

AAA School Safety Patrol™

HANDBOOK FOR PATROLLERS





This Handbook Belongs to:

(Patroller's first and last name)

My Patrol Advisor's Name: _____

Email Address: _____

Phone Number: _____

Thank you for participating in the AAA School Safety Patrol program! You are joining 635,000 kids across North America who are proud to be a part of this unique school safety program – leading the way to keep child pedestrians safer in their communities. Younger children look to you as role models, and you are recognized as a leader at your school – a School Safety Patroller is a role you should take pride in!



Ready, Set, Patrol!

WHAT IS A SCHOOL SAFETY PATROLLER?

Patrollers are student volunteers trained to direct pedestrians at school crossings, carpool areas and bus zones — they direct children, not traffic. Patrollers learn and practice road safety, leveraging this training to lead the way in keeping their fellow classmates and communities safer.

TO BECOME A PATROLLER YOU MUST:

- Be in 4th - 8th grade
- Have written consent from your parent or guardian
- Be physically able to perform your duties in all weather conditions
- Successfully complete your school's School Safety Patrol training
- Meet your school requirements for participation

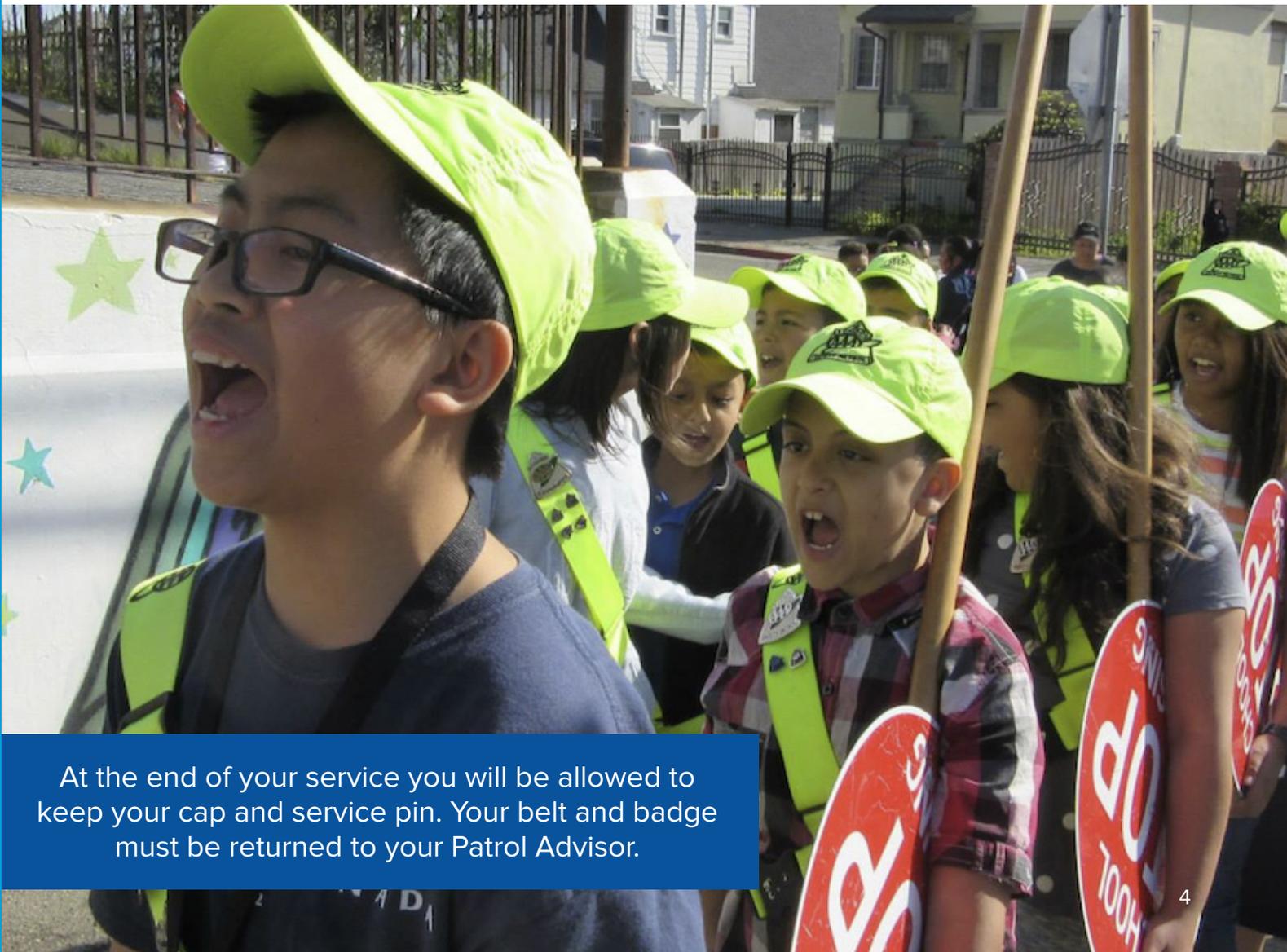
YOUR RESPONSIBILITIES:

