



## CAA SCHOOL SAFETY PATROL<sup>®</sup> PROGRAM

### SCHOOL PARTICIPATION – TERMS AND CONDITIONS

#### Background

The Canadian Automobile Association (“**CAA**”) is the founder of the CAA School Safety Patrol Program (the “**Program**”) that has been in existence for over 90 years. In Ontario, the Program is managed by CAA Club Group (“**CCG**”), engaging approximately 20,000 elementary school volunteers in more than 800 schools, who give their time to ensure their peers remain safe at road crossings and on school buses. CCG operates the Program on a not-for-profit basis as a public service.

The Program divides student Patrollers into two main categories: “Bus Patrollers” and “Foot Patrollers”. Foot Patrollers monitor school crossings by ensuring students cross roads near their school in a safe and responsible manner. Bus Patrollers help the bus driver transport student passengers to and from school in a safe and orderly manner. Unlike adult crossing guards, Patrollers do not stop or direct traffic.

The Program is delivered collaboratively by CCG and its program training/delivery partners (police services, school bus consortiums, bus operators, school boards, and teachers) (the “**Delivery Partners**”). Only a school administrator may enroll a school or students into the Program. By submitting an application for your school to join the Program, you are consenting to the information provided being shared with CCG and the Delivery Partners in order to administer the Program.

Any school wishing to participate in the Program (a “**Participating School**”) must agree to abide by the following Terms and Conditions.

#### Terms and Conditions

1. The following contains the terms and conditions of the CAA School Safety Patrol Program, and presents the roles, responsibilities and criteria that must be met by all Participating Schools. By using the Program content or by otherwise participating in the Program, you agree to abide by the Program Terms and Conditions presented in this document. **If you do not agree with these Terms and Conditions, please do not use the Program materials and contact your Delivery Partner as soon as possible to arrange for return of the Materials.**
2. This Program may only be used under the supervision of an authorized representative of CCG. Other than for your personal training use, the content of this Program may not be copied, displayed, distributed, licensed, modified, published, reproduced, reused, sold, transmitted, used to create a derivative work or otherwise used for public or commercial purposes without the express written permission of CCG. CCG does not make any warranty, express or implied, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product or process disclosed in this Program, or represent that its use would not infringe privately owned rights. Any reference in this Program to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favouring by CCG.

3. The content of this Program is protected under the copyright laws of Canada and other countries. Any copying or modification of trademarks and/or the contents may be a violation of law that may apply to trademarks and/or copyrights, and such actions could be subject to legal action.
4. You acknowledge, and agree, that your participation in the Program is subject to cancellation by CCG in its sole discretion should any of these terms and conditions not be met, or should you fail to administer the Program in accordance with its curriculum and other requirements communicated to you by CCG.

#### Program Materials

5. You acknowledge and agree that any materials provided by CCG (directly or through an intermediary) in connection with the Program (the “**Materials**”) are deemed to be proprietary to CCG, subject to copyright and have been provided to you free of any charge or other fee for use exclusively for purposes of training volunteers and to provide for the execution of the Program, in each case in accordance with the Program curriculum and other requirements communicated to you by CCG.
6. For greater certainty, the Materials include but are not limited to:
  - CAA School Safety Patrol student handbooks (Bus and/or Foot Patrol versions);
  - CAA School Safety Patrol Training videos;
  - CAA School Safety Patrol supplies (such as safety vests);
  - CAA Bus driver reference sheets;
  - CAA School Safety Patrol Supervisor Guide;
  - CAA Safety Patrol Exams & Answer Key (Foot & Bus);
  - CAA Safety Patrol Letter to Parents;
  - CAA Safety Patrol Program Reports;
  - CAA Safety Patrol Train the Trainer eLearning modules;

and any other related materials prepared by or on behalf of CCG in connection with the Program. You acknowledge and agree that the Materials will only be used to provide Program training during the school year.

7. You agree to hold and safeguard the Materials and to treat them as confidential. You agree that you will not make any of the Materials available to any other person except only: (i) for use in connection with your duties as a Participating School and (ii) in order to administer the Program in accordance with the Program curriculum; and that anyone you share the Materials with will also be informed of the obligation to treat them confidentially. You agree to use commercially reasonable efforts to prevent any unauthorized use or disclosure of the Materials, and to promptly notify CCG in writing of any unauthorized, negligent or inadvertent use or disclosure of CCG's confidential information which you become aware of.
8. If you withdraw from, or there is termination of, the Program, or if CCG exercises its discretion and requests that you return the Materials, you will within 10 to 20 business days return to your Delivery Partner the original and all copies of the Materials within your possession or control.
9. If access to an online account is provided as part of the Program, Participating Schools agree to keep the log in and password information for the online account secure and confidential. CCG

reserves the right to suspend, disable or terminate the online account at any time.

