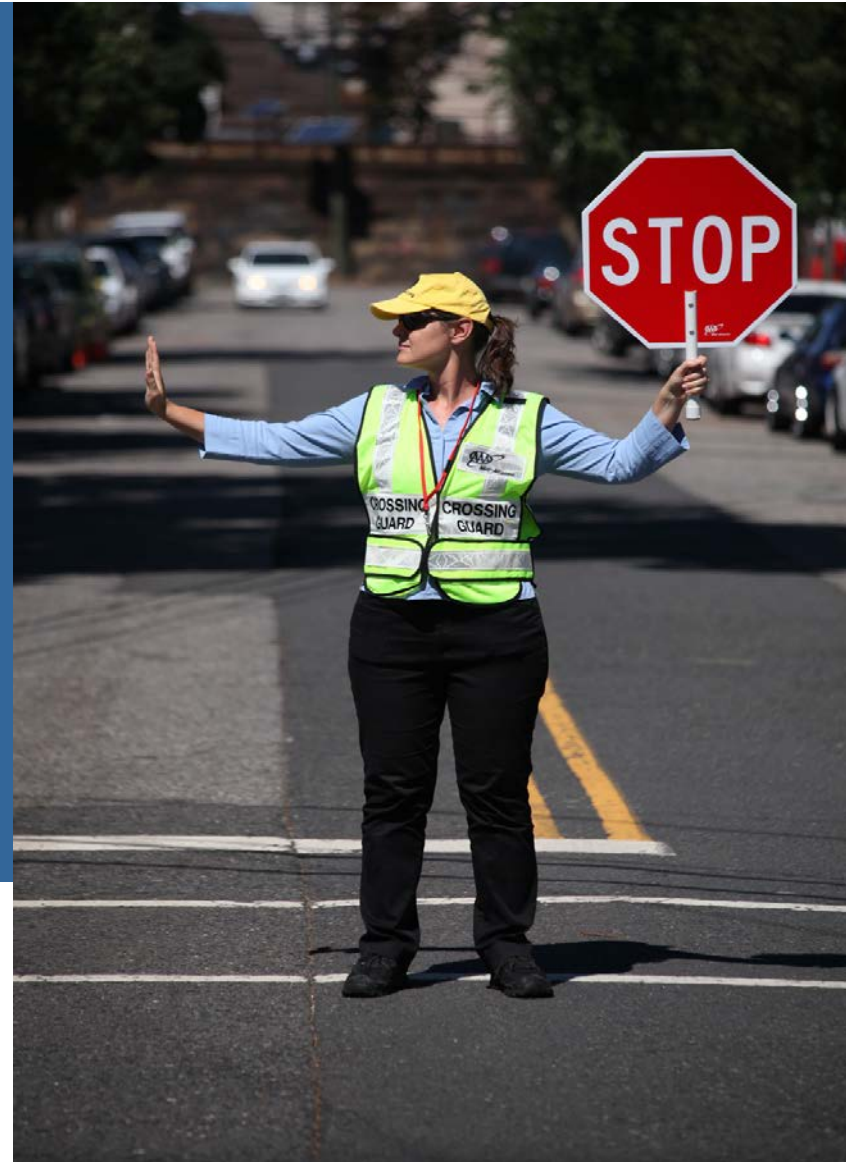


New Jersey Crossing Guard Training Program Summary Report

December 2013



RUTGERS

Edward J. Bloustein School
of Planning and Public Policy



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Introduction

Crossing guards play a vital role in the lives of children who walk or bike to school each day. At the same time, the position of crossing guard is one of the most dangerous of municipal jobs due to slips, trips, and falls, and crashes involving motor vehicles. In an effort to address safety concerns for crossing guards and the children they cross, the Safe Routes to School Resource Center at the Alan M. Voorhees Transportation Center (VTC) at Rutgers University has been conducting research on crossing guard training in New Jersey and developing a uniform statewide Crossing Guard Training Program. With funding from New Jersey Department of Transportation and New Jersey Division of Highway Traffic Safety, VTC introduced the New Jersey Crossing Guard Training Program in 2013.

Based on prior research, VTC developed the New Jersey Crossing Guard Training Manual for Supervisors, which forms the basis for the “train-the-trainer” presentation developed in 2013. Crossing guard supervisors participated in three train-the-trainer pilot sessions, which helped identify issues that were confusing or where conflicting guidance was given. Common issues included questions regarding crossing guards directing traffic, sitting at their posts, using whistles properly, and determining gap assessment calculations. VTC made changes to the manual and training program in response to participant questions and comments.

VTC also received feedback through questionnaires, gauged the effectiveness of the training using pre- and post-test quizzes, and observed a crossing guard training. In general, the training resulted in improved quiz scores for both supervisors and crossing guards.

Traffic to the Crossing Guard Resource Center page on the New Jersey Safe Routes to School website increased substantially in 2013 as crossing guard supervisors referred to the Training Manual for Supervisors, Model Municipal Crossing Guard Policy, Post Observation Report form, Performance Review form, and other resources. The model policy and post observation reports have proven to be particularly useful. VTC-trained supervisors have access to the Crossing Guard Training presentation and approximately half of these officers downloaded the presentation. Half of those supervisors provided VTC with the results of the crossing guard pre- and post-training quiz and feedback on their training experience.

VTC created and distributed two tip sheets covering crossing procedures, expectations, duties, and emergency procedures to all New Jersey municipalities with crossing guards. Crossing guards can carry the tip sheets as a reinforcement of training. Crossing guard supervisors commented favorably on these resources.

The following report reviews results of the crossing guard supervisor pre-and post-training questionnaires and the pre-and post-training quizzes taken by the supervisors and the crossing guards. Lessons learned and next steps are summarized.

3 Crossing Guard Supervisor Training Sessions:

Crossing guard supervisors are typically appointed by the municipal chief of police or similar authority. Supervisors are often Traffic Safety Officers or a knowledgeable and seasoned crossing guard who is deemed fit to instruct other guards.

The Crossing Guard Supervisor training was split into three parts: regulations and procedures, a field exercise, and policies and procedures. Topics covered include characteristics of young children, traffic laws and regulations, crossing procedures, types of intersections, orientation to their agency, uniforms and equipment, hazards, incidents and emergencies, hiring, training and retraining, and Safe Routes to School.

A total of 74 crossing guard supervisors participated in pilot trainings. Each four-hour session included classroom instruction and a field exercise. Crossing guards completed pre- and post-training questionnaires on crossing guard procedures; 56 attendees responded on pre-training survey and 61 responded on post-training survey.

Several departments sent multiple officers to a training session, with some supervisors collaborating on the responses within a single questionnaire.

