


POLICY

	Policy:	CROSSING GUARD		
	Department:	Office of the CAO		
	Division:	Municipal Governance	By-Law No.:	2015-109
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1. POLICY STATEMENT

- 1.1 The Town of Amherstburg is dedicated to the safety and protection of the youth of Amherstburg, and as such, will provide the services, where necessary, of adult school Crossing Guards. This will provide for the safe and effective movement of students crossing the roadways.

2. PURPOSE

- 2.1. This policy shall provide an outline of the roles and responsibilities of the Crossing Guards, Clerk's Department and the Amherstburg Police Services in relation to the provision of crossing guard services.
- 2.2. This policy provides regulations regarding duties, dress, discipline, and department of associated the Town's Crossing Guard Program

3. SCOPE

- 3.1. This policy applies to Crossing Guards, the Clerk's Department, and the Amherstburg Police Service.
- 3.2. This policy shall be reviewed annually from the date it becomes effective, and/or sooner at the discretion of the CAO. A report to Council will be generated if deficiencies or inefficiencies are identified.

4. **DEFINITIONS**

- 4.1. **Clerk** is the Municipal Clerk for the Corporation of the Town of Amherstburg, which includes the roles and responsibilities as laid out in Section 228 of the *Municipal Act, 2001*.
- 4.2. **Council** refers to the current elected Council for the Corporation of the Town of Amherstburg. This includes, in its entirety, the Mayor, Deputy Mayor and five (5) Councillors.
- 4.3. **Crossing Guard** refers to Town of Amherstburg employees designated to assist students in safely crossing roadways.
- 4.4. **Police Services** refers to the Amherstburg Police Services who is responsible for training of the Crossing Guards, periodic checks to ensure compliance of the policy, and debriefing of critical incidents.
- 4.5. **Program** in this policy refers to the Town of Amherstburg School Crossing Guard Program.
- 4.6. **Staff** is any person (or group thereof) who supplies services to the Corporation for wages including any union or non-union, regular or temporary, full-time, part-time, seasonal or casual staff member, including but not limited to permanent staff, temporary staff, committee members, students, recreation staff, contract employees, paid work placements, and adult crossing guards.
- 4.7. **Supervisor** refers to the supervisor of the School Crossing Guard Program, being the Clerk, who is responsible for the administration of program.
- 4.8. **Town** is the Corporation of the Town of Amherstburg.

5. **INTERPRETATIONS**

- 5.1. Any reference to this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Town policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

6. **GENERAL CONDITIONS**

6.1. **Functions of a Crossing Guard**

- 6.1.1. The principal function of Crossing Guards is to assist students crossing a roadway during adequate gaps in traffic.
- 6.1.2. Crossing Guards will assist children crossing designated intersections on their way to school in a safe and expedient manner.
 - 6.1.2.1. Crossing Guards will only escort children across the designated crossings.

6.1.2.2. Adults may be escorted if they are accompanying a child.

- 6.1.3. If natural gaps in traffic flow prove to be insufficient, the Crossing Guard shall create safe gaps so that the students may cross safely.
- 6.1.4. It is not the job of the Crossing Guard to expedite the flow of vehicular traffic on the roadway.
- 6.1.5. Crossing Guards shall direct children to cross roadways only after all traffic has come to a complete stop and while the Crossing Guard is clearly visible in the centre of the roadway.
- 6.1.6. Crossing Guards will remain in the middle of the roadway with their stop sign elevated until the last student has finished crossing the roadway, and until they have also cleared the roadway.
- 6.1.7. Crossing Guards shall make every precaution to ensure that stopping traffic is conducted with the greatest amount of safety to the motorist, the Crossing Guard, and children using the crossing, taking into account the speed of vehicles on the road, road surface conditions, and visibility.
- 6.1.8. Crossing Guards shall provide the right of way to emergency vehicles with their emergency equipment activated.
- 6.1.9. In the event that a Crossing Guard is unable to attend their crossing, the Crossing Guard will, as soon as possible, contact a replacement from the list provided by the Supervisor.

6.1.9.1. In the event a replacement cannot be secured, the Crossing Guard will notify the Supervisor as soon as possible.

6.2. **Posting of Crossing Guards**

- 6.2.1. The process of determining if a Crossing Guard is warranted at a particular location will be the responsibility of Town Council in consultation with Amherstburg Police Services.
- 6.2.2. The authority to post an adult school Crossing Guard at a particular location will rest with the Town Council in consultation with Amherstburg Police Services.

6.3. **Employment**

- 6.3.1. Applicants to the Program must:
 - 6.3.1.1. Acquire a Police Clearance.
 - 6.3.1.2. Be physically fit and able to pass a medical examination.

- 6.3.1.3. Be a Canadian citizen or permanent resident of Canada.
- 6.3.1.4. Be of good moral character and habit.
- 6.3.1.5. Must not have been convicted of a criminal offence for which a pardon has not been granted.
- 6.3.2. Annual medical certificates are required from Crossing Guards who wish to continue employment once attaining the age of 75 years, or any other Crossing Guard as determined by the Town to have medical limitations.
 - 6.3.2.1. Medical certificates are to be completed by a medical practitioner and certify that the Crossing Guard is in good health and possessing competent hearing and vision.
 - 6.3.2.2. The cost of the medical certificate will be borne by the Crossing Guard.
- 6.3.3. Members shall be paid a wage as set out by Town Council.
- 6.3.4. The service of a Crossing Guard in the Program may, subject to the Crossing Guard being given notice of reason, be terminated in coordination with Town's Human Resource Department.
 - 6.3.4.1. Upon termination of a Crossing Guard, a report will be generated advising Town Council at the next regular Council meeting.