10. You agree to comply with the following **Program Roles & Responsibilities**, the **CAA School Safety Patrol Program Criteria (Foot Patrol)** and the **CAA School Safety Patrol Program Criteria (Bus Patrol)**, as applicable to your involvement as a Participating School.

11. Program Roles & Responsibilities

CAA	<ul style="list-style-type: none"><li>• Develops and publishes all CAA School Safety Patrol Program materials. This includes teaching resources for our training partners, and Patroller materials such as handbooks, membership cards and the safety vests worn while on duty.</li><li>• Organizes/provides regional and province-wide reward/recognition incentives to thank Patrollers for their volunteer effort.</li><li>• Audits the CAA School Safety Patrol Program to ensure adherence to program standards.</li><li>• Liaises with Delivery Partners on a regular basis.</li><li>• Develops program materials and curriculum with key stakeholders and risk management organizations (OSBIE).</li></ul>
School Administration	<ul style="list-style-type: none"><li>• Annually, grants permission for the program to operate at their school. Often the school principal takes on this role and appoints a teacher at their school – the <b>“Patrol Supervisor”</b> – to lead the CAA School Safety Patrol Program for their school.</li><li>• Duties of the Patrol Supervisor include:<ul style="list-style-type: none"><li>○ recruiting/selecting students</li><li>○ assisting with Patroller exams</li><li>○ providing and collecting parental/guardian consent form</li><li>○ may assist with booking of training</li><li>○ shift scheduling</li><li>○ patrol team supervision &amp; monitoring</li><li>○ student recognition</li><li>○ patrol meetings</li><li>○ scheduling annual refresher training</li><li>○ liaise with other adults such as parents, bus drivers and teachers as needed</li><li>○ distribution of CAA School Safety Patrol vests to Patrollers and facilitating the return of them at the end of the school year</li><li>○ administers mid-year annual Refresher Training for Patrollers</li></ul></li></ul>
Delivery Partners (Police Services, Busing Consortiums and Teachers)	<ul style="list-style-type: none"><li>• Complete annual CAA Train the Trainer requirements and receive any updated training supplies</li><li>• Deliver the CAA School Safety Patrol training to the students, administers and reviews Patroller Exams to ensure comprehension, order and distribute program Materials, provide Program participation information to CAA, assist in local Patroller incentives and liaise with and provide Program feedback regularly with CAA during the year and promptly upon request.</li><li>• Ensure schools meet the CAA School Safety Patrol Program criteria.</li></ul>

<p>Support Partners “Volunteers”</p> <p>(Not actively delivering the SSP training, but aid the Delivery Partners in facilitating the program.)</p>	<ul style="list-style-type: none"> <li>• Aid Delivery Partners in facilitating the CAA School Safety Patrol program including, but not limited to: <ul style="list-style-type: none"> <li>○ Attending training sessions</li> <li>○ Aiding in training logistics and support</li> <li>○ Sharing general CAA School Safety Patrol program information within relevant networks</li> <li>○ Supporting and assisting in local Patroller incentives</li> <li>○ Liaising with CAA periodically</li> </ul> </li> </ul>
<p>Parents &amp; Guardians</p>	<ul style="list-style-type: none"> <li>• Give permission – by signing the school permission form – for their child to participate in the CAA School Safety Patrol Program.</li> <li>• Encourage and support their Patroller during the year.</li> <li>• Work with the school to perform Patrol Supervisor duties, if required.</li> </ul>
<p>Student Patrollers</p>	<ul style="list-style-type: none"> <li>• Bring home and return parental consent form for program participation.</li> <li>• Actively participate in an annual CAA School Safety Patrol training session to better understand their role and responsibilities.</li> <li>• Complete and pass written (i.e. exam) and practical CAA School Safety Patrol training provided by the Delivery Partner, including any mid-year refresher training that may be required.</li> <li>• Keep Patrol Supervisor and/or bus driver aware of any challenges while on duty.</li> <li>• Follow the rules and safety information shared at the CAA School Safety Patrol training session.</li> <li>• Work to keep fellow students’ safe getting across the road and getting on and off school buses throughout the year.</li> <li>• Care for the CAA School Safety Patrol vest &amp; ensure it is returned to the Patrol Supervisor at the end of the school year.</li> </ul>

## 12. CAA School Safety Patrol Program Criteria & Requirements – Foot Patrol

The CAA School Safety Patrol program is subject to cancellation, should the program criteria and/or program requirements not be adhered to.

### **FOOT PATROL CRITERIA.**

- a. The patrol location must be within the line of sight of, or in close proximity to, the school.

- b. A CAA School Safety Patrol Program can be set up provided that the speed limit where a Patroller is posted is no greater than 50km/h and the road width does not exceed three (3) lanes of traffic.
- c. For mid-block crossings, there must be four (4) to five (5) safe gaps in traffic per 5-minute period. This assessment must be done during the time of day that Patrollers will be on duty (e.g. 20 minutes before the school bell, or 20 minutes after dismissal).