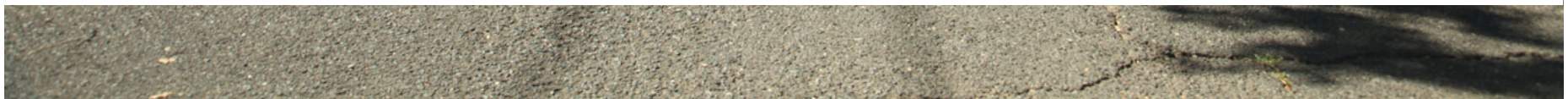
	Attended	Pre-training Responses	Post-training Responses
Essex County Police and Fire Academy Tuesday, April 23, 2013	23	21	23
Middlesex County Police Academy Wednesday, May 8, 2013	30	20	21
Burlington County Emergency Services Training Center Tuesday, June 4, 2013	21	15	17
TOTAL:	74	56	61





Summary Report

Crossing Guard Supervisor Pre-Training Questionnaire



The Training

The following slides present a summary of the responses from the crossing guard pre-training questionnaire completed at the three regional train the trainer sessions.

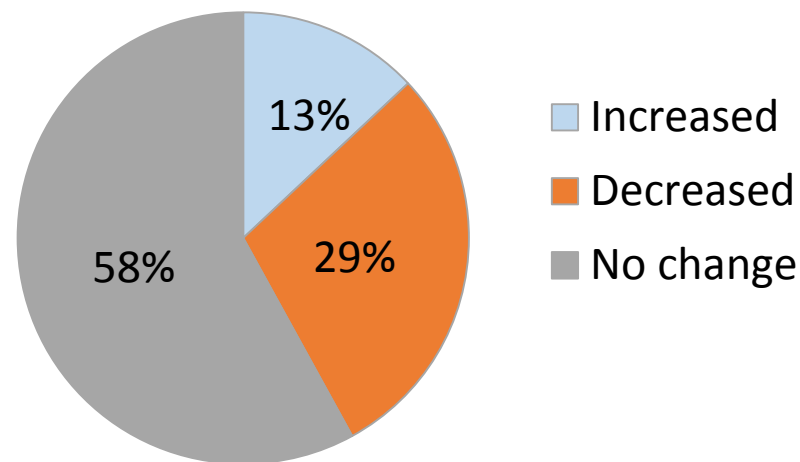


Staffing

Among those police departments that participated in the training, most departments saw no change in the number of crossing guards, but twice as many municipalities have seen decreases as have seen increases in the past year. Data from the Bureau of Labor Statistics shows a decrease in the number of crossing guards statewide over the last decade.

Question 2: Have there been increases or decreases in your municipal crossing guard force in the past 3 years?

Answer	Response	Percentage
Increased	7	13%
Decreased	15	29%
No change	30	58%
Total	52	100%



Policies

Surveyed departments most often have policies relating to hiring, duties and training, but fewer have policies related to retraining, placement, discipline, and medical requirements for the job. The model municipal crossing guard policy is available on the New Jersey Safe Routes to School Resource Center website and copies have been distributed at meetings with police officers.

Question 3: Do you have official written municipal policy(s) regarding crossing guards about any of the following?

Policy Type	Responses (44 total)	Percentage
Hiring	31	70%
Duties	36	82%
Training	34	77%
Retraining	21	48%
Placement	16	36%
Discipline	24	55%
Ability to meet physical demands (eye sight, hearing, etc.)	19	43%

Crossing Guard Placement

Training participants indicated that the main determinants for crossing guard placement are: proximity to school, age of students and traffic volume. With reduction in crossing guard numbers, supervisors need guidelines to determine which posts to cut. Currently, some departments use annual student counts and some are using past practice as a guide. Officers expressed interest in the School Zone Design Guide that would provide more information about crossing guard placement.

Question 4: In your municipality, what is the most important factor determining the placement of crossing guards?

Factors	Responses (47 total)	Percentage
Pedestrian crashes	2	4%
Traffic volume	17	36%
Proximity to school(s)	31	66%
Engineer study	2	4%
Traffic Study	8	17%
Speed Limit	0	0%
Vehicle turning movements	3	6%
Age of students	19	40%
Road width	1	2%
Number of lanes	2	4%
Other	6	13%

Crossing Guard Placement

The majority of surveyed municipalities have crossing guards posted at challenging intersections.

Signalized intersections?

Answer	Response	Percentage
Yes	48	91%
No	5	9%
Total	53	100%

Signalized multi-lane intersections?

Answer	Response	Percentage
Yes	39	72%
No	15	28%
Total	54	100%

Unsignalized multi-lane intersections?

Answer	Response	Percentage
Yes	31	57%
No	23	43%
Total	54	100%



Crossing Guard Placement

Most crossing guards are crossing elementary and middle school students. 40% of our groups were crossing pre-k students, most likely accompanied by a parent. 69% were also crossing high school students. It was noted that parents do not always pay attention to the crossing guard and many high school students also do not recognize the guard's authority.

Question 5: Do you provide crossing guards for:

Event Type	Response	Percentage
Community events	17	33%
Pre-kindergarten students	21	40%
Elementary school students	48	92%
Middle school students	46	88%
High school students	36	69%
Other types of schools or students	3	6%

Other types of schools or students:

After school program (3)

Training

It appears that most new crossing guards receive two or more hours of classroom instruction as required by law. Some communities do not provide classroom training at all or only provide half an hour.

In general, returning guards receive less classroom training. A comprehensive training program for new guards and new training material for returning guards should lead to improvements in job performance. Training sessions provide a good opportunity for guards to learn new procedures and be reminded of required procedures.

Question 6: How many hours of classroom training do your **new** crossing guards receive annually?

Hours	Response	Percentage
Zero	4	8%
Up to ½ hour	3	6%
Up to one hour	1	2%
Up to 2 hours	17	33%
2 hours or more	27	52%
Total	52	100%

Question 7: How many hours of classroom training do your **returning** crossing guards receive annually?

Hours	Response	Percentage
Zero	6	12%
Up to ½ hour	3	6%
Up to one hour	8	15%
Up to 2 hours	19	37%
2 hours or more	16	31%
Total	52	100%

Training

Surveyed trainers commonly use videos prepared by AAA and NJMEL, along with materials developed by individual departments.

Question 8: What classroom training materials do you use?

Training Materials	Response	Percentage
AAA	36	72%
NJMEL (Municipal Excess Liability Joint Insurance Fund)	14	28%
Materials developed in-house	24	48%
Other, please describe:	3	6%

Other, please describe:
Various state-approved materials
Videos provided by county
Material provided by Burlington County

Training

Only *half* of departments interviewed provide the required 20 hours of field training for new guards and 40% provide field training for returning guards; the amount of time given to training varies widely.

Question 9: How many hours of field training do your **new** crossing guards receive?

Hours	Response	Percentage
Zero	2	4%
Up to one hour	1	2%
Up to 10 hours	8	16%
Up to 20 hours	15	29%
20 hours or more	25	49%
Total	51	100%

Question 10: How many hours of field training do your **returning** crossing guards receive?

