

Program Manual

bcaa.com/schoolsafetypatrol





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BCAA acknowledges that we operate and support the School Safety Patrol Program on traditional and contemporary territories of First Nations across what is known today as BC. BCAA is headquartered on the lands of the hə́nqə́mihə́m and Sḵwə́wú7mesh speaking peoples, known today as the City of Burnaby.

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Contents

Welcome	2
Sign Up	6
Equipment and Resources	7
Start the program	11
Roles and responsibilities	12
Recruit students	14
Parent/Guardian consent	15
Train Patrollers	16
Schedule patrollers	19
Ongoing activities	20
Monitor the program	21
Recognize your patrollers	22
Renew the program	23
Cancel the program	24
Appendix 1: Registration Form Instructions	25
Appendix 2: Renewal Form Instructions	28
Appendix 3: Crosswalk Criteria	31
Notes	32

Welcome

Welcome to the BCAA School Safety Patrol (SSP) Program. By supporting an SSP program at your school, you are taking an important step in providing a safe school zone while giving an opportunity for older students to develop personal skills including leadership, teamwork, volunteerism, and a sense of social responsibility.

The safety of students in and around school is of paramount importance. The high traffic volume in school zones at drop-off and pick-up times can be a high-risk area for pedestrians, especially students. The responsibility for maintaining safe school zones lies with the entire community, including school authorities, traffic agencies, law enforcement, drivers, and the children themselves. The BCAA SSP Program supports safety and contributes to student's well-being by:

- Teaching students how to provide a safe route for their peers through busy school zones
- Supporting active school travel (walking, biking)
- Encouraging families to drop off their child a block away, decreasing the congestion of cars in the school driveway and teaching students to cross safely

BCAA commends the school administrators, teachers, students, parents, police and public agencies who support the program. BCAA is committed to improving road safety for pedestrians, especially for children traveling in school zones.



What is a School Safety Patrol program?

A School Safety Patrol (SSP) program’s goal is to increase the safety of school children in and around the school by providing a safe route for crossing the road.

Primary function of a School Safety Patrol as described in the CAA National Standard:

“To instruct, direct, and control students in crossing the roadways at or near schools; and to assist teachers and parents in the instruction of school children in safe pedestrian practices at all times and places.”

Background

The roots of the BCAA SSP Program, dates to the 1920’s when in response to the rise in children being injured crossing the street on their way to and from school, organizations developed programs that taught students to help other students safely cross the road.

One of the first in North America was by the Chicago Motor Club under the leadership of Charles. M. Hayes, when a dozen students were trained to assist other students to cross the road safely.

In 1929, the CAA Safety Patrol Program was established, and programs started to roll out across the country.



BCAA School Safety Patrol Program

BCAA has successfully run the BC based program for decades and today, student volunteers from grades five to seven participate in the program in schools throughout British Columbia.

The program provides education and resources to support students to have the needed leadership and safety skills to help pedestrians cross the street safely at or near a school. The students do not direct traffic, monitor the parking lot entrance or exit. Student patrollers guide children and prevent them from entering traffic when it is unsafe to do so.



What does our school need?

Before signing up to have a School Safety Patrol program at your school, there a few things to consider:

- The crosswalk or crosswalks you want to use are [safe](#)
- The school principal supports the program and understands their [role](#)
- The school district (public schools) or authority (independent schools) supports the program
- A teacher or principal or vice-principal is available to be the [SSP Supervisor](#)
- That there are enough [students](#) to operate a program

Resources and equipment

The BCAA SSP program has an [online portal](#) with information and online resources you will need to access to operate your school's SSP program. This is where you sign up, order extra equipment, and access resources. Once your school is signed up with BCAA, they will supply all the equipment, training materials, and manuals you will need to run a successful program at your school.

Program Manual

For the BCAA SSP Program to support your school to have a successful program, there are requirements and procedures that must be followed to ensure safe, uniform practices and allow for ease of implementation.

