



# Parking Patrol Volunteer Attendance Policy

Version 2 – May 28, 2026

## 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:

- Complete Parking Patrol training held by the school before undertaking any Parking Patrol volunteering shift.
- 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 Parking Patrol Coordinator as early as possible if they are unable to attend.
- Arrange a replacement whenever possible.

## 3. Definitions

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

**No-Show:** (1) Failure to attend a scheduled shift **without** notifying the Parking Patrol Coordinator at [safepark@olphbc.ca](mailto:safepark@olphbc.ca); (2) Failure to sign in using the school's designated sign-in system; (3) Failure to remain at the designated position during the required shift time.

## 4. Late Arrival Policy

To ensure fairness and consistent safety coverage:

### 4.1 Tracking

Late arrivals will be logged through the school's designated 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



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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.

## 5. No-Show Policy

### 5.1 Tracking

- 5.1.1 No-shows will be recorded when a volunteer does not appear and does not provide notification.
- 5.1.2 Any failure to sign in using the school's designated sign-in system (e.g. iPad check-in) will be treated as a no-show, even if the Parking Patrol volunteer was present for duty at the material time, unless the school confirms that the designated sign-in system was not functioning at that time.
- 5.1.3 All Parking Patrol volunteers must complete Parking Patrol training before undertaking any Parking Patrol shift. Any volunteer who has not completed the required training but serves as a Parking Patrol volunteer will be treated as a no-show.
- 5.1.4 Any Parking Patrol volunteer who signs in using the school's designated sign-in system but is not present at their designated position during the required shift time will be considered a no-show. The Blue Vest Team will monitor patrol areas during scheduled shifts time to confirm that volunteers are present at their designated positions. Photos of unattended positions may be taken as evidence of absence or failure to properly report for duty.

### 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.



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## 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>	<b>Approved:</b> Parish Education Committee (2025-2026)
	<b>Date Approved:</b> Nov 12, 2025
<b>Cross-reference:</b> CISVA Policy 110	<b>Date(s) Revised:</b> May 28, 2026 (V2)