

# POLICY

	Policy:	<b>School Crossing Guard</b>		
	Department:	Office of the CAO		
	Division:	Clerk's Division	By-Law No:	N/A
	Administered By:	Clerk	Approval Date:	DRAFT
	Replaces	Crossing Guard – September 14, 2015		
Attachment(s)	N/A			

## 1. POLICY STATEMENT

The Town of Amherstburg is dedicated to ensuring the safe and effective movement of students crossing the roadways. In line with this commitment, School Crossing Guards (SCGs), in conjunction with other safety measures, will be stationed at sites that adhere to the guidelines and best practices set forth by the Ontario Traffic Council (OTC) and Ontario Highway Traffic Act (HTA).

## 2. PURPOSE

This policy establishes the guidelines for the administration, evaluation, approval and implementation of the the SGC program.

## 3. SCOPE

- 3.1. This policy applies to Crossing Guards of the SCG program and those involved in the administration of the same.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, or sooner at the discretion of the CAO or designate.

## 4. DEFINITIONS

- 4.1. **Controlled Crossing Location:** Refers to locations that include stop signs, intersection pedestrian signals, mid-block pedestrian signals, pedestrian crossovers or full traffic control signals. At controlled crossings, vehicles must obey the respective HTA regulations for each type of control. A school crossing in the absence of these controls is considered a controlled crossing only when the crossing is being supervised by a SCG.
- 4.2. **Exposure Index:** A warrant methodology that examines the level of interaction and conflict between vehicular and student pedestrian volumes. The Exposure Index method generates a graph based on historical trends at existing SCG locations. The graph is then used as the threshold for future crossing locations where a SCG may be required. The EI methodology is suitable for controlled crossing facilities that have conflicting movements between vehicular and student volumes.
- 4.3. **Gap Study Method:** An objective process that: (i) uses site observations to establish the safe gap threshold for pedestrians to cross a roadway, and (ii) measures the available gaps

along the roadway to determine if there are enough safe gaps. The Gap Study methodology is suitable for uncontrolled crossing facilities.

- 4.4. **Ontario Traffic Council (OTC)**: Provides guidelines to address practices and procedures for SCG operations.
- 4.5. **School Crossing Guard (SCG)**: A person directing the movement of students across a road by creating necessary gaps in vehicular traffic to provide safe passage at a designated school crossing location.
- 4.6. **Uncontrolled Crossing Location**: Locations where pedestrians do not have the right-of-way and must wait for a safe gap in traffic prior to attempting to enter the roadway.
- 4.7. **Warrant**: A consistent and uniform approach to the implementation of school crossing locations. It is used to determine where SCG's are needed, warrants are set by the OTC SCG Guide.
- 4.8. **Warrant Analysis**: An unbiased and consistent evaluation method of verifying whether one or multiple SCGs are required for an intersection or location.

## 5. **INTERPRETATIONS**

Any reference to this policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

## 6. **GENERAL CONDITIONS**

### 6.1. **Assessment and Warrant of School Crossing Guard Locations**

- 6.1.1. A third-party traffic engineering consultant will be engaged by the Deputy Clerk every five (5) years to conduct a SCG feasibility study to determine if the existing SCG locations are warranted and as a means to respond to future issues and requests.
- 6.1.2. Warrant analysis of existing and potential or requested crossing will be conducted using the Exposure Index and Gap Analysis methods according to the OTC SCG guide.
- 6.1.3. Upon completion of the feasibility study, recommendations will be provided to Council. Assignments of SCG locations will be based on the results of the feasibility study and will remain in place until they are reassessed during the next scheduled feasibility study.

- 6.1.3.1. SCG locations affected by permanent school closures may be re-evaluated before the scheduled feasibility study to determine if they are still warranted.

## 6.2. **Recruitment and Employment**

- 6.2.1. Employment and recruitment processes will be established and maintained in accordance with adopted policies. The Deputy Clerk, in collaboration with Human Resources, will oversee the recruitment strategies, interviewing, and hiring processes for available SCG positions.
- 6.2.2. In addition to the established employment and recruitment protocols, SCGs must demonstrate their ability to meet the job requirements at the time of onboarding and periodically thereafter.
- 6.2.3. The roster must ensure a 2:1 ratio of school crossing guards to the number of crossing locations, plus one additional crossing guard, to provide a primary and an alternate for each location.
- 6.2.4. The Deputy Clerk shall assign primary crossing guard opportunities to employees based on tenure, starting with the most tenured employee. Remaining school crossing guards will be awarded alternate opportunities using the same criteria, to form an established alternate list.
- 6.2.5. Ongoing administration and supervision of the program will be assumed by the Deputy Clerk.

## 6.3. **Training and Education**

- 6.3.1. All new SCGs are required to complete onboarding training prior to commencing official duties. This training will include both on-site practical instruction and a review of Town policies, procedures, and relevant legislation as outlined in the established onboarding curriculum.
- 6.3.2. On-site practical instruction will be completed in the field by an experienced SCG selected by the Deputy Clerk.
  - 6.3.2.1. Training and instruction will take place at designated crossing locations and at different crossing types, such as:
    - a. Four-way stop intersections; and
    - b. Mid-block crosswalks;
- 6.3.3. Training and instruction will include, but not be limited to:
  - 6.3.3.1. Familiarization with the specific SGC location, including any unique characteristics or challenges;
  - 6.3.3.2. Managing the flow of both vehicle and pedestrian traffic to minimize delays and ensure safety;

- 6.3.3.3. Proper use of body language, eye contact and use of stop paddle to control traffic;
  - 6.3.3.4. Safe positioning when stepping into and off the road;
  - 6.3.3.5. Techniques for observing and reacting to vehicle behavior;
  - 6.3.3.6. Identifying potential hazards in the vicinity of the crosswalk, such as construction or obstructions;
  - 6.3.3.7. Strategies for mitigating these hazards and maintaining a safe crossing environment;
  - 6.3.3.8. Techniques for managing the crosswalk in various weather conditions, such as rain, snow, or extreme heat; and,
  - 6.3.3.9. Use of appropriate clothing and equipment to ensure visibility and safety.
- 6.3.4. Returning SCGs will be required to complete annual refresher training prior to the start of the school year.
- 6.3.5. In the event remedial training is necessary, in the sole opinion of the employer, the individual shall receive such training immediately and consecutively until the standard is met or determined that the individual is not capable of fulfilling the core competencies of the position.

