

# SCHOOL TRAFFIC SAFETY TEAM MANUAL

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# 1 INTRODUCTION

As an important part of the community, your school has a vital role in helping your students to stay safe – and that includes on their journeys to and from school.

Having a school traffic safety team goes a long way to achieving this.

Run by responsible volunteer students and supervised by adults, a school traffic safety team provides an invaluable service for school children crossing roads near your school and taking the school bus. It's a significant responsibility that requires an equally significant commitment, but it pays enormous dividends for the school children, their parents and caregivers and the community as a whole.

## 1.1 A PARTNERSHIP APPROACH

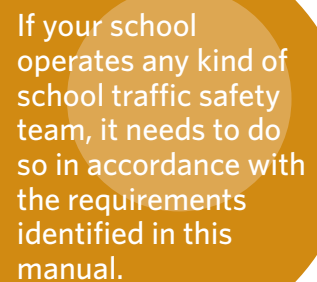
Your school traffic safety team is a partnership between your students, principal, board of trustees and teachers, the school community, New Zealand Police and the local authority or NZ Transport Agency responsible for controlling the roads in your area (the 'road controlling authority').

Schools aren't legally required to operate school traffic safety teams, but many do so as part of their partnerships with local communities to ensure children's safety on the way to and from school.

If your school operates any kind of school traffic safety team, it needs to do so in accordance with the requirements identified in this manual.

The partnership starts when you agree to work together to decide on the type of traffic safety team that's right for your school – one that suits the amount of traffic going past, the types of intersection around the school and your student roll and make-up.

It extends to the provision of signs and road markings by the road controlling authority, and uniforms and a comprehensive training programme provided by New Zealand Police (which is compulsory for all school patrols and wardens). It also includes day-to-day support from your police school community officer, who can help you to address and resolve any challenges that come your way.



If your school operates any kind of school traffic safety team, it needs to do so in accordance with the requirements identified in this manual.

## 1.2 ABOUT THIS MANUAL

This manual is designed for use in conjunction with the police training programme. It's also useful for monitoring and evaluating your school traffic safety team, for reporting to senior staff and the board of trustees on the effectiveness of your team, and for planning student activities focused on traffic safety. It should complement your work in meeting the *National administration guidelines*, and fit with other school policies and child safety initiatives such as walking school buses and school travel plans.

If you have any questions or concerns about this manual – or about your school traffic safety team operation – please contact your police school community officer. They'll work with you and the other partners to develop a solution that works for your school.

With the best possible intentions, this manual meets the requirements of the Health and Safety at Work Act 2015.

## 1.3 WHAT IS A SCHOOL TRAFFIC SAFETY TEAM?

School traffic safety teams include any or all of:

- school patrols, who help pedestrians at pedestrian crossings (sometimes called zebra crossings) and school crossing points (called kea crossings). School patrols control traffic as well as pedestrians
- school wardens (sometimes called traffic wardens), who help pedestrians at less busy crossings. School wardens aren't allowed to step into the road, stop or control traffic
- bus wardens, who supervise children travelling to and from school on bus services that either your school provides or are provided under contract by the Ministry of Education
- adults who help and support students to fulfil these duties.

School patrols were first established by American automobile clubs in the late 1920s, in response to concerns about crashes involving children on their way to and from school.

New Zealand's first school patrols began in the early 1930s.

Initially, patrol members carried red pennants mounted on short staffs and had no control over traffic. However, the rapid growth in school patrols led to a need for national standardisation, as well as a clear statement of patrol duties and the obligations of drivers and pedestrians.

In 1944, New Zealand's first school patrol legislation was passed. Uniforms were standardised and warning devices were updated in 1961.

Today, more than 23,000 students take part in school traffic safety teams throughout New Zealand. They have an outstanding track record in ensuring school children's safety on the roads – a record that your school can help to maintain.

## 2 WHO'S RESPONSIBLE FOR WHAT?

Once your school has discussed the options with your road controlling authority and New Zealand Police and decided to establish a school traffic safety team, the responsibilities of the partners are:

### NZ POLICE (SCHOOL COMMUNITY OFFICER)

Responsible for ensuring school traffic safety teams are properly trained and understand legal requirements and effective practices in health and safety. Trains the school traffic safety team, helps induct supervisors, and monitors patrol and warden operations. Responds to reports of unsafe and illegal behaviour.

WORKS WITH: 

### ROAD CONTROLLING AUTHORITY

Responsible for ensuring roads are safe and fit for purpose. Approves, designs, provides and maintains crossing road markings, signs and other equipment.

WORKS WITH: 

### ADULT SUPERVISORS (USUALLY TEACHERS OR CAREGIVERS)

Responsible for ensuring school patrols and wardens operate safely and legally and meet standards identified in training. Supports school traffic safety teams and report unsafe or illegal traffic behaviour.

WORKS WITH: 

### BOARD OF TRUSTEES

Legally responsible for all school activities, including school traffic safety teams.

WORKS WITH: 

### PRINCIPAL OR TEACHER-IN-CHARGE

Responsible for implementing and managing the school traffic safety team and operating within health and safety requirements. Ensures adult supervisors are inducted on the school traffic safety team's procedures.

WORKS WITH: 

### BUS CONTROLLER

The main point of contact within a school for transport, responsible for bus route administration and safety for their school.

WORKS WITH: 

### SCHOOL TRAFFIC SAFETY TEAM - BUS WARDENS

Promotes appropriate behaviour on school buses. Contributes time and peer leadership skills.

WORKS WITH: 

### SCHOOL TRAFFIC SAFETY TEAM - SCHOOL PATROLS, SCHOOL WARDENS

Responsible for ensuring students cross roads safely at school crossings.

WORKS WITH: 

### PARENTS/CAREGIVERS/ WHĀNAU

Responsible for approving children's participation in school traffic safety teams and ensuring they turn up for rostered duties or advising if they won't be able to attend.

WORKS WITH: 

## 2.1 THE ROAD CONTROLLING AUTHORITY'S ROLE

- Works with principal and school community officer to set up school traffic safety team.
- Authorises and establishes pedestrian crossings and school crossing points.
- Provides, installs and maintains school patrol signs, other traffic signs and road markings.

## 2.2 THE BOARD OF TRUSTEES' ROLE

- Legally responsible for everything that happens at the school, including your school traffic safety team (once established).
- Required under *National administration guidelines* (No. 5) to:
  - provide a safe physical and emotional environment for students
  - comply with legislation developed to ensure the safety of students and employees.
- Considers road safety issues in context of whole school and community needs.
- Considers reports of hazard identification and risk management at school crossings.
- Ensures reports on school traffic safety team performance.
- Delegates the school traffic safety team operating functions to the principal (including the authority to sub-delegate to a teacher).

## 2.3 THE PRINCIPAL'S ROLE

- Works with the delegated teacher, road controlling authority and school community officer to set up and run school traffic safety teams.
- Ensures the school traffic safety teams operate according to the standards to which they've been trained by the police school community officer.
- Establishes a system for recording and investigating incidents and near misses.
- Establishes a system for dealing with student misbehaviour at crossings in line with school discipline policies and processes.
- Reports to the board of trustees on any concerns, effectiveness of hazard identification and risk management at school crossings, and on school traffic safety team effectiveness and any ongoing difficulties being experienced.

