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TRAFFIC DIRECTION/SCHOOL CROSSING DUTIES

AUTHORIZATION

The School District and the Las Cruces Police Department have signed an MOU that allows trained school staff/campus guards to direct traffic or act as crossing guards on city streets.

ELEMENTS OF EFFECTIVE TRAFFIC CONTROL

Proper Clothing available.

Position in the roadway/parking lot/crosswalk.

1. The position selected to direct traffic must be suited to the particular roadway and traffic.
2. You must be able to command a full view of the roadway for all vehicles and pedestrians approaching.
3. You must be visible to the motorists so wear a reflective vest.
4. The chosen location must be selected to allow effective supervision of all vehicular turns and pedestrian traffic.

TRAFFIC POSITION

The Center of the Roadway/Lane/Parking lot

1. This position affords the greatest visibility.
2. This position is used at school crossings while crossing students or helping cars/buses off of school property.

The Corner Position

1. This position is used at intersections and is best used for controlling heavy pedestrian traffic or crosswalk type traffic.
2. Once you have enough pedestrians to cross you then move to middle of road.

HAND SIGNALS AND GESTURES FOR DIRECTING TRAFFIC

1. Posture serves to communicate the fact that the STAFF/GUARD is in command of the situation. He/She therefore, must assume a military stance with his weight evenly distributed on both feet. When directing traffic shoulders must be in line with the flow of the traffic we are directing at the time and our attention must be directed to all vehicular traffic, pedestrian, other emergency vehicles and any traffic hazard present at the scene.
2. **HAND SIGNALS:** Prompt compliance to hand signals is dependent upon the staff's ability to use uniform, clearly defined and understandable gestures. Control of traffic does not call for complicated choreographed or wild arm movements. Improper hand

signals tend to confuse the drivers, cause hesitation and can lead to an accident. Unusual movements undermine the purpose of traffic control which is the smooth movement of traffic through the scene.

3. **STOPPING TRAFFIC:** Two clearly defined motions are required to stop traffic. First, the staff member selects the vehicle to be stopped. Looking directly at the driver, we point directly at the driver. The staff member observes that the driver recognizes that he/she is being motioned, then raise our hand so that the palm is towards the driver the arm is slightly bent at the elbow. The staff member maintains this stance until the on-coming traffic has stopped. With one arm still raised, the staff member turns head and repeats the process to stop the traffic moving in the opposite direction if needed. Do not lower arms until all traffic has stopped.
4. **STARTING TRAFFIC:** To start vehicular movement on a cross street or other part of the roadway the staff member pivots a quarter of a turn to place our shoulders parallel with the vehicles waiting to move. When the intersection or roadway is clear; we turn our head to one side facing the waiting traffic. We attract attention by pointing to the lead car. Then turning the palm inward, the hand is brought up and over to the chin, bending the arm at the elbow. If the driver's attention has been properly obtained you will only have to motion a few times. After traffic has started to move we can drop your arm to your side. To start opposing traffic the same method is used, but with the other arm.
5. **THE WHISTLE:** The whistle when properly used attracts the attention of motorists and pedestrians and facilitates compliance with hand signals. Improperly used it becomes a meaningless distraction which adds to the confusion at a congested scene. To be effective the whistle must be used in moderation. It then becomes an invaluable aid to assist in the control of various roads users. The whistle should be blown loudly and not tooted lightly. The whistle is a means of communication rather than an musical instrument. One long blast is used to attract motorists attention to our hand signal to stop. Two short blasts are used to start traffic moving again. Short, rapid blasts are used to give warning of unusual or dangerous conditions- turning vehicles, approaching emergency vehicle or any other hazard.
Keep whistle use to a minimum so as not to confuse the drivers

RESPONSIBILITIES OF TRAFFIC DIRECTION

1. **REGULATE THE FLOW OF TRAFFIC:** Give priority of movement to the most heavily traveled street by allowing longer periods of running time. Traffic movements must be given equal and adequate time if an intersecting street has equal traffic flow. Long runs are preferable as they reduce the loss of time from frequent changes of traffic directions.
 - a. Spill backs/back ups must be prevented. Stop the movement when it appears back-up may block the intersection. Prevent impatient motorists from driving into the intersection and blocking the cross traffic. Expedite the flow of traffic across the intersection by signaling stragglers or timid drivers to accelerate and to remain in their lanes.
 - b. Prohibit any parking or stopping at the scene which could interfere with the safe flow of traffic. Keep the traffic moving in the direction YOU want it to move, you can restrict turning onto a street if it creates a hazard or there is a reason the street is closed to traffic at that moment. Remember you are in charge!!!!