#### **FOOT PATROL PROGRAM REQUIREMENTS.**

- a. Written parental consent (listing the duties and risks associated with their child's involvement as a Foot Patroller) is required annually for each CAA School Safety Patroller and must be kept by the school for the remainder of the school year.
- b. All CAA School Safety Patrollers (new or returning) must receive initial training from a CAA-approved training partner at the beginning of each school year. If a school joins mid-year, Patrollers must receive initial training before participating in the program. This initial training must be completed before a school can conduct the annual, online mid-year refresher training.
- c. CAA School Safety Patrollers must ALWAYS wear the CAA-supplied fluorescent safety vest while performing their duties. These safety vests are the official uniform for Patrollers, and ONLY trained CAA School Safety Patrollers are permitted to wear them. Teachers and Patrol Supervisors are not permitted to wear the CAA-supplied fluorescent safety vest.
- d. CAA School Safety Patrollers are not permitted to stop traffic or direct traffic.
- e. A school representative (principal/teacher) must be assigned to administer and coordinate the program. This person acts as the Patrol Supervisor at the school and is responsible for supporting the operation and success of the CAA School Safety Patrol team, including holding regular Patroller meetings.
- f. A school must assign an adult responsible for supervising the school zone when CAA School Safety Patrollers are on duty.
- g. Students eligible to volunteer as CAA School Safety Patrollers must be in grades 5 through 8 and be capable of fulfilling this responsibility.
- h. Students considered for this program should be capable of demonstrating responsibility, punctuality, dedication, enthusiasm, self-confidence, and leadership.
- i. An annual, online mid-year refresher training must be conducted for all CAA School Safety Patrollers by the Patrol Teacher Supervisor administering the program. The online resources will be provided by CAA.
- j. All Foot Patrol crossings should have a minimum of two CAA School Safety Patrollers working together – one on each side of the street.
- k. It is mandatory that Foot Patrol locations be set up at properly marked and signed intersections and crossings. However, if a mid-block crossing is required, please contact your local municipality to determine which road markings and signage are required.
- l. There are three types of Foot Patrollers: Street Patrollers, Driveway Patrollers, and Student Pick-Up/Drop-Off Patrollers. Street Patrollers can include Adult Crossing Guard Assistants who work in conjunction with the guard if the location warrants one. They can only work when the Adult Crossing Guard is present.

### **13. CAA School Safety Patrol Program Criteria & Requirements – Bus Patrol**

The CAA School Safety Patrol program is subject to cancellation, should the program criteria and/or program requirements not be adhered to.

#### **BUS PATROL CRITERIA.**

- a. The school must have designated bus routes.
- b. The designated bus loading/unloading zone must be within the line of sight of, or in close proximity to, the school.

#### **BUS PATROL PROGRAM REQUIREMENTS.**

- a. Written parental consent (listing the duties and risks associated with their child's involvement as a Bus Patroller) is required annually for each CAA School Safety Patroller and must be kept by the school for the remainder of the school year.
- b. All CAA School Safety Patrollers (new or returning) must receive initial training from a CAA-approved training partner at the beginning of each school year. If a school joins mid-year, Patrollers must receive initial training before participating in the program. This initial training must be completed before a school can conduct the annual, online mid-year refresher training.
- c. CAA School Safety Patrollers must ALWAYS wear the CAA-supplied fluorescent safety vest while performing their duties. These safety vests are the official uniform for Patrollers, and ONLY trained CAA School Safety Patrollers are permitted to wear them. Teachers and Patrol Supervisors are not permitted to wear the CAA-supplied fluorescent safety vest.
- d. CAA School Safety Patrollers are not permitted to stop traffic or direct traffic. Except for emergency situations, Patrollers do not disembark the bus at any stops other than their own or at school property.
- e. A school representative (principal/teacher) must be assigned to administer and coordinate the program. This person acts as the Patrol Supervisor at the school and is responsible for supporting the operation and success of the CAA School Safety Patrol team, including holding regular Patroller meetings.
- f. Students eligible to volunteer as CAA School Safety Patrollers must be in grades 5 through 8 and be capable of fulfilling this responsibility.
- g. Students considered for this program should be capable of demonstrating responsibility, punctuality, dedication, enthusiasm, self-confidence, and leadership.
- h. An annual, online mid-year refresher training must be conducted for all CAA School Safety Patrollers by the Patrol Teacher Supervisor administering the program. The online resources will be provided by CAA.
- i. Best practice is to have three (3) CAA School Safety Patrollers on each bus – a Front (Patroller 1), Middle (Patroller 2) and Rear Bus Patroller (Patroller 3). If, however, there isn't enough participation to have three Patrollers on the bus, then having one (1) or two (2) Patrollers is acceptable.

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