

# Information for Ngaio School Road Patrol Adult Supervisors on the Abbott Street crossing and drop-off zone (as at March 2021)

**Thank you so much for agreeing to help your Ngaio School Road Patrol!**

## **Why is Road Patrol so important?**

We are very conscious that Ngaio School is surrounded by some busy, narrow and winding roads. We have three entrances which provide safe crossings for our children. Road patrols have been running in Wellington since the 1930s and they have a very high safety record. Senior Ngaio students are trained to perform Road Patrol but such is traffic these days, adult supervision is increasingly important.

## **How do I perform Road Patrol with the student patrollers, and what will that look like on Abbott St?**

School Road Patrols are designated by law, as long as they have two things – **their uniform and their signs**. With these they have the power to stop traffic. Without these, they no longer have that right.

If you have ever entered the school through the Abbott St entrance, you will already be aware that we are very lucky at Ngaio to enjoy a number of committed, responsible and enthusiastic senior students who train to become patrollers each year. Your school patrollers have been trained by a Police Education Officer. School patrols have legal responsibilities, so must perform their duties in the authorised manner.

There are two patrollers each day, one on each side of the road, rostered on in the morning from 8:30am to 8:55am (they should arrive earlier than this to put their bags away, collect the barrier arm key and their vest or jacket, meet their patrol partner and make their way up to Abbott St) and again in the afternoon from 2:55pm to 3:15pm. These are also the times you are expected to be on duty. On your first day you may want to arrive earlier to familiarise yourself with the locations of the cones, the barrier arms, etc and to help the student patrollers put out the barrier arms.

The barrier arms are chained up and padlocked to the outside of the Abbott St entrance by the gate. It is the responsibility of the student patrollers to collect the key from the office, unlock the barrier arms and then **deliver the key to you**. At the end of road patrol once the barrier arms are locked up again, **you must return this key to the office**. You are to assist the student patrollers with the signs when required. The signs are heavy so it's easier when carrying the signs if the students stand in the middle of both and carry them together.

One patroller is the caller. The caller issues commands to which the other patroller responds. Pedestrians must wait until the caller says it is safe to cross. Pedestrian crossings have white diamonds on the road and the patrollers are trained to ensure they only put the signs out if there is no moving traffic inside these marks. Adult supervisors may need to assist student patrollers with this decision making.

Chantal McKee is the teacher in charge of the Road Patrol roster and this will be sent to you when you start as a supervisor. There are also two Whatsapp groups set up to manage absences, one for students and one for adult supervisors, which are very efficient and helpful - you will be joined to these as well.

## **Commands issued by Student Patrollers for Road Patrol**

- **“Signs out”**  
The caller issues the first instruction. Both patrollers put their signs out, but do not let children cross. They hold their arm out until the call is made for pedestrians to cross. You can assist here by reminding people that the patrollers haven't told them to cross yet.
- **“Check”**  
Also issued by the caller. Both patrollers check that the traffic has seen the signs and are slowing down to a stop. Ensure that they take a few seconds to check.

- **“Clear”**  
This is said by the other patroller and confirms that the pedestrian safety zone is clear.
- **“Cross Now”**  
Issued by the caller again. Pedestrians are now allowed to cross the road. Patrollers should still check the road for unexpected traffic movements. Note that at the beginning and end of patrol duty, this command is changed to “on/off patrol”.
- **“Signs in”**  
Both patrollers smartly pull their signs in once pedestrians have completely left the road.
- **“On/off patrol”**  
When the patroller stationed across the road comes on duty, at the point where patrollers would usually say “cross now”, they instead say “on patrol”.  
At the end of their duty, the patroller on the non-school side will now un-hinge their sign when advised by the caller. Waiting pedestrians may then cross the road along with the final waiting pedestrians. Instead of “cross now”, they say “off patrol”.