- Look, act and be alert
- Report for duty on time
- Be sure there is an adult Crossing Guard at your intersection. If no adult, no patrol.
- Always set a good example
- Know and practice safe walking tips
- Never try to direct or stop vehicles
- Perform your duties faithfully
- Be neat and clean while on duty
- Be dependable and trustworthy
- Be courteous and polite; treat others as you would want to be treated
- Wear your belt, cap and badge proudly
- Treat your equipment and uniform with respect and care
- Work together as a team
- Report any concerns or dangerous behavior
- Remind classmates of safe walking rules without being bossy
- Give correct crossing signals to classmates
- Obey rules of the patrol, school and home

Look, Act and Be Alert!

AS A PATROLLER YOU MUST:

- Arrive at your post neat and clean
- Dress appropriately for cold weather, wearing your belt and badge over your sweater or jacket
- When wearing the AAA poncho, do not wear your belt and badge
- Keep hands free for signaling – no umbrella, food, cell phone, etc.
- Treat all equipment with proper care and respect
- Carry a pen and paper to keep track of administrative items and traffic violations



At the end of your service you will be allowed to keep your cap and service pin. Your belt and badge must be returned to your Patrol Advisor.

Patrol Equipment

Your official AAA School Safety Patrol uniform consists of a safety patrol belt, a cap, and a patroller or officer badge.

Your Patrol Advisor may assign you additional equipment such as a poncho, a stop sign, whistle, or a walkie-talkie based on your needs.





(CARE CONTINUED)

SAFETY PATROL BELT

- Your belt must be worn at all times when you are on duty
- Wear your issued belt with the black buckle in front. It should fit snug across your waist and chest.
- Make adjustments to your belt as needed to wear over sweaters and jackets
- Do not wear your belt underneath or over the AAA rain poncho
- Properly roll up your belt and keep in a designated secure location when you are off duty
- Return your belt to your Patrol Advisor at the end of your service
- Keep your belt clean with a damp cloth using cold water and mild soap and line dry only
- Do not machine wash or dry, use abrasive cleaners or iron

CAP

- Wear your cap at all times when on duty. It increases your visibility as a safety patroller.
- Place your cap so it sits straight on your head with the bill facing straight forward
- Never cover your cap with a jacket or sweater hood
- Your cap belongs to you and should not be shared with anyone else
- Put your name on the underside of the bill
- Your cap is yours to keep at the end of your School Safety Patrol service





(CARE CONTINUED)

PATROLLER OR OFFICER BADGE

- Your badge is meant to be worn on your patrol belt only
- Pin your badge on the shoulder strap of the belt at chest level
- Your badge stays on your patrol belt and is not removed except when you clean your belt
- Return your badge to your Patrol Advisor at the end of your service
- Clean your badge using mild soap and cold water. Immediately dry your badge.
- Do not polish your badge using abrasive chemicals

