

School Crossing Supervisor Subsidy interim guidelines

a) School Crossing Supervisors

State Government subsidies are provided to municipalities for adult supervision of pedestrian crossings used by school children. The following guidelines specify requirements for sites to be eligible for subsidy, and the administrative arrangements for the scheme.

The appointment of a school crossing supervisor is not dependent on a Government subsidy and a Council may appoint a supervisor at any time, on a voluntary or paid basis, provided the person is properly trained and equipped.

Safety needs for children at specific locations should be considered as part of a comprehensive management plan for child safety in the surrounding area. A 'Safe Routes to School' approach is recommended.

Councils should ensure that the management plans include appropriate engineering solutions to provide a safe environment for children at all times of the day.

b) Crossings Eligible for a Subsidy

Accident risk to children crossing the road at a particular site is dependent on traffic volumes, vehicle speeds, visibility and the number of children crossing. Primary school aged children are particularly at risk. Therefore supervised children's crossings, pedestrian crossings, signalised pedestrian crossings and pedestrian crossings at signalised intersections will be eligible for subsidy under the program scheme if the following criteria are met:

- Children's crossings for primary school children - where the number of children (minimum 20) multiplied by the number of vehicles in the hour (minimum 100) exceeds 5,000.
- Children's crossings for secondary school children - where the number of children (minimum 20) multiplied by the number of vehicles in the hour (minimum 250) exceeds 25,000.
- Pedestrian operated signals - more than 20 primary school children per hour.
- Other crossings - where the Council obtains DTP agreement to the need for supervision on account of special needs (eg. children with disabilities) or other factors affecting safety, such as excessive vehicle speed, road geometry, limited sight distance, volume of heavy vehicles, road width
- The School Crossing Risk Assessment Framework is used to assess new crossing sites and greenfield sites (no existing infrastructure) and provides an output that a supervised children's crossing or a supervised signalised intersection crossing is required

Eligible crossings are located within 300m from the nearest school gate in urban areas and 700m in rural areas.

c) Training of Supervisors

A condition of the subsidy is that supervisors be trained before taking up duties. Training is to cover the procedures to be adopted by supervisors and the traffic laws relating to supervisors and crossings generally.

The training of supervisors is to be arranged by Councils. The training package distributed to all Councils by the Department of Transport and Planning (DTP) has been developed to assist and includes a supervisor handbook.

d) Administrative Arrangements

The total funds available under the scheme will be determined by the Government as part of the budget process.

Subsidies for eligible crossings within each municipality will be paid on submission of a Tax Invoice. Funding will be calculated annually by distributing the total funds available between municipalities, in proportion to the number of supervisors at eligible crossings.

Councils are required to review the eligibility of all crossings each year and provide the Department of Transport and Planning with a certified listing of eligible crossing locations and the number of supervisors required at each crossing by the end of May as a basis for determining the funding for the following financial year.

The submission should include new sites where it is expected that warrants will be met in the new school year (for example, if a new school is to be established, or enrolments are expected to substantially increase).

Applications should be forwarded to the School Crossing Supervisor Program team. Once the application has been submitted and budget determined, any supplementary sites are to be funded within the allocation provided, or funded fully by Council, until the next financial year.

Councils may use other sources of funding to supplement the Government subsidy.

Where commercial sponsorship is provided, the display of advertising material on uniforms shall be restricted to a decal emblem attached to the front of the uniform / vest, with area not exceeding 150 square centimetres (A6 paper size). Advertising must not be attached to the back of the uniform /vest as this would reduce the vest's high visibility characteristics.

Random audits may be undertaken by an independent auditor to ensure that crossings meet the warrants for supervisor subsidies.

Questions about the children's crossing supervisor subsidy scheme may be directed to the School Crossing Supervisor Program team at scsp@transport.vic.gov.au