

## **Road patrol procedures** (updated 26/01/21)

Hello, and thanks for volunteering for road patrol! Here are some guidelines.

### **Location:**

Top gate of school, Wright St

### **Times:**

Morning patrol: 8:30-8:55 a.m. (If you can stay till 9, even better!)

Afternoon: 3-3:15 p.m.

A few minutes before and after are required for set-up and packing away.

### **Set-up:**

Get the road patrol lollipop sign and a reflective jacket from the printer room in the school foyer (next to the sick bay, opposite Simon's office).

Prop open the pedestrian gate at the front entrance.

### **Patrol:**

Wear the jacket, hold the sign, and station yourself on the raised yellow dots in the middle of the path on the side of the road that most children will cross from (school side in afternoon, church side in morning).

Hold the sign horizontally to provide a visual barrier for the students. We cannot stop cars as it is a courtesy crossing so please wait until they have clearer stopped for the students. After ensuring traffic has stopped, extend the sign, call 'cross now' and wait in the centre of the road for the child(ren) to cross.

If a car parks on the hump it poses no risk to the students so simply wait until they move on.

If a car parks on the driveway or the yellow no parking lines on the crossing please inform the duty teacher or Principal.

### **Pack away:**

Close the gate and return items to the printer room.

### **Things to watch for:**

Please report any near misses on the road patrol form on the website.

Be aware of traffic behaviour near the crossing - especially cars reversing onto the crossing from the on-street parks.

Some kids politely or shyly wait to be told to cross and don't make it obvious that they're waiting to cross (e.g. hanging back from the kerb), so you need to check.

Some kids run across while you are still in the process of stopping traffic or while you are returning from letting a batch across. Tell them to get back (and to walk, not run).

We are not there to enforce parking restrictions. This is the job of the DCC and the school.

**Roster:**

Typically volunteers are rostered for one week per term of either mornings or afternoons.

If you receive the latest roster and find you can't do your rostered dates, please let the road patrol coordinator know as soon as possible.

**Emergency cover:**

Once your dates have been confirmed, if you find you can't patrol some of your duties, it is your responsibility to either arrange replacement cover yourself, or **email the entire road patrol list** (using the 'reply-to-all' function for any of the road patrol email notices) and ask whether anyone can cover for you or swap a duty with you.

Please note that the road patrol email is not checked frequently. If you email only the road patrol email address to say you can't do your patrol, the email may not be seen until it is too late. Please email the entire list.

**Snow days and other late starts and early closures:**

If there is a late start due to snow/ice, the crossing is not patrolled in the morning, as there is no guarantee that the patroller can safely get to duty in time.

If there is an early closure due to snow, then whether to patrol at the finish of school is a safety call to be made at the discretion of that day's patroller.

**Thanks again for helping to keep the kids safe!**