## 2.4 THE DELEGATED TEACHER'S ROLE (IF NOT DONE BY THE PRINCIPAL)

- Works with the principal, road controlling authority and school community officer to set up and run the school traffic safety team.
- Can be given the authority to recruit and appoint suitably trained adults (teachers or parents) to supervise your school traffic safety team.
- Ensures adults are inducted on the school traffic safety team procedures.
- Selects school traffic safety team members.
- Ensures parents or caregivers of the STST members give their signed permission.
- Develops and supervises rosters.
- Looks after and supervises the school patrol equipment, and reports any damage or loss to the road controlling authority.
- Ensures the school traffic safety teams operate according to the standards to which they've been trained by the police school community officer.
- Reports traffic breaches to New Zealand Police, via the principal or direct to the police in an emergency.
- Presents information to the principal about the operation of the school traffic safety team including recorded incidents and near misses.

## 2.5 THE ADULT SUPERVISOR'S ROLE

- Commits to being available regularly throughout the year.
- Is inducted on the school traffic safety team legal requirements and performance standards, and understanding risk management.
- Supervises school traffic safety team members, helping the students to perform their tasks correctly and providing practical support where necessary.
- Reports any incidents to the principal in the first instance of unsafe or illegal student or driver behaviour.
- Ensures the school traffic safety teams operate according to the standards to which they've been trained by the school community officer.
- Where necessary, provides witness accounts of traffic breaches in court.
- Implements the requirements of the Vulnerable Children's Act 2015.

## 2.6 NEW ZEALAND POLICE'S ROLE

- Works with the principal and delegated teacher to arrange and implement initial and refresher training for school traffic safety team members and to help induct supervisors.
- Monitors the school traffic safety team to ensure it operates correctly.
- Liaises with the principal and delegated teacher on identified hazards and planned risk management.
- Responds to traffic enforcement breaches at pedestrian and kea crossings.



# 3 SCHOOL PATROLS

School patrols help to keep students safe on the road by controlling the flow of vehicles and pedestrians at pedestrian crossings and 'kea' crossings (school crossing points).

Operating before and after school, patrol members extend STOP signs onto the road in both directions, which signal approaching drivers to stop. Once the traffic is slowing or has stopped, the patrol signals to waiting pedestrians that it's safe to cross the road.

Each duty patrol is typically made up of two students (with one designated the leader) and a supervising adult.

Before a school patrol can operate, all team members need to have been trained by a police school community officer, and supervisors inducted on the procedures.

Before a school patrol can operate, all team members must be trained and supervisors inducted on the team's procedures.

## What's a pedestrian crossing?



A pedestrian crossing is made up of:

- white stripes that run parallel to the road line
- poles on each roadside marked with black and white stripes, topped with orange globes or discs
- roadside warning signs on each approach to the crossing
- (optional) diamonds on the roadway, on approaches to the crossing
- vehicle 'hold lines' on the road at the crossing point.

There's a detailed diagram of a pedestrian crossing on page 32.

## What's a kea crossing?



Kea crossings (or school crossing points) are used at places with low to moderate traffic levels, often where only school children cross. During non-patrol times, the roads revert to being uncontrolled, so pedestrians crossing them have to give way to vehicles.

A kea crossing is made up of:

- kerb extensions at each roadside
- vehicle 'hold lines' on the road at the crossing point
- poles to hold the flags and signs.

There's a detailed diagram of a kea crossing on page 33.



## 3.1 DO YOU NEED A SCHOOL PATROL?

A school patrol is the most commonly recognised way that schools manage road safety for students near the schools. However, it isn't always the most appropriate solution, or even achievable. For example, rural schools in open-road speed zones may find that school patrols are not a realistic option.

## 3.2 SETTING UP YOUR SCHOOL PATROL

Setting up a school patrol starts with the principal working with the road controlling authority and New Zealand Police to establish whether it's appropriate and, if so, what form it will take.

If the road controlling authority approves a crossing, it will provide the board of trustees with an 'authority to operate' the patrol. Usually the principal is delegated to organise the patrol operation through a supervising teacher. This teacher then:

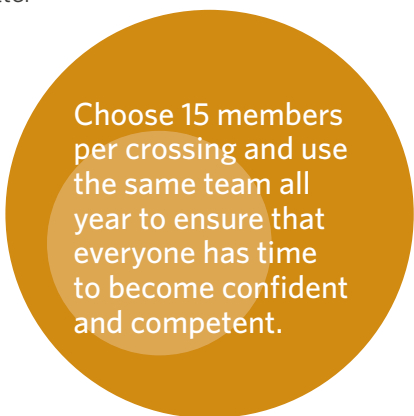
- chooses the school patrol members and supervisors
- gets signed permission from their parents or caregivers (see page 27 for a letter template you could use – or visit [education.nzta.govt.nz](http://education.nzta.govt.nz))
- establishes rosters for the patrol members and supervisors
- contacts the school community officer to arrange training for the patrol members and to support induction of supervisors (see page 25 for more on training)
- manages and operates the patrols to ensure they operate according to the standards in which they've been trained by the school community officer.

Choose 15 members for each patrol and/or group of school wardens, and use the same team all year to ensure that everyone has time to become confident and competent. This allows for two patrol members per day and five reserves. The school community officer may request more than this number if a crossing requires more than two members to operate safely. This could be because of unique situations such as the proximity of intersections or the undulation of the roadway restricting visibility.

If people leave the patrol, contact your school community officer to arrange training for new recruits.



Get signed permission from their parents or caregivers



Choose 15 members per crossing and use the same team all year to ensure that everyone has time to become confident and competent.

### 3.2.1 Choosing your school patrol members

It's important to have the right students on your school patrol team – they are role models for other students and responsible for ensuring the safety of others.

Be careful to choose students who:

- are reliable and punctual
- are comfortable about, and confident in, making decisions
- have demonstrated good judgement
- can concentrate on their tasks
- take their responsibilities seriously
- will turn up for duty on time, every time
- are willing and physically able to do the job safely (for example, to carry and manoeuvre signs, make themselves heard and are willing to do the job and manage other students firmly and respectfully).

### 3.2.2 The patrol leader

Each patrol has a team leader. Your police school community officer may confirm leaders during training, choosing only the most capable students for the role.

The leader:

- should have the best overall view of the road in both directions
- gives all the operational commands.

