

Traffic Note 52

Date January 2005
From Safer Roads
Authorisation Peter Croft, Manager Safer Roads

Signature _____

No. of pages 3

School traffic safety team manual - Information

Land Transport New Zealand (Land Transport NZ) has published, in association with New Zealand Police, a revised edition of the *School traffic safety team manual*. This note advises readers of its distribution; how the document may be obtained; provides a broad outline of content and effect on road controlling authorities (RCAs); and, specific issues in relation to the *Land Transport Rule: Traffic Control Devices 2004* (the rule).

Distribution and acquisition

Copies of the manual have been distributed, and a supporting memorandum letter sent from the School Trustees Association, to all schools. All RCAs should have copies as their role is critical to the safe and efficient operation of the school traffic safety teams.

Hard copies may be obtained from Land Transport NZ by phoning 0800 699000 or may be accessed from the Land Transport NZ website at the following URL:

<http://www.landtransport.govt.nz/road-user-safety/schools/stst-manual/>

Content of the manual

The manual is aimed primarily at schools to provide them with details on how school patrols, traffic wardens and bus wardens should be selected, trained and operate. It also outlines the legal requirements and how schools must involve RCAs in the process.

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RCAs, the rule and the school traffic safety team

Establishing pedestrian crossings ('zebra' crossings) and school crossing points ('kea' crossings) is a function of RCAs (*clauses 8.2 and 8.4* of the rule). In addition RCAs are responsible for ensuring all traffic control devices related to these crossings are maintained and fit for purpose.

School patrols

The rule requires all school patrols to be authorised, in writing, by the relevant RCA (*sub clause 8.3(1)* of the rule). It is important for RCAs to check records to ensure all school patrols have been given the legally required approval. Attached is a typical letter of approval.

The approval should contain at least the date of the Council's decision (or, if the function has been delegated the date of the delegate's approval), the name of the school responsible for the school patrol and the street location where each patrol operates. It should also clearly state any specific conditions the Council (or delegate) has decided to apply. This approval should be held readily available for access by the Police to assist with any prosecution they may be required to take against errant motorists. (Note, if a delegate has given approval the Police may seek documentary evidence to demonstrate the delegation has been given by the RCA.)

Some RCAs ensure the documentation remains current and the need for a school patrol reviewed by providing a sunset clause to their approval.

Kea crossings

Before establishing a school crossing point ('kea' crossing) the RCA must obtain the agreement of the Board of Trustees (*subclause 8.4(3)* of the rule). There is a requirement for school patrols operating at kea crossings to have adult supervision and some schools may find this onerous or difficult to manage.

School wardens (traffic wardens)

When Boards of Trustees wish to establish a school warden (traffic warden) system they must consult with RCAs (*subclause 8.8(2)* of the rule). This is a new provision. Most wardens are established with the full involvement of the RCA. However, there have been situations where wardens have operated without the RCA's knowledge and have not provided optimum safety. Once involved, the RCAs have generally been able to improve the route or locality and reduce the risks for the children involved.

Appendix: Typical letter of approval for a school patrol.

This indicates what is considered the minimum requirements of a letter of approval. As described in the Traffic Note an RCA may wish to impose specific conditions on the operation of a patrol. These should be agreed between the School Board, NZ Police and RCA before being imposed.

[RCA letterhead]

[Date]

Chairperson

Board of Trustees

[School name]

[Address]

Dear Sir/Madam

Authority to operate a school patrol

EITHER

Pursuant to *subclause 8.3(1)* of the *Land Transport Rule: Traffic Control Devices 2004* the [name of RCA] resolved at its meeting of [date] to authorise the Board of Trustees of [school name] to appoint persons as members of school patrols at the school crossing point/s and pedestrian crossing/s identified below:

OR

Pursuant to *subclause 8.3(1)* of the *Land Transport Rule: Traffic Control Devices 2004* I, [name] acting under delegated authority of the [name of RCA] authorise the Board of Trustees of [school name] to appoint persons as members of school patrols at the school crossing point/s and pedestrian crossing/s identified below:

School crossing point/s:

[road crossing is located on] [distance and direction from nearest side road]

Pedestrian crossing/s:

[road crossing is located on] [distance and direction from nearest side road]

This authority to operate a school patrol is to be presented to a member of police upon request.

Should the school cease to operate a school patrol on any of the above named school crossing point/s or pedestrian crossing/s the Board of Trustees is to inform [name of RCA] in writing within [period] of the school patrol ceasing operation.

Yours faithfully

[name of person – Council committee clerk where the RCA has resolved OR delegate]

[designation]