

School Safety Patrol Materials Guide

Each year the Minneapolis Auto Club Foundation for Safety provides all AAA School Safety Patrol programs with the necessary patrol training materials, safety supplies, and recognition items *completely free of charge* to schools within Hennepin County.

Since the foundation is a non-profit with limited resources, we ask that patrol programs:

- ONLY order the number of uniforms and patrol flags needed to cover a single shift.
(*NOT supplies for each student*)
 - Regularly collect patrol items.
 - Keep uniforms and flags from year to year.
 - ONLY order supplies that need to be replaced. (*NOT all new supplies each year*)
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Training Materials

In an effort to go green, the only physical training materials that can be ordered are the Student Handbooks and Bus Patrol Procedures. The remaining resources can be found at AAA.com/SchoolSafetyPatrol.

Advisor Handbook - The AAA School Safety Patrol Advisor Handbook contains an overview/history of the school safety patrol program and information on how to form, organize, and run your patrol as well as maintain equipment. *This will be emailed to each advisor after they have registered their school for the year.*

Student Handbook - This handbook includes training materials and instructions on how to be a good patroller, an operations checklist, bus patrol operation information, equipment care information, and the Patrol Member's Pledge. *We recommend you order enough handbooks for each patroller to have their own. Handbooks can be ordered in English and Spanish.*

Bus Patrol Procedures - The school bus patrol pamphlet discusses the objectives of bus patrol, the role of the school, advisor, and bus driver, how to organize a bus patrol, and the operating procedures. *If your school has a bus patrol, we recommend that you have one pamphlet for each bus driver, the patrol advisor, and school principal.*

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If you have any additional questions, contact Meredith Terpstra at:
foundation@aaaminneapolis or 952-927-2531

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Training Materials, cont.

Online Training Video - This 20 minute online AAA School Safety Patrol video was created by AAA National and is used across the nation. This video includes an overview of AAA School Safety Patrol, the Patrol Member Pledge, and training information. Though multiple forms of the uniform are shown, not every piece is available here in Hennepin County. Please refer to the uniform section to see which items are available. Feel free to use this video as an educational tool for your patrollers, their parents, other advisors, and anyone (such as crossing guards) who may interact with patrollers.

Flag Assembly Instructions - Our flags come in 3 parts: the flag itself, the pole for it to reside on, and a rubber stopper for the bottom of the pole. Refer to this document for flag assembly instructions and tips. *This document can be downloaded from AAA.com/SchoolSafetyPatrol.*

Patrol Flags

Patrol flags do not come assembled and are not ordered as a set. If you need an additional flag for your patrol or to replace an entire flag, you would need to order a flag, pole, and rubber stopper.

Only order enough poles and flags to cover a single patrol shift.

Flags - Flags are bright orange, per Minnesota law, and is made out of material that does well in all weather assuming they are cared for properly.

Poles - Poles are wooden and custom ordered. Though they are sturdy, patrollers should not use them as walking sticks, nor should they lean on them with all of their weight.

Rubber Stoppers - Rubber stoppers are an optional part of the patrol flags. Because the flag covers one end of the pole, each crossing guard flag only needs one rubber stopper. Rubber stoppers help protect patrollers' hands from potential splinters and help protect the pole from being damaged if it hits the ground. As these stoppers wear down with use or occasionally fall off, feel free to order a few extra.

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Uniforms

Since the Minneapolis Auto Club Foundation for Safety provides supplies to over 145 Hennepin County schools, we cannot supply uniforms for every patroller. Please only order enough supplies to cover one shift. Additionally, patrollers do not need both vests and belts, so only order one or the other for a single patroller. *If you have patrollers who do different jobs, you may order a combination of the two.*

Vests - Vests are highlighter yellow with reflective material and should fit most patrollers. *If you have the older orange vests, please continue to use those until they need to be replaced.*

Patrol Belts - Patrol belts are bright yellow-green sashes that lay cross-body from one shoulder to the opposite hip and secure around the waist with a front buckle. The portion of sash that goes down a patroller's back says "AAA Safety Patrol". We offer sashes in 3 slightly adjustable sizes (Regular, Large, and X-Large).

Badges - Badges are available in 4 different levels: Patrol (black), Sergeant (green), Lieutenant (red), and Captain (blue). *Badges are only to be worn by patrollers on duty should not be given to patrollers to keep.*

Rain Poncho - Rain ponchos are reusable, bright yellow, and one size fits all. They are made of thick plastic that can be worn over the normal patrol uniform to help keep patrollers dry and visible during wet weather.

Other Materials

Application & Membership Cards - The AAA School Safety Patrol Application is completed by the student and parent or guardian and includes a blank for the school name, the school safety patrol pledge with an area for the student to sign, and an area for parents or guardians to sign off on their student's participation in the program. The back also includes a note to parents/guardians explaining the AAA School Safety Patrol and their role. At the bottom of the application is a removable membership card that can be filled out and laminated.

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Parent Letters - Parent letters explain that their child has expressed interest in the AAA School Safety patrol, what the program is, the primary aims of the patrol, and what their child needs to do to fulfill the Patrol Member's Pledge. *These letters can be downloaded from AAA.com/SchoolSafetyPatrol in English, Spanish, and Hmong.*

Monthly Record Form - The Monthly Record Form is a large sheet that can be used for tracking the school's patrol each day of the month. It includes areas to note the number of patrollers on duty, number of late patrollers, number of patrollers that failed to report for duty, and more.

Captain's Record Book - The Captain's Record Book is similar to the Monthly Record Form and is a way for captains to keep track of who is scheduled for patrol and includes an area for patroller contact information. A note to the captain and reminder of the rules are also included. *You only need to order as many books as you have captains/supervisors and one book will last the entire year.*

Awards

Merit Certificate - Merit Certificates can be given to all patrollers. Certificates have the AAA School Safety Patrol badge in the background and the official AAA logos and say "AAA School Safety Patrol Award for Merit (insert name) has served as a loyal and valuable member of the AAA School Safety Patrol, helping to protect schoolmates from traffic dangers." *If you need more certificates at the end of the school year, you may request them at that time.*

Lapel Pin - Lapel pins are a smaller version of the Patrol Badge that each student is welcome to take home with them at the end of the year. *We recommend handing them out with Merit Certificates.*

Awards continued on next page.

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Awards, cont.

The Lifesaver Award - The Lifesaver Award is awarded to a patroller who went above and beyond the call of duty in helping protect and keep students safe. Nomination forms for this award can be found at AAA.com/SchoolSafetyPatrol.

Advisor of the Year Award - The Advisor of the Year Award is awarded to any advisor, supervisor, or volunteer who goes above and beyond in running a successful school safety patrol, whether that is fostering a safe environment, encouraging the patrollers both on and off duty, starting a new patrol, or reviving an existing one. Nomination forms for this award can be found at AAA.com/SchoolSafetyPatrol.

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