### 3.2.3 The patrol supervisor

The patrol supervisor is a responsible adult (usually a teacher or parent) who oversees the patrol and behaviour around it. Standing close to the patrol at all times, they:

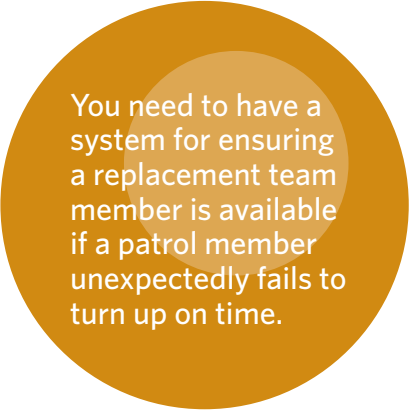
- check that it operates correctly and according to the procedures covered in the training
- monitor people at the crossing to ensure they comply with the patrol commands
- observe and report to the principal any hazards that affect the safe operation of the school traffic safety team eg incidents or near misses
- observe and formally record details of any incidents involving unsafe or illegal driver behaviour, such as parking illegally.

### 3.2.4 Developing rosters

When developing your rosters, try to give every patrol member a regular turn – and roster new patrol members with people who have some experience.

Give every patrol member a copy of their roster to take home, so that their parent(s) or caregiver can help to ensure they turn up on time. Supervisors should also have copies of these rosters.

You need to have a system for ensuring a replacement team member is available if a patrol member unexpectedly fails to turn up on time.



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### 3.2.5 Establishing patrol start and finish times

The best start and finish times for your school patrol will depend on when children arrive and leave. Ideally, you should aim to have your patrol on duty 30 minutes before school starts and at least five minutes before school finishes.

## 3.3 YOUR SCHOOL PATROL EQUIPMENT

School patrol equipment comprises:

- STOP signs, provided by your road controlling authority
- removable flags for kea crossings, also provided by the road controlling authority
- uniforms that clearly identify students as school traffic safety team members
- notebooks and pencils for patrol supervisors, for recording details of unsafe or illegal driver behaviour (you'll need to provide these).

School patrols and traffic wardens must only use approved and authorised equipment. This will be supplied by your road controlling authority. Patrols and wardens must not use any additional unauthorised equipment, such as smaller signs or flags to stop traffic.

### 3.3.1 Signs and flags

The main school patrol signs are:

- STOP signs: large red discs with the words 'STOP SCHOOL PATROL' in white. They are attached to long poles with hinge brackets attached. Usually made of aluminium, the signs are bulky but not heavy and need to be handled with care, especially in windy conditions.
- kea crossing flags: lightweight, collapsible diamond-shaped flags made of soft orange or red fluorescent material. These signs are placed in posts near the kerb adjacent to the vehicle limit line so they're visible to approaching drivers (see point B in the kea crossing specifications on page 33).



#### What about cones?

A school may use cones within its own property, for example to block off a gate when patrols are operating.

However, a school may not place cones in the roadway other than as a part of a formal traffic management plan approved by the road controlling authority.

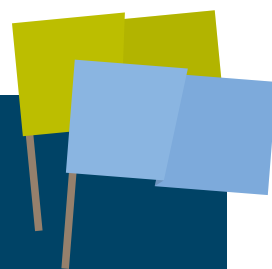
If your school is having problems with illegal or inappropriate parking, or if traffic density is making it difficult for patrols to operate effectively, the principal, board of trustees, school community officer and road controlling authority need to work together to find a solution to the underlying problem. See also 'Coping with heavy traffic and visibility problems' on page 18.



#### What about flags?

Patrols and wardens must not use hand-held flags to stop either traffic or pedestrians.

It is also not recommended to give children crossing the road small flags to hold, as this may distract them from crossing safely.



### 3.3.2 Patrol uniforms

There are two uniforms: a safety jacket for dry weather, and a waterproof safety jacket for wet weather and in low-visibility conditions. The jackets clearly identify the wearers as school traffic safety team members.

Patrol members must always wear the correct uniform while on duty.

Patrol members must always wear the correct uniform while on duty.



### Caring for the equipment

Please ensure that patrol members and others treat all school patrol equipment with respect.

All equipment should be stored in a dedicated area that:

- is secure
- is dry and out of direct sunlight
- has hooks for hanging up the uniforms and signs
- is easy to access.

If any equipment is damaged, lost or stolen, contact your road controlling authority (for signs or flags) or school community officer (for uniforms) and they'll arrange for repairs or replacements. If your STOP signs or kea crossing flags are unusable, follow the guidelines for school wardens on page 21 until replacements arrive.

## 3.4 GOING ON SCHOOL PATROL

Patrol members need to arrive at school with enough time to put on their uniforms, take the STOP signs from the storage area and make their way to the patrol location by the time the patrol is due to start.

### 3.4.1 Carrying the signs

STOP signs are safest when carried 'stretcher fashion'. Take extra care on windy days, when it might be a good idea to have the discs horizontal (facing the ground) to reduce wind resistance.

If you're operating a kea crossing, the supervisor carries the two kea flags and must put them in place before the patrol starts.



### 3.4.2 Setting up the patrol

When the patrol reaches the crossing:

- 1 The patrol member who's going to cross the road stands behind the person who won't be crossing.
- 2 The person staying behind attaches their sign to the post and both patrol members hold their signs parallel to the road.
- 3 The leader checks the approaching traffic. When they can see that there's no approaching traffic between the crossing and an established 'mark' or reference point, they call 'Signs out'. Both patrol members swing their signs into the roadway so the signs are parallel to each other.
- 4 The leader calls '**Check**'. Both patrol members check that any approaching traffic is going to stop. On multi-lane highways, this includes checking that no-one (including cyclists) is trying to overtake a stationary vehicle. If in doubt, the patrol members wait until all vehicles have stopped.
- 5 The second patrol member calls '**Clear**' - when both patrol members are sure that traffic will stop.
- 6 The leader calls '**On patrol**' and holds out one arm as a barrier (called the barrier arm) to stop any students crossing.
- 7 The other patrol member walks across the road, holding their sign (disc first) at right angles to the traffic so it can be seen easily.
- 8 When the other patrol member reaches the footpath (or kerb extension) on the other side, they swing their sign so it's parallel to the road, out of the way of traffic. The leader calls '**Signs in**' and swings their sign in. The other patrol member attaches their sign to the post.

The patrol leader and supervisor should ensure that pedestrians are not allowed to cross the road while the patrol is being set up.



#### What is a barrier arm?

A barrier arm is an arm raised sideways at right angles to the body to prevent children on the footpath trying to cross the road.



### 3.4.3 Operating the patrol

Once the patrol has been set up, it needs to operate quickly, smoothly and efficiently to minimise traffic disruption and delays. It's important to make sure that children waiting to cross stand well back from the STOP sign or behind the pedestrian limit line, so that patrol members have a clear view of the road.

Patrols operate in five steps:

- 1** The patrol members check approaching traffic. When there's a suitable gap, the leader calls **'Signs out'**. In unison, the patrol members raise their barrier arms and swing their STOP signs into the roadway.
- 2** The leader calls **'Check'**. Both patrol members look to make sure any approaching vehicles are going to stop.
- 3** The second patrol member confirms that traffic is slowing or has stopped by calling **'Clear'**. The leader calls **'Cross now'** and both patrol members lower their barrier arms.
- 4** As the last pedestrian enters the crossing, the patrol member raises their barrier arm to prevent latecomers trying to cross.
- 5** When the last pedestrian reaches the footpath or kerb extension, the leader calls **'Signs in'** and both patrol members lower their barrier arms and swing in their signs.