Hours	Response	Percentage
Zero	31	61%
Up to one hour	11	22%
Up to 10 hours	5	10%
Up to 20 hours	0	0%
20 hours or more	4	8%
Total	51	100%

Training

According to participants, most crossing guard training is conducted by members of the municipal police department. Morris, Burlington and Bergen Counties offer crossing guard training courses at the police training facilities. Four representatives of the Burlington County Sheriff's Department attended the June 4th training.

Question 11: Who directs crossing guard training?

Answer	Response	Percentage
Municipal police	47	90%
Senior-level or experienced crossing guard(s)	4	8%
Other municipal employee(s)	0	0%
State police	0	0%
Private company	0	0%
Other	1	2%
Total	52	100%

Other

Sheriff's Department



Training

Most of the municipalities who were represented at the pilot trainings are retraining *annually*. Retraining refreshes crossing guards on proper crossing procedures and post routine, and counters the establishment of bad habits. Training sessions also provide guards the opportunity to talk about experiences on the post and to share knowledge.

Question 12: How often are crossing guards retrained in your municipality?

Answer	Response	Percentage
Retraining is not offered	3	6%
Annually	42	82%
Several times per year	2	4%
Every other year	0	0%
Only when laws or existing conditions change	4	8%
Other	0	0%
Total	51	100%



Orientation to Agency

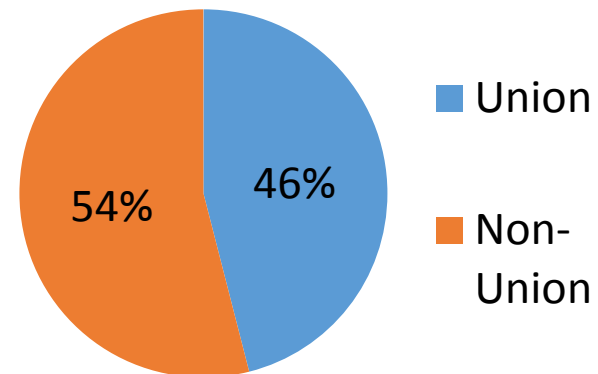
The vast majority of municipalities are responsible for the hiring and management of their crossing guards. Some towns maintain contracts with outside firms to handle these administrative tasks. Surprisingly, crossing guards in almost half of the municipalities represented at the trainings are members of a union. Unions may provide uniforms for their members.

Question 13: Who employs your crossing guards?

Employer	Response	Percentage
Municipality	51	96%
School district	0	0%
Private company	2	4%
Other	0	0%
Total	53	100%

Question 14: Are crossing guards in your municipality members of a union?

Answer	Response	Percentage
Yes	24	46%
No	28	54%
Total	52	100%



Orientation to Agency

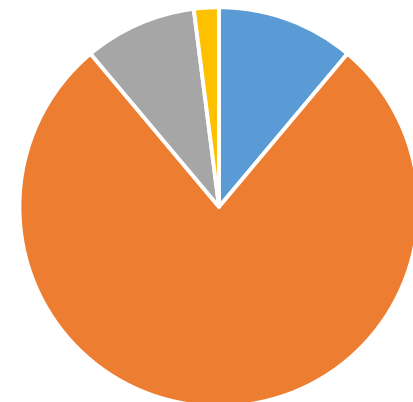
The majority of municipalities provide uniforms, but what is offered varies by municipality.

Question 15: Does your municipality provide uniforms for your crossing guards?

Answer	Response	Percentage
No	6	11%
Yes, we provide uniforms	41	77%
Yes, we provide a stipend for the purchase of uniforms	5	9%
Other, please explain:	1	2%
Total	53	100%

Other:

We train only. Do not employ any of the guards. (Burlington County Sheriff)



- No
- Yes, we provide uniforms
- Yes, we provide a stipend
- Other

Orientation to Agency

Almost everyone supplies the required safety vest and most supply rain gear. If municipalities do not supply a uniform, a lack of funding was most often cited as the reason.

Question 16: If your municipality provides uniforms or a stipend, what is required?

Answer	Response	Percentage
Safety Vest	46	98%
Shirt	25	53%
Pants	20	43%
Rain gear	39	83%
Hats	31	66%
Badges	22	47%
Visible ID card	7	15%
Gloves	22	47%
Shoes	14	30%
Other	15	32%



Orientation to Agency

Almost every crossing guard is provided with a STOP paddle. As per the MUTCD, the paddle is required equipment for the guards. Half of the municipalities provide whistles.

Question 17: What equipment does your municipality provide to crossing guards?

Answer	Response	Percentage
Hand-held STOP paddle	49	98%
Pole-mounted STOP paddle	2	4%
Whistle	25	50%
Chair	0	0%
Shovel	0	0%
Ice melt	0	0%
Orange cones	11	22%
Movable safety signs	5	10%
Other, please describe:	6 – safety vest	12%



Orientation to Agency

Crossing guards in most departments report directly to their supervisor. In some departments they are reporting to two or more people. Crossing guards need clear procedures for reporting incidents, hazards, or maintenance issues at their posts. In most cases, guards report to the police.

Maintenance of crosswalks and crossing guard post areas is a matter of *workplace safety*. Coordination with the municipal DPW regarding maintenance may allow for prioritization of crossing guard posts for shoveling, sanding, pothole repair, etc. Coordination with the county or state to address poor road conditions can be challenging.

Question 18: Who do crossing guards report incidents, hazards, or violations to?

Answer	Response	Percentage
Police supervisor	45	85%
Dispatch	21	40%
Public works	0	0%
School staff	2	4%
Other	6	11%

Other
Violations reported to Court Clerk
Traffic bureau
Police Traffic Officer
Employer
SRO (School Resource Officer)

Orientation to Agency

Most crossing guards are directly supervised by a police officer but in some cases, the supervisor may be a lead crossing guard.

Question 19: Who do crossing guards convey job-related suggestions, comments, concerns, or complaints to?

Answer	Response	Percentage
Police	51	98%
Municipality	1	2%
School district	1	2%
Private company	0	0%
Other	5	10%

Other
Their union
Employer (2)
Supervisor
SRO (School Resource Officer)

Orientation to Agency

Most crossing guards are on the job for many years. Guards can become fixed in routines that include bad habits and/or they may be unaware of changes in procedures, such as the required use of the STOP paddle. As guards age, they may become less capable in job performance. Assessment of all guards may identify issues *before* child pedestrian safety is affected.

Question 20: What is the typical tenure of crossing guards in your municipality?