The signs can be awkward to handle so adult help may be required here. Please ensure that the students do not lean or bounce on the signs as they can break. Also ensure they constantly hold them when there is any wind as they can blow out of their hands onto the road.

### **What happens if the weather is terrible on the day of my duty?**

In Wellington, we suffer more than our fair share of inclement weather! But the safety of the students travelling to school is paramount, so the show must go on. Wear appropriate wet-weather clothing. As well as vests, there are jackets available for the student patrollers to wear in bad weather, and remind them that if they need to warm up after morning patrol they are allowed to have a Milo in the staffroom before they return to class.

If it is so windy that both patrollers are unable to use signs (Abbott Street). **They now lose the power to stop traffic**, but the crossing can still operate without the road patrollers. In this situation, the road patrollers aren’t used and the parent helper will take on the role to check that cars are stopping before children cross. **Parents are not to stop traffic**. Traffic will stop for children using the crossing just like they would do if the crossing was being used outside patrol times.

Constable Dann visited Ngaio School to look at the pedestrian crossing on Abbott Street. He has explained that it is a pedestrian crossing and in this situation operates safer without the help of the road patrollers controlling traffic. **Please note, this is different from previous information.**

Ottawa Road can still operate as usual in windy conditions. If the weather is very windy, please make sure children are further back from the road and use confident voices to make sure they have clear communication.

### **What should I do if I see a motorist behaving in an unsafe way?**

Most of the time, Road Patrol is smooth and uneventful. Occasionally though, people in vehicles behave in ways that aren’t safe. This includes but is not limited to:

- Parking on yellow lines or in a position that makes the student patrollers’ job dangerous
- Performing three point turns
- Backing into driveways
- Driving down the school driveway for drop-offs or pick-ups
- Driving through road patrol signs

This may be an innocent mistake - simple inattention, or new families or infrequent Abbott St users can be unaware of traffic rules on Abbott St. If you feel safe and get the opportunity to reach out and educate them on safe behaviour around road patrols then do that.

If that isn't possible or if this is a repeat offence, then please **note down the registration, car make/model/colour and the time the offence was committed**. Note also if another adult has witnessed this – get that person's name too, and **pass on the details to Chantal McKee**, the teacher in charge of road patrol. There is an infringement sheet that will need to be filled out and sent to the police.

### **What are my main duties as the adult supervisor on Abbott St?**

As the adult supervisor you must stand on the school side of the crossing on your rostered morning or afternoon to **assist the student patrollers** in making good decisions, using the correct calls, watching out for dangerous driving and helping to ensure that pedestrians and motorists behave safely around the crossing.

**If you are on morning duty you also have responsibility for helping children out of cars at the drop-off zone adjacent to the crossing.**

Due to traffic congestion and consequent concern for safety on Abbott Street, particularly on wet days, the school has established a drop-off zone in the mornings right outside the Abbott St gate. This helps parents/caregivers to get their children to school safely and efficiently and then move their cars on promptly. Cars should enter from the south so as not to turn into a driveway. There are **two modified road cones that you should place at either end of the drop-off zone** at 8:30am, each of which have a handle and a small square sign attached. These are kept inside the entranceway to the junior classrooms between rooms three and four and you need to replace them at 8:55am when you finish.

The idea of the drop-off zone is that parents get their children ready at home with jackets, bags, swimming bags and anything else they need to bring to school, and have these ready by the car door for easy access out of the car when they arrive at the drop-off zone. They then drive to school where you open the door to their car, greet them cheerfully, help their children out of the car, help their children to put on their jacket and/or bag quickly before they say goodbye and then head through the entrance and into school. You then close the car door and the car leaves the drop off zone. Parents should stay in their vehicle to make this process as swift as possible - please encourage this.

### **Who should I speak to if I have any questions or concerns?**

Road Patrol should be safe, constructive and enjoyable! However if you do experience any problems with the school patrollers or pedestrians, please contact the school or alternatively you can speak to the teacher in charge of Road Patrol, Chantal McKee.