#### 6.4. **Attendance**

- 6.4.1. SCGs must be punctual, reliable and attend their designated shifts.

Hours worked are to be submitted to the Deputy Clerk or Designate according to the payroll schedule. Incidents of absenteeism and late arrivals must be reported to ensure pay is adjusted accordingly.

#### 6.4.2. Shift Scheduling

- 6.4.2.1. In the event that a SCG is unable to attend their scheduled shift, the SCG must immediately contact a replacement crossing guard from the Alternate List. Call selection must be made in descending order of the established Alternate List.
- 6.4.2.2. Upon securing a replacement, the SCG must notify the Deputy Clerk of the change as soon as possible and document the change on their respective timesheet.
- 6.4.2.3. In the event that a replacement cannot be secured, the SCG must notify the Deputy Clerk as soon as possible.
- 6.4.2.4. Should a SCG fail to show up for their designated shift without just or reasonable cause and not provide notification, the SCG may be subject to disciplinary action.
- 6.4.2.5. The administration of leave of absence requests by SCGs shall comply with provisions specified under current Town policy.

### 6.4.3. Late Arrival

6.4.3.1. A SCG is considered late if they do not arrive at their designated work location at the scheduled time, including any last-minute alternate assignments. Late arrivals may be subject to progressive disciplinary action .

## 6.5. Clothing and Conduct

6.5.1. Clothing requirements and allowances for mandatory and recommended equipment shall be identified by the Deputy Clerks through a position specific needs assessment.

6.5.2. All such clothing and other mandatory equipment issued to SCGs shall:

6.5.2.1. Remain the property of the Town, unless otherwise specified;

6.5.2.2. Be maintained in a good and serviceable condition provided for their use;

6.5.2.3. Not be used or worn for purposes outside of active duty;

6.5.2.4. Not be loaned to any other person; and

6.5.2.5. Be returned upon termination or resignation.

6.5.3. School Crossing Guards shall report any loss or damage of issued clothing and other mandatory or recommended equipment to the Deputy Clerk.

6.5.4. Unless exigent circumstances exist, physical contact with a student shall be avoided. Exigent circumstances will be immediately reported to the Deputy Clerk.

6.5.5. School Crossing Guards must not leave their crossing early, even in the event that there are no children using the crossing.

6.5.5.1. Should a personal emergency arise in which a School Crossing Guard needs to leave their crossing, the Deputy Clerk must be notified immediately.

## 7. RESPONSIBILITIES

7.1. **Council** has the authority and responsibility to:

7.1.1. Adopt the School Crossing Guard Policy.

7.1.2. Review and approve recommendations based on feasibility studies or interim reviews.

7.2. The **CAO** has the authority and responsibility to:

7.2.1. Ensure compliance with the School Crossing Guard Policy.

7.3. **Human Resources** has the authority and responsibility to:

7.3.1. Ensure that employment opportunities and recruitment processes adhere to established policies.

- 7.4. The **Clerk** has the authority and responsibility to:
  - 7.4.1. Oversee the operations of the School Crossing Guard Program; and,
  - 7.4.2. Serve as or appoint an alternate in the absence of the Deputy Clerk.
  
- 7.5. The **Deputy Clerk** has the authority and responsibility to:
  - 7.5.1. Engage a third-party traffic engineering consultant to conduct a feasibility study.
  - 7.5.2. Provide a report to Council with recommendations based on the feasibility study.
  - 7.5.3. Determine the assignment of SCG to locations according to the policy.
  - 7.5.4. Assume ongoing administration and supervision of the SCG program.
  - 7.5.5. Ensure all onboarding and refresher training is provided prior to the commencement of the school year and remedial training as required.
  - 7.5.6. Identify clothing and equipment requirements and allowances through a needs assessment.
  - 7.5.7. Ensure issued clothing and equipment are returned upon resignation and receive reports on lost or damaged clothing/equipment.
  
- 7.6. **School Crossing Guards** are responsible for:
  - 7.6.1. Ensuring their understanding and compliance with the policy and seek clarification where needed.
  - 7.6.2. Arriving to their designated crossing on time and remaining on duty until the end of the shift.
  - 7.6.3. Submitting accurate timesheets to the Deputy Clerk according to the established payroll schedule.
  - 7.6.4. Completing required onboarding, refresher and remedial training as required.
  - 7.6.5. Adhering to clothing requirements and use mandatory equipment issued by the Town.
  - 7.6.6. Conducting Crossing Guard duties in compliance with this policy, provided training, related sections of the Ontario Highway Traffic Act, Town By-laws and Policies, and any other legislation related to the conduct of Crossing Guards.
  - 7.6.7. Reporting any incidents occurring while on duty as a Crossing Guard to the Supervisor.

## **8. LEGISLATIVE REFERENCES**

- 8.1. Ontario Traffic Council School Crossing Guard Guide
- 8.2. Ontario Highway Traffic Act, R.S.O., 1990