

## **GUIDELINES**

### **CITY OF KIRKLAND Ped Flag Crosswalk PROGRAM**

Thank you for volunteering for the “Adopt a Ped Flag Crosswalk Program.” By adopting the crosswalk on **location of crosswalk**, you are supporting Kirkland’s ideal of citizen volunteerism and enhancing Kirkland’s sense of community. Your responsibilities to maintain the ped-flag crossing are quite simple yet very important.

Once the pedestrian flag holder equipment is in place at your crosswalk, you will be supplied with ten ped flags. Your responsibilities are as follows:

- At least once a week, check the flag holders at the crosswalk to see if the appropriate number of flags is in the holders. This will be a maximum of eight for the entire crosswalk (for example, four flags in each holder). If you find less than four flags at the crosswalk use the flags you were given to replace the missing flags.
- When you are almost out of replacement ped flags call your ped-flag contact\* listed below to receive a new supply.
- If you will not be able to maintain your crosswalk for two weeks or more please ask a friend or neighbor to fill in during your absence. If a substitute cannot be found, please call your ped-flag contact\* to let them know.
- If you become unable to continue your responsibilities and cannot find a permanent replacement please contact me. I will try to help find a new volunteer, but if none are available, the City may have to remove the ped flag holders at your crosswalk.
- Timesheets are also important; they are needed to be eligible for State L & I coverage for volunteer workers. They are collected quarterly (check timesheet for due dates). The time you spend on your walk checking your crossing, whether or not you find any missing or damaged flags, is considered volunteer time for the City. Please e-mail your time to [jreynolds@ci.kirkland.wa.us](mailto:jreynolds@ci.kirkland.wa.us) or send them to Kirkland City Hall, addressed to Julie Reynolds, Volunteer Coordinator, c/o Kirkland City Hall, 123 – 5<sup>th</sup> Ave, Kirkland, WA 98033.
- **A safety note:** Please remember that a flag is an aid to enhance your visibility but does not guarantee that a vehicle will stop for you, always use caution when crossing with a flag.

**\*Ped-flag contact:** David Gourlie, Engineering Program Assistant, 425-587-3867 or [dgourlie@ci.kirkland.wa.us](mailto:dgourlie@ci.kirkland.wa.us)

