

## The Scanning Procedure

- Look left – right – left
- Look over your shoulder
- Listen

## Extending Gaps in Traffic

- **Curbside Assembly**
  - Children should wait to be crossed
    - *Stand one step back from the curb or edge of roadway*
    - *Gather as a group*
  - Remind gathered children:
    - *Of the scanning procedure*
    - *To stay within the crosswalk markings*
    - *To walk their bicycles while in the crosswalk*
    - *To continue scanning until they are out of the roadway*
- **Select Gap**
  - Manage gaps in traffic using the STOP paddle
  - At signalized intersections
    - *Always cross when the light is red for motorists*
    - *Always use the pedestrian signals when available*
  - Scan for traffic
  - Use a whistle to get the attention of problem motorists
- **Enter Crosswalk**
  - After all traffic has stopped
- **Stop Far-side Traffic**
  - Make eye contact
    - *With the first approaching motorists*
    - *With motorists in each lane*
- **Take Position**
  - Do not cross children if:
    - *Any traffic is moving*
    - *Any vehicles are in the crosswalk*
- **Cross Children**
  - Signal children to cross with your free hand
  - Continue to hold STOP paddle in the correct position
  - Remain in the crosswalk until the last child has moved from the roadway
- **Complete Crossing**
  - Check the crosswalk for stragglers
- **Return to Roadside**
  - Move from the crosswalk, continuing to display the STOP paddle
- **STOP Paddle Down**
  - Signal traffic to resume after leaving the roadway by lowering the STOP paddle
  - Wait for the next group of children

**Follow the same, proper procedure all the time, even when traffic is light.**

## Personal Conduct

- Arrive on time, not too early
- Stand at post – never sit
- Maintain self-control
- Be firm, courteous, pleasant
- Exhibit behavior that projects a positive image of your agency

## Required Equipment

- Retroreflective STOP paddle
- Fluorescent and retroreflective vest
- Fluorescent rainwear

## Recommended Equipment

- Retroreflective gloves
- Whistle

## In Case of a Crash

- **Telephone 911 first**
  - Have notepad and pencil for noting details
  - Be able to describe car(s) involved
  - Get license plate numbers if possible
- **Telephone your supervisor**
  - Incident may block your primary crossing
  - Crash scene may require you to employ a contingency plan to safely cross children

## First Aid

- **Protect yourself first!**
- **Don't attempt to help if you are injured**
- **If not hurt, try to prevent additional damage or injury**
  - Protect the area
  - Notify authorities
  - Care for the injured
- **Remember: Not every crash scene is the same**
- **If a qualified person is at the scene, stay out of the way**
- **Do not move a severely injured person unless there is a greater danger**
- **Stop bleeding by applying direct pressure to wound**
- **Keep the injured person warm**