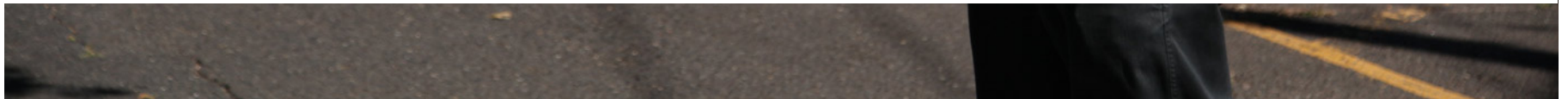
Years	Response	Percentage
Less than 1	2	4%
1 to 2	1	2%
2 to 5	7	14%
5 to 10	15	29%
10 to 15	10	20%
15 to 20	4	8%
20 or more	12	24%
Total	51	100%





Summary Report

Crossing Guard Supervisor Post-Training Questionnaire



Training Materials

61 training participants responded to the post training survey. Not every person answered every question. 64% of training participants considered themselves only *somewhat* familiar with the material presented, reinforcing the assumption that development and distribution of this training will benefit crossing guards.

Question 1: How familiar were you with the information presented before this training?

Answer	Response	Percentage
Not at all	0	0%
Somewhat	39	64%
Very much	22	36%
Total	61	100%

Question 2: How would you rate the training overall, i.e. did it accomplish what you expected and needed?

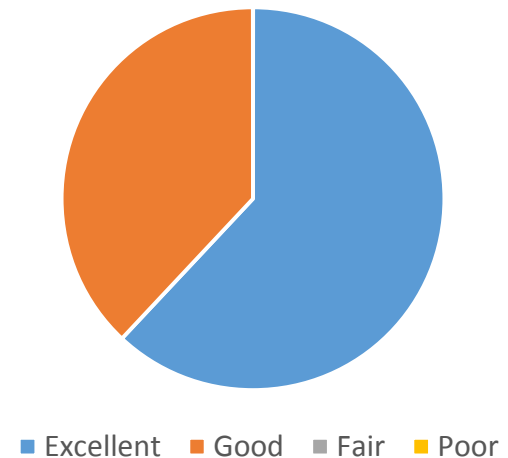
Answer	Response	Percentage
Excellent	34	56%
Good	27	44%
Fair	0	0%
Poor	0	0%
Total	61	100%

Training Materials

Officers responded favorably to the training presentation. The subject matter was accessible and the presentation offered information and that they could integrate with their training programs.

Question 3: How appropriate was the information presented in terms of your background and experience?

Answer	Response	Percentage
Excellent	37	62%
Good	23	38%
Fair	0	0%
Poor	0	0%
Total	60	100%



Training Materials

Most of the participants will either use the training resources or they will discuss using the materials with their supervisor.

Question 4: Which of the following resources presented today will you use for your own training program?

Resources	Will Use	Will Not Use	Will Discuss with Supervisor	Total Responses
PowerPoint Training Slides for Crossing Guards	40	5	13	58
Field Exercise for Crossing Guards	37	5	15	57
Crossing Guard Tip Sheets	44	2	13	59
Crossing Guard Post Observation Report	39	3	15	57
Municipal Crossing Guard Policies	32	2	24	58

Training Materials

Most departments did not see any barriers to implementing any part of the training, but if they did see a barrier it was generally lack of funding. Although this training would be available free of charge, some of the elements we discussed such as uniforms, hats and badges, medical exams are not.

Question 5: Any barriers to implementing any part of this training?

Answer	Response	Percentage
No	47	80%
Yes	12	20%
Total	59	100%

What might prevent you from implementing any part of this training?
Funding and availability
Money will be an issue to implementing some things
Funding (5)
Have certain policies in place already
Budget for items such as uniforms and training materials
Making the different stations aware of their responsibilities
Financial issues due to having 24 guards

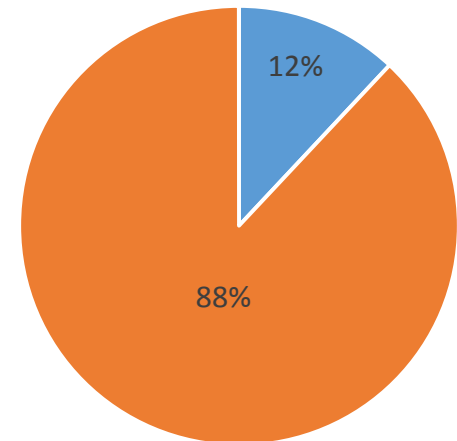
Training Materials

The pace of the training was generally considered appropriate. More discussion on problem intersections and post conditions, and on administration aspects of crossing guard supervision would have been welcomed by some participants.

Question 6: Would you have spent more time on any of these modules?

Answer	Response	Percentage
No	50	88%
Yes	7	12%
Total	57	100%

Which modules would you have spent more time on?
Standards for intersections
Possibly more time outside at site
Hiring, training, retraining
Rules and Regs, policy



■ Yes ■ No

Training Session

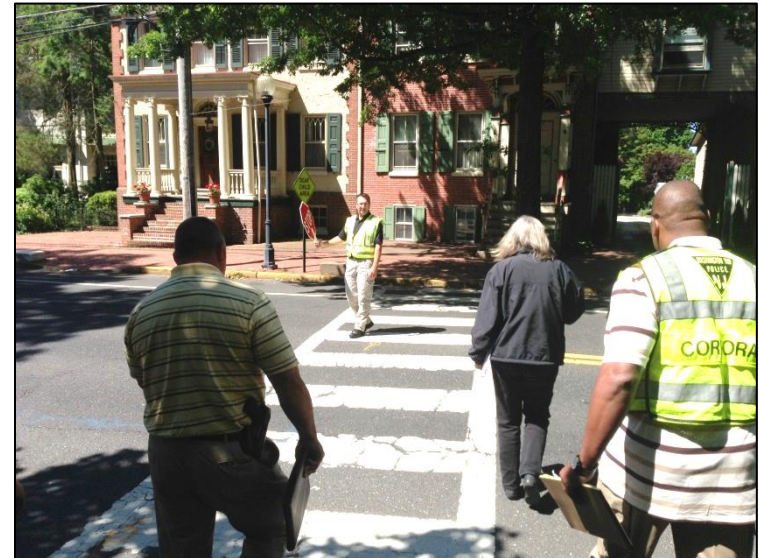
66% of respondents said they would attend a full day training. VTC anticipates expanding the training sessions next year to a full day.

Question 7: Would you attend full-day training?

Answer	Response	Percentage
No	21	34%
Yes	40	66%
Total	61	100%

Question 8: Would you extend your classroom crossing guard training past the 2-hour time requirement?

Answer	Response	Percentage
No	35	58%
Yes	25	42%
Total	60	100%



Training Session

Some departments already provide more than the two hours of mandatory training and 42% of the participants said they would extend their classroom training for particular reasons.

Question 8: Would you extend your crossing guard classroom training past the 2-hour time requirement?

If yes, why?

“To reinforce implementation of new goals and objectives.”

“Provide more time to digest information.”

“Include practical exercises.”

“Two hours is not enough time for feedback, questions, along with training.”

“Liability, ensure they understand the position.”

“If extensive information is available to help make it more effective.”

“To re-train and prevent any bad habits from forming.”



