

**JOB SUMMARY:**

The School Crossing Guard will escort children at designated school crossing locations during the school year in accordance with Highway Traffic Act, Occupational Health and Safety Act, and Township of Guelph/Eramosa guidelines.

**STATUS:**

Regular Part-Time

**HOURS:**

7:45 a.m. to 8:45 a.m. and/or 2:45 p.m. to 3:45 p.m.

**IMMEDIATE SUPERVISOR:**

Director of Public Works

**TITLES OF POSITIONS REPORTING TO THIS POSITION:**

None.

**KEY DUTIES & RESPONSIBILITIES:**

- To remain at designated crossing site at all times during the hours of 7:45 a.m. to 8:45 a.m. and 2:45 p.m. to 3:45 p.m.
- To obey all established traffic safety regulations to ensure pedestrians are assisted in crossing roadways at designated locations.
- To coordinate the flow of pedestrians across selected intersection(s) with the flow of vehicular traffic and traffic control devices (where applicable).
- To conform to the Township of Guelph/Eramosa Code of Conduct at all times.
- To wear safety equipment (i.e.: safety vest, coat, overalls, etc.) supplied by the Corporation of the Township of Guelph/Eramosa at all times while on duty.
- To document and report any incidents, accidents, injuries, hazards or suspicious persons/vehicles to the Supervisor and appropriate Police or School Officials.
- To have a good working knowledge of the Highway Traffic Act and Occupational Health and Safety Act as it relates to this position.