### What's a 'mark' or 'reference' point?

A mark or reference point is a feature such as a power pole, tree, signpost or letterbox that has been identified by the school community officer to help patrol leaders make safe decisions before calling 'Signs out'. A vehicle travelling between a mark and a crossing will be too close to put the signs out safely.

The choice and position of a mark will reflect the speed and density of approaching traffic and the road topography. It must also be easy for the leader to see.



### What's a 'diamond'?

White diamonds are often (but not always) painted on the road to warn drivers that they are approaching a pedestrian crossing. They are not intended as marks to indicate to pedestrians when it is safe to cross, so may not be suitable to be used as marks for school patrols. They should only be used as marks if they reflect the speed and density of approaching traffic, the road topography, and are easy for the leader to see.





### 3.4.4 Ending the patrol

Patrols follow six steps before going off duty:

- 1 When it's time to finish the school patrol (and as long as there are no pedestrians waiting to cross), the leader or adult supervisor lets the team know they're going off patrol.
- 2 The patrol member who's going to cross the road unhooks their STOP sign and rests the hook at the foot of the post \*. When there's a suitable break in the traffic, the leader calls '**Signs out**' and both patrol members swing their signs into the road and raise their barrier arms.
- 3 The leader calls '**Check**' and both patrol members check that any approaching vehicles are about to stop.
- 4 The second member calls '**Clear**' – when both patrol members are sure that traffic will stop.
- 5 When it's all clear, the leader calls '**Off patrol**'. The returning patrol member crosses the road, holding their STOP sign at right angles to the traffic.
- 6 When they're safely clear of the crossing, the remaining patrol member removes their sign and both signs are carried stretcher fashion to the equipment storage area. Note they should be carried parallel to the roadway, with particular care around other people and vehicles.

If you're operating a kea crossing, the supervisor removes both flags after the patrol members have come off the crossing.

\* Another option is for the sign to remain hooked onto the post until step 5. Your school community officer will help you decide on the safest unhooking method for your school.



## 3.5 COPING WITH HEAVY TRAFFIC, VISIBILITY AND WINDY CONDITIONS

If you're concerned about student safety on the road due to hazards such as heavy traffic or obstacles that are reducing patrol visibility, talk to your school community officer or road controlling authority. With safety their top priority, they'll work with you to develop a practical solution.

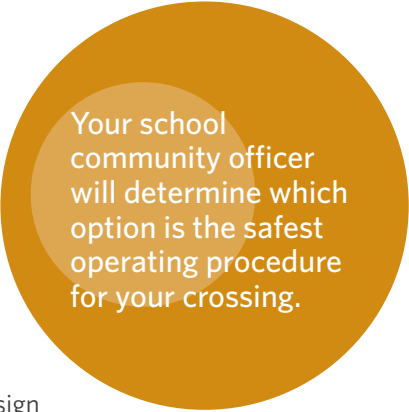
### 3.5.1 Heavy traffic

Your school community officer will determine whether the following option is the safest operating procedure for your crossing.

Patrol members must be specifically trained in this method.

If traffic is too heavy to put both STOP signs out at the same time, one option is to stagger the patrol operation. In this approach:

- one patrol member identifies a gap in the traffic flowing in their direction, and extends the STOP sign on their side of the crossing
- the traffic travelling in the opposite direction is then legally required to stop. Once it has slowed or stopped, the other patrol member extends their STOP sign
- children start crossing when traffic on both sides of the road has stopped.



Your school community officer will determine which option is the safest operating procedure for your crossing.

### 3.5.2 Visibility issues

If your patrol team could have problems seeing approaching traffic – perhaps because the crossing is near a corner – one option is to add a third person to the team. Your school community officer will determine whether this is necessary as part of your school's training programme.

Located where they have a good view of oncoming traffic, the third person becomes the leader and gives the commands to the other team members. However, there are potential dangers for the third person, so this option will only be used in special circumstances.

Ensure that vegetation doesn't obscure the patrols' sightlines. Trim vegetation belonging to the school, or notify your road controlling authority if it is on the footpath.

If these solutions are impractical or no longer working for your school, contact your road controlling authority or school community officer about alternative solutions. These could include relocating the crossing or installing systems such as traffic lights.

### 3.5.3 Windy conditions

If it's too windy to use the signs safely, school patrols should operate as school wardens instead. This means no signs or any other objects to stop traffic.

Without the signs they no longer have power to stop traffic. They can still raise their arms to stop pedestrians (but not to stop traffic) and tell them when it is safe to cross.

# 4 SCHOOL WARDENS

Unlike school patrols, school wardens (sometimes called traffic wardens) don't step into the road, stop or control traffic. However, they provide a valuable safety check for school children – most commonly at unmarked crossing points, but also at pedestrian crossings where no school patrols are operating and at traffic-light crossings.

School wardens wear the same uniforms as school patrols, but use their arms (as 'barrier arms') to stop pedestrians crossing the road until it's clear of approaching traffic. School wardens don't use STOP signs, or any other sign and flag.

School wardens usually work in pairs (with one designated the leader) with a supervising adult.

All wardens must be trained by your school community officer and supervisors inducted on the team's procedures.

All wardens must be trained by your school community officer and supervisors inducted on the team's procedures.

## 4.1 GETTING READY FOR YOUR SCHOOL WARDEN OPERATION

As a first step, your school board of trustees must advise the road controlling authority that you'd like to set up a school warden crossing.

Working together, your school, your school community officer and the road controlling authority will decide whether you need a school traffic safety team and, if so, where to locate your crossing point(s). This means taking into account:

- where pedestrians usually choose to cross
- the place(s) likely to be most convenient for children and other pedestrians (to ensure the children use it)
- the need for good visibility for both school wardens and approaching drivers. This might involve restricting parking close to the crossing point.

The next step is to choose up to 15 students. Just like school patrol members, they should:

- be willing and physically able to do the job
- be reliable and punctual
- be comfortable about, and confident in, making decisions
- have good judgement
- find it easy to concentrate
- take their responsibilities seriously
- turn up for duty on time, every time.

You also need to:

- get signed permission from the children's parents or caregivers (see page 27 for a letter template you could use – or visit [education.nzta.govt.nz](http://education.nzta.govt.nz))
- contact your school community officer to arrange training for your school wardens and to support induction of supervisors (see page 25 for more on training).

### 4.1.1 Developing rosters

When developing your rosters, try to give each warden a regular turn. Give them copies of their rosters to take home, so that their parents or caregivers can help to ensure they turn up on time. Supervisors should also have copies of these rosters.

You need to have a system for ensuring a replacement person is available if a school warden unexpectedly fails to turn up on time.

### 4.1.2 Establishing warden start and finish times

The best start and finish times for your school wardens will depend on when children arrive and leave. Ideally, they should be on duty 30 minutes before school starts and at least five minutes before school finishes.