Training Session

Question 9: Please make 1 or 2 suggestions on ways we could make future crossing guard training sessions more useful:

“Provide a brief refresher training PowerPoint to use for existing guards.”

“Include videos of correct crossing procedures.”

“Provide an updated DVD training tool.”

“More ideas or practical training on crossing techniques at different types of intersections.”

“Longer field training.”

“Talk more about crossing guard placement.”

“Give the proper whistle signals in the manual so there is uniformity throughout the state.”

“Mention vendors for equipment for guards.”

“Teach supervisors to support the guards and immediately address their concerns. Teach guards how to deal with unruly people.”



Crossing Guard Quiz

Although the percentage of correct answers increased from pre- to post-training for the below two true/false questions, they were the most confusing to participants:

1. “A crossing guard’s signal to pedestrians should be verbal only.”
2. “Crossing guards use the STOP paddle and hand signals only to communicate with motorists.”

Results	Pre-training	Post-training
Average Score	81%	89%
Number of “Don’t Know” Responses	29	1

Average score increase from Pre- to Post-Training Quiz: 9.87%

There were 2 questions from pre-training quiz resulted in 100% correct answers from all participants. Overall scores improved on 11 of the 15 questions, but scores decreased on 2 true/false questions:

1. “Crossing guards shall not direct traffic.”
2. “School crossing guards cross children by identifying adequate gaps in traffic or creating gaps by entering the crosswalk with the STOP paddle.”



Manual Updates and Next Steps

Where do we go from here?

Lessons Learned

Training participants reviewed the eight steps of the crossing procedure.

Officers receive training in crossing pedestrians, but their training differs in that they can also direct traffic. A review of crossing procedures for crossing guards was useful for emphasizing this important distinction.

The field exercise introduced the Crossing Guard Post Observation Report, which is a form that provides a method of documenting conditions at the post.

Discussion included the issues of slips, trips, and falls, and the demands of different types of intersections.



Manual Updates

In response to feedback during the pilot trainings, VTC has made changes to the Crossing Guard Supervisor Training Manual:

- Gap Assessment and Cone/Marker Placement
 - Directing Traffic
 - Whistle Use
 - Sitting at Posts
 - Traffic Laws
 - Post Observation Report
-

Although there is conflicting instruction on the subject of crossing guards directing traffic, the most common understanding is that crossing guards **cannot** direct traffic. Police officers receive specific and substantial training on directing traffic that crossing guards do not. It is a potential liability issue for programs that allow crossing guards to direct traffic.

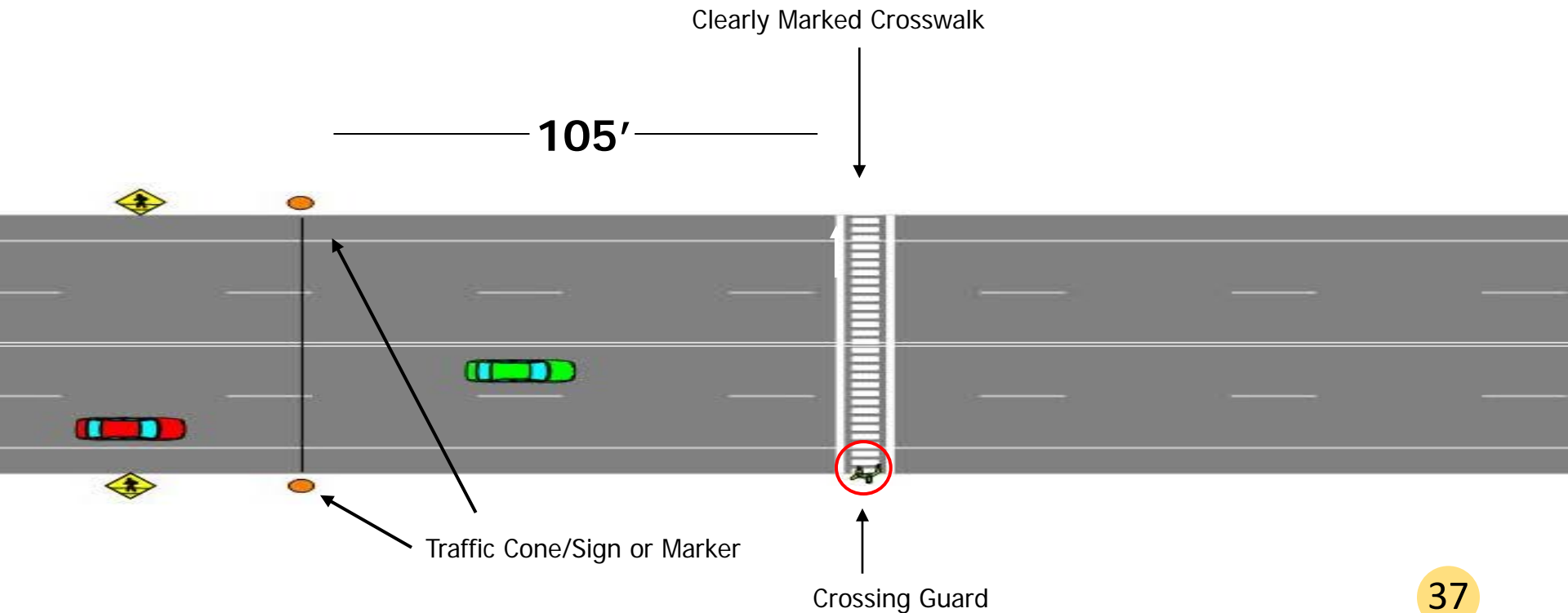
Crossing guards shall not direct traffic; rather, they shall choose opportune times to create sufficient gaps in the traffic flow. At these times, they shall stand in the roadway to indicate that pedestrians are about to use or are using the crosswalk, and that all vehicular traffic must stop (FHWA MUTCD 7D.05).



Gap Assessment and Cone/Marker Placement

This graphic illustrates appropriate marker placement to assist the crossing guard in determining a gap in traffic that would be appropriate for crossing children.

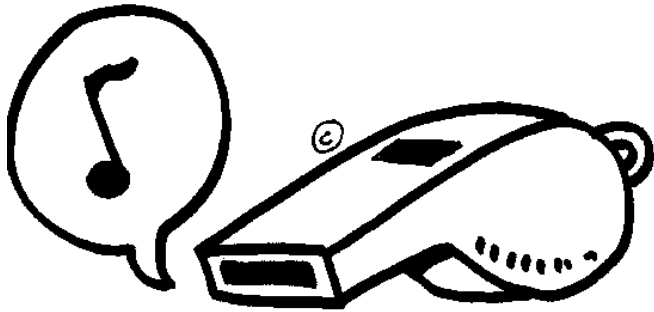
Example: 25 mph (actual speed, dry road conditions)



Crossing Guard Post Routines

Consistent behavior among crossing guards throughout a municipality helps motorists know what to expect when they approach a crossing. Whistles can be used in a variety of ways to signal motorists. To be ready to react to any situation at the crosswalk, crossing guards must remain standing during their shifts.

