influence of drugs or alcohol
- They become suspicious of the behavior of older students or adults
- They are followed

Patrollers should make as much noise as possible if they are approached by a stranger.

Successful Shift Benchmarks

The following represent characteristics of a successful safety patrol shift. The Staff Sergeant can be assigned to do daily or periodic checks to document the successes of the platoon and note areas that need improvement and report them to the Lieutenant.

	The Patrol Advisor was present at the shift
	The Patrol Advisor was there 20 minutes prior to shift
	The Patrol Advisor ensured the supply room was open and accessible.
	The Patrol Advisor recruited and scheduled adult volunteers.
	Adult volunteers were present at the shift.
	The Captain was present at the shift.
	The Lieutenant was present at the shift.
	The Staff Sergeant was present at the shift.
	At least one Squad Sergeant was present at the shift.
	The Supply Sergeant was present at the shift.
	A Staff Sergeant or Lieutenant in their absence took attendance.
	The Patrol Advisor reviewed the attendance sheet to ensure attendance was taken at the shift.
	The Patrol Advisor ensured additions or deletions of names to the attendance list were noted.
	Sufficient Patrollers were present to perform assigned duties.
	Squads dressed promptly in their patrol uniforms or ponchos.
	Squads were at their post at their appointed times.
	Proper stance and sign usage was followed per protocol.
	Lieutenants and Captains observed and provided training or filled in for absent Patrollers as needed.
	Squads remained at their post for the appointed time.
	After finishing their shift, squads returned to their safety patrol room per protocol.
	Patrollers put away their equipment and uniforms neatly.
	Patrollers hurried to class or afterschool, home, etc.
	The Patrol Advisor stayed until all Patrollers had transitioned to class/program/adult.

Meetings

Monthly meetings should be scheduled at the beginning of each school year. It also may be appropriate to invite the principal, police, adult crossing guards, bus drivers and volunteers.

Meetings are conducted and follow a set agenda based on parliamentary procedure, which is a set of widely accepted rules that give meetings structure and order. The Patrol Captain presides at all meetings. The Lieutenant presides in the Captain's absence. Patrollers wear belts, caps and badges to meetings.



Meeting items needed

- Agenda
- U.S. Flag
- Pledge of Allegiance
- Pledge of Service
- Table for Captain
- Chairs (some hold meetings standing in squads)
- Service pins

Agenda

Patrol officers should plan an agenda focused on both old and new patrol business.

Below is a sample agenda, incorporating parliamentary procedure:

- Call to order
- “All Rise” for Pledge of Allegiance
- School Safety Patrol Pledge of Service
- Roll call
- Staff Sergeant reads minutes of previous meeting
- Captain corrects or approves minutes
- Squad reports
 - Captain’s report
 - Lieutenant’s report
 - Staff Sergeant’s attendance report
 - Supply Sergeant’s report
 - Squad Sergeant’s report
- Discussion of old business
- Discussion of new business
- Comments from Patrol Advisor and guests
- Training
- Captain requests motion to adjourn
- Captain asks for motion to be seconded
- Captain states the motion and asks for “ayes” and “nays”
- Captain officially adjourns the meeting
- Captain announces the time and date of next meeting
- Captain dismisses each squad



Minutes

The Staff Sergeant records meetings in a consistent format. A completed set of minutes is signed by the Staff Sergeant and becomes part of the official record of the patrol. The Staff Sergeant submits the minutes to the Captain.

Elements that must be in the minutes:

- School name
- Date and time of meeting

- Attendance
- Summary of old business
- Summary of new business
- Additional comments/contributions from guests
- Additional information (for example, training or recognitions)
- Time meeting was dismissed

Squad Reports

Each officer will prepare a written report prior to the meeting and deliver an oral report to the Patrol Advisor in front of the patrol, school staff and adult volunteers. Each officer has an opportunity to honor outstanding Patrollers with a service pin.

Public speaking techniques are taught and emphasized. The reports are collected by the Captain and archived by the Staff Sergeant. They should be available for your review at all times.

Each report states the date of the meeting, the school and name of the officer reporting.



Recognizing “Best” (Lieutenant/Sergeant/Private)

All supervising officers have the privilege of publicly acknowledging the good work of those they have stewardship over. The officer should sincerely strive to recognize during the month the efforts and diligence of their fellow students and offer specific reasons why they decided to choose them. Every effort should be made to identify a “best” during the month. However in the instance the officer isn’t able to, they should simply state “none” in their report. Officers

should stay away from naming the same person month after month unless truly deserved. It serves the patrol well to try and find ways to help students that are underperforming work hard to achieve a “best” designation. Officers should check themselves if the reason they are naming someone is simply because they are their friend or relative. It is acceptable to name more than one person for this award if deserved. Each “best” is bestowed a service pin placed on their uniform by you or a police officer.

