

**Bakersfield City School District
The Advisory Bulletin**

To: Principals	Date: September 15, 2011	No. 120165
Subject: CROSSING GUARD INFORMATION		
Prepared By: Steve McClain, Chief Business Official		
Approved By: D. Kent Ashworth, Interim Superintendent		Page 1 of 3

REQUESTING A CROSSING GUARD

If you receive a request from a parent regarding obtaining the services of a crossing guard at a specific location for your school site, the principal must prepare one of the attached form letters on your school-site letterhead. If your school is located within the “city,” your letter would be addressed to the City of Bakersfield. If your school is located within the “county,” your letter would be addressed to the County of Kern. You send only ONE letter – not a letter to the city and county.

Please send this office a copy of your request. Upon receiving notification from either the Public Works Department OR the County of Kern as to whether or not a crossing guard is recommended, please send this office a copy of their letter.

If you have any questions, please contact Bob Bradford, Director of Transportation at extension 75107.

SCHOOLS WITH CROSSING GUARDS IN PLACE

Do not request or authorize extra time for crossing guards without first notifying the Office of the Chief Business Official. Each guard has a predetermined amount of hours they work daily. Also, if the regular crossing guard is absent and a substitute guard is not on duty at the crossing area, immediately notify the Chief Business Official’s Office at x14678.



Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, CA 93305

Date: _____

Mr. Raul Rojas, Director
City of Bakersfield
Public Works Department
1501 Truxtun Avenue
Bakersfield, CA 93301

**To Be
Printed on
School
Letterhead**

RE: REQUEST FOR CROSSING GUARD

Dear Mr. Rojas:

I am requesting you to survey the need for a crossing guard at the intersection of

The reason for this request is:

If you have any questions concerning this request, please call me at 631-_____.
Please notify me as soon as possible regarding the outcome of your survey. Thank you.

Sincerely,

Name of Principal _____
Principal, _____ School

Copy to: Office of Chief Business Official

Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, CA 93305

Date: _____

Mr. Craig Pope, Director
County of Kern
K.C. Road Department
2700 “M” Street, Suite 400
Bakersfield, CA 93301

**To Be
Printed on
School
Letterhead**

RE: REQUEST FOR CROSSING GUARD

Dear Mr. Pope:

I am requesting you to survey the need for a crossing guard at the intersection of

The reason for this request is:

If you have any questions concerning this request, please call me at 631-_____.
Please notify me as soon as possible regarding the outcome of your survey. Thank you.

Sincerely,

Name of Principal
Principal, _____ School

Copy to: Chief Business Official