



Village of Stockbridge

School Crossing Guard

Rules and Regulations

You should read and understand these rules and regulations and keep them where they may be reviewed at anytime. Failure to comply with any of these rules or regulations, could result in the termination of your employment with the Village of Stockbridge.

1. Never drink any alcoholic beverages prior to going on duty, or while on duty.
2. Be on your post promptly at the designated time and never leave until all the children have been crossed. We will be checking to see that you are on your post at the designated times. If you are not there or are late, it will result in loss of pay.
3. The law requires you to wear yellow vest and use the hand stop sign while on your post. If weather dictates, you may wear the orange raincoat in place of the vest. Remember, you are responsible for your equipment. If the equipment is unnecessarily damaged, lost or stolen, the replacement will be deducted from your paycheck.
4. In case of emergency, have an adult or reliable student call the police or ambulance. Do not move an unconscious victim. Do not leave your post to call the police or ambulance.
5. Always be alert, neat, clean and presentable. Remember you are in the public eye representing the Village of Stockbridge and the Stockbridge Community Schools.
6. Be polite, but firm with the children.
7. Watch for gaps in the traffic, clearly signal the motorists to stop, and when traffic has stopped, direct the children to cross the street.
8. Always work the side of the street from which the children approach. Be in a better position to control any unusual movements by them.
9. When unable to make your crossing assignment, you are responsible to make sure your shift is covered.

10. If you are hurt or injured in any way while ON YOU POST, you must notify The Village Manager at 851-7435, as soon as possible, or at least by the next working day.
11. Vacation will be taken only during Winter or Spring breaks, during holidays, or the summer.
12. Never place your hands on the children. The transmission of communicable disease can be transmitted by touching. There also could be issues of improper touching or liability issues if the child should be hurt.
13. Do not allow the children to loiter around your post, and remember that unnecessary conversation could distract you from your duties.
14. You are responsible to cross the children at your crossing only. If you have a problem with children not crossing where they should, contact the principal of the school or the Police Chief.
15. Insist that all child bicycle riders dismount from their bikes and walk them across the street. Never allow the children to run across the street.
16. Each Crossing Guard **MUST** contact the principal of the school in the area of their post sometime during the FIRST WEEK of school. This is to get the schedule of half days, no school days and to familiarize yourself with the school principal. You should leave your name, address, and phone number with the school. (It may be necessary to contact you in case of early dismissal, etc...)
17. Any changes in your address or phone number must be reported to The Village Office at 851-7435.
18. Never let children ride or sit in your vehicle. If you do, The Village of Stockbridge and Stockbridge Community Schools assumes no liability should an accident or damages occur.
19. The Village may terminate your employment if we receive a number of complaints of being late, no shows, etc.
20. Any problems due to weather conditions, IE : snow and ice covering the corner, pot holes big enough for children to fall into, etc... should be reported to The Village Office at 851-7435.
21. You pay will be received electronically. A copy of your paystub is available for pick up at the Village Office. Pay periods are bi-weekly with the work day beginning on Sunday and ending on Saturday. Time sheets must be turned in by Friday prior to the pay week. If a problem exists with your hours or paycheck please call The Village Office at 851-7435.