AAA Annual Awards Program

Recognizing students through the AAA Annual Awards Program is an important part of the legacy of AAA School Safety Patrol. Each year, you can nominate exceptional Patrollers and Patrol Advisors for their exemplary service and commitment to the program. For more information and to download an award application, you can visit schoolsafety.calstate.aaa.com.

General Concerns/Plans for Improvement

Most reports have sections titled “general concerns” and “plans for improvement”.

General concerns may include:

- A specific safety concern
- General failures by the patrol to follow protocol
- Missing equipment
- Other concerns

This section should not be used to single out a Patroller for poor behavior or denote a vague, non-specific concern description like “people are being bad”.

Plans for improvement:

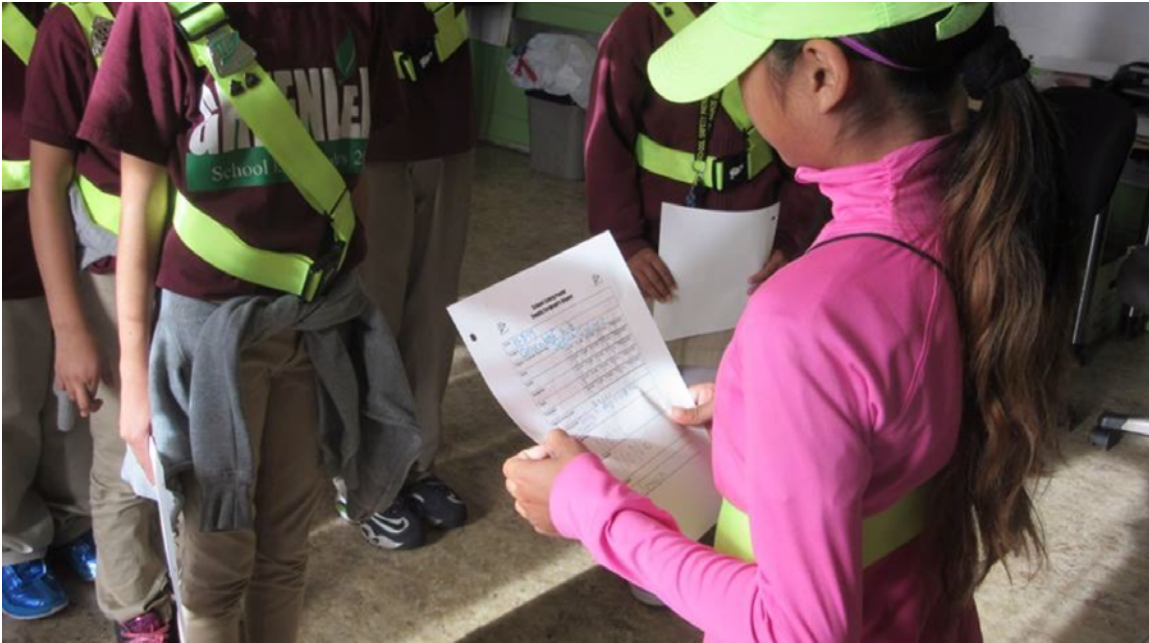
- Should offer a specific plan on how to resolve each general concern
- Should be realistically achievable

Captain's Report

- Names and grades Lieutenants
- Designates the best Lieutenant and the reason they were chosen
- Names the best Sergeant and squad and the reason they were chosen
- Gives a grade to the entire patrol with a reason for the grade
- States general concerns and plans for improving

Lieutenant's Report

- Names and grades all Sergeants
- Designates the best Sergeant and the reason they were chosen



- Names the best Sergeant and squad and the reason they were chosen
- Gives a grade to each squad and chooses the best squad with a reason for the selection
- States general concerns and plans for improving

Staff Sergeant's Attendance Report

The Staff Sergeant prepares two reports including the attendance report and the minutes.

The attendance report includes:

- States the month and year being reported
- How many shifts were available in the month
- Breaks the attendance down into 4 categories:
 - Perfect Attendance – present at every shift
 - Good Attendance – missed fewer than 4 times
 - Poor Attendance – missed more than 4 times
 - The names of those who have quit the patrol

The Staff Sergeant reports on the minutes from the previous meeting including statements from all officers and guidance received from sponsors. The Staff Sergeant also takes minutes at the current meeting.

Supply Sergeant Report

- Gives an accounting of all assigned equipment and how many are needed for proper patrol function
 - Belts
 - Caps
 - Badges
 - Ponchos
 - Whistles
 - Signs
 - Flags
- All equipment is rated by its condition:
 - Good
 - Fair
 - Poor

This report helps you to know when it is time to order more supplies. The Sergeant gives a grade to the supply room and a reason for the grade. States general concerns and plans for improving.

Squad Sergeant Report

- Names all privates in assigned squad
- Designates the best private and the reason they were chosen
- Gives a grade to their assigned squad
- States general concerns and plans for improving

Discipline

Any Patroller who fails to maintain satisfactory school grades and citizenship or to perform any of their duties in a proper manner shall be dismissed from the service. You or your principal shall be the judge in this matter.