6.4. **Training**

- 6.4.1. All new members will complete the prescribed training prior to being placed into active Crossing Guard duty.
- 6.4.2. Training provided to Crossing Guards will include, but not be limited to:
 - 6.4.2.1. Legislation contained in the Accessibility for Ontarians with Disabilities Act of Ontario.
 - 6.4.2.2. Proper usage of the stop sign.
 - 6.4.2.3. Instruction on the proper and safe time to stop moving traffic.
 - 6.4.2.4. Instruction on duties and responsibilities as set out in the Ontario Highway Traffic Act.
 - 6.4.2.5. The proper procedure of reporting incidents of concern.
- 6.4.3. Training will be completed in the field and will be conducted at a minimum of three different crossing types, including:

6.4.3.1. 4-way stop intersection.

6.4.3.2. Mid-block crosswalk.

6.4.3.3. An intersection controlled by a traffic signal.

6.4.4. In the event remedial training is necessary, the member shall receive such training immediately and consecutively until the standard is met or determined that the member is not capable of fulfilling the core competencies of the position.

6.4.5. Training shall be conducted by experienced Crossing Guards selected by the Supervisor or a member of the Amherstburg Police Services.

6.5. **Dress & Department**

6.5.1. Crossing Guards shall be issued with articles of uniform and equipment as may be determined necessary by the Clerk's Department.

6.5.1.1. All such articles of uniform are to remain the property of the Town of Amherstburg.

6.5.2. Crossing Guards shall be responsible for the good care, proper maintenance and serviceable condition of the uniform and equipment provided for their use.

6.5.3. A Crossing Guard shall promptly report to the Supervisor the loss of, damage to, or unserviceable condition of any issued property.

6.5.4. A Crossing Guard terminating service shall immediately return the uniform and all other issued equipment to the Supervisor.

6.5.5. A Crossing Guard shall not wear any article of uniform or use any equipment issued other than while en route to or from active duty.

6.5.6. Uniform or equipment of any kind issued to a Crossing Guard shall not be loaned to any other person.

6.5.7. A Crossing Guard, while in uniform, shall:

6.5.7.1. Be clean and tidy in appearance.

6.5.7.2. Not report for duty while under the influence of any alcoholic beverage or drug.

6.5.7.3. Not smoke, or possess or consume alcoholic beverages or illicit drugs while on duty.

6.5.7.4. Not possess or consume alcoholic beverages or illicit drugs while proceeding to or from duty.

6.5.8. Unless exigent circumstances exist, physical contact with a student shall be avoided.

6.5.9. Crossing Guards must not leave their crossing early, even in the event that there are no children.

6.5.9.1. Should a personal emergency arise in which a Crossing Guard needs to leave their crossing, the Supervisor must be notified immediately.

6.6. **Critical Incident Stress Management**

6.6.1. In the event of a serious injury motor vehicle accident, or fatality, the Crossing Guard will have the opportunity to participate in a debriefing.

6.6.2. It will be the responsibility of the Amherstburg Police Services to discuss the incident with the affected Crossing Guard and determine what action, if any, is to be taken.

6.6.3. All Crossing Guards will have access to the Town of Amherstburg Employee Assistance Program.

6.7. **Administration and Supervision**

6.7.1. The administration of the School Crossing Guard Program falls under the supervision of the Clerk's Department.

6.7.2. Amherstburg Police Services will ensure compliance to this policy and advise the Clerk's Department of any non-compliance with these regulations.

6.8. **Program Evaluation and Reporting**

6.8.1. The Supervisor of the Program will conduct an annual review of the program and a report will be generated if deficiencies or inefficiencies are identified.

7. **RESPONSIBILITIES**

7.1. The **Supervisor (Clerk)** has the authority and responsibility to:

7.1.1. Hire and terminate Crossing Guards.

7.1.2. Coordinate the responsibilities regarding the Program between all parties.

- 7.1.3. Maintain communication between the Clerk's Department and the Amherstburg Police Services.
 - 7.1.4. Place permanent and temporary Crossing Guards at designated crossings.
 - 7.1.5. Report major incidents involving members to the Human Resources Manager.
 - 7.1.6. Document the training of any new Crossing Guards or remedial training of existing Crossing Guards.
 - 7.1.7. Conduct an annual review of the program and report any deficiencies or inefficiencies to Town Council.
 - 7.1.8. See that each new Crossing Guard receives updated copies of this policy.
- 7.2. The **Crossing Guards** are responsible for:
- 7.2.1. Being punctual at the designated crossings and remaining there until the end of their shift.
 - 7.2.2. Wearing issued shirts or jackets, reflective vests and other issued articles of clothing and use the issued stop signs, and other provided equipment, while on duty.
 - 7.2.3. Making every effort to ensure the safety of children and motorists while conducting Crossing Guard duties.
 - 7.2.4. Conducting Crossing Guard duties in compliance with this policy, provided training, related sections of the Ontario Highway Traffic Act, Town By-laws and Policies, and any other legislation related to the conduct of Crossing Guards.
 - 7.2.5. Report any incidents occurring while on duty as a Crossing Guard to the Supervisor.
- 7.3. The **Amherstburg Police Services** has the authority and responsibility to:
- 7.3.1. Provide all relevant training to Crossing Guards prior to their first post.
 - 7.3.2. Ensure compliance to this policy and report any infractions to the Supervisor.
 - 7.3.3. Discuss critical incidents with the affected Crossing Guards and determine what action, if any, is to be taken.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. Town of Amherstburg Employment Policy
- 8.2. Ontario Highway Traffic Act, R.S.O., 1990