PONCHO

- Wear your poncho during rainy weather. Do not wear your belt and badge underneath or over it.
- Hang your poncho on a wooden hanger with the shoulders centered on the hanger arms
- Hang it in a cool, dry place away from direct sunlight and heat
- Be sure the sleeves are straight and not cuffed
- Wipe the poncho clean with a damp cloth if it got dirty

The School Safety Patroller's Pledge

I promise to do my best to:

- Report for duty on time
- Perform my duties faithfully
- Strive to prevent crashes, always setting a good example myself
- Obey my teachers and officers of the patrol
- Report dangerous student practices
- Strive to earn the respect of fellow students



School Safety Patrol Duties

WORK WITH YOUR PATROL ADVISOR TO FILL-IN THE BLANKS.

I arrive to school and meet my Patrol Advisor at: _____ a.m. in the gym / classroom # _____

I put on my patrol belt and cap

I assist with setting up equipment

I review my assigned post for the day

I am in position at my post by: _____ a.m.

While at my post I:

Ensure safe walking and crossing for fellow students

Ensure safe off-loading of students in the carpool drop-off lines

Ensure safe entrance and exit lines on and off the school buses

Report any vehicle threatening safety at arrival and dismissal

Report students who conduct themselves in an unsafe manner

My morning duty ends at: _____ a.m.

I return to our meeting location and properly return all equipment

In a quiet manner, I proceed directly to my classroom

My afternoon duty begins at: _____ p.m.

I put on my patrol belt and cap

I assist with setting up equipment

I am in position at my afternoon post by: _____ p.m.

My afternoon duty ends at: _____ p.m.

I return to our meeting location and properly return all equipment

I proceed home in a safe manner

Post Duties



CROSSWALK PATROLLERS

I stand one step back from the curb or edge of the street

My arms are down at a 45-degree angle and my palms face to the back

I keep all students a safe distance from traffic and hold them until there is a safe gap

I never allow students to walk in front of a car that stops without an appropriate signal for them to cross

When there is a safe gap, I step aside and motion for the students to safely cross the street



VALET CURBSIDE PATROLLERS

I am positioned along the curb where the carpool drop-off lane has been established

I wait for the vehicle to come to a full and complete stop

I open the car door and greet the driver and student

If needed, I help the student exit the car safely

I thank the driver and close the door

I do not allow anyone to reach under a vehicle to pick something up for any reason, instead, I notify my Patrol Advisor or supervising adult.



School Bus Patrol

As front bus patrol member, I...

- Dismount and take position next to the step and help students enter the bus
- I take 10-15 giant steps away from the bus on the sidewalk to see approaching students
- I am the last person to board the bus and sit in my assigned position
- When we arrive to school, I am the first person off the bus
- I assist students exiting the bus
- When school is out, I make sure students enter the bus in an orderly and timely manner

As the middle bus patrol member, I...

- Sit near the emergency door
- I help open the door in case of an emergency
- I make sure everyone disembarks in an orderly fashion and help those in need

As the rear bus patrol member, I...

- Sit in the back of the bus
- Make sure everyone is seated before the bus begins moving
- Help check attendance
- Keep the aisle clear
- Make sure students do not forget personal items
- Assist in an emergency
- Report damage to the bus by a passenger
- Enforce rules against throwing objects or trash on the floor

As a member of the AAA School Safety Patrol, I am expected to demonstrate the following:

- | | |
|--|---|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Interest in traffic safety |
| <input type="checkbox"/> Maturity | <input type="checkbox"/> Sound judgment |
| <input type="checkbox"/> Reliability | <input type="checkbox"/> Good attendance record |
| <input type="checkbox"/> Ability to follow rules | <input type="checkbox"/> Courtesy |
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Respect for class mates and others |
| <input type="checkbox"/> Ability to perform duties | <input type="checkbox"/> Desire to help others |

Get to Know Patrol Ranks

My Patrol Advisor may elect to assign various ranks of command to assist with the duties and responsibilities for maintaining a strong safety patrol.



The Captain is responsible for...