The internal discipline of Patrollers is the responsibility of you. Your school should develop its own procedures for “probation” and “suspension.” Suggested guidelines are included below.

All Patrollers are expected to be responsible students and role models. If a Patroller consistently causes problems at school or in the classroom, you or your principal have the option to place the student on probation. Teachers may also suggest that students be placed on probation. A Patroller on probation is removed from safety patrol during the probationary period. You will need to designate a Patroller to assume that Patroller’s duties during their absence. A letter can be sent to the Patroller’s caregivers explaining the probation and the reason for taking the action.

The probationary period has a defined time period designed to give the student time to improve behavior, grades, or whatever problems that caused the probation. You, your principal and teachers will monitor the probation period with the expectation that the student will improve and resume a responsible position.

If, after a second probationary period, a Patroller continues to demonstrate an inability to follow established guidelines, suspension from the Patroller force can occur. The decision is made on a case-by-case basis by the administration in cooperation with you, your principal and teachers.

Examples of offenses:

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



Morale Building and Recognition

Your role as Patrol Advisor is to maintain the enthusiasm and commitment of the patrol team. The more a school community supports and recognizes the Patroller's responsibilities, the higher the morale amongst the team members.

Certificate of Recognition and merit pins are available for students who complete service as a Patroller. These can be presented at school assemblies or patrol events. Certificates are located under Resources on the AAA School Safety Patrol website at schoolsafety.calstate.aaa.com.

Schools can approach local businesses for contributions, such as gift cards or coupons for Patrollers. Examples of donations may include gift cards or items from a restaurant, movie theater, bookstore, recreation complex, sports store or department store.

Suggested activities that may help build safety patrol pride and moral:

- Hold monthly meetings to share information and problem solving issues
- Reserve a section of the school newsletter or website for safety patrol news
- Designate a safety patrol bulletin board for news, photos, awards, safety messages
- Recognize a Patroller of the Month with a special gold badge and certificate
- Have the patrol team perform a safety presentation or skit at a school assembly
- Create a safety patrol honor guard/color guard and have them perform at school events
- Have Patrollers present safety messages or reminders during announcements
- Introduce and thank the patrol team at an assembly

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Morale Building and Recognition, cont'd

- Involve the student council in patrol recognition activities
- Host an annual safety patrol luncheon
- Proclaim “AAA School Safety Patrol Day” or “Patroller Appreciation Day”
- Offer free time in the gym or computer lab
- Eat lunch with a fellow Patroller
- Distribute coupons for special privileges
- Send a personalized note of appreciation to Patroller parents or guardians
- Allow Patrollers to sit on benches/chairs in a school assembly
- Offer refreshments such as hot chocolate or ice cream after a shift
- Host special events such as pizza parties, movie outings, sporting events or end of the year celebrations



AAA Awards



AAA Northern California, Nevada & Utah makes available recognition certificates and pins that can be presented at school assemblies or celebrations.

Certificates of Merit are available for students who satisfactorily complete service as a Patroller.

A silver Service Pin is available for outstanding Patroller service.

AAA offers two awards programs to recognize the efforts of AAA School Safety Patrollers: The Lifesaving Award Medal and the Patroller of the Year award. Nominations are due early February and awards are presented in May. To submit forms and for more information, please visit schoolsafety.calstate.aaa.com.

Lifesaving Medal Award

In 1949, AAA held the first Lifesaving Medal Awards to recognize safety Patrollers who saved a life or prevented injury to a fellow student while on duty. To date, more than 411 students across the U.S. have been presented this prestigious honor.

The Lifesaving Medal is awarded by an independent review board to a member of any authorized AAA School Safety Patrol when there is conclusive proof that:

- The life of the person saved was in imminent danger
- The act was performed while the Patroller was on duty, going to or from a duty post or while on duty as a bus Patroller
- No negligence on the part of the Patroller caused or contributed to the person rescued being in danger

Patroller of the Year

The Patroller of the Year Awards recognizes Patrollers who best exemplify leadership qualities and perform their duties effectively and responsibly, without incident. AAA selects awardees from each of its geographic regions representing Northern California, Nevada and Utah.

School safety patrol advisors, teachers, law enforcement or Principals may nominate more than one current-year Patroller with certain qualifications. The candidate must:

- Be enrolled in the highest participating grade level of the AAA School Safety Patrol
- Demonstrate leadership qualities, safety skills, school involvement and citizenship/volunteerism
- Value the patrol experience

Patroller of the Month

Schools are encouraged to recognize a Patroller of the Month. Ask teachers, school administrators, law enforcement and adult volunteers to submit their recommendations. Patrollers of the month receive a special certificate and gold badge to wear and keep. In addition, the school may wish to send a letter home to the caregivers and announce the winner in the school newsletter, on the safety patrol bulletin board, or during an assembly.

Patroller of the Month demonstrates:

- Being on time to post
- Performing extra patrol duties
- Showing exceptional care for schoolmates
- Being an excellent role model