The SSP Program Manual will provide you with all you will need to set up and operate a BCAA SSP program at your school. The information is provided under the following:

- Sign up
- Equipment and Resources
- Start the program
- Ongoing activities
- Renew the program
- Cancel the program



Sign Up

1 Signing up is easy—the first thing to do is:

Identify Crosswalk(s)	Make sure the crosswalk(s) you want to use meet the criteria for a safe crosswalk
Make sure you have enough students	To run the program and have enough Patrollers to stagger shifts and cover absences it is recommended to have 15 to 30 Patrollers per crosswalk. In some schools, a whole class takes responsibility for running the SSP program e.g., a grade 5, 6 or 7 class.
Talk to the Principal	Make sure they know their role to support the program. Inform them they will get an email to confirm their consent for the program
Identify an SSP Supervisor	This can be a teacher, principal, or vice-principal. Make sure they understand their role

2 Then:

Register	Complete the online BCAA SSP Registration form—it only takes a few minutes. See Registration Form Instructions for more direction on completing the form
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3 BCAA will:

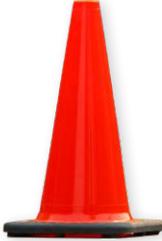
- Confirm the crosswalks are safe to use in the program
- Send the principal an email with a link to confirm consent
- Send the SSP Supervisor an email letting them know that the school is ready to go
- Send all the [equipment](#) to the school including safety cones, vests, arm bands, whistles and stop signs and the Patroller’s Handbook
- Provide your school access to the online training resources on the [BCAA SSP program portal](#)

Equipment and Resources

The equipment and resources needed to conduct an SSP program at your school is provided by the BCAA SSP program. To prevent damage or loss, all equipment should be stored in a secure place, with adequate storage hooks and shelves.

The equipment provided includes:

<p>Stop sign 2 per approved crosswalk</p>		<ul style="list-style-type: none"> • Each school requires two stop signs per crosswalk • Can be wiped clean with mild soap and water • Should be stored individually on a shelf, not stacked, as they can scratch
<p>Patrol vest 3 per approved crosswalk</p>		<ul style="list-style-type: none"> • High-visibility vests must always be worn while on patrol duty • 5-point Velcro tear-away safety design • Washable in cold water and hang to dry
<p>Reflective wrist band 3 per approved crosswalk</p>		<ul style="list-style-type: none"> • Worn on one wrist by each Patroller to increase visibility • Team Leader wears it on their right wrist, the other two Patrollers on their left wrist

<p>Whistle 1 per Patroller</p>		<ul style="list-style-type: none"> • Are specifically designed for an outdoor safety environment and are attached to breakaway lanyards • The Team Leader uses both whistle and voice commands to signal the other Patrollers on the team
<p>18" Traffic cones 4 per approved crosswalk</p>		<ul style="list-style-type: none"> • Used to mark the crosswalk for increased visibility • Warns drivers to use caution • Must be placed by an adult
<p>BCAA SSP Patroller's Handbook 1 per Patroller Available online or print</p>		<ul style="list-style-type: none"> • Option to have print or digital version • Provided to each Patroller • Includes the SSP Patroller procedures

<p>BCAA SSP Program Manual Available online or print 1 per SSP Supervisor</p>		<ul style="list-style-type: none"> • Option to have print or digital version • Provided to the SSP Supervisor • Includes the information about registering and starting a BCAA SSP program
<p>BCAA SSP Training Guide Available online or print 1 per SSP Supervisor</p>		<ul style="list-style-type: none"> • Option to have print or digital version • Provided to the SSP Supervisor • Facilitator notes for the training session
<p>BCAA SSP Training Video Available online</p>		<ul style="list-style-type: none"> • Provides training on the patrol procedures and safety practices • To be used in conjunction with the Training Session Guide
<p>Certificate of Recognition Available online</p>		<ul style="list-style-type: none"> • Provided to Patrollers for their service, dedication, and commitment • Can be presented at a school assembly or patrol team event

The online resources are available on the [BCAA SSP program portal](#).

Each year, your school must renew the program with the BCAA SSP program. Once your school has renewed then your school will receive:

Whistle	1 per Patroller
BCAA SSP Patroller Handbook	1 per Patroller (if print option chosen)
Certificate of Recognition	1 per Patroller (if print option chosen)
BCAA SSP Program Manual	1 (If print option chosen)
BCAA SSP Training Guide	1 (If print option chosen)

If you need additional equipment, you can complete the online Supplies Order Form in the Order section of the online portal. Your school must be enrolled in the BCAA SSP program to order supplies.



[Home](#) [Register](#) [Renew](#) **[Order](#)** [Public Resources](#) [Training Resources](#)

Supplies Order Form

Only complete this order form if you need supplies in addition to the [New Crosswalk](#) or [Renewal packages](#).

Materials and equipment are provided to all schools free of charge and quantities are limited. They are to be used in accordance with the safety patrol procedures and recommended practices as outlined in the School Safety Patrol Program Manual.

School District

School

If your school is not listed you must first [enroll](#) or [renew](#).

