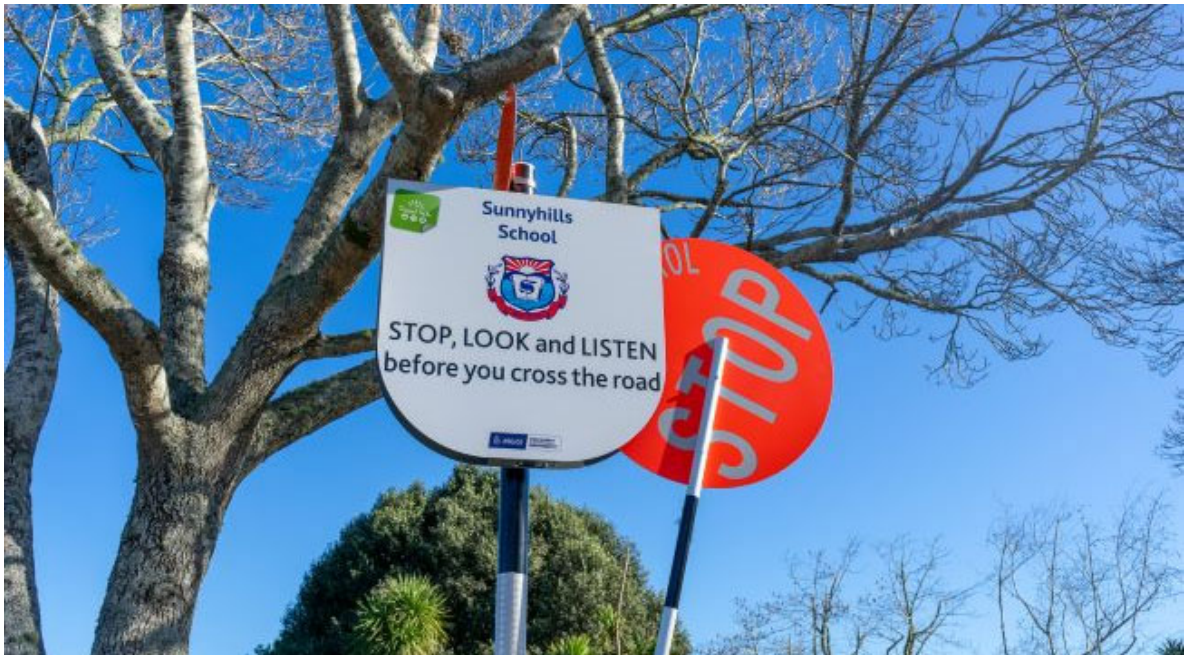




# Stayput School Patrol Installation Manual



**PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE  
PROCEEDING WITH THE INSTALLATION**

Version 2.1

4 April 2025

## Product Introduction:

Roadsigns & Traffic Control Equipment's Stayput School Patrol is the only system where you do not have to carry the equipment out each day and set it up for the Patrol. It simply stays out and is securely locked away in to the top cover. All you need to carry out to each patrol is the key to unlock it. The Stayput Top Cover can be used for the School Logo or Mantra and added safety message reminding the students to look both ways before crossing the road.





This manual is available for Contractors, RCAs and Customers to ensure Stayput School Patrol installs are consistent across the network. Please read the following instructions in full before proceeding with installation. Any questions, please contact our Team - 0800 785 744 or email [sales@rtl.co.nz](mailto:sales@rtl.co.nz). Always check the [www.rtl.co.nz](http://www.rtl.co.nz) for new versions of this installation manual – Search Stayput School Patrol

## Indicative Setups:

Stayput School Patrol systems can be used at both School Zebra Pedestrian Crossings and Kea Crossings/ School Crossing Points, with either a standard orange disc or a perforated orange disc (designed to reduce wind loading).

For Standard Zebra Crossings, the Lollipop arm and the Stayput Pedestrian Pole is black and white to mimic the white painted markings on the road.

For Kea Crossings, we won't apply the black bands to the School Patrol Arm – it will be plain white. In addition to the Stayput System, we can supply additional signs, belisha beacons, poles, sockets and brackets etc as required.

