



TO ALL STAFF

GUIDELINES FOR STAFF IN CHARGE OF SCHOOL KEA CROSSINGS

1. Ensure you know what time you, and the patrols, must be at the crossing, AND what time they come off patrol. Make sure everyone is out at the crossing by the specified time, wearing their uniform vest or raincoat, and that it is done up.
2. The KEA crossing flags must be put in place **prior** to the patrols starting duty, otherwise the crossing is not legal.
3. Stand on the side of the road that the bulk of the children will be crossing from. (a.m. - opposite school / p.m. - outside school)
4. Make sure the patrollers are calling loudly and clearly.
5. Make sure the vehicles are behind the markers (the children have been shown these in training), and it is safe when the patrollers put their signs out.
6. Support the patrollers if pedestrians are misbehaving, and advise new students, and their parents, that they need to wait until they hear "cross now"
7. Let the patroller on the opposite side to school know when it is time to go "Off patrol".
8. Ensure the patroller on the opposite side to school has unhooked their sign in preparation for their final call (i.e. the right hand end of the sign should be resting on the ground).
9. **After** the patrollers come off the crossing, remove the KEA crossing flags.
10. Report any breeches of traffic laws by filling out a report form for cars going through the extended sign/s (the master copy of the form is in the "Traffic Safety Team Manual" which your school has), or a fax sheet (for other breeches), and forwarding it to the "Traffic Enquiry Officer" at your nearest police station (**Not** to the Police Education Officer) within 24 hours.

The report must contain:

Day, date, time, place	Registration number, Make and model (if known), colour
Direction of travel	Speed (fast, slow, or approximately ...)
Was the vehicle in front of or behind the diamond when the signs were extended?	
Number of children on the crossing	Did the vehicle pass in front of/behind the children?
Description of the driver	Were the children going towards/away from school?
Traffic flow (heavy/light/medium)	Weather conditions (including visibility if it was poor)
Names of patrols	Name and signature of the Supervisor