Start the program

Once your school's enrollment is confirmed, it's time to get your SSP program operating. Following are the steps you need to take:

- Review [roles and responsibilities](#)
- [Recruit students](#)
- Obtain [Parent/Guardian consent](#)
- [Train patrollers](#)
- [Schedule patrollers](#) and meetings



Roles and responsibilities

In addition to the Patrollers, running a successful SSP program requires two key roles to be fulfilled: School Principal and SSP Supervisor. The principal can decide to fulfill both roles, otherwise the SSP Supervisor must be a teacher or the vice-principal.

School Principal

Though not needed to be involved in the daily operations, the school principal's support plays an important role in the success of a school's SSP Program.

The principal must:

- ✓ Agree to have the program run at their school
- ✓ Get permission to operate the Program from the applicable school district or authority

The school principal should understand the following:

- The purpose of the program is to have student Patrollers guide children to cross the road in a safe manner and will not be responsible for directing traffic.
- The school must follow the procedures outlined in the BCAA SSP Program Manual, Training Guide and Patroller's Handbook.
- There must be a teacher, principal or vice-principal designated as the school SSP Supervisor.
- All [equipment](#) provided is the property of BCAA and is to be used as outlined in the BCAA SSP Program Manual and the Training Guide. Equipment must be returned when damaged or if the school decides to cancel the program.
- The school is solely responsible for the operation and management of the SSP Program which includes scheduling, monitoring, training of the Patrollers, and releases BCAA from all liability or responsibility.

- That their participation in the BCAA SSP program is subject to cancellation by BCAA in its sole discretion should any of the terms and conditions not be met, or should the school fail to administer the program in accordance with the BCAA curriculum and other requirements communicated to you by BCAA.
- The implementation of the program by any school must address the conditions and hazards that may exist in each setting or location. Each school must review the program and safety patrol practices and procedures on an ongoing basis to ensure they are adequate and appropriate, that they meet all applicable regulatory requirements and that all personnel involved in the program, including, but not limited to, Patrollers must be trained by qualified personnel (e.g., principal, vice-principal, or teacher). BCAA assumes no responsibility or liability for any consequences, losses, or injuries, foreseen or unforeseen, which might result from the implementation and use of these practices.

SSP Supervisor

All schools enrolled in the BCAA School Safety Patrol program must have a teacher, principal or vice-principal designated as the SSP Supervisor. The SSP Supervisor is the contact person and oversees the program.

The SSP Supervisor is responsible for overseeing:

- [Recruiting students](#)
- Ensuring Patroller’s parent/guardian provides signed [consent](#) for their involvement
- [Training](#) student Patrollers
- [Scheduling](#) Patrollers and patrol team meetings
- [Monitoring](#) Patrollers
- [Recognizing](#) Patrollers for their service

Adult volunteers can help with all these tasks, but the SSP Supervisor must lead training the Patrollers.



The School SSP Supervisor must be confirmed each year, when renewing the BCAA SSP program for the coming year.

Recruit students

The number of Patrollers needed to run a successful SSP Program will vary between schools. It is recommended to have between 15 to 30 Patrollers for each crosswalk.

This will allow the Patroller's to stagger their shifts and allows for substitutes when Patrollers are unable to be on duty e.g., illness or other commitments. In some schools, a whole class takes responsibility for running the SSP program e.g., a grade 5, 6 or 7 class. In this case you don't need to actively recruit students.

If possible, the recruiting process should take place in the spring, in advance of the next school year. This allows time for new recruits to benefit from observing the current, experienced Patrollers. Note, if your recruits are selected from grade 4 in the spring, they are not permitted to patrol at a crosswalk until September when they will be in grade 5.

When you are recruiting students to act as Patrollers, it is important to ensure they meet the following criteria:

- Enrolled in grade 5, 6 or 7
- Have the maturity and skill to keep themselves safe and follow rules
- Have good vision and hearing that enables them to see and hear approaching vehicles
- Show the ability to react quickly, appropriately, and accurately
- Be able to work independently and unsupervised
- Have strong communication skills



Parent/Guardian consent

All students must have a signed consent from their parent or legal guardian before becoming a Patroller. The school develops and provides the consent and once received, stores them in the school office records.

Consider sending the consent home with the student's Patroller's Handbook so the parent/guardian can get a good understanding of what they are consenting to.

Content to consider for the consent

Your child would like to join the school's BCAA School Safety Patrol (SSP) program as a volunteer Patroller. The program teaches and supports older students to help other students safely cross the roads near the school.