Pedestrian Crossings/ Zebra / School Crossings		Kea Crossings / School Crossing Points	
<b>Remember:</b> Black and White Signs and Poles to mimic the painted road surface of the Pedestrian Crossing.		<b>Remember:</b> Only use Plain White School Patrol Arms and Steel Poles plus Kea Flags. No Belisha Discs	
Stayput Kit: PC02.3 01 With a Standard Orange Disc	Stayput Kit: PC02.3 02 With a Perforated Orange Disc	Stayput Kit: PC02.3 03 With a Standard Orange Disc	Stayput Kit: PC02.3 04 With a Perforated Orange Disc
			

## Stayput School Patrol System:

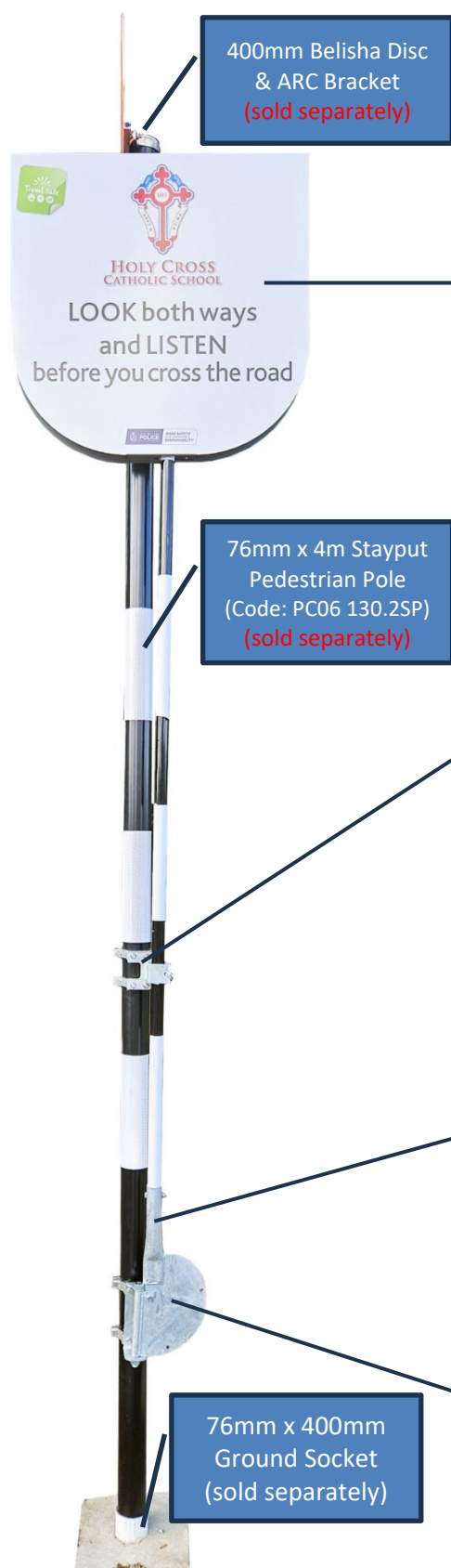
This component list is one for one Stayput – i.e one side of the road.












- 1x 750mm Orange School Patrol Disc and School Patrol Arm
- 1x 1m x 31mm Internal Strengthening Rod for inside School Patrol Arm & 1x M8\*45mm Bolt and Nut
- 1x Stayput Top Cover with 3x 76mm ARC Brackets
- 1x Stayput Middle Bracket with 2x 76mm AUO Brackets
- 1x Padlocks & Keys (for Middle Bracket)
- 1x Stayput Bottom Bracket with 2x 76mm AUO Brackets
- 8x Additional M8\*25 Stainless Steel Square Head Nuts + Bolts for attaching Stayput Middle & Bottom Bracket onto the AUO Brackets

Please continue reading for further information and installation instructions.

## Stayput Component List:

This component list is one for one Stayput – i.e one side of the road. Please note the items that are required but purchased separately.