## 4.2 YOUR SCHOOL WARDEN TEAM

Usually, school wardens operate in teams of two, as this enables them to keep a good eye on the road and the children. However, they can operate alone if there's good visibility and little traffic on the road.

If you're concerned about visibility problems – perhaps because the crossing is near a corner – discuss the options with your school community officer or road controlling authority. It may be better to move the crossing or establish a school patrol or, in exceptional circumstances, have a third warden join the team.

### 4.2.1 The school warden leader

Each school warden team includes a leader. Your school community officer often confirm leaders during training, choosing only the most capable students for the role.

The leader:

- should have the best overall view of the road in both directions
- controls the operation.

### 4.2.2 The warden supervisor

The warden supervisor is a responsible adult (usually a teacher or parent) who oversees the patrol and behaviour around it. Standing close to the patrol at all times, they:

- check that it operates correctly and according to the procedures covered in the training
- monitor people at the crossing to ensure they comply with the patrol commands
- observe and report to the principal any hazards that affect the safe operation of the school traffic safety team eg incidents or near misses
- observe and formally record details of any incidents involving unsafe or illegal driver behaviour, such as parking illegally.

## 4.3 SCHOOL WARDENS IN ACTION

School wardens don't use any equipment to manage children waiting to cross a road. They simply raise one or both arms (barrier arms) to indicate to children that they should wait, and give clear instructions on when to cross.

### 4.3.1 School wardens at pedestrian and uncontrolled crossings

At a pedestrian or uncontrolled crossing, the wardens stand facing each other on opposite sides of the road.

- 1 When children arrive, the wardens raise their barrier arms to keep them well back from the kerb, and call **'Wait'**.
- 2 The leader identifies a suitable gap in the traffic, and calls **'Check'**.
- 3 The second member checks it is clear to the marks, and calls **'Clear'**.
- 4 The leader calls **'Cross now'**, and both wardens lower their barrier arms.
- 5 The wardens encourage the children to walk quickly so they don't hold up the traffic.
- 6 If required to prevent latecomers running onto the road, the wardens raise their barrier arms, and call **'Wait'**.



If only one warden is used, they should stand on the side that most children cross from. The calls of 'Check' and 'Clear' are not required.

#### Warden calls

##### Going on duty

Leader: **Check**

2nd member: **Clear**

Leader: **Cross now**

##### Operating wardens

Leader: **Wait, Check**

2nd member: **Clear**

Leader: **Cross now**

##### Going off duty

Leader: **Check**

2nd member: **Clear**

Leader: **Cross now**

Note: wardens do not cross the road with pedestrians or stand on the road.

### 4.3.2 School wardens at traffic-light crossings

At a crossing controlled by traffic signals:

- 1 The warden presses the button, raises their barrier arm, and calls **'Wait'**.
- 2 When the 'green person' shows, the warden checks that traffic is stopping, including turning traffic if appropriate.
- 3 When it's safe, the warden lowers their arm, and calls **'Cross now'**.
- 4 When the signal turns starts flashing or turns red, the warden raises their barrier arm and calls **'Wait'** to any further pedestrians wanting to cross.



# 5 BUS WARDENS

If students regularly travel to and from your school by bus, you might like to establish a team of bus wardens. These are senior students who work with the school's bus controller, bus drivers and the supervising teacher to monitor and supervise children's behaviour on and around the school bus, to ensure they make their journeys safely.

You'll need to discuss the idea with potential bus operators and the children's parents or caregivers. Your school community officer can also give you advice.



## 5.1 SETTING UP A BUS WARDEN TEAM

If your school decides to set up a bus warden team, you need to:

- choose your bus wardens: responsible and reliable senior students who take their role seriously and will turn up on time
- get signed permission from their parents or caregivers (see page 27 for a letter template you could use – or visit [education.nzta.govt.nz](http://education.nzta.govt.nz))
- deliver a training session for the wardens (see page 25 for more on this) - this training is mandatory for everyone on the team
- choose a supervising teacher to whom the bus wardens will report
- establish your bus warden rosters according to the bus timetable and the students' personal commitments, such as after-school sports
- consider first aid training for bus wardens.

The number of wardens on each bus will depend on the bus's capacity. You might need just one warden for a small bus, and two for larger vehicles.

**Note:** bus wardens don't need to wear a uniform.

Get signed permission from their parents or caregivers

Training is mandatory for everyone on the team

## 5.2 BUS WARDEN DUTIES

Bus wardens sit near the back of the bus so they have a clear view of all the children. If there are two wardens, the second warden sits close to the front door.

When on duty, bus wardens are responsible for ensuring that:

- children get on and off the bus in an orderly way
- all children stay seated while the bus is moving or, if there are not enough seats, stand well behind the driver or the appropriate marks on the bus floor
- the children stow all school bags and other items either under their seats or on their laps (or on the floor if they're standing)
- aisles are kept clear unless children have to stand
- they note any misbehaviour and report it to the supervising teacher.

Wardens on after-school buses also need to:

- work with the school bus controller to ensure that students assemble in the agreed area
- take a headcount to check whether any children are missing (and why)
- check that the bus driver has been told of any passenger changes.

## 5.3 EMERGENCY PREPAREDNESS

Bus wardens also need to be prepared to respond to an emergency on the bus. That means:

- knowing the locations of the emergency exits, fire extinguisher and first-aid kits
- calling for help if a cellphone is available
- understanding what to do in an emergency and, if one happens, helping the driver by:
  - protecting the scene: sending older children 100–200 metres from the bus to warn approaching vehicles of the danger ahead
  - taking uninjured children to a safe area and (if possible) asking an older student to supervise them
  - establishing whether anyone has been injured and whether emergency services are needed
  - sending two children to find a phone from which they can call emergency services and the school
  - administering first aid if they can.



# ⑥ TRAINING YOUR SCHOOL TRAFFIC SAFETY TEAM

Your police school community officer is responsible for training school patrols and wardens. Adult supervisors should be inducted to ensure that patrols and wardens carry out their duties professionally and competently.

The school community officer also implements procedures specific to particular crossings to ensure that patrol members and crossing students stay safe. These could include establishing special reference points or 'marks', making changes to operating procedures owing to heavy traffic flows, or using third members as leaders.

## 6.1 TIMING YOUR TRAINING PROGRAMME

Most school traffic safety teams are trained in term 4 so they're ready to start their duties in term 1 the following year. Refresher training is normally provided during the first few weeks of the first term to ensure patrol members are competent to carry out their duties.

However, some schools prefer to have their patrols trained during term 3 then starting their duties in term 4, continuing through to the end of the third term the following year. Your police school community officer will be able to advise on the best option for your school.

When you're ready to schedule training for your school patrols and wardens, contact your school community officer. They'll work with you to choose a date that suits you and your students.

Before training starts, please photocopy the 'School patrol training sheet' on page 28. Your school community officer will use it as part of the training programme.

## 6.2 TRAINING FOR SCHOOL PATROLS AND SCHOOL WARDENS

You'll need to set aside a day for this training – and all students need to attend (no exceptions).


