



Trailblazers

Standard Operating Procedure

Student Transportation Services of Waterloo Region

School Travel Planning

www.stswr.ca/walkzone

VERSION: 0.0.1

DATE: March 24, 2020

PARTY RESPONSIBLE: School Coordinator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	March 24, 2020
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PREPARED BY	Leslie Maxwell		
RESPONSIBLE PERSON	School Admin	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Leslie Maxwell	SIGNATURE	
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PROGRAM DESCRIPTION:

The Trailblazer Program raises the visibility of students who walk and the level of pedestrian skills among the student body by asking older students to attend safety patrol training and to wear Class 2 safety vests while following suggested walking routes for their school commutes. This program encourages a safer commute; it may assure parents that the walk is achievable for their families; it provides an opportunity for leadership among students; and it contributes to a greater sense of community.



PURPOSE:

This SOP will describe the process an administrator would follow to develop a successful Trailblazer program at an individual school, to list tools available at STSWR to support this process, and to describe the outcomes a school can expect upon participation.

DEFINITIONS:

Trailblazers: *a team of student walking experts who wear traffic vests and walk preferred routes to school. They are expected to set a responsible example and to exhibit safe walking procedures. They do not lead other children (parents are ultimately responsible for supervising small children), and they are not expected to save lives. They are encouraged to be inclusive.*

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 Trailblazer 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 20-30 students enter the program per school to ensure great coverage.
2. Designate a school coordinator, if not yourself, who will assist with all Trailblazer arrangements as appropriate.
3. Recruit students during the first two weeks of school.
(Note: Schools get better participation in the first year when an administrator goes from class to class to explain the duty and asks students to consider helping.)
4. Collect Trailblazer-specific permission forms from parents and keep these on file for the year.
5. Attend safety patrol training day with students as scheduled by STSWR.
(Note: coordinator must remain with students at each station.)
6. Review preferred routes with students (maps provided by STSWR), help them identify the route that is closest to their home and how they will access it, and distribute traffic vests to students.
7. Answer student questions about their duties or the issues that arise during their walks to/from school.
(Note: Subject matter expert is available as a resource for difficult questions.)
8. Issue mid-year refresher quiz online (through link shared by STSWR).
9. Distribute appreciation items as distributed by STSWR.
10. Collect traffic vests at the end of the year for redistribution the next year.



RESOURCES:

- Trailblazer overview for admins
- Trailblazer recruitment flyer
- Trailblazer volunteer registration
- Trailblazer oath
- Trailblazer Safety Skills Handbook
- Trailblazer route map
- Trailblazer midyear refresher quiz

Communications required

- Safety Patrol request to STSWR
- Recruitment announcement(s)
- Notes to send to parents with permission form

Associated SOPs

- Standing Foot Patrol
- Sidewalk Smarts

Equipment/tools available from STSWR

- Vests
- Training
- Route maps
- Coordinator support

Links

Main information: <https://www.stswr.ca/walkzone/programs/trailblazers/>

Midyear refresher quiz: <https://www.stswr.ca/walkzone/programs/trailblazers/trailblazer-assessment-feedback-form/>

SAFETY AND SUCCESS PROVISIONS

1. The risk of injury during the walk is lower than when other students walk to school because these students wear a Class 2 safety vest and have received training in pedestrian skills at the safety patrol session.
2. The role is clearly defined in the Trailblazer Oath, which is also shared with parents on the trailblazer permission form. This oath can be reviewed with any trailblazer during the course of the year as deemed necessary by the coordinator.
3. The coordinator has the power to relinquish the role until the student is more ready to act respectfully.

EMERGENCY PROCEDURES

- School injury procedure for any injury
- School bullying procedures (please notify STSWR)



EXPECTED RESULTS

- Dozens of students wearing Class 2 safety vests walking in the community to and from school during school during commute time.
- Dozens of positive and trained walking examples for other students to follow.
- A bright alert to drivers that there are vulnerable users on the sidewalks.
- Additional trained “eyes on the street,” contributing to the feeling of safety experienced by students and parents alike.
- Demonstration of preferred routes to school.
- Opportunity for leadership.
- Greater sense of community.