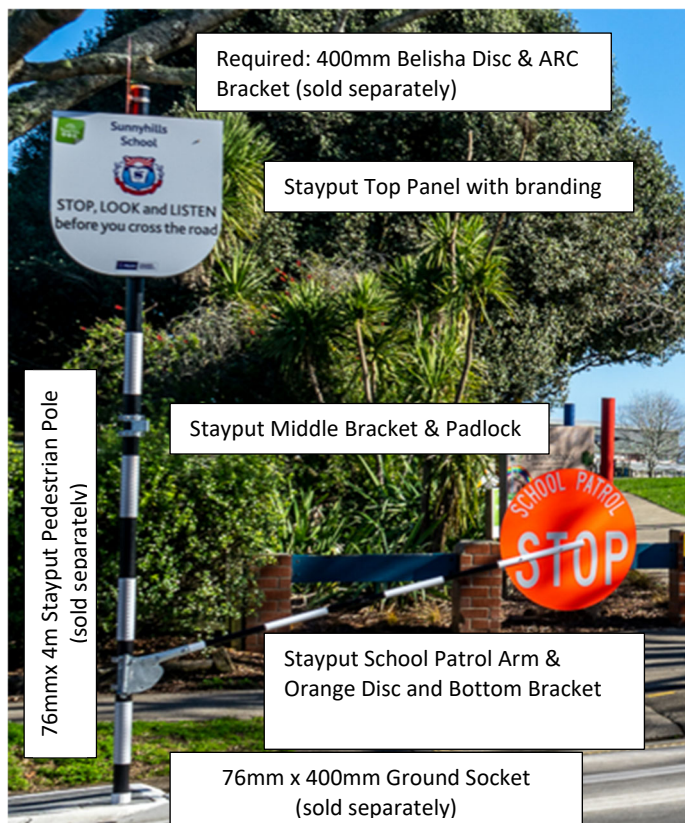


Stayput Kit – Included Individual Components:			
<b>1x Stayput Top Cover</b> 		<b>3x 76mm ARC Brackets</b> 	
With School Logo / Branding & Crossing Safety Message (Digital Printed). Check: <input type="checkbox"/>		Each ARC comes with a bolt and nut (included). Check: <input type="checkbox"/>	
<b>1x Long Padlock &amp; Keys</b> 	<b>1x Middle Bracket</b> 	<b>2x 76mm AUO Brackets with Bolts</b>  Used to attach middle securing bracket to pole	<b>4x M8 &amp; 25 Square Head Nuts &amp; Bolts</b>  Used to attach middle brackets to AUO brackets
Check: <input type="checkbox"/>	Check: <input type="checkbox"/>	Check: <input type="checkbox"/>	Check: <input type="checkbox"/>
<b>1x 750mm Orange School Patrol Disc with School Patrol Arm</b> <b>1x 1m x 31mm Internal Strengthening Rod for inside School Patrol Arm</b> 			
<b>School Arm &amp; Disc</b> Check: <input type="checkbox"/>		<b>Internal Rod</b> Check: <input type="checkbox"/>	
<b>1x M8*50mm Bolt and Nut</b>  Used to attach Strengthening Rod & Patrol Arm into Bottom Bracket	<b>1x Stayput Bottom Bracket</b> 	<b>2x 76mm AUO Brackets with Bolts</b>  Used to attach bottom bracket to pole	<b>4x M8*25 SS Square Head Nuts and Bolts</b>  Used to attach bottom bracket to AUO brackets
Check: <input type="checkbox"/>	Check: <input type="checkbox"/>	Check: <input type="checkbox"/>	Check: <input type="checkbox"/>

## Required Setups – Pedestrian Crossings vs Kea Crossings:

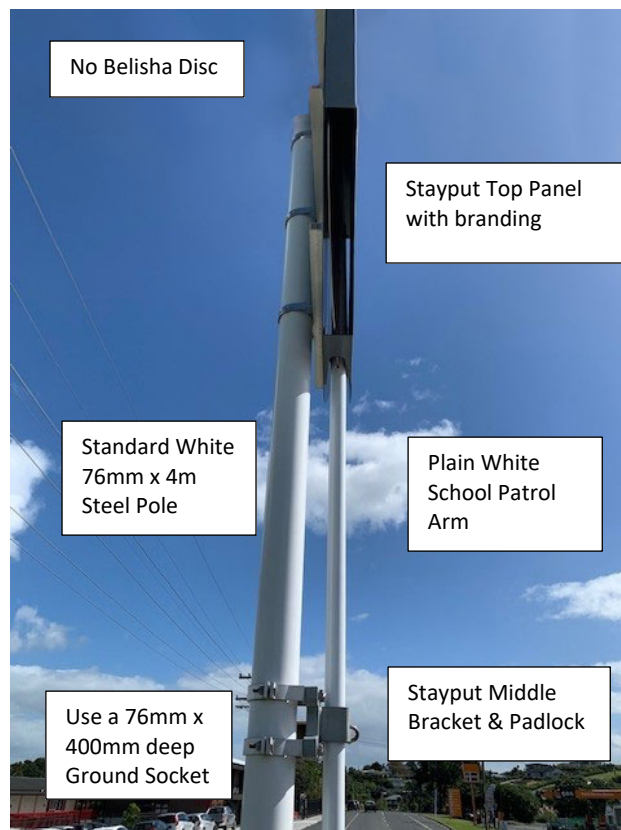
The only difference between the kea and pedestrian system is the colour of the poles and support post they are installed on and the school patrol arm, it's the same system functionality wise. Our team supply the full range that you see at both types of crossings. Please contact us for more information – [sales@rtl.co.nz](mailto:sales@rtl.co.nz).

