

Part III. RESOURCES

Crossing Guard Performance Checklist

Crossing guards' understanding of their role and standard crossing procedures may be assessed through use of the Performance Checklist for New Jersey Crossing Guards. Results should be shared with the crossing guard and gaps in knowledge should be addressed before the guard assumes independent responsibility for a post.

The Performance Checklist may be used on an annual basis to provide information for retraining sessions. For experienced guards, observation by the supervisor while at their post can confirm that the guard has a firm understanding of job responsibilities and procedures, and can bring to light any misunderstandings or omissions in the crossing guard training. Performance review will benefit both the crossing guard and the supervisor and ultimately student pedestrians.

- Each guard should be observed by the supervisor at least once during her/his term. Newer guards or guards with complex posts should be observed several times.
- A copy of the observation report should be shared with the crossing guard and s/he should be given an opportunity to discuss the report. After documented review, inappropriate behavior that has been observed may be addressed by issuance of a warning followed by retraining.

PERFORMANCE CHECKLIST FOR NEW JERSEY SCHOOL CROSSING GUARD

<input type="checkbox"/>	Initial Training
<input type="checkbox"/>	Retraining
<input type="checkbox"/>	Other _____

Guard's Name _____ Employing Agency _____

Practical Training Skill Exam	For each task performed satisfactorily, place an "S" in the appropriate field. For each task performed unsatisfactorily, place a "U" in the box. During Supervised Duty, two observations are conducted for a minimum of 30 minutes each at the guard's assigned crossing during his regular shift (if the guard performs crossing duty in both the morning and afternoon, one observation should be conducted during the morning shift and the other during the afternoon). The guard must perform all tasks listed satisfactorily in the second observation. If not, a third and final observation may be conducted within two weeks of the second observation. If one or more tasks are performed unsatisfactorily during the Third On-Site Observation, the guard does not meet standards and should be suspended until successfully retrained or terminated.	On-Site Observations		
		First	Second	Third
S/U		S/U	S/U	S/U
	1. The guard is wearing the complete uniform adopted by the employing agency, in conformance with state guidelines.			
	2. The guard has brought all assigned equipment (vest, whistle, gloves, stop paddle, etc.) and uses it properly.			
	3. The guard demonstrates understanding of the function of pedestrian signals, traffic signals and crosswalks.			
	4. The guard appears alert and attentive to potential hazards in the crossing zone area.			
	5. The guard displays interest in overall safety of both pedestrian and vehicular traffic.			
	6. The guard is correctly positioned at the edge of the roadway in front of children prior to crossing.			
	7. The guard demonstrates the proper search pattern (left, right, left and over shoulder) before entering the roadway.			
	8. The guard ensures that children remain on the sidewalk or at the edge of the roadway until they are told to cross.			
	9. The guard properly positions self in the roadway for maximum visibility.			
	10. The guard makes sure that all motor vehicle traffic has stopped on the roadway that will be crossed before allowing children to cross.			
	11. The guard instructs children to cross behind him/her.			
	12. The guard remains in the intersection until all children have safely crossed the roadway.			

Assignment:

<p>Classroom Training (Date or N/A) _____</p> <p>The guard successfully completed the Classroom Instruction.</p> <p>Trainer's Signature _____</p> <p>Printed Name _____</p>	<p>Practical Training (Date or N/A) _____</p> <p>Trainer's Signature _____</p> <p>Printed Name _____</p>
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<p>First On-site Observation _____</p> <p>Time Observed _____</p> <p>Trainer's Signature _____</p> <p>Printed Name _____</p>	<p>Second On-site Observation _____</p> <p>Time Observed _____</p> <p>Trainer's Signature _____</p> <p>Printed Name _____</p>	<p>Third On-site Observation _____</p> <p>Time Observed _____</p> <p>Trainer's Signature _____</p> <p>Printed Name _____</p>
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Comments: _____