There are many benefits to the program including developing leadership skills, teamwork, and responsibility. All equipment needed for your child to be a Patroller is provided and the program is overseen by a school staff member designated as the SSP Supervisor.

I, the parent/guardian, of _____ [child's name] understand and agree that my child:

- Will attend the necessary training session to become a School Safety Patroller
- Will be involved in assisting students crossing the road in the 30 km school zone near their school
- Will volunteer as a Patroller at times outside of regular school hours e.g, before and after school
- Does not have any medical, physical or other reasons why they can't participate
- Is responsible for program equipment
- Are expected to follow the procedures set out by the program.

Please list the days, times, or dates that conflict with your child's ability to participate as a Patroller before or after school:

Train Patrollers

All students who wish to participate in their school’s SSP program must successfully complete the BCAA Safety Patrol Training session before being allowed on patrol duty. In addition to their initial training, Patrollers may need ‘refresher’ training or extra practice during the school year.

The BCAA SSP program makes training simple. Everything you need is provided including a Training Guide and an online training video. It is designed to keep the students engaged with time to practice.

The school’s SSP Supervisor is responsible for training Patrollers, though they can have adult volunteers helping. The SSP Supervisor needs to:

- Ensure the school has received the [equipment](#)
- [Arrange the training session](#)
- [Conduct the training session](#)



Arrange training session

Training can be done in one day or over a few days. It depends on what works best at your school and with your students. In schools that assign the responsibility for school safety patrol to one class, e.g. a grade 6 class, you have the flexibility to use class time. This could be focusing part of a day to do all the training or spreading it over a few days and training for a shorter period. At schools that have students from different classes, training often happens in shorter sessions during recess or lunch break.

To prepare for a BCAA SSP Training session you should

Schedule a space	You will need a space large enough for all students to practice the procedures e.g., school gym, large multi-purpose room, outside space
Arrange for adult helpers	It is recommended to have some adult volunteers to help with training. This can be any adults who are willing to help, including parents
Provide students with the parent/guardian consent	Create the parent/consent form. BCAA has provided some content you can use to get started. You can adapt the content to meet the needs at your school Have the students return signed consents before training starts.
Provide students with the Patroller's Handbook	You can provide students with the SSP Patroller's Handbook (the Handbook) before training to take home and review or you might prefer to keep the handbooks at school.
Arrange Internet access and screen monitor	The training includes an online video so you will need internet access and a screen monitor

<p>Gather SSP equipment</p>	<p>You will need the vests, stop signs, wristbands, traffic cones and package of whistles.</p> <p>Note: The whistles are handed out at the end of the last training session to manage the noise students will make if provided them before.</p> <p>Also consider having extra Patroller’s Handbook available for students who don’t bring theirs.</p>
<p>Review the SSP Training Guide and Patroller’s Handbook</p>	<p>If needed there is a digital copy of both in the Training Resource section of BCAA SSP Program portal</p>

Conduct training session

All the content for the training session for the BCAA SSP program is provided in the online BCAA SSP Video and the BCAA SSP Training Session Guide. Once your school is enrolled, you will be able to access these resources in the Training Resources section of the [BCAA SSP program online portal](#):

Choose Training Resources from the top menu. Enter an email that is on the school’s file with the BCAA SSP program (e.g., SSP Supervisor, Principal) to open the SSP Resource section:



SSP Resources

Principals, SSP supervisors and other staff at enrolled schools have access to additional online resources. To access these resources please enter your email address below to be emailed an access link.

Email address

[Request access](#)

SSP Resources

Welcome John Smith, on this page you will find both resources available to enrolled available to the public.

Training Video



The BCAA School Safety Patrol training video outlines the proper procedures for Patrollers to follow to ensure the safety of everyone in the school zone. It is to be used for student Patroller training by a school administrator or teacher, in conjunction with the Program Manual, Handbook for Patrollers and our COVID-19 Safety Guidelines.

Schedule patrollers

Though volunteers (adults or students) can help, the SSP Supervisor is responsible to make sure Patroller shifts and meetings are scheduled, and meetings are conducted.



