



## Administrator Parking Lot Supervision

### Standard Operating Procedure

Student Transportation Services of Waterloo Region  
School Travel Planning  
[www.stswr.ca/walkzone](http://www.stswr.ca/walkzone)

VERSION: 0.0.1

DATE: April 27th 2020

PARTY RESPONSIBLE: School Coordinator

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RESPONSIBLE PERSON	School Admin	SIGNATURE	
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APPROVAL		PHONE NO	

#### PROGRAM DESCRIPTION:

Administrators regularly survey parking lot activities during arrival and dismissal in a prominent, visible spot to demonstrate school support of safe traffic near children on foot. Administrators may verbally or non-verbally enforce the rules of the parking lot, reinforce current staff and standing foot patrols in traffic areas, and remind students of safety skills.

## PURPOSE:

*This SOP will describe successful Parking Lot Supervision practices at an individual school, to list tools available at STSWR to support this process, and to describe the outcomes a school can expect upon completion of implementing supervision.*

## DEFINITIONS:

**Traffic flow:** *How the traffic at your school is expected to move through the parking lot and in front of the school.*

**Class 2 safety vest:** *A CSA Class 2 safety vest has full coverage of the upper torso (front, back, sides and over the shoulders) with stripes/bands composed of retro-reflective or combined performance materials. Class 2 safety vests are commonly worn by school crossing guards.*

## PROCESS:

*In order to take part, a school Administrator must:*

1. Wear a class-2 safety vest.
2. Know the traffic signs within the parking lot, and communicate those rules to drivers.  
*(Please call STSWR with questions or suggestions for changes to signage.)*
3. Ask staff and standing foot patrollers in traffic areas what they are observing.
4. Work with staff and standing foot patrol on any tweaks you make to your traffic plan.
5. Report any collisions or parking infractions to the proper authority.
6. Regularly supervise the parking lot on a schedule that ensures good behaviours.  
*(This schedule will vary depending on a number of spatial and cultural influencers. Start with every day for a week or two to determine best timing.)*

## RESOURCES:

- Traffic flow maps
- By-law and police reporting numbers

## Communications required:

- No written communications are required, but Traffic Flow Maps are helpful



## Associated SOPs

- Traffic flow maps and distribution
- Parking lot assessment
- Monthly communications to parents
- Traffic video
- Parking Blitz

## Equipment/tools available from STSWR

- Parking sign consultation
- Parking lot assessment template

## Links

Ministry of Transportation Signs:

<https://www.ontario.ca/document/official-mto-drivers-handbook/signs>

STSWR Walk Zone:

<https://www.stswr.ca/walkzone/>

## SAFETY AND SUCCESS PROVISIONS

1. Use board-supported de-escalation skills to calm the situation. Call police concerning any personal altercations.
2. Use clear maps to communicate the desired parking areas or traffic flow; this visual tool will help to overcome language barriers. You can work with STSWR and your STP committee to design these resources for parents and to discuss whether translation is required.
3. Always wear a class-2 safety vest for visibility.

## EMERGENCY PROCEDURES

- School injury procedure for any injuries

## EXPECTED RESULTS

- Increased safety in the school parking lot.
- Better understanding of parking rules, expectations and school procedures by driving parents and students.
- Visible support of the school's priority on active transportation.
- An ongoing understanding by administration of challenges and areas for improvement in the parking lot and on the street in front of the school.