- Commanding and presiding over the entire School Safety Patrol
- The efficiency and conduct of the safety patrol at all times
- Preparing reports and agendas for patrol meetings

- Assisting with assigning posts and arranging for substitutes
- Ensures attendance is kept and any attendance problems are addressed
- Ensures patrol members wear and maintain their belts, caps and badges
- Knows and is trained on all the rules and regulations of the AAA School Safety Patrol program
- Reports all violations directly to the Patrol Advisor, Principal or supervising adult
- Maintains the Captain's Record Book



The Lieutenant is responsible for...

- Being second in command and assumes the duties of the Captain when absent
- The efficiency and conduct of the Sergeants and their squad
- Provides training and guidance when needed

- Sees to it that the squads are properly posted and remain at their posts
- Passes on disciplinary reports to the Captain
- Substitutes for absent patrol members
- Knows and is trained on all the rules and regulations of the AAA School Safety Patrol program
- Reports all violations directly to the Captain, Patrol Advisor, Principal or supervising adult



Squad Sergeants are responsible for...

- Leading a squad in their day-to-day duties
- The efficiency and conduct of their assigned squad
- Performing daily uniform inspections of the patrol members assigned to them

- Substitutes for absent patrol members
- Knows and is trained on all the rules and regulations of the AAA School Safety Patrol program
- Report all violations directly to the supervising Lieutenant, Captain, Patrol Advisor, Principal or supervising adult



The Supply Sergeant is responsible for...

- Maintaining the equipment and supply room
- Ensures equipment is in its proper place at all times except when in use
- Reports at each School Safety Patrol meeting on the care and condition of the equipment

- Reports any abuse or defacing of equipment to the Captain or Patrol Advisor
- Informs the Captain or Patrol Advisor of any shortages or needed replacements
- Keeps a record of all equipment issued to patrol members

(GET TO KNOW PATROL RANKS CONTINUED)



The Staff Sergeant is responsible for...

- Takes meeting minutes and filing reports
- Takes daily attendance of patrol members and parent/teacher volunteers
- Keeps an attendance archive for the entire school year

- Reports out on prolonged absences and repeated tardies to the Lieutenant
- Compiles a daily activity log
- Substitutes for absent patrol members
- Maintains the patrol bulletin board
- Knows and is trained on all the rules and regulations of the AAA School Safety Patrol program
- Reports all violations directly to the supervising Lieutenant, Captain, Patrol Advisor, Principal or supervising adult



Private Patrollers are responsible for...

- Maintaining their post
- Ensuring their uniform is clean and orderly and is properly worn
- Adhering to proper procedure at their assigned post

- Stands at their post and will not leave it during their duty
- Does not talk unnecessarily to, or play with, anyone while on duty
- Does not eat anything or talk on the phone while at their post
- Maintains their equipment in good order and with respect
- Is familiar with all rules and regulations of the AAA School Safety Patrol program

Golden Rule of Service for all Patrol Members

- I treat others as I would like to be treated
- I will perform my post duties as needed to ensure the integrity of service and the safety of my community
- I am not above performing any responsibility as circumstances dictate

Monthly Meetings

My monthly School Safety Patrol meeting occurs every month on the

I always remember to wear my belt, cap and badge to the meeting.

Our patrol Captain presides over the meeting. In the event of their absence, the Lieutenant takes their place.

SAMPLE AGENDA

- Call to order
- “All Rise” for Pledge of Allegiance
- School Safety Patrol Pledge of Service
- Roll call
- Staff Sergeant reads minutes of previous meeting
- Captain corrects or approves minutes
 - Squad Reports
 - Captain report
 - Lieutenant report
 - Staff Sergeant attendance report
 - Supply Sergeant report
 - Squad Sergeant report
 - Discussion of old business
 - Discussion of new business
- Comments from Patrol Advisor and guests
- Training
- Captain requests to motion to adjourn
- Captain asks for motion to be seconded
- Captain states the motion and asks for “ayes” and “nays”
- Captain officially adjourns the meeting
- Captain announces the time and date of next meeting
- Captain dismisses each squad



Awards & Recognition

There are several ways your Patrol Advisor may recognize you and your Safety Patrol group for your achievements, dedication and service.