Patroller shifts

Duty times for Patroller shifts can vary amongst schools depending on:

- School start and dismissal times
- Pedestrian volumes
- Number of Patrollers at your school

When working out a schedule consider:

- When your school needs crosswalks patrolled e.g., before school, after school, lunch time.
- There **must** be three Patrollers per shift for every crosswalk that will be used
- Rotating Patrollers daily or weekly to keep them engaged
- If you don't have many Patrollers, consider patrolling a crosswalk once a day, either before school, lunch time or after school. Choose the time that works best for your school
- Ask Patrollers for a list of the days or dates that they have other commitments that would interfere with patrolling duty. Schedule Patrollers who have restrictions on their availability first
- Often, students who take the bus are not able to patrol unless there is a lunch time shift. If there is a need for patrolling at lunch time, then these students can do those shifts.
- Have a standby Patroller scheduled or a list of Patrollers that can fill in on short notice

Patroller meetings

It is recommended you schedule regular Patroller meetings. These provide an opportunity to share new information, identify and solve problems, encourage team building and recognize students for their volunteer service.

Consider having Patrollers take part in organizing and conducting the meetings. This provides a good learning experience and keeps Patrollers engaged.

Ongoing activities

There are some other activities that help support and sustain your school's SSP program. The two main ones include:

- [Monitoring the program](#)
- [Recognizing the patrollers](#)



Monitor the program

Ongoing monitoring of student Patrollers is critical to the success of any patrol team.

Ensure you plan regular time to observe each of the Patroller teams and make sure they are:

- ✓ Following procedures correctly
 - Standing one step back from the curb between crossings
 - Keeping arms out to the side to keep pedestrians from crossing the road
 - Focused on what they are doing. Not distracted by other students, phones, etc.
 - Constantly scanning for approaching traffic
 - Team Leader is using voice commands at the correct time
- ✓ Using equipment correctly:
 - Stop signs
 - Held in the left hand
 - Behind the Patrollers back when not in use
 - Straight out, at shoulder level when in use
 - Wrist bands
 - Team Leader is wearing their wrist band on the right wrist
 - Patrollers are wearing them on their left wrist
 - Vest: All Patrollers are wearing a reflective vest
 - Team Leader is using the whistle at the correct times

Most Common Errors

Stepping off the curb

No eye contact with driver

Insufficient scanning

Back turned to the traffic

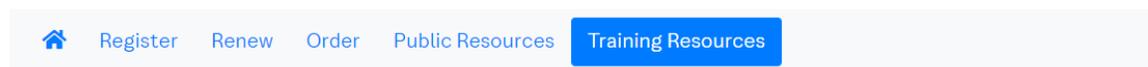


Recognize your patrollers

Patrollers work hard and play an important role in keeping students safe. Recognizing their efforts and responsibility is important to keep them engaged.

Consider organizing special events like pizza lunches and hot chocolate in the winter. You can fundraise or work with your school's Parent Advisory Council, local businesses, or organizations to sponsor events.

You can also recognize the Patrollers contribution at school assemblies or events. BCAA provides a Certificate of Recognition that can be presented to each of the Patrollers. You can download the fillable certificate from the [Training Resources](#) section of the BCAA SSP program online portal



SSP Resources

Welcome **John Smith**, on this page you will find both resources available to enrolled schools only and resources freely available to the public.

Certificate of Recognition

Students who participate in the School Safety Patrol program are presented with a certificate of recognition for being leaders in their school.



Renew the program

Your school must renew the program with BCAA each year. This ensures your school gets the support and equipment to continue operating the program and keeps BCAA’s records up to date.

Your school will receive an email notification to remind you to renew and a link to the [BCAA School Safety Patrol Renewal](#) content form online. To complete the form, see [Renewal Form Instructions](#)



[Home](#) [Register](#) [Renew](#) [Order](#) [Public Resources](#) [Training Resources](#)

School Safety Patrol Renewal

This page is for the annual renewal in the program. Please fill in all fields to submit your renewal.

School District

School Name
If your school is not listed, please complete an [application](#).

School Year
Please select the school year you are renewing for.

Cancel the program

We'd be sad to see you go, but if you need to cancel the BCAA SSP program, it's important you let us know and return the BCAA equipment and materials. To let us know, you can complete the SSP Cancellation form:

On the home page of the [BCAA SSP program portal](#), open the cancellation form by selecting **'here'** in the last sentence:



The SSP program helps enhance school zone safety by training students in grades 5-7 to become Patrollers that help guide their peers at road crossings within school zones. Through this program, Patrollers develop important personal skills including leadership, teamwork, volunteerism and a sense of social responsibility.

