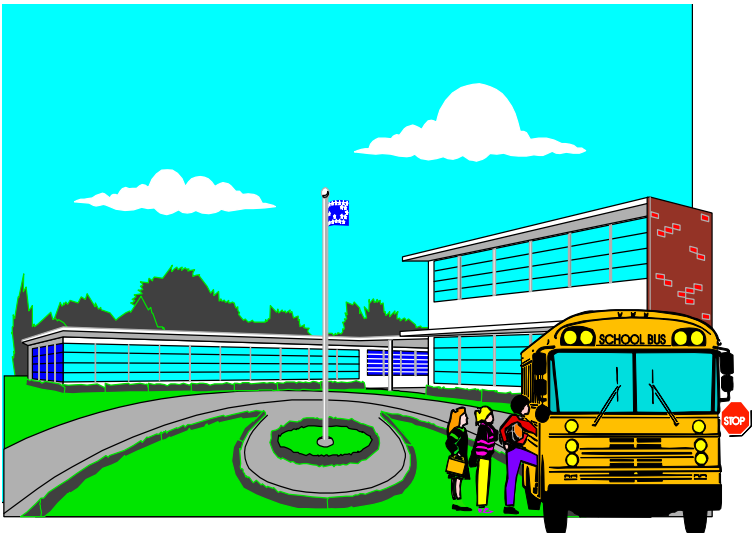


***MENTOR'S
HANDBOOK
FOR
BUS & STANDING
PATROLLERS***



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***Cooperative Transportation
Services has prepared the
following information handbook
to assist the Mentor in
administrating a Bus or Standing
Patrol system.***

ACKNOWLEDGEMENTS

- ★ *Waterloo Region District School Board*
- ★ *Waterloo Catholic District School Board*
- ★ *Waterloo Regional Police Service*
- ★ *Waterloo Regional Ambulance*
- ★ *Waterloo Fire Department*
- ★ *Kitchener Fire Department*
- ★ *Cambridge Fire Department*
- ★ *City of Waterloo*
- ★ *City of Kitchener*
- ★ *City of Cambridge*
- ★ *Township of Woolwich*
- ★ *Township of Wellesley*
- ★ *Township of Wilmot*
- ★ *Township of North Dumfries*

MISSION STATEMENT

***To ensure the safety
of all walking or
bused students
through an
effectively supported,
administered and
trained Safety Patrol
System***

What is a Mentor?

An individual from each school selected by the principal who oversees the responsibilities of school bus and standing patrollers.

Procedures and Guidelines:

- Patrollers have been selected on the basis of ability, dependability and attitude.
- Patrollers have been properly trained at the fall workshops hosted by the Police, Fire and Ambulance Services. A training video is available for new patrollers who have not attended the workshop training.
- Patrollers should participate for the entire school year and not alternate their duties from week to week or monthly. This causes the number of patrollers to increase to substantial levels with few being properly trained or experienced. If your patrollers do not wish to take on this responsibility for the entire school year an option is to divide your group into a ½ year shift or school terms.
- It is important that all patrollers (including spares) attend training provided by the Safety Patrol Committee.

What is a School Safety Patrol?

A school safety patrol is a member of a team of elementary students ranging in age from 11 to 14, who under the guidance of patrol mentors, ensures the safety of young children at school crossings and on school buses.

Schools may have more than one patrol team depending on the number of street crossings and buses.

Procedures and Guidelines (Standing Patrol):

- To hold students at the post in a safe position back from the street.
- To allow students to cross when there is a sufficient gap in the traffic.
- To monitor, but never attempt to control or direct traffic.
- Each crossing point should have two standing patrols and one spare to cover for illness etc.
- To reduce the numbers and the need for training, it is recommended that patrollers commit themselves for the school year. If this is not possible, dividing the teams into one half or one third shifts of the school term may be more feasible.
- It is important that all patrollers (including spares) attend training provided by the Safety Patrol Committee.

Procedures and Guidelines (School Bus Patroller):

- To work with the driver to ensure that student passengers get on and off the bus safely.
- To hold back those students who may have to cross the road until the driver has given the all clear signal.

- To assist the driver in the event of an emergency with the evacuation of students to a safe area.
- Each bus should have three patrollers positioned in the front, middle and rear of the vehicle.
- To ensure that the bus has a patroller on board at all times students should be selected on the basis of where they are on the route – beginning, middle and end.
- Driver input is helpful in the selection of patrollers.
- It is important that all patrollers (including spares) attend training provided by the Safety Patrol Committee.

Standing & Bus Patrol Training

Every year in September, the Waterloo Regional Police, city Fire Departments and Regional Ambulance host a school bus safety patrol training session.

Safety Patrollers Training:

In September's training course, the safety patrollers are trained in a number of areas.

Police Training:

- Student behaviour on the bus
- Each patrollers duties (e.g. Front, middle and rear patrol)
- Where all emergency equipment is.
- What to do in case of an accident (e.g. driver injured, student injured, etc.)

- General responsibilities of bus patrol
- Show a video to illustrate patrol duties
- Take patrollers out to a crossing point to demonstrate examples of safe distances

In-Class Ambulance:

- How to bandage an open wound and apply pressure
- The Heimlich maneuver for a choking victim
- How to keep students calm in emergency situation
- Show a video on first aid

Fire Department Demonstration:

- The different types of fires
- School bus evacuation

Appreciation Days

During the year, there are three events where Bus and Standing Patrols are recognized for their commitments:

- A movie – early November
- A movie – early March
- Theme Park Day – early June

Hosted by the Waterloo Regional Police, they are supported by local municipalities, the Waterloo Catholic and Waterloo Region District School Boards.

While it would be suitable for patrollers to go to all three events, the cost of operating these days has made it necessary to establish guidelines and limit the numbers eligible to attend.

- Standing or bus patrollers who have committed themselves for the school year, will be able to attend all three functions.
- Patrollers who are scheduled for one half of the school year will be allowed to attend two functions.
- Those scheduled for one third of the school year will only be allowed to attend the event within that period.

School Safety Patrol Committee

A committee has now been formed with representatives from the Waterloo Regional Police, City Fire Departments, Kitchener-Waterloo Ambulance, Waterloo Catholic District School Board and Waterloo Region District School Board to build on our present patroller programs and ensure more opportunities for future patrollers to grow in safety and leadership skills.

The following are the short-term goals the new Committee has set for itself.

- a meeting held with the mentors in the spring of every year to set up for the new school year
- safety video for each school mentor to review with patrollers before the training session and to be used to train new patrollers during the school year
- invite a representative from the mentors to sit on the committee

Committee Contacts

Catherine Wilkinson - Waterloo Regional Police	650-8500 x8768
Nicole Kropf – Student Transportation Services of Waterloo Region	650-4934 x230
Shelley Hecanuck – Student Transportation Services of Waterloo Region	650-4934 x223

*The Waterloo Region District School Board has a three page reference for the Safety Patrol Program in the Administrative Services Manual.
Pg. 10000, 10001, 10002

Mentor: _____

<i>Route</i>	<i>Driver</i>	<i>Company</i>

<i>Bus Patroller Name</i>	<i>Class</i>	<i>Teacher</i>

