

## **PREAMBLE**

The responsibility of parents for the safety of their children is shared with their communities, and with educational and other institutions within East Hants.

Municipal Council believes each party has a role to play in providing safe pedestrian passage for elementary students and is willing to partner with others to achieve this objective.

## **POLICY**

It is a policy of Council to cooperate with parents, a community sponsor, the Department of Transportation, the Chignecto Central Regional School Board, and the RCMP to provide a crossing guard program at school crosswalks in East Hants.

Council will provide the administrative coordination, accept liability for proper operation and pay 50% of expenses as its contribution to the initiative as and when requested.

Other administrative arrangements with community sponsoring partners are available for sponsors willing to assume more administrative responsibility.

## **ROLES**

### **PARENTS**

- Primarily responsible for the safety of their children when commuting to and from school.

### **PARENTS/ COMMUNITY SPONSOR**

- Identify and document the need for crossing guard and initiate process to acquire a school cross walk or crossing guard via written request to the Municipality to ask D.O.T. for crosswalk approval.
- Locate a community sponsor to:
  - represent community interests in the program
  - assume funding responsibilities of ½ of the total costs for the life of the program.
- Together with school principal, present the need of the Municipality.
- Recognize and assist with the establishment of trained (volunteer or other) guards to staff cross walks in the absence of municipality sponsored guards.

- Provide day to day site specific supervision to guard(s) or appoint a designate acceptable to the Municipality.

## **MUNICIPALITY**

- Take the Community's request to D.O.T.
- Work with the community to establish the most appropriate model for administering the crossing guard program.
- Administer staffing function; recruitment, hiring, payroll, etc. as required unless other arrangements are made with the community sponsor.
- Provide overall co-ordination of all Parties through the Director of Leisure Services.
- Contribute ½ of total costs for the life of the program.
- Request and co-ordinate crossing guard training as required.
- Accepts responsibility for crossing guards as municipal employees.

## **SCHOOL BAORD/ SCHOOL ADMINISTRATION**

- Provide Crossing Guard Training through the Board Safety Officer of no less than 2 hours initial training and appropriate follow-up training if and when requested by the sponsor.
- Conduct periodic follow up of the training effectiveness through the Safety Officer to ensure that the crossing guard(s) performance and understanding of their role and responsibilities is adequate to the task at hand.

## **DEPARTMENT OF TRANSPORTATION (D.O.T.)**

- Provide comment and recommendation to the community, the Municipality and the School Board on the community request for a cross walk and/ or crossing guard.
- Provide safety wearing apparel.

## **STUDENTS**

- Always cross at the Crosswalk.
- Always listen to and respect the Crossing Guard. They are there to help you!

## **RCMP**

- Provide input and assistance if possible, to the Board with guard training.
- Provide criminal and other required checks on personnel before hiring is complete.



## PROCEDURE

1. Community identifies need, locates a sponsor, and initiates process via written request to the Municipality to approach D.O.T. for a school crosswalk.
2. Municipality receives D.O.T.'s recommendation on its viability as a crosswalk.
3. If the recommendation is positive the Director of Leisure Services negotiates terms of contract with the community partner (i.e. hours of work), may assist with hiring, and arranges training and other administrative functions, or assists the community to administer its own program.
4. If the recommendation is negative, there is no recourse.
5. All partners will participate in an evaluation meeting at least once a year, or as often as necessary in the beginning.

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
<1.0>			<Ian Glasgow, CAO/Municipal Clerk>	<1998>