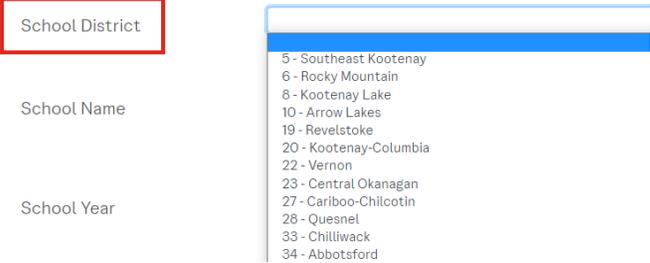
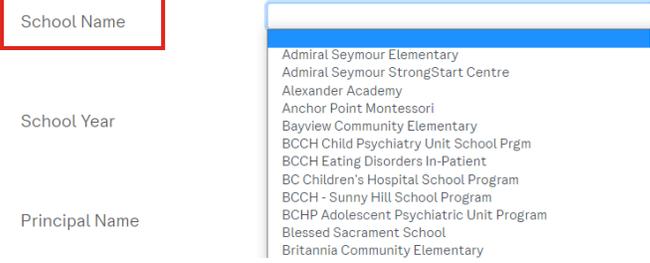
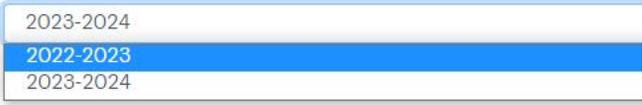
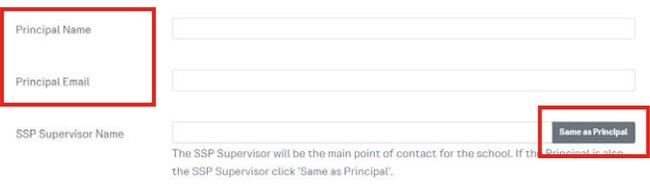
Are you no longer running the program at your school? No problem, let us know [here](#). 

Complete the form and Submit:

A screenshot of a web form titled 'SSP Cancellation'. At the top, there is a navigation bar with links for 'Register', 'Renew', 'Order', 'Public Resources', and 'Training Resources'. Below the navigation bar, the title 'SSP Cancellation' is displayed in blue. The form instructions state: 'Fill out the form below to send a SSP cancellation notice to BCAA.' The form contains several input fields: 'School District' (a dropdown menu), 'School Name' (a dropdown menu), 'Your Name' (a text input field), 'Your Email' (a text input field), 'Your Role' (a text input field), and 'Reason for cancelling' (a dropdown menu). At the bottom of the form, there is a blue 'Submit' button, which is highlighted with a red rectangular border.

APPENDIX A

Registration Form Instructions

<p>Choose your school district from the dropdown menu in the School District field</p>	
<p>Choose you school's name from the dropdown menu in the School Name field</p>	
<p>Choose the school year from the dropdown menu in the School Year field</p>	
<p>Enter the name and email of the principal and SSP Supervisor in the appropriate fields.</p>	 <p>The principal's email is where the notification to consent to the program will be sent. The SSP Supervisor email is where all the other notification will be sent from the BCAA SSP Program</p> <p>If the SSP Supervisor is the principal, choose Same as Principal</p>

<p>Enter the Number of Patrollers you expect at your school.</p>	<p>Number of Patrollers <input type="text"/></p> <p>This will be used to determine the number for the equipment and print Patroller's Handbook</p>
<p>Choose your role in the program from the dropdown menu in the Your Role field</p>	<p>Your Role <input type="text"/></p> <p>Number of crosswalks <input type="text"/></p> <p><i>Select the total number of crosswalks you want</i></p> <p>I am the principal I am the patrol supervisor Someone else</p>
<p>Enter the Number of crosswalks and a Crosswalk name for each crosswalk you are registering.</p> <p>Confirm that the crosswalk(s) meets the criteria by checking all the boxes.</p>	<p>Number of crosswalks <input type="text" value="2"/></p> <p><i>Select the total number of crosswalks you want to register with the BCAA SSP program.</i></p> <p>Crosswalk name(s) <input type="text" value="#1 Name for crosswalk #1"/> <input type="text" value="#2 Name for crosswalk #2"/></p> <p>To identify the location of each crosswalk and distinguish it from the others, please provide a name for each crosswalk e.g. First Avenue at Main Street; In front of school, etc.</p> <p>I confirm that all crosswalks listed above meet the following program requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A legal, marked crosswalk <input type="checkbox"/> A single crosswalk (not multiple crosswalks on a 3 or 4-way intersection) <input type="checkbox"/> A crosswalk within a reasonable proximity to the school <input type="checkbox"/> An unobstructed crosswalk with clear sightlines for pedestrians & drivers <input type="checkbox"/> A crosswalk that is located within a 30km/hour school zone <p>The name should identify where the crosswalk is located. For example, in front of the school on First Avenue or First Avenue and Second Street.</p> <p>If a crosswalk does not meet all the criteria, you cannot use that crosswalk for the BCAA SSP program</p>
<p>These fields provide BCAA with more information specific to your school.</p>	<p>How did you hear about the program? Check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Email <input type="checkbox"/> Social Media <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Referral <input type="checkbox"/> Other <p>What are your top School Zone safety concerns at your School? Please check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Speeding Vehicles <input type="checkbox"/> Distracted Driving <input type="checkbox"/> Drivers ignoring traffic signs and road rules (ie. not stopping at crosswalks or stop signs) <input type="checkbox"/> Hostile or unsafe driver behaviours (ie. honking, profanities, blocking traffic, etc) <input type="checkbox"/> Illegal Parking <input type="checkbox"/> Unsafe stopping for drop off/pick up in non-designated areas <input type="checkbox"/> Other <p><input type="text"/></p> <p>If you selected 'Other', please describe your safety concern here.</p> <p>Any additional notes you would like to include.</p> <p><input type="text"/></p>