### Pedestrian Crossing / Zebra Crossing:



### Kea Crossing / School Crossing Point:

plain white setup – no black bands



### Other Required Products (Sold Separately):

#### Pedestrian / Zebra Crossing (for one side of a crossing):

- 1x 76mm x 4m Black / White **Stayput Pedestrian Pole (RTL code: PC06 130.2SP)**
- 1x 76mm x 400mm Ground socket
- 1x 400mm PW-65 WU4 Orange Belisha Disc
- 1x 76mm ARC Bracket for attaching Belisha Disc

#### Kea Crossings (for one side of a crossing):

- 1x Standard 76mm x 4m Powder Coated White Steel Pole (not a pedestrian pole).
- 1x 76mm x 400mm Ground Socket
- 1x [Kea Crossing Kit](#), including fluorescent orange Children Flag (W16.4.1), flag mounting bracket & brace and bag
- 1x Flugal flagpole
- NOTE: No Belisha disc is fitted to a Kea Crossing

**Kea crossings / School Crossing Points:** School Patrol Arms are supplied plain white only (without the black vinyl strips applied) and install the Stayput System on a standard 76mm x 4m Plain White Pole. Please refer to the Traffic Control Devices Manual - Section 8.4(8).

The Flugal flag pole with the fluorescent orange 'children' flag (W16.4.1) must be installed on the footpath within 0.3 metres of the vehicle limit lines. The RCA is responsible for the correct placement of the pole, so the flag is not hit by drivers in their on-coming cars. For more information and site layouts of Kea Crossings, please go to the Waka Kotahi NZ Transport Agency Website.

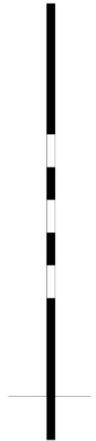


## Install Notes:

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**Stayput Pedestrian Poles:** Stayput Systems are designed to be installed onto a Stayput 76mm x 4m Pedestrian Pole Only. These poles, specifically for Stayput Systems have three reflective bands and space for bolting on the top cover and the bottom hinge bracket.

**In-Ground Socket:** Only 76mm x 400mm Inground Sockets are to be used with the RTL Stayput School Patrol System – not other socket depths. The Stayput School Patrol System is only to be installed once the Ground Sockets have been set in concrete and the concrete allowed time to set.



## Incorrect Poles & Sockets:

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Standard 3.6m or 4.0m pedestrian poles, streetlight poles and power poles and use of deeper ground sockets (i.e. 600mm ground sockets) or Surface Mount Sockets are **NOT** suitable and should not be used in any circumstances.

## AUO and ARC Brackets – Torque Settings:

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**All Sign System AUO Brackets and Anti-Rotational Clips:** To avoid slippage, all of the ALL SIGN SYSTEM Brackets and Clips must be tightened directly onto the pole and NOT clamped onto the reflective bands. All Brackets must be torqued as per ALL SIGN SYSTEM torque setting requirements, using a using a calibrated torque wrench.

**Minimum:** 20Nm      **Recommended:** 22Nm      **Maximum:** 25Nm

All Sign System LIP-LOK bolts have an ultimate tensile strength of 70N/mm<sup>2</sup> and should be tightened up to a maximum torque load of 25Nm using a calibrated torque wrench. Failure to correctly torque up bolts on brackets and clips is the single most common cause of sign installation failure.

It is recommended, before fitting, that all bolts are lightly oiled to avoid binding when tightening nuts. Washers should always be fitted under the M8 nut; this strengthens the bracket when fully tensioned.