2. **CONTROL AND ASSIST TURNING VEHICLES:** Supervise all vehicular turns. If traffic is exceptionally heavy or a spill-back is caused by another intersection, determine the preference of traffic flow. If turning vehicles increase the amount of congestion, direct them to proceed straight ahead until the back up clears. Prevent improper turns from the wrong lanes, not only are they illegal unless directed by the staff member but can cause another accident.
 - a. Traffic back-ups or accidents may be caused by drivers waiting to turn left or cutting in front of on-coming vehicles. Assist vehicles turning left in heavy traffic periods. Direct the waiting vehicles to enter the intersection in the left turn lane, allow approaching vehicles which present an immediate hazard to pass. Stop the other on-coming traffic and motion the vehicles turning left through the intersection
 - b. Priority of movement is determined by the amount of traffic flow in each direction. If the number of vehicles turning left is greater than opposing traffic flow, the turning traffic is given preference. If the on-coming traffic is heavy and there are only a few vehicles waiting to turn, these vehicles are held up until the traffic has had sufficient time to pass. In heavily congested situations, when exceptionally large numbers of vehicles are making right turns, hold back pedestrians to give precedence to the vehicular traffic. Such actions should help clear intersections quickly.
3. **Coordinate the Flow of Traffic with the Adjacent Intersections/crosswalks:** Whenever applicable, allow the movement of traffic at the adjoining Intersections/crosswalks to serve as a guide. If the traffic is not semi coordinated, traffic back-ups may occur as vehicles will only be permitted to travel short distances before having to stop again at the next intersection.
 - a. **PROTECT PEDESTRIANS:** Appropriate motorist response cannot be assured when traffic is signaled to stop. Mechanical failure, inattentiveness, rubber necking, or just plain disregard for the staff members' orders, may lead to a vehicle not stopping. Pedestrians can only be protected by keeping them on the sidewalk or curb until traffic has stopped. Pay special attention to children and those with special needs and take into consideration that need. Prevent jaywalking or other illegal crossings.
 - b. **ASSISTING EMERGENCY VEHICLES:** Stop all vehicular and pedestrian traffic when an emergency vehicle is approaching. Clear the traffic lane if needed to give emergency vehicle a lane to pass. Give the driver of the emergency vehicle the signal to proceed as soon as the intersection/ roadway/crosswalk is clear. If the driver of the emergency vehicle wishes to turn clear the way for him/her and motion for him/her to proceed when it is safe to do so.

SCHOOL STAFF CROSSING GUARD DUTY

1. The responsibilities of Crossing Guards are to create safe crossing gaps. Once a gap in roadway traffic presents its self we will cross children. However, once we have gathered a good sized group of children we can then stop traffic in both directions. Once traffic is stopped we will then allow children to cross the street in the crosswalk.

SUGGESTED PROCEDURE FOR CREATING GAPS IN TRAFFIC

1. It is important that you face the street and not be distracted from watching traffic.
 - a. Stand on curb, on the side of the street where children will approach.
 - b. Children need to stand several feet away from curb.
 - c. Wait for a good size group of children to gather.

- d. Children will only be released on your signal to them to enter street.
- 1) Wait for a gap in traffic if possible on your side of street.
 - 2) Walk to the center of the street of crosswalk.
 - 3) Face the closest oncoming traffic.
 - 4) Raise one hand at 45 degree angle, palm flat, fingers extended, blowing whistle, and wait for traffic to stop. You can also use a Stop Paddle.
 - 5) Now face opposite approaching traffic and repeat to stop all traffic.
 - 6) Now while standing in crosswalk signal for children to cross.
 - 7) Wait until last child reaches the opposite curb.
 - 8) Now hold other children wanting to cross at curb.
 - 9) Now stand parallel to traffic and signal vehicles to proceed with hand signals. Signal the far side first and walk to curb
 - 10) Walk to curb to get out of traffic and signal the near side traffic to go.
 - 11) Remain on curb and wait for the next group of children to gather.
 - 12) In heavy traffic or multiple lanes the procedure is the same but you are stopping and controlling one lane at a time until all vehicles are stopped.
 - 13) Multiple lanes create a different hazard due to vehicles creating blind spots and motorists can not see you.

ON POST, CONTROLLING TURNS AT SIGNALIZED INTERSECTION OR PARKING LOTS

1. Stand on the side of the street into which cars are turning.
2. Stop children several feet from curb.
3. Hold children on curb until you signal them to enter street.
4. Enter the street when you have green or 'WALK; signal.
5. Attract the drivers' attention making the turn to stop.
6. Now signal children to cross.
7. Return to curb and release vehicle to turn.

IDENTIFICATION OF VEHICLES

1. Learn to identify license plates.
2. See what body type, make or model it is.
3. Look for very distinct markings, damage, or accessories.
4. Look at color and driver.
5. Report dangerous and repeat violators to police and LCPS Safety & Security Department.

EMERGENCY PROCEDURES

1. Call 911 and stay on line even if you leave the phone.
2. Know where and how to get help.
3. If you can not call tell someone to call 911.
4. Take a first aid class to know how to control bleeding, prevent shock, and deal with fainting or heat exhaustion.
5. Remember not to move the injured victim.