Whistle Use



Never sit in a car or chair at your post!



Post Observation Report

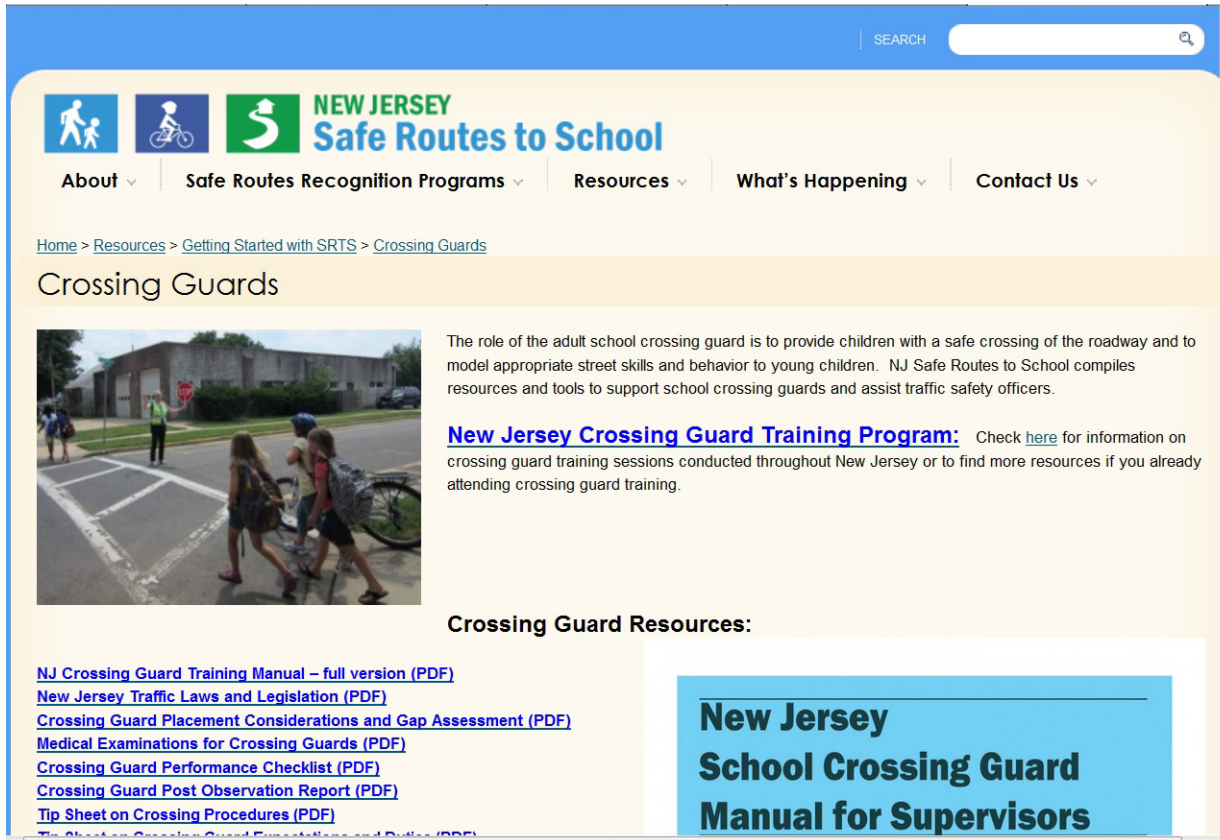
Participants noted that the Post Observation Report would be useful, particularly for documenting and reporting problems at a crossing guard post that is on a county or state road. The form is also useful when a new crossing guard is assigned to a crossing or a new supervisor needs to become familiar with all crossings in a municipality. VTC made additions to the form in response to input from the training sessions.

Example Post Observation Report:

CROSSING GUARD POST OBSERVATION REPORT				
Observer:			Post:	
Date:				
Conditions Observed				
Yes	No	N/A	Conditions	Notes
			Advance warning and traffic calming devices are in accordance with the MUTCD 2009 edition	
			Advance warning and traffic calming devices and lights are in good condition, effective, and sufficient	
			Crosswalks are clearly identified with signs and pavement paint	
			Curbs and crosswalks are clear of significant trip hazards	
			Sight lines are adequate to allow guards and drivers to see each other	
			Guards' personal vehicles can be parked in a safe location	
			Cones and signs are available if necessary to restrict parking	
			Uniforms and other equipment inspected and in good condition and used appropriately	




Training Material Available

The updated Crossing Guard Resource Center Webpage provides access to several resources for crossing guard supervisors, including the Manual. Those supervisors who participated in the pilot training have access to a Crossing Guard training PowerPoint presentation that is based on the training the officers received.



The screenshot shows the 'Crossing Guards' page on the New Jersey Safe Routes to School website. The page has a blue header with a search bar and navigation links: About, Safe Routes Recognition Programs, Resources, What's Happening, and Contact Us. Below the header, a breadcrumb trail reads: Home > Resources > Getting Started with SRTS > Crossing Guards. The main heading is 'Crossing Guards'. To the left is a photo of a crossing guard with children. To the right is a paragraph explaining the role of an adult school crossing guard. Below this is a link to the 'New Jersey Crossing Guard Training Program' with a 'here' link. Further down is a section titled 'Crossing Guard Resources:' with a list of PDF links. On the right side of this section is a blue box with the text 'New Jersey School Crossing Guard Manual for Supervisors'.


SEARCH

   **NEW JERSEY**
Safe Routes to School

About ▾ Safe Routes Recognition Programs ▾ Resources ▾ What's Happening ▾ Contact Us ▾

[Home](#) > [Resources](#) > [Getting Started with SRTS](#) > [Crossing Guards](#)

Crossing Guards



The role of the adult school crossing guard is to provide children with a safe crossing of the roadway and to model appropriate street skills and behavior to young children. NJ Safe Routes to School compiles resources and tools to support school crossing guards and assist traffic safety officers.

[New Jersey Crossing Guard Training Program:](#) Check [here](#) for information on crossing guard training sessions conducted throughout New Jersey or to find more resources if you already attending crossing guard training.

Crossing Guard Resources:

- [NJ Crossing Guard Training Manual – full version \(PDF\)](#)
- [New Jersey Traffic Laws and Legislation \(PDF\)](#)
- [Crossing Guard Placement Considerations and Gap Assessment \(PDF\)](#)
- [Medical Examinations for Crossing Guards \(PDF\)](#)
- [Crossing Guard Performance Checklist \(PDF\)](#)
- [Crossing Guard Post Observation Report \(PDF\)](#)
- [Tip Sheet on Crossing Procedures \(PDF\)](#)
- [Tip Sheet on Crossing Guard Expectations and Duties \(PDF\)](#)

**New Jersey
School Crossing Guard
Manual for Supervisors**

Training Material Available

The NJ SRTS website features manual, legislation, checklists, and other tools for crossing guards, supervisors, and police personnel to view at any time. Most are available to the public, while a few materials are available to trained crossing guard supervisors only.