The training day covers essential information such as:

- participants' roles and responsibilities
- correct procedures for operating the patrol
- the need for teamwork and reliability
- what to do if someone doesn't turn up or for some reason can't do the job on the day
- uniforms and how to wear and look after them
- other equipment they need to do the job.

Participants will also get practical training, learning about things like reference points or marks that they can use to identify safe gaps in traffic and determine traffic speeds and volume.

Supervisors will also need to be inducted into the school safety team procedures.

When the training is complete, consider including the new recruits in the roster for the rest of the year. It's a great opportunity to give them practical experience with your established patrol members.



You will need to set aside a day for this training – and all students need to attend (no exceptions).

### 6.2.1 Refresher training

Early in the new school year, your school community officer will contact you to arrange refresher training at crossings and check that you've set up your rosters. They might also meet the supervisors to make sure they're aware of their roles and responsibilities.

This is also an ideal time to show newcomers to your school how your school patrol or warden operation works.

## 6.3 TRAINING FOR BUS WARDENS

Your school is responsible for ensuring that students travelling on buses understand basic safety procedures.


In preparation for your training day, make sure that:

- the bus operator can provide a bus for the day
- a first-aider can attend (such as a staff member or a St John or Red Cross representative)
- your school's bus controller will attend.

The training day should also cover topics such as:

- bus wardens' roles and responsibilities
- the need for trust, teamwork and reliability
- what to do if someone doesn't turn up or for some reason can't do the job on the day
- emergency procedures
- describing and reporting student misbehaviour.

You could also contact your school community officer if you need specialist training support, such as emergency procedures, checking the bus is roadworthy, and that unloading sites are correct and signposted.



Remember  
to get parent  
or caregiver  
permission  
before training  
takes place

# 7 SCHOOL RESOURCES

## 7.1 LETTER TO PARENT OR CAREGIVER

This letter template is also available at [education.nzta.govt.nz](http://education.nzta.govt.nz).

<date>

<Name>

<Address 1>

<Address 2>

<Address 3> <Postcode>

Dear <name>

I'm pleased to let you know that we've chosen <name> to be a member of our school traffic safety team. They'll be joining our <school patrol/school warden team/bus warden team>.

School traffic safety teams have an important role in keeping our children safe on the roads. Being a team member is a significant responsibility that requires special training.

I'm writing to ask your permission for <name> to join the team. If you agree, you'll need to make sure that <he><she> turns up on time for all their rostered duties. To help you, we'll provide you with a roster and a timetable for <name>'s team.

Please talk this over with < name>, then complete the form below and return it to us as soon as possible.

We look forward to hearing from you.

Regards

<name>

Principal

(Please circle the option that applies)

I give/do not give permission for <name> to be a member of the school traffic safety team.

Parent's/Caregiver's name: \_\_\_\_\_

Parent's/Caregiver's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 7.2 SCHOOL PATROL TRAINING SHEET



School: \_\_\_\_\_

Training date: \_\_\_\_\_

Crossing location: \_\_\_\_\_

Police school community officer: \_\_\_\_\_

Please select no more than 15 students for training at each crossing. This will ensure that each student is on duty often enough to become both competent and confident in their role.

STUDENT NAME		DECISION MAKING		COMMANDS		CHECKING		SIGNS
Please fill in the names of students to be trained before the actual training time	Permission slip returned	Decisive	Indecisive	Loud and assertive	Not loud enough	Checks for traffic	Doesn't check	Can connect sign
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

Note: these observations are based on only a very short evaluation by the school community officer. You as a teacher will know your children better, and if you feel a child displays unsafe patrol practices, despite being rated well on this form, you should make the final decision as to whether that child is suitable for school patrol duties.

## 7.3 SCHOOL PATROLS AND WARDENS: REPORTING UNSAFE OR ILLEGAL BEHAVIOUR

Safety is the top priority of every school patrol and warden, so it's important to watch for and report unsafe or illegal behaviour – by pedestrians and drivers.

### 7.3.1 Incidents involving children

School traffic safety team members should identify any children who distract or interfere with their patrol's safe operation – and give their names to the supervisor as soon as they've finished their duties.

### 7.3.2 Incidents involving drivers

Drivers who fail to stop when children are on pedestrian or kea crossings, or fail to give way when they should at crossings controlled by traffic signals, are breaking the law.

If the supervisor sees any of these things happening they should write down:

- the vehicle's registration number
- a description of the driver
- the type of vehicle
- the vehicle's colour
- the date and time of the incident
- the direction in which the vehicle was travelling
- whether any children were on the crossing – and if so, where they were and the direction in which they were walking
- the names of any witnesses
- where the vehicle was first sighted when the STOP signs were extended on the roadway
- any other matters they consider relevant.

These details should be transferred to the school patrol infringement form on page 30 as soon as possible, then faxed or scanned to your local police station.

**In an emergency, dial 111 immediately.**

## 7.4 INFRINGEMENT REPORT FORM – TO BE COMPLETED BY SUPERVISOR

### 7.4.1 Appendix 12: SCHOOL PATROL INFRINGEMENT REPORT

This form is to be completed before going off duty and telephoned in to the police at .....

If required, it should be faxed, emailed or posted to the police at ..... or PO Box .....

*It is recommended that the school keep a copy of the report.*

Reporting school:.....

Address:..... Phone number: .....

At approximately .....am/pm on .....(day) .....(date)  
the following motor vehicle failed to comply with an authorised school patrol operating on .....

(name of road/street) near.....(road/street).

The motor vehicle was a .....(make & model)

registered ..... and coloured ..... The vehicle was estimated to be

travelling at ..... km/h. The vehicle was approximately .....metres away when the signs  
were extended. Do you believe the driver's view of the crossing could have been obscured by anything?

.....

The driver of the vehicle was a male/female, with long/short hair. The hair colour was .....  
The driver had a light/dark complexion. The driver had/did not have facial hair. They wore/did not wear  
glasses.

There were ..... children on the crossing at the time of the incident and the children were  
crossing from ..... to .....

The car passed in front of/behind the children and approximately ..... metres away from them.

There were/were no other cars stopped at the crossing at the time. Any other comments:  
(eg offending vehicle overtaking other cars – on wrong side of road) .....

.....

The weather at the time was .....

Traffic flow was light/heavy/medium.

Adult witness (parent/teacher) in charge: .....

Address: ..... Phone no: .....

Patrol 1: Full name: ..... Age: ..... Class: .....

Address: ..... Phone no: .....

Patrol 2: Full name: ..... Age: ..... Class: .....

Address: ..... Phone no: .....

Patrol 3: Full name: ..... Age: ..... Class: .....

Address: ..... Phone no: .....

