

Job Site Observation Report School Crossing Guards

Observer: _____ Guard(s): _____
 Location Observed: _____ Date: _____ Duration of Observation: _____ min
 Reviewed with guard(s) : yes no Reviewed by: _____

Conditions Observed

General Conditions			Control of Traffic & Children				
Yes	No	N/A	Yes	No	N/A		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic calming signs & lights are in good condition, effective, & sufficient	Guard(s) effectively use STOP Paddle (required) and whistle (optional)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic calming strategies appear to be effective for site	Guard(s) use proper hand signals to direct traffic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crosswalks are clearly identified with signs & pavement paint	Guard(s) minimize directing traffic by effectively using gaps in traffic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard's personal vehicle is parked in a safe location	Guard(s) establish eye contact with drivers before entering street
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are sight lines of guards and drivers adequate (glare, parked vehicles, vegetation, etc.)	Guard(s) position in center of street and shoulders parallel to traffic
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard(s) are wearing Class 2 hi-vis apparel, in good condition	Guard(s) demonstrate effective control of children; behind curb & no horseplay
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard(s) are wearing other departmental uniform / ID	Guard(s) use effective voice commands to children
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guard(s) are alert to potentially hazardous situations, by turning head to side & rear often.	Guards release traffic after moving to safe location. The directing of traffic is minimal.

Comments

Briefly describe the way people are working: (Ex. Is personal protective equipment in good condition? Are drop-off / pick-up strategies effective?)	
What did you see that should be complimented? (Positive reinforcement is very effective. Be specific.)	
What did you see that needs to be changed or improved? (Were any actions taken during the observation?)	
What could be done to make the operation safer? (Do SOPs need to be updated? Is re-training or coaching needed? Would a Toolbox Talk help?)	

School Crossing Guard Training

Date: _____ Trainer: _____

1. Introduction of attendees & Instructor(s)

- _____
- _____

2. View video, *Street Smart is Street Safe*.

- Emphasis mandatory uniform and high visibility apparel
- Emphasize best practice of hand signals to traffic and voice commands to children
- Guards should use natural breaks in traffic and minimize interrupting, stopping, or directing traffic.
- Guards may not override traffic signals. Always cross children in conjunction with the green light.
- The STOP paddle is required to communicate with traffic
- Importance of educating children & parents on crossing procedures
- Parking personal vehicles considerations
- _____
- _____

3. Command Structure

- Calling in sick, late, etc.
- Reporting procedures for concerns with job tasks, equipment, or trouble spots
- _____
- _____

4. Current issues with traffic, schools, roads, or procedures

- Job Site Observations will be done periodically
- _____
- _____

Attach Sign-in sheet

ANNUAL REVIEW OF SCHOOL CROSSING GUARD PROGRAM & POSTS

DATE: _____

COMPLETED BY: _____

Program Review			
yes	no	n/a	Condition
			Personnel
			Written job descriptions, with physical requirements, and policies have been developed and reviewed
			Back ground checks and medical clearances have been completed
			Routine & emergency communication protocols have been developed & reviewed
			Initial and annual training has been completed and documented

Guard Post Review			
Post Location:			
yes	no	n/a	Condition
			Advance warning and traffic calming devices are in accordance with the MUTCD 2009 ed.
			Advance warning and traffic calming devices are in good condition and sufficient to provide
			Crosswalks are clearly identified. Curbs & streets are free of significant trip hazards
			Sight-lines are adequate to allow guards and traffic to see each other and react
			Guards' personal vehicle can be parked in a safe location.
			Cones and signs are available as necessary to restrict parking
			Uniforms, high visibility apparel, and other equipment inspected & in good condition

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USE AS MANY SHEETS AS NECESSARY TO REVIEW ALL GUARD POSTS