



# Parking Patrol Volunteer Attendance Policy

Version 1 – Nov 12, 2025

## 1. Purpose

Parking Patrol volunteers play a vital role in ensuring student and pedestrian safety during peak traffic times. The first 20 minutes of each shift are the most critical for maintaining safe and orderly traffic flow. This policy establishes expectations for attendance, punctuality, and shift coverage in a manner consistent with CISVA values of fairness, responsibility, and community support.

## 2. Expectations for Volunteers

All Parking Patrol volunteers are expected to:

- Arrive on time and sign in using the school's designated sign-in system (i.e., iPad check-in).
- Stay for the full duration of their assigned shift.
- Notify the coordinator as early as possible if they are unable to attend.
- Arrange a replacement when possible.

## 3. Definitions

**Late Arrival:** Signing in more than **five (5) minutes** after the scheduled start time.

**No-Show:** Failure to attend a scheduled shift **without** notification to the Parking Patrol Coordinator ([safepark@olphbc.ca](mailto:safepark@olphbc.ca)).

## 4. Late Arrival Policy

To ensure fairness and consistent safety coverage:

### 4.1 Tracking

Late arrivals will be logged through the sign-in system.

### 4.2 Consequences

- After **four (4) or more** late arrivals in a school year, any completed mandatory parking patrol shifts will be reset to zero, and the volunteer must restart their required shifts.
- No formal grace period will be given in order to maintain fairness for those who consistently arrive on time and complete their full shift.

### 4.3 Consideration of Circumstances

If lateness is caused by unforeseen emergencies or circumstances outside the volunteer's control, the volunteer may request a review by contacting the Parking Patrol Coordinator at [safepark@olphbc.ca](mailto:safepark@olphbc.ca). Decisions will be made with compassion and fairness.



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## 5. No-Show Policy

### 5.1 Tracking

No-shows will be recorded when a volunteer does not appear and does not provide notification.

### 5.2 Consequences

- Volunteers with **three (3)** no-shows will be required to complete **ten (10)** mandatory makeup shifts, which is double the original mandatory shift requirement.
- Make-up shifts must be completed in full, with on-time arrival.

### 5.3 Review for Extenuating Circumstances

Volunteers may request a review by contacting the Parking Patrol Coordinator at [safepark@olphbc.ca](mailto:safepark@olphbc.ca) if the no-show was caused by illness, emergencies, or unavoidable circumstances. The coordinator will consult with the Principal before finalizing decisions.

## 6. Communication

This policy will be posted on the school website and made accessible to all parents, guardians, and volunteers. It will remain available throughout the school year to ensure transparency, consistency, and alignment with CISVA governance expectations.

## 7. Appeals

Volunteers may request an appeal of any penalty by submitting a written request to the Parking Patrol Coordinator at [safepark@olphbc.ca](mailto:safepark@olphbc.ca) and the Principal. The PEC may review the decision if needed. The PEC’s decision will be communicated in writing and considered final, consistent with CISVA governance and accountability procedures.

## 8. Policy Oversight

This policy is implemented under the authority of the Parish Education Committee (PEC), in alignment with CISVA governance and expectations for safety, fairness, and community participation.

<b>References:</b> V1	<b>Approved:</b> Parish Education Committee (2025-2026)
	<b>Date Approved:</b> Nov 12, 2025
<b>Cross-reference:</b>	<b>Date(s) Revised:</b>