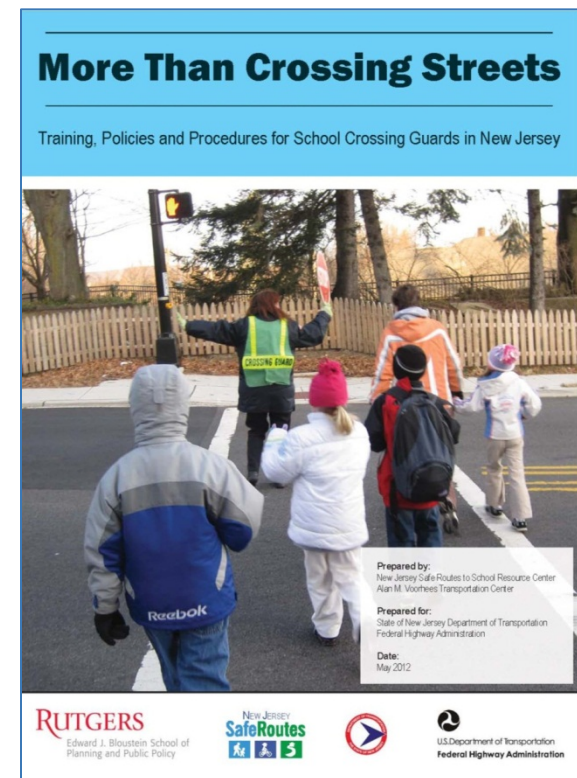
Crossing Guard Resource Center Webpage

Available to Public:

- Crossing Guard Supervisor Training Manual
- New Jersey Laws and Legislation
- Crossing Guard Placement Considerations/Gap Assessment
- Medical Examinations for Crossing Guards
- Crossing Guard Performance Checklist
- Crossing Guard Post Observation Tool
- Model Municipal Crossing Guard Policy

Available to Trained Crossing Guard Supervisors:



- Training PowerPoint presentation
- Field Exercise



URL: <http://www.saferoutesnj.org/crossing-guards>

Training Material


Tip Sheets provide key policies and procedures for crossing guards to carry with them. They were distributed by mail to all police departments in New Jersey with crossing guards. Questionnaires were also sent directly to the supervisors who also administered a pre- and post-training quiz to crossing guards. VTC conducted an analysis of the survey and quiz results as well as observed a training session, and subsequently made adjustments to the training material to increase its clarity and effectiveness.



In Case of an Emergency

1. Remain at the post with the children. Group children to maintain control.
2. Stop crossing the children until the situation is under control.
3. If possible, call 911. If not, ask others to call 911.
4. If a victim can walk, he or she should move out of the road. Otherwise, a victim should not be moved except by qualified emergency medical personnel.
5. Always notify your supervisor as soon as possible of any emergency.

The New Jersey Safe Routes to School Resource Center
www.saferoutesnj.org
Telephone: (848) 932-7901
Email: srts@ejb.rutgers.edu





Crossing Procedures

1. Look left, then right, then left
2. Look ahead and over your shoulder for turning vehicles
3. Use verbal commands for pedestrians
4. Use hand signals for motorists
5. Continue to scan and use STOP paddle until out of roadway

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Summary Report

Crossing Guard Pre- and Post-Training Quiz



Crossing Guard Training Results

The following slides present a summary of the responses from the crossing guard pre- and post-training quiz administered by crossing guard supervisors who had attended a crossing guard train the trainer session.

Of the 44 municipalities represented in the trainings, 25 downloaded the Crossing Guard

Training PowerPoint from the website. 2 requested that we send the presentation via email.

Burlington County Sheriff's department attended our trainings and also downloaded the materials; they train crossing guards for many municipalities.

Municipalities that downloaded the training:

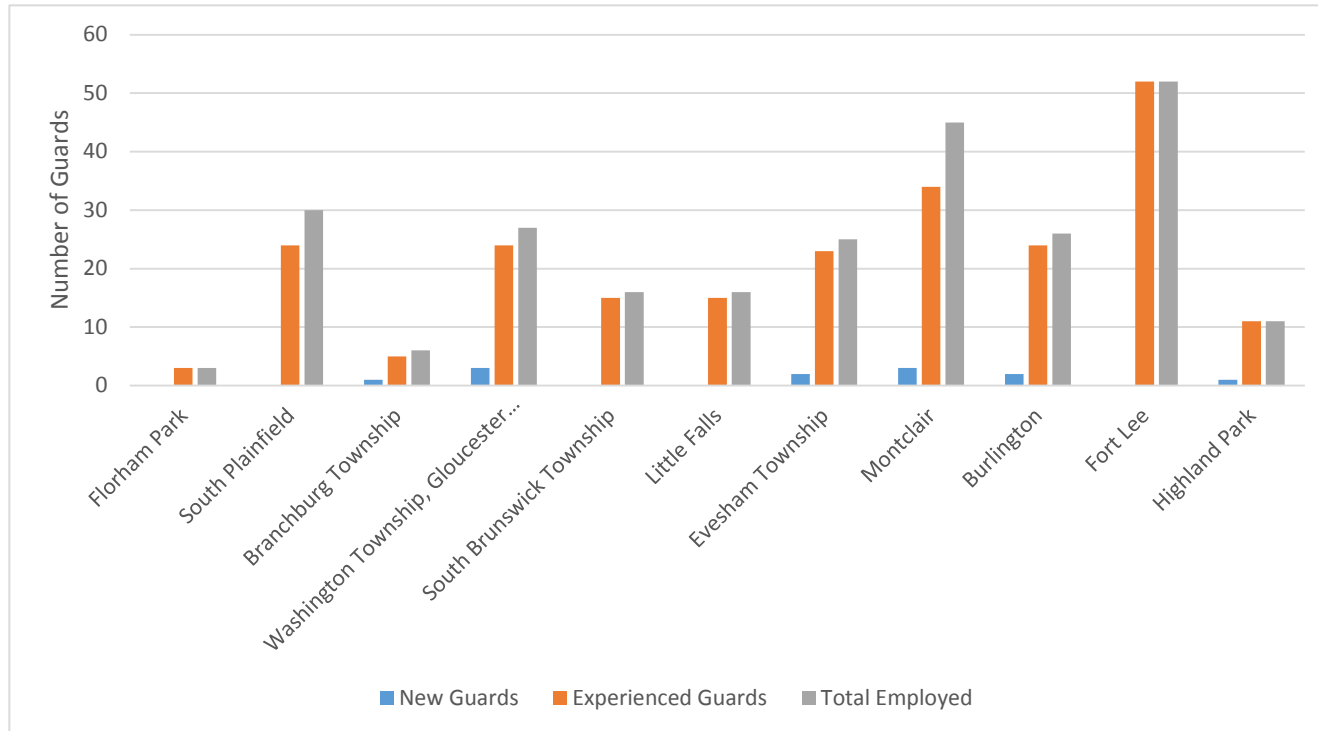
Riverside, Gloucester, Berkeley, Evesham, East Brunswick, Branchburg, Little Falls, Bernardsville, Verona, Highland Park, South Amboy, Florham Park, Washington Township (Gloucester County), Burlington, South Plainfield, Asbury Park, Fair Lawn, Riverton, South Brunswick, Fort Lee, Union, Montclair, Edison, and Orange.