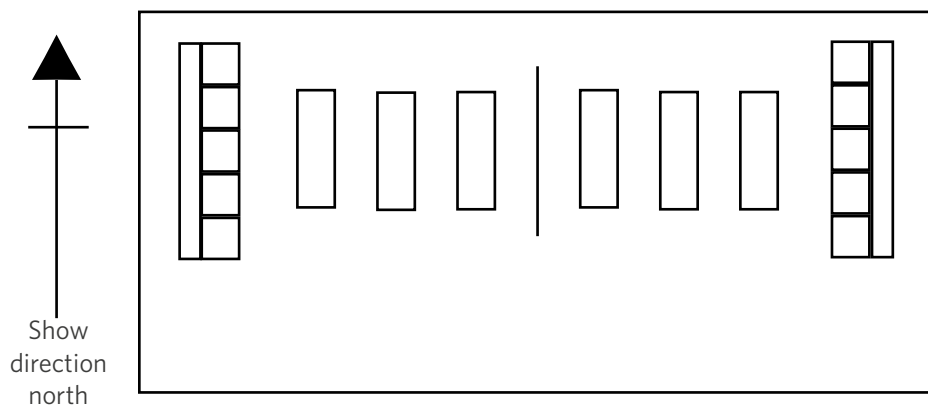
Signed.....(signature of adult witness)

FEEDBACK TO SCHOOL – RE OUTCOME OF THIS FILE

EMAILED/PHONED/FAXED YES / NO

..... (Constable) .....(Number)

## DETAILS TO BE SHOWN IN DIAGRAM



1. Mark positions of children on crossing, eg \_\_\_\_**X**\_\_\_\_ and direction.

2. Position of patrols (please number).

1

3. Position of adult witness.

W

4. Direction of vehicle.



5. Position of the vehicle as it passed over the crossing.

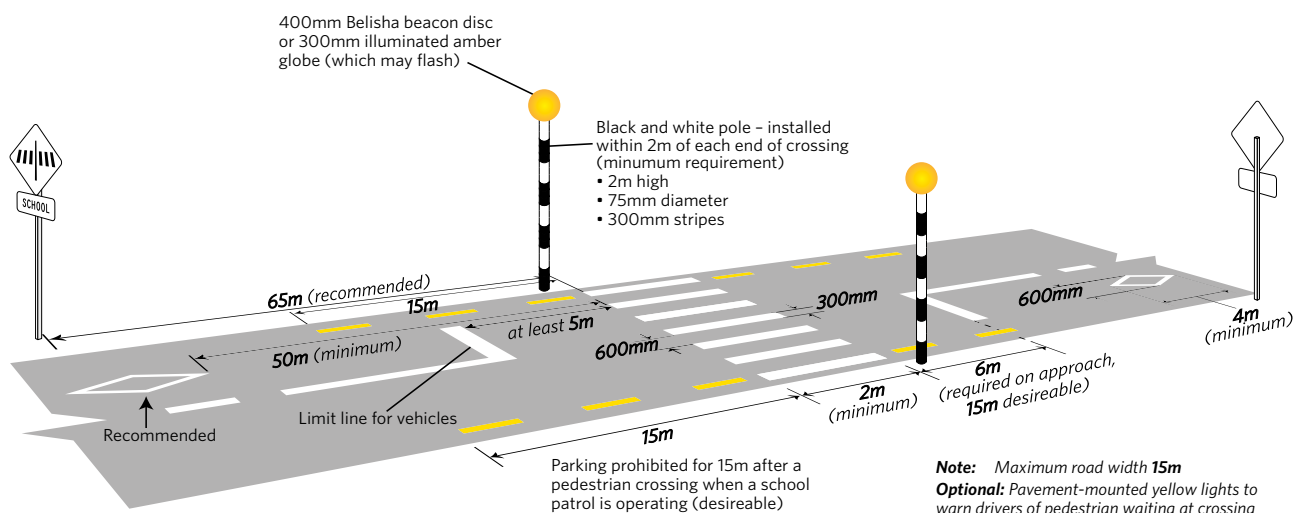
A

# 8 EXTRA INFORMATION

## 8.1 PEDESTRIAN CROSSING SPECIFICATIONS

This diagram is also available online at [education.nzta.govt.nz](http://education.nzta.govt.nz).

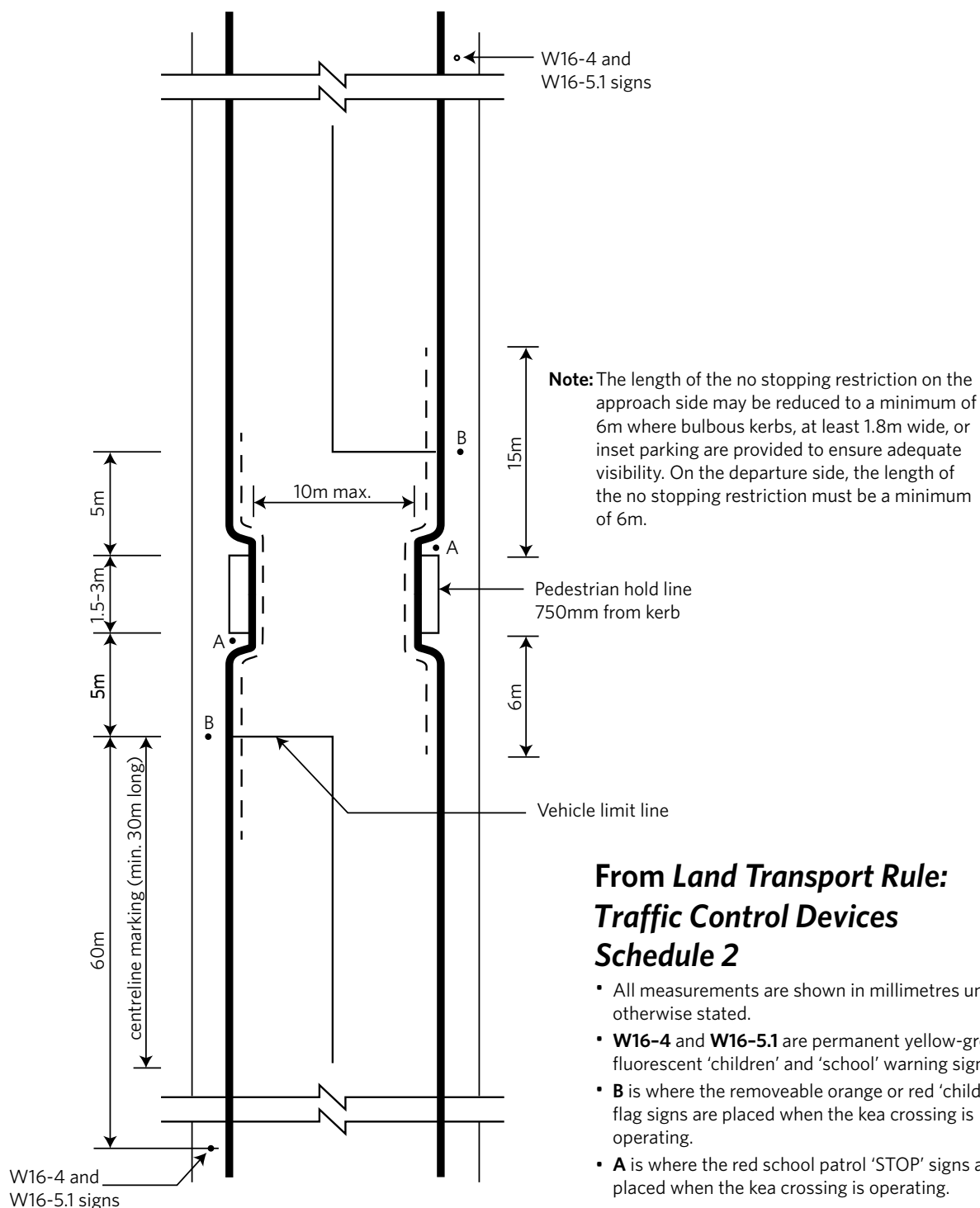
### Typical marking of pedestrian crossing in a 50km/h area





## 8.2 KEA CROSSING SPECIFICATIONS

This diagram is also available online at [education.nzta.govt.nz](http://education.nzta.govt.nz).





