

Brookside Safety Patrol Positions

Bus Gate AM/PM

Responsibility: Opening the bus gate before buses arrive in the morning and afternoon. Use stop flag to stop any vehicles that try to enter that are not buses. Keep track of buses and close gate as soon as all buses have departed. No other vehicles are allowed inside gates.
Equipment: Flag and sign.

Kindergarten AM/PM

Responsibility: keeping a close watch on all students walking around the kindergarten corner in both directions. Pay close attention to the kindergarten students who should be lined up against the wall outside their classroom doors. No students should ever be in the driveway. Keep all students on sidewalk.
Equipment: Cones

178th AM/PM

178th AM/PM

Responsibility: Safely crossing all pedestrian traffic. Always stand back from the cross walk as cars tend to “cut” the corner. Be sure to keep watch over your shoulder for traffic. **You must make eye contact with drivers before entering the crosswalk!** Hold your hand up high so drivers can your signal.
Equipment: Cones and flags

37th Ave 1 AM/PM

37th Ave 2 AM/PM

Responsibility: Safely crossing all pedestrian traffic. Always stand back a couple of steps from the edge of the street. Make eye contact with all drivers. Watch for drivers and buses exiting the lot.
Equipment: Cones, flags, and cart.

Building Front Entry / Green Bus

Responsibility: Meet the green bus each morning and supervise students as they exit their bus. Students should be walking at all times. When the bus has unloaded you should follow the mass of students to your post at the front entry of the school where you assist others entering the building.
PM – Find your bus line and have students line up single file. Lead line to bus when directed by bus duty director.

Building Front 1st/2nd / Blue Bus

Responsibility: Meet the blue bus each morning and supervise students as they exit their bus.

Students should be walking at all times. When the bus has unloaded you should follow the mass of students to your post along the front of the building (first and second grade classrooms). Students should be lined up against the wall leaving room for people to use the sidewalk. PM – Find your bus line and have students line up single file. Lead line to bus when directed by bus duty director.

Building Rear 5th/6th / Orange Bus

Responsibility: Meet the orange bus each morning and supervise students as they exit their bus.

Students should be walking at all times. When the bus has unloaded you should follow the mass of students to your post in the outdoor classroom area. Students should be lined up against the wall leaving room for people to use the sidewalk. PM – Find your bus line and have students line up single file. Lead line to bus when directed by bus duty director.

Building Rear 3rd/4th / Red Bus

Responsibility: Meet the red bus each morning and supervise students as they exit their bus.

Students should be walking at all times. When the bus has unloaded you should follow the mass of students to your post in the third and fourth grade “L”. Students should be lined up against the wall leaving room for people to use the sidewalk. PM – Find your bus line and have students line up single file. Lead line to bus when directed by bus duty director.

Building Rear North / Purple Bus

Responsibility: Meet the purple bus each morning and supervise students as they exit their bus.

Students should be walking at all times. When the bus has unloaded you should follow the mass of students to your post at the north end of the building. Students should be lined up against the wall leaving room for people to use the sidewalk. PM – Find your bus line and have students line up single file. Lead line to bus when directed by bus duty director.

Playground/All Buses and Bus Cones

Responsibility: AM - Students are not allowed on the field or on any playground equipment. Monitor the entire area before during and after the buses unload at 9:05.

PM - Place colored cones in order of bus color as buses line up.

Equipment: Colored bus cones.

All Drop Off Positions AM/PM

Responsibility: AM - Quickly assist students exiting vehicles. Greet students and tell the driver to have a nice day. Constantly encourage drivers to pull forward. PM – Assist students to vehicles. Encourage students to stay alert to their vehicle’s arrival.

Equipment: Numbered cones, lot signs, cart.

Front Lot Entry 1**Front Lot Entry 2**

Responsibility: Block entry with 4 cones and stop signs or flags whenever a bus is in the lot. Open entry when there are no buses in the lot. Direct drivers to the back lot for parking and drop off.

Your orders are clear...no entry by cars whenever there is a bus in our lot.

Equipment: 4 cones.

Jobs (To be supervised by an officer)

Roster

Attendance

US Flag

Front Lot Signs

Back Lot Signs

Vests

Raincoats

Office Organization

Radios

Noise Monitor

Cones and Carts