

IMPORTANT PHONE NUMBERS

City of Avondale
Police: 623-333-7001
Traffic Engineering:
623-333-4200

City of Chandler
Police: 480-782-4130
Traffic Engineering:
480-782-3454

City of Glendale
Police: 623-930-3000
Traffic Engineering:
623-930-2940

City of Mesa
Police: 480-644-2211
Traffic Engineering:
480-644-2160

City of Peoria
Police: 623-773-8311
Traffic Engineering:
623-773-7210

City of Phoenix
Police: 602-262-6151
Traffic Engineering:
602-262-4659

City of Scottsdale
Police: 480-312-5000
Traffic Engineering:
480-312-7696

City of Tempe
Police: 480-966-6211
Traffic Engineering:
480-350-8219

City of Tolleson
Police: 623-936-7186
Streets Department:
623-936-7141

City of Tucson
Police: 520-791-4444
Traffic Engineering:
520-791-4259

Maricopa County
Sheriff: 602-876-1011
Traffic Engineering:
602-506-8600

Pima County
Sheriff: 520-351-4900
Traffic Engineering:
520-351-2601

Town of Gilbert
Police: 480-503-6500
Traffic Engineering:
480-503-6186

Town of Paradise Valley
Police: 480-948-7410
Traffic Engineering:
480-348-3694

City of Surprise
Police: 623-222-4000
Traffic Engineering:
623-222-1700



Please call for all your crossing guard needs including hats, vests, handbooks and other traffic-safety-related materials.

602-241-2945

ARIZONA HANDBOOK FOR Adult School Crossing Guards



Crossing guards play a vital role in school safety throughout the country and serve as an inspiration to students. Each day, crossing guards help protect children's lives as they go to and from school.



WHAT EVERY SCHOOL CROSSING GUARD SHOULD KNOW

The public image created by crossing guards must be favorable:

- Be punctual. Call well in advance when you are unable to work.
- Dress neatly and professionally. Keep your vest and "STOP" paddle in good shape.
- Do not use or possess any tobacco or alcohol products while on duty.
- Be courteous but businesslike with children and drivers.
- Avoid any actions which would bring criticism from the general public.

Remember, as a school employee you need the support and cooperation of the public. **Be worthy of their trust.**



LOCAL TRAFFIC REGULATIONS

Become familiar with Arizona traffic laws and city traffic codes, especially those pertaining to driver and pedestrian responsibilities in relation to school crossings, parking and yielding the right-of-way. To be effective at your job, you must understand the principles behind these regulations and the use of traffic control devices.



IDENTIFICATION OF VEHICLES

Sometimes it may be necessary for you to give an adequate description of a vehicle for identification purposes. Learn to identify vehicles by license plate number, body type, make or model, distinctive markings or damage, and color. Accurate information is important, particularly when completing an accident or violation report.

RESPONSIBILITIES OF A CROSSING GUARD

Become familiar with this guide so that you clearly understand your responsibilities. In

Arizona, crossing guards are not police officers and are not allowed to direct traffic. Guards are used primarily to recognize and/or create gaps in traffic to help children cross the street safely and to teach children how to cross safely. They are not to expedite motor vehicle traffic. It is important to remember that children rely on your judgement to assist them in crossing the street safely.



EMERGENCY PROCEDURES

Know where and how to get help.

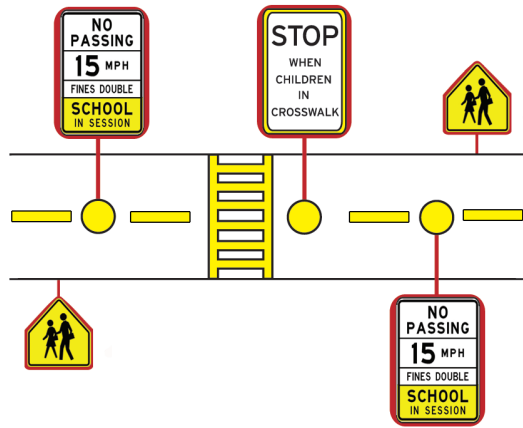
Keep emergency phone numbers with you at all times. For routine police enforcement call your local police department. For other emergencies call 911. It is recommended that a crossing guard carry a two-way radio or cell phone for emergency purposes. However, guards should not make or accept non-emergency calls while on duty. In an emergency, stay with the injured child and send someone for help. **Do not move the child.**

THERE WHEN YOU NEED US MOST



15-MPH SCHOOL ZONES

Arizona state law (ARS 28-797) allows the use of 15-mph school zones with portable signs when school is in session. These school zones have yellow crosswalks and are used at selected crossings for elementary or middle schools. 15-mph school zones can only be implemented based on a traffic engineering study and are operated by schools under a signed agreement between the school and the city or county. Use is prohibited outside of a normal school day. Yellow dots painted in the street show where the portable signs are placed. The crossing guard should arrive early to position the portable signs in the street. Signs can be put in the street 45 minutes before school starts or when directed by the operating agreement.