# LEGISLATION: SCHOOL PATROLS, SCHOOL WARDENS AND SCHOOL CROSSING POINTS

For the most up-to-date version, please visit [www.legislation.govt.nz](http://www.legislation.govt.nz).

## 9.1 EXCERPT FROM THE LAND TRANSPORT RULE: TRAFFIC CONTROL DEVICES 2004

### RULE 8.3 School patrols

- 1 A road controlling authority may, in writing, authorise the board of trustees of a school to appoint persons as members of school patrols at specified school crossing points or pedestrian crossings to assist, direct and supervise children on their way to or from school.
- 2 When appointing members of school patrols the board of trustees:
  - a for a school crossing point, must appoint adults to supervise the school patrol and school crossing point; and
  - b for a marked pedestrian crossing, may appoint adults to supervise the school patrol and pedestrian crossing.
- 3 A road controlling authority may, at any time, by notice in writing, withdraw an authorisation it has given under 1.
- 4 The Agency may require that a road controlling authority withdraw an authorisation given under 1.
- 5 The withdrawal of an authorisation under 3 or 4 takes effect when the road controlling authority or the Agency notifies the board of trustees, in writing, of the withdrawal.
- 6 A member of a school patrol must wear, as appropriate, a raincoat or vest that identifies them clearly and enables them to be visible to approaching drivers.
- 7 A member of a school patrol must use a 'School Patrol' sign that complies with Schedule 1 mounted on a white or black and white striped pole at least 35mm in diameter and not less than 1.5 m in length.

### Functions and duties of school patrols

- 8 A school patrol must control the approach of the driver of a vehicle to a pedestrian crossing or school crossing point by extending into the roadway, and keeping extended, the 'School Patrol' sign, so as to display its wording clearly to the driver and, at the same time, may direct pedestrians to enter the crossing.
- 9 A school patrol must not extend the 'School Patrol' sign into the roadway to stop a vehicle except during a pause in the flow of traffic, having regard to the number of vehicles approaching the crossing.

## **RULE 8.4 School crossing points**

- 1 A road controlling authority may provide a school crossing point on a road for which a speed limit of 50km/h or less is set.
- 2 A road controlling authority may provide a school crossing point on a road for which a speed limit of more than 50km/h is set if it has obtained the approval of the Agency and complies with the conditions of the approval.
- 3 Before establishing a school crossing point, a road controlling authority must obtain the agreement of the board of trustees of each school that is served by the school crossing point.
- 4 A school crossing point must be placed so that:
  - a it, and the school patrol when operating, is visible to a driver approaching the crossing point from any direction;
  - and
  - b the driver's view of the entire length of the crossing is unobstructed by any permanent growth, construction or physical feature.
- 5 A road controlling authority must indicate the presence and position of a school crossing point by marking or installing in accordance with the relevant requirements of Schedule 2:
  - a a white, reflectorised limit line on each approach; and
  - b at each end of the crossing point, a permanent white support post or pole; and
  - c when a school patrol is operating:
    - i at least one 'Children' flag sign installed adjacent to each vehicle limit line on each approach to the crossing point; and
    - ii a 'School Patrol' sign at each end of the crossing point; and
  - d a 'Children' sign, with a 'School' supplementary sign, permanently mounted on either side of the road facing approaching traffic.
- 6 Markings for a school crossing point must be placed, as far as practicable, either at right angles to the middle line of the roadway or so as to provide the most convenient route for pedestrians.
- 7 All 'School Patrol' signs and 'Children' flag signs must be removed from a school crossing point when a school patrol is not operating.

## **RULE 8.8 Other pedestrian facilities**

### **School wardens**

- 1 A board of trustees of a school may appoint a person as a school warden to assist, direct and supervise children at a point at which they may cross the road on their way to and from school.
- 2 A board of trustees must advise the road controlling authority before establishing a school warden system.
- 3 A school warden must wear, as appropriate, a raincoat or vest that identifies them clearly and enables them to be visible to approaching drivers.

### **Crossing places**

- 4 A road controlling authority may provide signs, markings, surface texture or raised platforms or kerb extensions and traffic islands or other techniques to guide a pedestrian to a place at which to cross a roadway.
- 5 If a road controlling authority installs a device in 4 that does not require a driver to stop their vehicle to allow a pedestrian to cross the roadway, the road controlling authority must ensure that the device conveys a clear and consistent message to road users.

## **RULE 13.4 Responsibilities of boards of trustees**

A person who is a member of a board of trustees must comply with 8.3 and 8.8.

## **RULE 13.5 Responsibilities of school patrols**

A person who is a member of a school patrol must comply with 8.3.

## **RULE 13.6 Responsibilities of school wardens**

A person who is a school warden must comply with 8.8.

## 9.2 EXCERPT FROM THE LAND TRANSPORT (ROAD USER) RULE

### Pedestrian crossings

1. A driver approaching a pedestrian crossing must—
  - (a) give way to pedestrians, and to riders of wheeled recreational devices or mobility devices,—
    - (i) on the pedestrian crossing; or
    - (ii) obviously waiting to cross it and who are not behind a school patrol sign; and
  - (b) if necessary, slow down and stop the driver's vehicle for that purpose.
2. A driver approaching a pedestrian crossing must not enter the crossing if the driver's intended passage is blocked by stationary traffic.
3. For the purposes of this clause, if a pedestrian crossing is interrupted by a raised traffic island, the parts of the crossing that are situated on different sides of that traffic island must be regarded as separate pedestrian crossings.
4. This clause does not apply to a pedestrian crossing that is for the time being controlled by an enforcement officer.

### RULE 10.1 Pedestrian crossings

A pedestrian or a rider of a mobility device or wheeled recreational device must not suddenly enter a pedestrian crossing when an approaching vehicle is so close to the pedestrian crossing that the driver of the vehicle is unable to give way to the pedestrian or the driver or rider of the device

## 9.3 HEALTH AND SAFETY

School traffic safety teams need to comply with the Health and Safety at Work Act 2015 and the Vulnerable Children Act 2014.

## 9.4 FOR MORE INFORMATION

For more information on school traffic safety teams, please contact your school community officer or road controlling authority.





### More information

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