Stayput School Patrol Installation Manual



PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE PROCEEDING WITH THE INSTALLATION

Version 2.3

24 September 2026

The Stayput School Patrol is designed so the school patrol arms are not required to be carried out each day and set it up for the Patrol - It simply stays out and is securely locked into the top cover outside of school crossing times. This manual is available for Contractors, RCAs and Schools to ensure Stayput School Patrol installs are consistent across the network. Installers must read the following instructions in full before proceeding with installation. Any questions, please contact the RTL Team.

Always check the www.rtl.co.nz for new versions of this installation manual.

Key Points for Installers:

Pedestrian Crossings vs Kea Crossings

- Stayput School Patrol systems are available for both School Zebra Pedestrian Crossings and Kea Crossings/ School Crossing Points - Stayput mechanism operates the same way for both crossing types, but the pole and School Patrol Arm colours differ, and Belisha discs are only used at pedestrian crossings.
- It is important that the correct system is ordered and installed.

Correct Stayput Pedestrian Poles:

- Stayput Systems are designed to be installed onto a **Stayput 76mm x 4m** Pedestrian Pole Only that three reflective bands and space for bolting on the top cover and the bottom hinge bracket.
- Do not use Standard 3.6m or 4.0m pedestrian poles, streetlight poles and power poles - **these are NOT suitable**

In-Ground Sockets:

- Only 76mm x 400mm in-ground sockets with a grub screw are to be used with the RTL Stayput School Patrol System.
- **Concrete foundation:** Install the socket in a concrete foundation a minimum of 300mm x 300mm wide x 500mm deep to provide sufficient concrete around and below the socket.
- Only install the Stayput once the ground socket has been set in concrete and the concrete has been allowed sufficient time to cure.
- Do not use deeper ground sockets (i.e. 600mm ground sockets) or Surface Mount Sockets – these are **NOT** suitable and should not be used in any circumstances.

Horizontal/Vertical Alignment & Mounting Heights:

- After the installation is completed, Check the top cover is aligned square with the road and that the School Patrol Arm can easily be deployed and stored into the top cover and padlocked into the mid mounting bracket.
- **Mounting Heights:** RTL's Installation Manual can be used as a guide, but heights should be discussed with the school and adjusted based on the location and specific site requirements.

Torque Settings - All Sign System AUO Brackets and Anti-Rotational Clips:

- To avoid slippage, all 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 to the ALL SIGN SYSTEM torque requirements 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.

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

- All Sign System LIP-LOK bolts have an ultimate tensile strength of 70N/mm2 and should be tightened up to a maximum torque load of 25Nm using a calibrated torque wrench.
- 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.

School Crossing Teams – Notes for Safe Operation:

Only trained parent helpers or teachers may unlock, lower, raise and secure the Stayput School Patrol Arm.

- Before removing the padlock, always ensure the immediate area is clear of students and pedestrians. Hold and control the Arm before removing the padlock, then lower it slowly and in a controlled manner.
- Do not leave the Arm unsecured in the Top Cover, as it may swing down and cause injury.
- Once safely deployed, trained School Safety Team members may use the Arm to manage the crossing.
- At the end of each crossing period, the Arm must be raised, secured in the Top Cover and padlocked by a trained parent helper or teacher.
- Misuse or incorrect operation may result in injury or damage to the Stayput system.

For crossing training or operational advice, contact your NZ Police School Community Officer or local Council.

Required Setup – Pedestrian/Zebra Crossings:

Pedestrian crossings, also known as zebra crossings, are permanent marked crossings that can be used by pedestrians at any time, including outside school hours.

They are identified by white crossing lines painted across the road, with vehicle limit lines on each approach. The black and white alternating school patrol arms ("lollipop signs") serve as clear visual indicators for approaching drivers.