First, place the "15 MPH/NO PASSING" portable sign in advance of the school crosswalk.

Next, put the second "15 MPH/ NO PASSING" portable sign on the other approach to the crosswalk.

Finally, place the "STOP WHEN CHILDREN IN CROSSWALK" sign at the crosswalk. The 15-mph speed and "no passing" restriction is in effect from the advance 15-mph portable sign until the vehicle passes through the crosswalk. Once past the crosswalk, the motorist may resume normal speed. Thirty minutes after school ends, portable signs should be removed from the street and put into a secure location not facing traffic. First, remove the "STOP WHEN CHILDREN IN

CROSSWALK" sign at the crosswalk. Then remove both "15 MPH/NO PASSING" signs. Where multiple lanes exist in each direction, there may be more portable signs to place in the street. For busy streets, it may be necessary to request assistance to watch for traffic while placing and removing signs from the street. **Always wear your reflective vest while in the street.**

CROSSING PROCEDURE

It is important that you face the street and not be distracted from observing traffic!

Crosswalks NOT at traffic signals

- Stand near the curb, on the side from which children are approaching.
- Stop children well back from curb or where a "stand-back" line has been established.
- Wait for a small group of children to assemble.
- Instruct children to cross only on your signal and enter street in the following sequence.

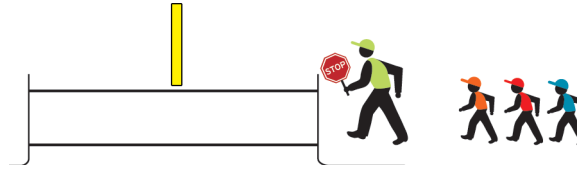
- 1 Wait for a gap in traffic on your side of the street.
- 2 Walk to the center of street with your "STOP" paddle held high.



- 3 Face the closest oncoming traffic, making eye contact with the approaching drivers.
- 4 Face opposite approaching traffic and make eye contact with those drivers.
- 5 Stand on crosswalk line close to the center of street. Signal children to cross. Direct children to walk behind you as you face the intersection. Instruct children to look left-right-left while crossing.



- 6 Wait until the last child reaches the opposite curb.
- 7 Walk to the curb with your "STOP" paddle held high. Do not lower your "STOP" paddle while in the street.
- 8 Remain on the sidewalk near the curb for next group of children to assemble.

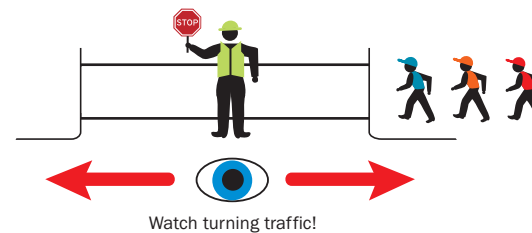


- 9 Heavy traffic procedures are the same, except you must enter the street one lane at a time.
 - Two crossing guards are recommended for a wide street with one guard positioned on each side of the street.
 - When two guards are present, each guard stands on the crosswalk line closest to traffic on their half of the street.
 - Each crossing guard should be between the closest approaching vehicles and the children on their half of the street.

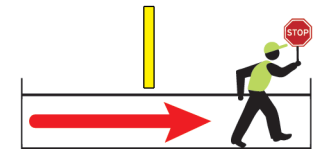
Crosswalks at traffic signals

- Stand on side of street from which children are approaching. If there is a pedestrian push button you must push the button for the "WALK" signal.
- Group children well back from curb, or behind "stand-back" line. Instruct children to cross only at your signal.
- Enter the street in the following sequence.

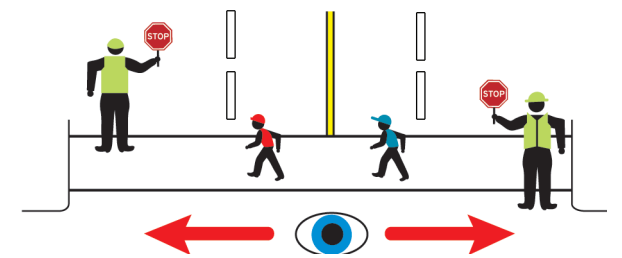
- 1 Enter the street only with a "WALK" signal and your "STOP" paddle held high. Stand on the crosswalk line closest to the intersection.



- 2 Face oncoming traffic and make eye contact with drivers maneuvering to make right or left turns.
- 3 Signal children to cross. Do not allow children to start crossing when the "DON'T WALK" signal is flashing. Encourage children to look left-right-left.
- 4 Wait for children to reach the opposite curb.
- 5 Return to the curb with your "STOP" paddle held high. Do not lower "STOP" paddle while in the street.



- 6 For crossing at traffic signals with multiple lanes, it is recommended to use two crossing guards. With two guards, one guard should be positioned on each side of the street and they should work in unison.
- 7 When entering the street, each guard stands on the crosswalk line closest to the approaching traffic for their half of the street.



- 8 Each guard must be between the approaching traffic and the students. **Crossing guards are the first in the street and last out of the street.**