



# AAA School Safety Patrol Program Operation Guide Checklist

## School Authorization and Administration

- Get your school's approval to use the AAA School Safety Patrol Program.  
Find talking points under [Engage the Community](#)
- Obtain any school district or other community approvals as needed prior to instituting the AAA School Safety Patrol program.
- Select a Patrol Advisor to implement and directly supervise the program and patrol group.  
If your school is Title 1 and is having trouble finding a Patrol Advisor, apply for the [AAA School Safety Patrol Advisor Grant](#).
- Complete, sign, and submit the AAA Patrol Registration Form at [schoolsafety.calstate.aaa.com](https://schoolsafety.calstate.aaa.com) once the necessary approval and a Patrol Advisor has been obtained.
- Have a formal Program Installation Ceremony as a part of a school assembly or PTA meeting (see Operation Manual, page 31).

## Limiting Liability

- Read Page 12 of Operation Manual about the steps your school can take to minimize perceived liability or liability concerns.

## Community Partners

- Try to involve as many people and organizations as possible (i.e. school personnel, parents and caregivers, police, Parent-Teacher Associations, community organizations) (see Operation Manual, pages 6-7 for how to engage each community group).
- Get parents/caregivers involved by emailing the [AAA School Safety Patrol Parent Guide](#)
- Recruiting and training adult volunteers, an assistant or reserve advisor as needed.  
All adult volunteers will need to follow appropriate volunteer registration and screening requirements set by the school district.

## Choosing School Safety Patrollers, Recruitment, and Application Process

- Determine the number of Patrollers required for your AAA School Safety Patrol team
- Recruit students to volunteer as Patrollers
  - Make initial announcement with a brief program description at an assembly



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- Follow up with in-class recruitment presentations to upper-grade levels at the beginning of the school year.
- Have students to return their application by the end of the week (see AAA School Safety Patrol Operation Manual, pages 16-17 for recruitment presentation, things to consider for the number of Patrollers, what Patrollers need to be prepared to do, student eligibility, and length of service).
- Have students and student's parents fill out the Application for Membership and caregiver consent  
Note: Have Patrollers keep their membership card at your classroom or your schools AAA School Safety Patrol station.
- See AAA School Safety Patrol Operation Manual, page 18 for ideas to determine your application process. Examples include:
  - 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
  - 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

## Training

- Consider conducting your own patrol training in coordination with school personnel, adult volunteers or school safety resource officers.
- Review training resources (Patrol Overview, Patroller Application, Implementation Guidelines, Patrol Training Video, Handbook for Patrollers, Platoon Profile, Award Applications).
- Download Lesson Plans and presentation documents from [Lesson Plan - AAA School Safety Patrol](#).
- Plan out when and where you will conduct training for Patrollers.
- Have each Patroller complete school safety patrol training(s).
- Have Patrollers review the procedures and safety practices from The Handbook for Patrollers (see AAA School Safety Patrol Operation Manual, page 20 for information to cover in your safety patrol training, how/where to schedule training, and when to plan for upcoming patroller training).

## Squads and the Platoon

- Decide how officers are selected (i.e. hand-selected, elected by members of the patrol squad or even determined by an essay contest).



# AAA School Safety Patrol Program Operation Guide Checklist (cont.)

- Determine from the size of the patrol unit for the number of officers needed.  
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, and Multiple safety Patrollers
- Train officers to be able to substitute for any post.
- Encourage officers to rely on respect and cooperation, rather than authority (see AAA School Safety Patrol Operation Manual, pages 24-26 for each officer's duties).

## Safety Patrol Equipment / Storage and Care

- Communicate with your school to have a designated AAA School Safety Patrol area to store equipment (Room, closet, or cabinet locker)

## Ongoing Tasks

- Scheduling patrol days and duties
- Supervising all patrol operations
- 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
- Supervise all administrative duties including role sheets, officer reports and meeting agendas
- Plan, prepare and administer bi-monthly safety patrol meetings
- Schedule and supervise adult volunteers to help supervise the patrol

## Crosswalk Patrollers Checklist

- Gather recommendation forms**  
School personnel, parent/guardian advisory councils, caregivers, police, bus drivers, area businesses, other traffic related individuals and organizations and/or walking groups such as Safe Routes to School



# AAA School Safety Patrol Program Operation Guide Checklist (cont.)

## Complete Crosswalk Assessment Below

### Patrol 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
- Review coverage annually
- Decide on what crosswalk will be monitored (see Operational Manual, page 34).
- Get in contact with your school's Cross Guards

### Teach students about:

See Operational Manual, page 35-40. You can also use the online AAA School Safety lessons plan: Teacher's Guide Getting to School Safely.

- The basic mechanics for Crosswalk Patrollers
- Holding Position
- At Ease Position
- Safe Gap
- Search Pattern
- Generic Crossing
- Crossing at Stop Signs
- Obstructed View
- Bad Weather
- Unsafe Student Behavior
- Working with Other Patrollers
- Working with the Cross Guards



# AAA School Safety Patrol Program Operation Guide Checklist (cont.)

## Valet Curbside Patrollers Checklist

- Go over set-up and operations with your school and other adult volunteers (see Operational Manual, page 41).
- Go over set-up and operations with Patrollers (see Operational Manual, page 41).
- Assign Patroller's their duties and rules for valet service (see Operational Manual, page 41).

## School Bus Patrol Checklist

- Provide Principal their role for the School Bus Patrol (see Operational Manual, page 42).
- Provide Bus Drivers their role for the School Bus Patrol (see Operational Manual, page 43).
- Begin the school year by riding on buses several times and discussing problems with the driver and School Bus Patrollers on a continuing basis throughout the year.
- Select who will be the School Bus Patrollers  
Note: School Bus Patrollers should be considered a branch of the regular patrol squad.
- Teach role of the Front Bus Patroller, Middle Bus Patroller, and Rear Bus Patroller (see Operational Manual, page 42).
- Arrange training sessions for those coming into service
- Instruct Patrollers on the rules of operation, how emergency exits and fire extinguishers work and first aid
- Schedule School Bus Patrol meetings once per month and encourage bus drivers to attend
- Assign School Bus Patrollers to a designated seat