

Road Patrol Procedures (updated 30 June 2023)

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

Goal

To ensure students are able to cross Wright Street safely with support from our Road Patrollers. Our role is to stop the children and not the cars. Parking is a DCC/Police enforcement issue.

Location

Courtesy crossing in Wright Street.

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, cone signs and a reflective jacket or vest from the internal entrance to the school hall.

Prop open the pedestrian gate at the front entrance.

Patrol

Put the cone signs on the yellow lines on the Wright/Tyne St corners. Wear the jacket or vest, hold the sign, and station yourself near the kerb on the side of the road that most children will cross from (Church side in the morning, School side in the afternoon).

Stand on the raised dots between the two white bollards. This is to ensure your safety as cars may reverse over the footpath. It also makes it clear to students that they cannot cross.

Stand facing the direction the children are coming from with the sign horizontal so there is a visible barrier.

The crossing is a **courtesy crossing**. Cars do not need to stop and we should not attempt to stop them. If cars do show courtesy and stop, extend the sign, call "cross now" and wait in the centre of the road for the child(ren) to cross. See the attached pamphlet from the DCC.

Pack away

Close the gate and return everything to the internal entrance.

Things to watch for

Cars stopping on the hump. It's inconsiderate but poses no physical risk to our students and the children need to wait for the hump to clear.

Be aware of traffic behaviour near the crossing - especially cars reversing onto the crossing from the on-street parks or doing u-turns by the crossing.

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

Some children run across while you are still in the process of stopping traffic or while you are returning from letting some children cross. Tell them to go back and wait (and to walk, not run).

Check for children on the other side of the road. But the priority is to ensure children either entering the school in the morning or leaving the school in the afternoon get across.

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.

The road patrol email is roadpatrol@kaikorai.school.nz Alternatively you can text Kelly on 021 121 0916.

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.

Please also email Beth on the day if you are away principal@kaikorai.school.nz

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!