

Crossing Guard Quick Reference Guide



This Quick Reference Guide is a supplement to, not a replacement for, the Minnesota Crossing Guard Training. The training can be found on the [Minnesota SRTS Resource Center](#) website.

School crossing guards improve safety for students who walk or bicycle to school. Crossing guards help children cross the street safely and through their example, can help children develop the skills necessary to do so on their own.

General Crossing Procedure:

In every situation, a guard uses the proper search pattern for crossing a street and encourages student pedestrians to follow these safety steps:

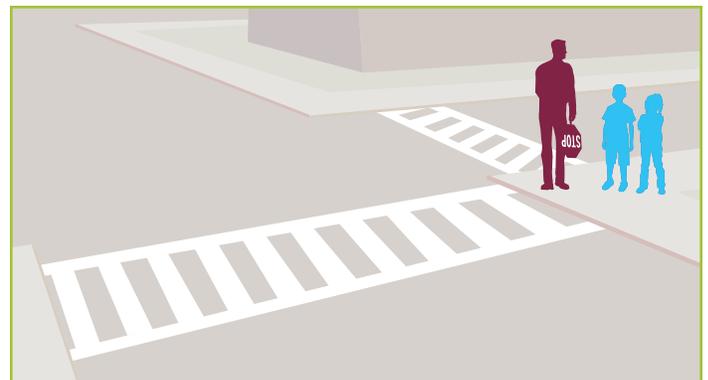
1. Stop at the curb or edge of the street.
2. Look left, right, then left again for traffic.
3. Look over the shoulder for possible turning vehicles if the pedestrian is standing at an intersection.
4. Walk directly across the street at a consistent pace and continue scanning the street while crossing the street.



How to Cross Students

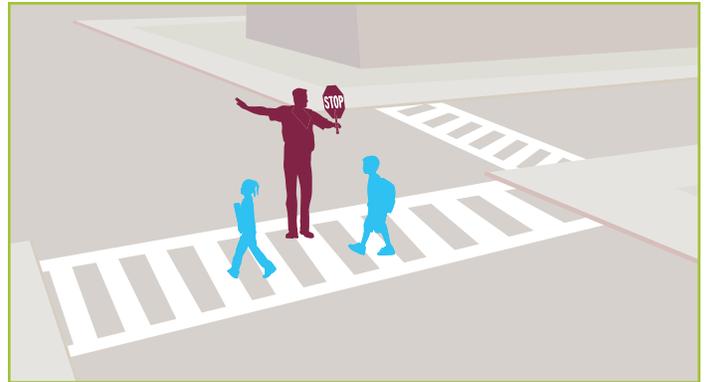
Assemble the children:

- Stand near the curb or edge of the street on the side from which children are approaching.
- Keep children who are waiting at least one step back from the edge of the roadway and instruct them to cross only on the guard's signal.
- While it is legal to ride bicycles and scooters in crosswalks in Minnesota, it is recommended that you teach children who are using bicycles, scooters, skateboards, or other self-propelled transportation to dismount and cross the street on foot to ensure the safety of all the crossing children.



Crossing Procedure:

1. When safe, enter the street with the stop paddle raised high.
 - At locations without a traffic signal or stop sign: Crossing Guards should wait for a gap in traffic on the crossing guard's side of the street.
 - At locations with a traffic signal: Enter the street only with a WALK signal or green light.
2. Face the closest oncoming traffic, and make eye contact with the drivers to make sure they see you and are stopping.
3. Walk to the center of the street with the stop paddle held high, continuing to make eye contact with drivers and facing traffic. When there are multiple lanes of traffic in each direction, enter the roadway and alert traffic one lane at a time.
4. Face the opposite approaching traffic, make eye contact with those drivers, and stop the additional lanes of traffic.
5. Stand on the crosswalk line close to the center of the street and ensure that all traffic has stopped, including any turning vehicles.
6. Face the intersection and verbally instruct the children to cross the street by looking left-right-left and over their shoulders for traffic before crossing in the crosswalk. Do not allow any vehicles to cross the crosswalk and do not leave your position until all children are out of the roadway.
7. After the children are all clear of the crossing, walk to the curb or edge of the street with the Stop Paddle held high.
8. Once you are clear of the street, lower the stop paddle so that the flow of traffic may resume.
9. Remain near the curb or edge of the road while the next group of children assembles.



**Always be alert.
Expect the unexpected.**

Required Equipment:

- High visibility retroreflective safety vest, worn on top of all other clothing.
- Retroreflective stop paddle.

Personal Conduct:

- Be positive and professional.
- Always be on time.
- Give appropriate notice if you cannot be at your post.
- Do not eat, use tobacco products, or use drugs or alcohol.
- Do not use electronic devices, take phone calls, or read.
- Do not touch children or allow them in your vehicle.



In Case of a Crash:

In the case of an emergency, a guard must stay at his or her post, keep control of the situation, and use the following basic procedure to ensure the children's safety:

- Stop crossing the children and group them away from the street.
- Remain at the assigned post with the children.
- Identify several specific people and ask them to call 911.
- Do not move the victim, unless the victim is in serious and immediate danger of being struck by another vehicle.
- Use a vehicle to block the crash victim from traffic, if necessary. The vehicle should be positioned a distance away from the victim to provide protection from other vehicles but, if struck would not endanger the victim or rescue workers.
- Always notify your supervisor, if you have one, as soon as possible after any emergency that occurs.
- If the injured person is a student, notify the school as soon as you're able.
- When fire trucks, ambulances or other emergency vehicles approach the crossing with emergency lights and sirens in use, keep children out of the street and a safe distance away from the crossing until the emergency vehicles have passed.