YOUR PATROL ADVISOR MIGHT:

- Award certificates and service pins
- Recognize a Patroller of the Month with a certificate and gold badge
- Recognize patrollers during school assemblies
- Have your patrol team perform a safety presentation or skit at a school assembly
- Host an annual safety patrol luncheon or field trip
- Proclaim “AAA School Safety Patrol Day” or “Patroller Appreciation Day”
- Offer refreshments such as hot chocolate or ice cream after a shift
- Host special events such as:
 - Pizza parties
 - Movie outings
 - Volunteer and community service events
 - Waterparks and amusement parks
 - Sporting events
 - Year-end celebrations



LIFESAVING MEDAL AWARD

AAA nationally recognizes patrollers who have saved a student’s life while on duty.

**Talk to your Patrol Advisor immediately if you think you have helped save someone’s life.*

SOME THINGS TO CONSIDER:

- The life of the person saved was in certain danger
- The lifesaving act was performed while on duty
- None of your actions caused or contributed to the student being in danger

PATROLLER OF THE YEAR

Your Patrol Advisor has the opportunity to nominate a patroller who best exemplifies leadership qualities and performs their duties effectively and responsibly.

KEY QUALITIES INCLUDE:

- Positive communication skills
- Excellent attendance and punctuality
- Demonstrated control of post
- Awareness of traffic dangers and efficiency in seeking guidance
- Participation in school activities and outreach programs



Patrol Discipline Policy

I understand that serving on the AAA School Safety Patrol team is a privilege. My Patrol Advisor and Principal have set forth a patrol discipline policy that I will follow.

- I agree to be a responsible student and role model for all others

- I understand there are consequences including probation, suspension and dismissal from service if I have committed any of the outlined infractions

EXAMPLES OF INFRACTIONS:

- Attempting to direct traffic
- Leaving the sidewalk
- Allowing children to cross without checking for a safe gap
- Leaving my post without permission
- Being tardy or absent without an acceptable reason
- Arriving for duty without a belt, cap or badge
- Breaking safety rules
- Disobedience
- Excessive talking during service time



Stranger Danger

As a patroller, you must constantly be alert to the presence of people and vehicles traveling through your post. You are to never attempt to stop a vehicle or adult pedestrian if they disregard your patrol command. A stranger is someone you do not know. They may look nice, wear a uniform or even be a kid.

As a patroller, you should never:

- Approach cars or allow other students to approach unknown motorists
- Accept candy or presents from strangers
- Help strangers with directions or search for a lost pet
- Allow your photo to be taken
- Give out your name, address, phone number and other personal information

You should seek immediate help if:

- You encounter someone who appears to be under the influence of drugs or alcohol
- Suspicious behavior of older students or adults
- You are followed
- Someone offers you a ride in their vehicle

Emergencies

In an emergency situation, it is important to always follow the instructions of your Patrol Advisor.

Emergencies may include:

- Vehicle crashes
- Collisions involving vehicles and pedestrians or bicyclists
- Sudden illness of pedestrians or motorists
- Injury of pedestrians or bicyclists

Your Patrol Advisor may ask the following of you:

- Remain at your post and maintain control over students
- Stop crossing students until the situation is under control

Congratulations

Being a AAA School Safety Patrol member means being a leader. As a patroller, you have many tasks and responsibilities that allow you to stand out amongst your peers. You are a trusted member of your Safety Patrol and an ambassador for safety at your school and in your community. Your principal, teachers and Patrol Advisor all look to you to set an example and help keep your school safe. Your peers trust your judgement, character and unique ability to lead.

Did you know that many past patrollers have gone on to become U.S. presidents, senators, governors and Supreme Court justices? More than 20 patrollers became astronauts, and five patrollers went on to win Olympic gold medals. Pretty impressive?

We think you are well on your way to achieve greatness, too! Whether you aspire for a career in politics, law enforcement, public safety, community service or another field, being a AAA School Safety Patrol member can help you to achieve your dreams.