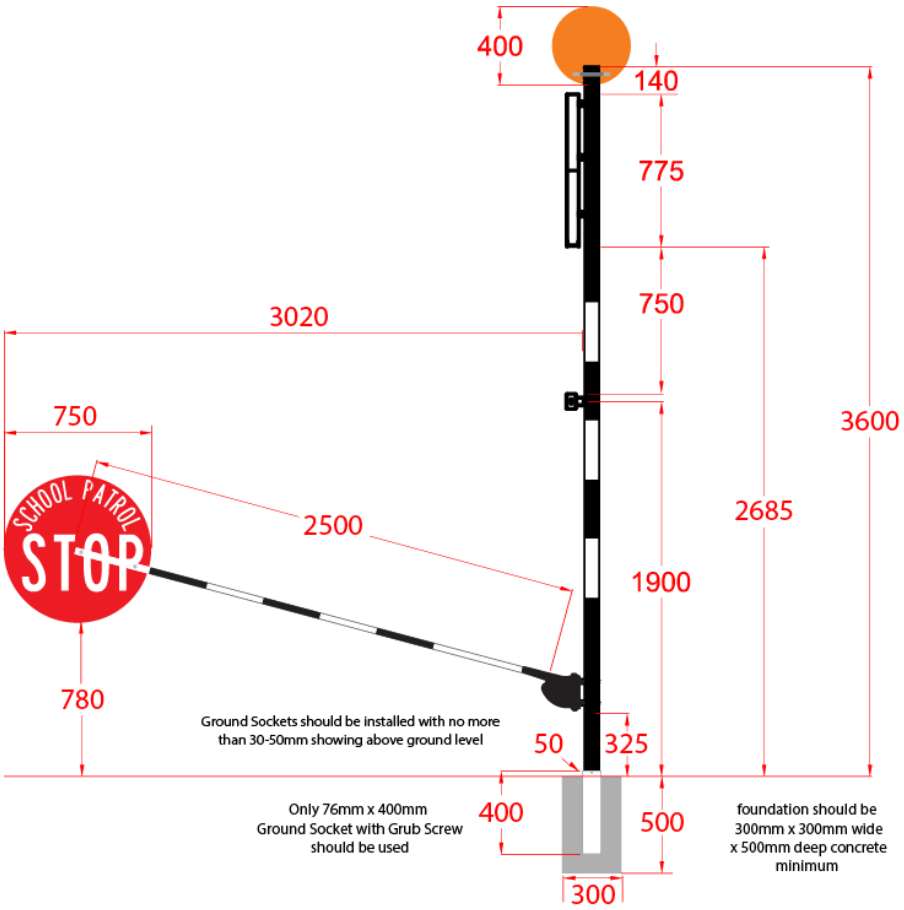
- Features painted lines similar to pedestrian crossings
- Uses black and white poles and signs to mimic road markings
- Must have orange belisha discs (only used at Zebra Crossings)
- Functions as a full-time pedestrian crossing

Web Link:

www.rtl.co.nz/product/pc023-01/stayput-school-patrol-system



Indicative Dimensions:



Required Setup – Kea Crossings:

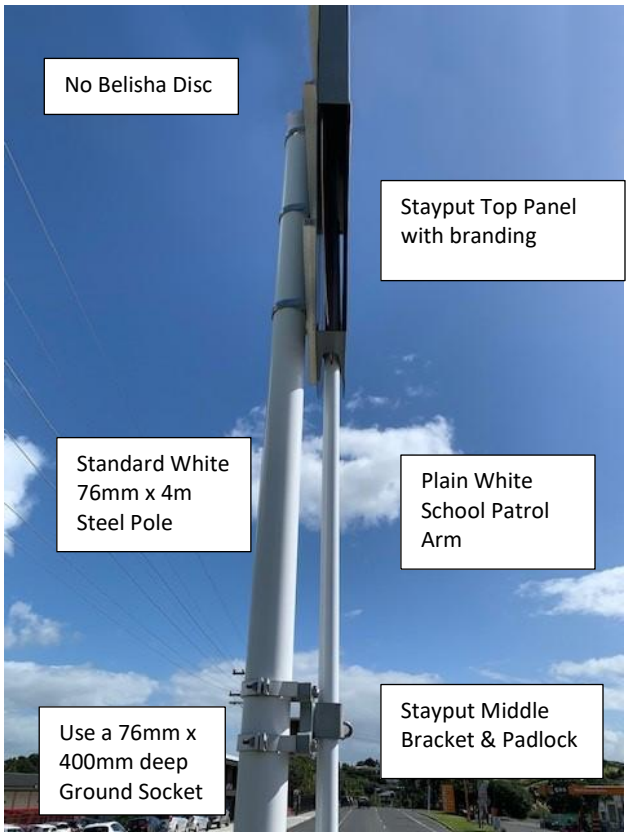
Kea crossings (or school crossing points) are used at places with low to moderate traffic levels, often where only school children cross.

School Patrol Arms are supplied plain white only 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).



- Not a permanent pedestrian crossing
- Road reverts to normal roadway outside crossing times
- Uses plain white poles and school patrol arms
- Features distinctive Kea Crossing Flags (only displayed during active times)
- Belisha Discs are **not used at** Kea Crossings

Web Link:
www.rtl.co.nz/product/pc023-03/stayput-school-patrol-plain-white-kea-crossings



