

CAA Standing Foot Patrol

Standard Operating Procedure

Student Transportation Services of Waterloo Region
School Travel Planning
www.stswr.ca/walkzone

VERSION: 0.0.1

DATE: May 29, 2020

PARTY RESPONSIBLE: School Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	May 29, 2020
EFFECTIVE DATE	May 29, 2020	EXPIRATION DATE	Annual
RESPONSIBLE PERSON	School Administrator	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Leslie Maxwell, Alex Ricci, Dawn Cordiero	SIGNATURE	
APPROVAL		PHONE NO	519-744-7575 x224

PROGRAM DESCRIPTION:

The CAA Standing Foot Patrol program is a third-party program that trains student leaders to “monitor school crossings by ensuring students cross roads near their school in a safe and responsible manner. Unlike Adult Crossing Guards, Patrollers do not stop or direct traffic.”

This program is enhanced by municipal and police services support in the Waterloo Region.



PURPOSE:

This SOP will describe the process the School Administrator would follow to implement the CAA Standing Foot Patrol program at an individual school.

DEFINITIONS:

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. Fill out the Standing Foot Patrol section in the safety patrol program participation form issued by STSWR in June each year, estimating the number of students that may take part. We recommend 12 students per crossing point enter the program to ensure great coverage.
2. Designate a school coordinator, if not yourself, who will assist with all Safety Patrol arrangements as appropriate.
3. Recruit students during the last two weeks of June, and confirm numbers in the first two weeks of September.
(Note: Schools get better participation when an administrator goes from class to class to explain the duty and asks students to consider helping.)
4. The Bus Operator will contact your school in early September with a pick up time.
(Pick up for the morning session starts at approximately 8:45 AM and depart at 11:35 AM. Pick up for the afternoon session will start at approximately 11:15 AM and depart at 2:05 PM.)
5. Ensure that the school coordinator accompanies students to the training and stays with the class throughout the training sessions.
6. Ensure the coordinator responds to student concerns throughout the year, and they administer mid-year refresher courses.
7. Ensure the coordinator distributes appreciation items to participants.
8. Contact STSWR with any elevated concerns.



RESOURCES:

- CAA Website
- Class 2 safety vests
- Training and transportation to training
- Appreciation items

Communications required

- Parent permission form

Associated SOPs

- Trailblazers
- Drive-to-5
- Sidewalk Smarts
- Walking Clinic

Equipment/tools available from STSWR

- Class 2 safety vests
- Coordination of training by industry experts
- Transportation to the training session
- Appreciation items

Links

- CAA website: <https://www.caaschoolsafetypatrol.com/en/About-Us/About-SSP>

SAFETY AND SUCCESS PROVISIONS

1. School coordinators will supervise their classes for each training group.
2. Field trip permission forms and operator insurance for field trips will alert parents to the risk and will support injury recovery.

EMERGENCY PROCEDURES

- School Injury procedure for any injury.
- Normal bus safety procedures, which are also taught at this training.

EXPECTED RESULTS

- Trained students identify safe gaps in traffic to assist fellow students across the road.
- Class 2 safety vests draw more attention to the crossing.
- Highlight of positive and rule-bound crossing examples for students to model.
- Increased parent confidence in child's ability to safely navigate home or to a Drive-to-5 pick-up point without having to get close to the school.