In the Equipment section, choose if you want to receive printed or digital copies of the Program Manual, Training Guide and Patroller’s Handbook.

It is recommended that students receive a print copy of the Handbook.

Equipment

New Registration Packages Include:

- SSP Program Manual
- Training Materials:
 - Patroller Handbooks
 - Patroller Certificates
 - Training Video (link provided)
- Safety Equipment:
 - Whistle(s)
 - Safety vests
 - Reflective arm bands
 - Stop signs
 - Traffic cones

You will be provided with access to the Training Materials when your school receives the email confirmation that your school has been enrolled in the program.

If you choose Printed Copies the manuals will be sent to your school with the other equipment.

If you choose digital, you can access the Program Manual in the [Public Resources](#) section and the Patroller’s Handbook and the Training Guide in the [Training Resource](#) section of the [BCAA SSP program portal](#).

You will have access to the Training Resources once your school is enrolled.

Read and check the statements in this list to indicate you understand and agree with them.

Submit Form to send your completed registration to BCAA.

As such, we understand and agree that:

- Safety comes first when it comes to our students and staff. We will review the School Safety Patrol Program Manual which will be sent to our school after our registration or renewal has been confirmed.
- The daily operations can be supported by a parent volunteer, however the school must designate a teacher, the principal or the vice-principal to oversee the program, be responsible for all student training and to act as the main point of contact.
- The equipment provided by BCAA is for use in the SSP program only. It must be used in accordance with the procedures provided in the SSP Program Manual.
- You acknowledge and agree that BCAA reserves the right to cancel your school’s participation if the SSP program is not administered as outlined in the SSP Program Manual.

The principal must provide permission for the school to operate the School Safety Patrol program. An email notification will be sent to the principal to confirm the school is enrolled.

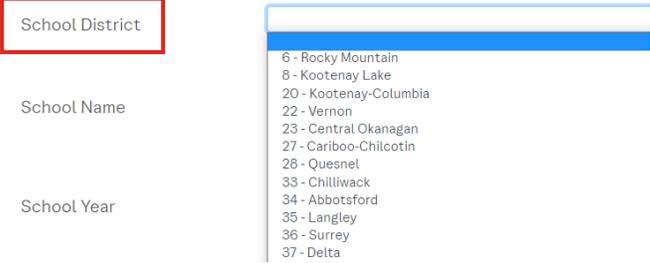
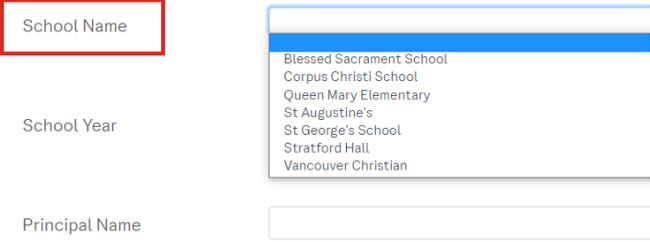
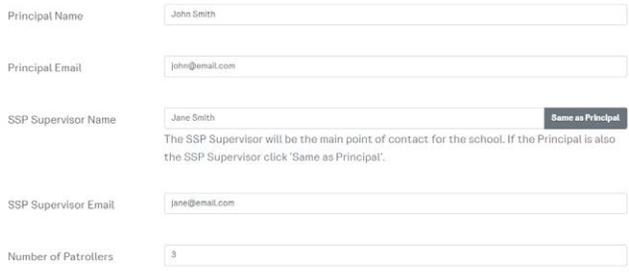
BCAA will contact your school shortly to confirm the school’s enrollment.