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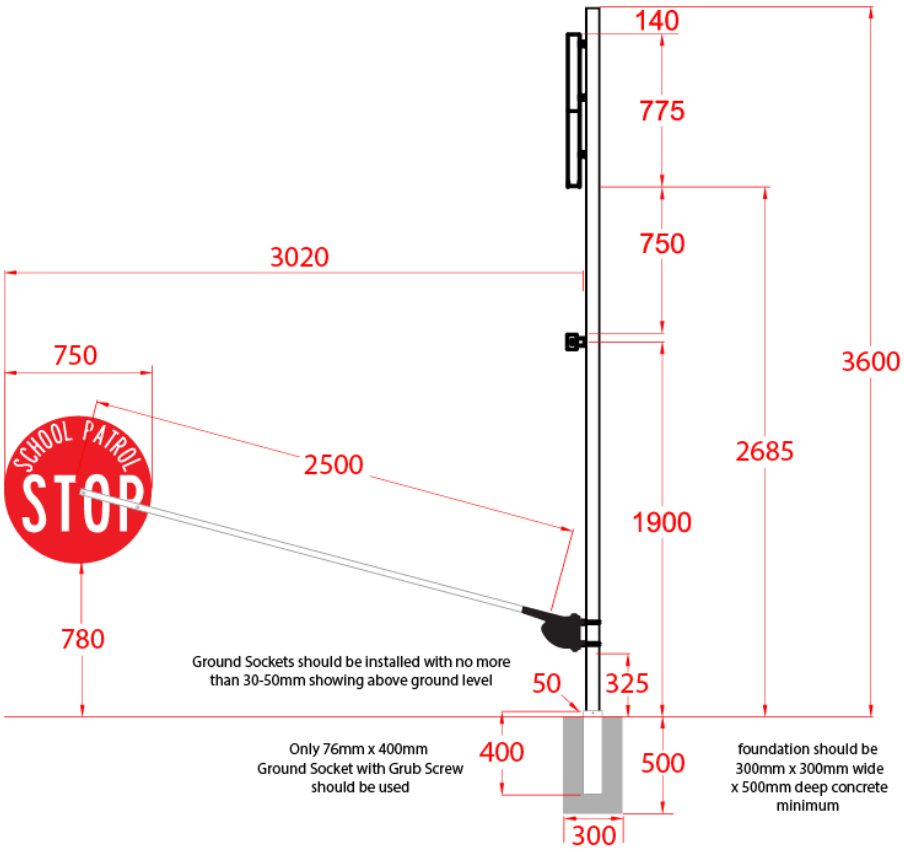

Use of Kea Crossing Flags:
The Flugal flag pole with the fluorescent orange 'children' flag (W16.4.1) must be installed on the footpath within 0.3 metres of the vehicle limit lines. The RCA is responsible for the correct placement of the pole, so the flag is not hit by drivers in their on-coming cars.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

Staypu Component List:

This component list covers one Staypu system for one side of the road. Please note the items that are required to be purchased separately. Please continue reading for further information and installation instructions.



400mm Belisha Disc & ARC Bracket (sold separately)

76mm x 4m Staypu Pedestrian Pole (Code: PC06 130.2SP) (sold separately)

Kea Crossings: Use 76mm x 4m Plain White Steel Pole (sold separately)

76mm x 400mm Ground Socket (sold separately)

300mm x 300mm x 500mm deep (minimum) foundation

Staypu Kit – Included Individual Components:

1x Staypu Top Cover	**3x 76mm ARC Brackets**
	
With School Logo / Branding & Crossing Safety Message (Digital Printed). Check: ☐	Each 76mm ARC bracket comes with a bolt and nut (included). Check: ☐

1x Long Padlock & Keys	**1x Middle Bracket**	**2x 76mm AUO Brackets with Bolts**	**4x M8 & 25 Square Head Nuts & Bolts**
			
		Used to attach middle securing bracket to pole	Used to attach middle brackets to AUO brackets
Check: ☐	Check: ☐	Check: ☐	Check: ☐

1x 750mm Orange School Patrol Disc with School Patrol Arm
1x 1m x 31mm Internal Strengthening Rod for inside School Patrol Arm
NOTE: for Kea Crossings – Patrol Arm will be plain white.



School Arm & Disc Check: ☐ Internal Rod Check: ☐

1x M8*50mm Bolt and Nut	**1x Staypu Bottom Bracket**	**2x 76mm AUO Brackets with Bolts**	**4x M8*25 SS Square Head Nuts and Bolts**
			
Used to attach Strengthening Rod & Patrol Arm into Bottom Bracket		Used to attach bottom bracket to pole	Used to attach bottom bracket to AUO brackets
Check: ☐	Check: ☐	Check: ☐	Check: ☐

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
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 using the ground socket grub screw.





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 into the Stayput Bottom Bracket **with the strengthening rod already inserted.** The strengthening rod must be in place before any drilling is carried out.
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 -adjust if required.





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

12. BEFORE DRILLING: Insert the supplied strengthening Rod fully into the School Patrol Arm, then slide the arm and rod together into the Bottom Bracket.
13. With the strengthening rod already inserted, lift the unit into the housing. Use the hole in the Bottom Bracket as the drilling guide and drill through **both the School Patrol Arm and strengthening rod.**
14. Use the M8 x 50mm 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

15. 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.
16. Install the middle securing bracket at a height of 1.8–1.9m above ground. 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 Torquing Brackets

17. Once in place, check that everything is in alignment and functioning.
18. Lock the School Patrol Arm into place
19. Torque **ALL** Brackets as per All Sign System Torque Settings
    a. Minimum: 20Nm
    b. Recommended: 22Nm
    c. Maximum: 25Nm
20. **Tightened Bolts - Checklist:**
    a. Stayput Top Cover: 3x ARC Brackets
    b. Stayput Middle Bracket 2x AUO Brackets
    c. Stayput Bottom Bracket: 2x AUO Brackets
21. Now repeat the same installation process for the other side of the road. Once completed, the Stayput School Patrol Crossing is ready to use.



