



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-05
October 6, 2016**

**NOTICE OF VACANCY
October 06, 2016**

POSITION: Crossing Guard

DEPARTMENT: Police

SALARY: \$5639.37 Yearly

HOURS: 180 Days-School Year

A School Crossing Guard's primary responsibility is to ensure the safe crossing of school children at designated crosswalks. A crossing guard shall use recognized hand signals to direct vehicles to stop/proceed. He/She shall make sure that all vehicular traffic has stopped before allowing children to enter the crossing. After the Crossing Guard has checked that all children have safely crossed the street he/she may then direct the traffic to proceed.

DUTIES AND RESPONSIBILITIES

1. Guards will arrive at their posts at the assigned starting times (per Safety Officer) and shall remain at their posts until their release time. If school children arrive at the crossing late, the Guards shall remain at their posts (within reason) and assist such children.
2. The start/finish times shall be subject to change at the direction of the Safety Bureau and will be based upon conditions at individual posts.
3. The Safety Bureau shall provide each Guard with the school calendar for the current school year. The Guard shall be responsible for keeping abreast of the opening and closing times on any particular day.
4. Guards will, by means of clear hand signals, provide safe opportunities for school children to cross the stream of vehicular traffic, making use of such gaps in traffic, as may be available and stopping traffic in a safe manner when necessary. Guards shall detain crossing children until safe opportunities and then direct the children to cross. The Safety Bureau has designate several crossing posts where the Crossing Guard will be responsible for directing vehicular traffic. The Guard will provide safe passage of the children and the orderly movement of vehicular traffic.
5. Guards shall carefully document the description and registration number of all vehicles: involved in collisions, violating their signals, committing moving violations hazardous to the children under their charge, or violating regulations regarding stopped school buses. They will make full reports as to times, dates, details, and identifying information to the Safety Bureau at the conclusion of that particular tour or duty.

6. No Guard will wear his/her uniform other than for the performance of his/her assigned duties. Shopping and conducting personal errands are not permitted while the Guard is in uniform.
7. No Guard will smoke on duty, nor drink any alcoholic beverage before going on duty or while on duty.
8. A Guard unable to perform his/her assigned duty, for any reason, is required to call the Safety Bureau and the Police Shift Commander at least one hour before the hour in which he/she is due on his/her post. The Guard will be expected to give reason(s) why he/she is unable to perform his/her assigned duty.
9. Failure of Guards to abide by the Rules and Regulations herein described may result in disciplinary action to include dismissal.
10. The Crossing Guard representatives, Safety Bureau and the Chief of Police for the benefit of the Town and the Crossing Guards, have drafted these Rules and Regulations, based on present needs.
11. The Safety Bureau will address specific issues that arise with regard to duties and performance as needed and appropriate action may be taken.

QUALIFICATIONS

Those Framingham residents who possess the minimum educational requirements of a GED, and are able to competently perform the above-mentioned duties, are eligible to become crossing guards.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.