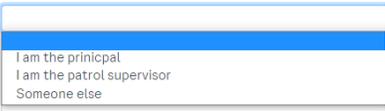


You must check all statements to be considered for the BCAA SSP Program.

APPENDIX B

Renewal Form Instructions

<p>Choose your school district from the dropdown menu in the School District field</p>	
<p>Choose you school's name from the dropdown menu in the School Name field</p>	
<p>Choose the school year from the dropdown menu in the School Year field</p>	
<p>The fields should auto populate with the information on file.</p>	 <p>Check that the name and email for the Principal and SSP Supervisor are current, and update if needed.</p> <p>Check that the number of Patrollers is accurate and update if needed. This will be used to determine the numbers for the Handbook and whistles.</p>

<p>Enter your role in the program in the Your Role field</p>	<p>Your Role</p> <p>Number of crosswalks</p>  <p>Select the total number of crosswalks you want to register with the BCAA SSP program.</p>
<p>Check that the Number of crosswalks and the Crosswalk name(s) fields are correct and update as needed</p>	<p>Number of crosswalks</p> <p>Crosswalk name(s)</p> <p>Any additional notes you would like to include.</p> <p>Remember, the crosswalk name should identify where the crosswalk is located. For example, in front of the school on First Avenue or First Avenue and Second Street.</p> <p>Confirm that the crosswalk(s) meets the criteria by checking all the boxes.</p> <p>If a crosswalk does not meet all the criteria, you cannot use that crosswalk for the BCAA SSP program</p>

In the equipment section, indicate if you need supplies in addition to what is provided in the Annual Renewal Package.

Equipment

Annual Renewal Packages include:

- SSP Program Manual
- Training Materials (also available online):
 - Patroller Handbooks
 - Patroller Certificates
 - Training Video (link provided)
- Whistles

Do you require any other supplies? No Yes

Please list what additional supplies you need and the quantity.

If you choose yes, a text box will appear for you to enter what equipment you need.

Indicate if you would like your training materials as digital or printed copies.

Printed Copies will be sent to your school with the other equipment.

Digital copies are in the [BCAA SSP online portal](#):

- Program Manual is in the [Public Resources](#) section
- The Patroller's Handbook and Training Guide is in the [Training Resource](#) section

Read and check the statements in this list to indicate you understand and agree with them.

Click on **Submit Form** to send your completed renewal to BCAA.

As such, we understand and agree that:

- Safety comes first when it comes to our students and staff. We will review the School Safety Patrol Program Manual which will be sent to our school after our registration or renewal has been confirmed.
- The daily operations can be supported by a parent volunteer, however the school must designate a teacher, the principal or the vice-principal to oversee the program, be responsible for all student training and to act as the main point of contact.
- The equipment provided by BCAA is for use in the SSP program only. It must be used in accordance with the procedures provided in the SSP Program Manual.
- You acknowledge and agree that BCAA reserves the right to cancel your school's participation if the SSP program is not administered as outlined in the SSP Program Manual.

The principal must provide permission for the school to operate the School Safety Patrol program. An email notification will be sent to the principal to confirm the school is enrolled.

BCAA will contact your school shortly to confirm the school's renewal.



You must check all statements to be considered to renew the BCAA SSP Program.

APPENDIX C

Crosswalk Criteria

It is important that a crosswalk used in a BCAA SSP program is appropriate for students to use. Therefore, because safety of the students is a priority to BCAA, all crosswalks used in an SSP program must meet the following criteria:

- Be a legal, marked pedestrian crossing
- Be within the 30 km/hour school zone
- Not be obstructed so there are clear sightlines for both patrollers and drivers
- Be located close enough to the school to allow for monitoring and so Patrollers can access support if needed
- If in an intersection can only be a 'T' intersection with one stop sign. It cannot be in an intersection that:
 - Are controlled by a traffic light
 - Have more than 1 stop sign

Before signing up, make sure the crosswalk or crosswalks you want to use meet these requirements.

Also consider:

- If the traffic volume and speed will be appropriate for the program
- The type of vehicles traveling through the crosswalk doesn't include commercial vehicles e.g., semi-trucks
- Consulting with local police or other qualified individuals to determine the appropriate crosswalk location(s) for student Patrollers.

If you need help to make this determination, contact the [BCAA SSP program](#).

