

Safety Patrol Guidelines

Carpool:

- ☒ **Be on Time!** You should be here for AM duty no earlier than 8:35 and no later than 8:40. For PM duty, you should be downstairs by 3:43.
- ☒ **Be in uniform!** You need to make sure you are wearing a fastened safety patrol vest over any clothing you may be wearing, including coats and jackets.
- ☒ **Be nice!** When you are opening doors to cars, make sure you smile and say something pleasant like, “Good morning” or “Have a nice afternoon”, even when you’re grumpy! It’s part of the job.
- ☒ **Be safe!** When there aren’t any cars pulled up in front of you, don’t take this time to fool around with your friends and be goofy. You can chat if you’re not busy, but you’re out there to do a job, not to socialize. You shouldn’t bring anything with you that requires you to hold it in your hands since you need those free.

Flag Duty:

- ☒ **This will usually be paired with carpool duty.** The flags need to be raised before you start duty, about 8:40. If it is raining, do not put up the flags. In the afternoon, after you have taken down the flags, be sure to hoist the hooks back up the pole and then tie off the rope neatly. Please don’t let the flags touch the ground as you are carrying and folding them!

Bus Duty:

- ☒ Be on Time! You should be in the Media Center by 3:40.**
- ☒ There will be an adult with you, so any questions should be directed to them, but you are expected to behave calmly and responsibly without being told.**
- ☒ One person will answer the phone from the bus lot and the other will operate the computer, allowing about two minutes between buses.**

- ☒ We will go out on days of high heat and cold, so be sure to dress appropriately. Hats can be worn while on duty as long as they don't obscure the vision or hinder you from doing your job.**

- ☒ Schedules will be given to your teachers to send home with you and posted on the television, school website, and where the safety equipment is stored - but *you* are responsible for keeping up with what week you have duty. If you know in advance that you will be absent, you need to tell Miss Vermillion and try to find a substitute. Sick day coverage will be handled for you.**

We want you to enjoy your new responsibilities as a Safety Patrol member and to do a great job, but if you don't....

- ☒ Disciplinary actions will be taken. Probation occurs if you have to be reprimanded about your behavior. Suspension occurs if you are irresponsible a second time, and a third offense will see you removed from the Safety Patrol.**

If you have any questions, you can see or e-mail Miss Vermillion (avermillion@wcpss.net).