Municipalities that returned survey and quiz results:

Little Falls, Burlington, South Brunswick Township, Fort Lee, Evesham Township, Branchburg Township, Florham Park, South Plainfield, Montclair, Highland Park, and Washington Township (Gloucester County).

Training Material

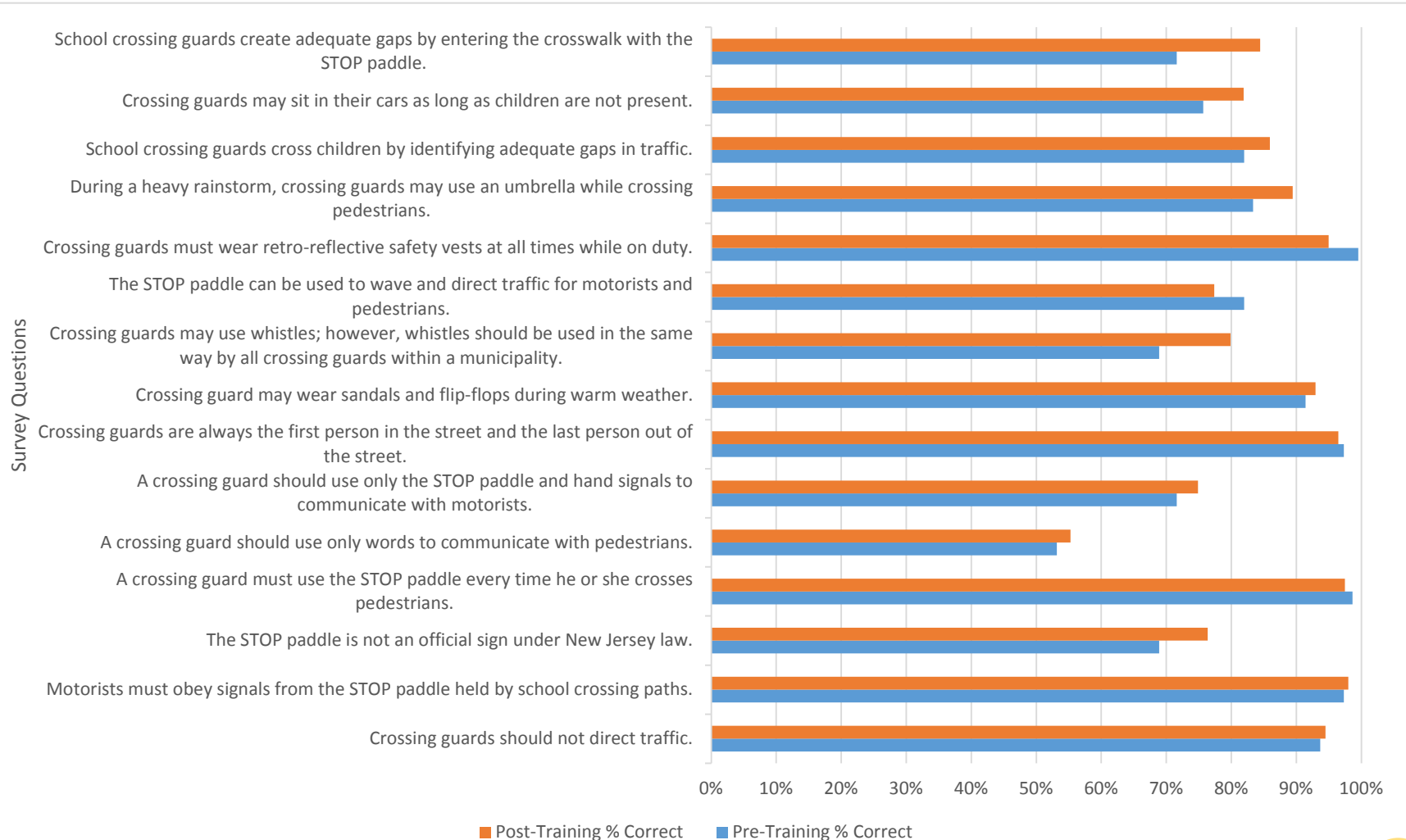
Number of New and Experienced Crossing Guards Present at Training Sessions as Compared to Total Number of Employed Crossing Guards per Municipality



As of October 2013, 232 crossing guards completed the pre-training survey and 209 crossing guards completed the post-training survey. Additionally, 11 crossing guard supervisors completed the supervisor survey. The overall scores were high; the average of the pre-training surveys was 82.21%, and the average of the post-training surveys was 86.0%.

Training Material

Percentage of Correct Responses per Survey Question by Crossing Guards from Crossing Guard Pre- and Post-Training Surveys



Training Material

The improvement in overall survey scores suggests that the information in the program was clear, and ultimately aided the guards in better understanding their tasks and responsibilities to both pedestrians and drivers. However, after analyzing the survey scores, VTC will reevaluate the wording of some of the survey questions and training slide materials to ensure clarity and encourage even higher post-training scores in future sessions.

While it is prudent to encourage strong test scores, it is also important to ensure that the questions are challenging enough to promote a stimulating learning experience. VTC will be offering more trainings in 2014, which will allow for more feedback and further improvements in survey design.

Next Steps

Training:

- Expand to full-day “train the trainer” sessions
- Provide up to 4 train the trainer sessions
- Continue evaluation of the train the trainer sessions with pre- and post-training surveys of crossing guard supervisors
- Continue evaluation of the training with pre- and post-training quiz for crossing guards and a survey for trainers after they train their guards

Training Materials:

- Proposed video detailing crossing procedures at various intersections
- Photo and video clip library available on the webpage
- Development of additional tip sheets
- Explore translation of tip sheets into Spanish

Thank You!

- NJ Department of Transportation (NJ DOT)
- NJ Division of Highway Traffic Safety (NJ DHTS)
- Federal Highway Administration (FHWA)
- AAA
- NJ Municipal Excess Liability Joint Insurance Fund (NJ MEL)
- NJ Department of Health, Division of Occupational Safety & Health (OSHA)
- Highway Traffic Safety Policy Advisory Council (HTSPAC)
- NJ Police Traffic Officers Association (NJPTOA)
- County and regional police academies