## Installation Steps:

### Attaching the Stayput Top Cover & Belisha Disc (Belisha Disc: Pedestrian Crossing Only)

1. Install the Stayput Top Cover approximately 100mm – 140mm from the top of the pedestrian pole to allow for the Belisha Disc to be installed at the top of the pole.
2. Use 2x 76mm ARC brackets, on the top and bottom rows of channel. At this stage, only hand tighten the brackets so adjustments can be made later.
3. Once all main components are aligned later on, then add the third ARC bracket and tighten all brackets to the required torque settings as per All Sign System requirements. [www.All Sign System.co.nz](http://www.All Sign System.co.nz)
4. Install the Belisha Disc on top facing the traffic flow, ensuring the open side of the top disc is on the backside of the Belisha so that the sign folds into it later.
5. Once Top Cover and Belisha Disc is attached, carefully lift the pedestrian pole, and lower it into the ground socket. Secure with a grub or wedge.



### Attaching the Stayput Bottom Bracket to the Pole

6. Attach two of the AUO brackets onto the Stayput Bottom Bracket using the 4x M8\*25 SS Square Head Nut and Bolts. Ensure the bolt head is on the inside of the AUO so the nut is accessible.
7. Measure 325mm from the ground to the bottom of the Stayput Bottom Bracket and attach it to the Pedestrian Pole.



*Note: At this stage, do not overly tighten brackets, as some adjustment may be required for the School Patrol Arm to lift up into the Top Cover. NEVER CLAMP DIRECTLY ONTO THE REFLECTIVE BANDS.*

### PRE-DRILL TEST: Height & Alignment Checks

8. Measure 1800mm from the underside of the top disc cover down to the base of the bottom bracket mid-point as shown, whilst the bracket is in the upright position (see photo). **This measurement can vary, depending on the road camber.**
9. Add 20mm extra for clearance into the housing. You will need to measure and adjust each side accordingly.
10. Place the School Patrol Arm (with inserted strengthening rod) into the Stayput Bottom Bracket.
11. Carefully, swing the School Patrol Arm up into the Top Cover.
  - a. Ensure there is sufficient vertical clearance
  - b. Ensure that the School patrol disc is covered when inside the Top Cover.
  - c. Ensure the Top Cover is aligned correctly, so the disc seamlessly goes into the Top Cover.
12. Make required adjustments



*CHECK: When testing, check the full disc is fully covered and moving freely in and out of the Top Cover.*

## Drilling & Attaching the School Patrol Arm to the Stayput Bottom Bracket

13. Insert the supplied Strengthening Rod into the Patrol Arm. Slide them both into the Bottom Bracket.
14. Lift unit up into housing - Use the hole on the Bottom Bracket as a guide and drill all the way through the School Patrol Arm and Strengthening Rod.
15. Use the M8 \*45 Bolt, Washer and Nut to secure the Arm and Rod into the Bottom Bracket.



*Re-check the School Patrol Disc goes up into the Stayput Top Cover. Adjust as required.*

*CHECK: Ensure strengthening rod is inserted into the arm, prior to drilling and bolting.*

## Attaching the Stayput Securing (Middle) to the Pole

16. Attach two of the ALL SIGN SYSTEM AUO brackets onto the Stayput Middle Bracket using the 4x M8\*25 SS Square Head Nut and Bolts. Ensure the bolt head is on the inside of the AUO so the nut is accessible.
17. Install the middle securing bracket at a height of 1.8 – 1.9mtrs high. This means the sign can be unlocked and locked by the supervising adult but, out of reach from the children manning the patrol.



**Note:** NEVER CLAMP DIRECTLY ONTO THE REFLECTIVE BANDS.

## Final Checks and Torqueing Brackets

18. Once in place, check that everything is in alignment and functioning.
19. Lock the School Patrol Arm into place
20. Torque **ALL** Brackets as per All Sign System Torque Settings
  - a. Minimum: 20Nm
  - b. Recommended: 22Nm
  - c. Maximum: 25Nm



### 21. Tightened Bolts - Checklist:

- a. Stayput Top Cover: 3x ARC Brackets
  - b. Stayput Middle Bracket 2x AUO Brackets
  - c. Stayput Bottom Bracket: 2x AUO Brackets
22. Now repeat the same installation process for the other side of the road.
  23. Once completed, the Stayput School Patrol Crossing is ready to use.



Once the whole installation is completed, please send photos and details through to [marketing@rtl.co.nz](mailto:marketing@rtl.co.nz)