



Procedures for Carpool Safety



General Safety:

- Always drive slowly and carefully through the parking lot and pick-up area.
- Display carpool tag on rear view mirror. Drivers without a current carpool tag may be asked to park and enter the office to show identification.
- Pick-up and drop-off of children is to occur only in the carpool lane, not bus loop.
- Pull up and come to a complete stop at the Hawks painted on the sidewalk. A safety patrol student will open the car door for you.
- Your child should keep their carpool tag provided by the office on their bookbag the entire school year.

AM Carpool

- If it is necessary for parents to come into the building during AM carpool time, please park and observe all safety rules in the parking lot. Please stop before crossing the driveway and someone will help you across at the crosswalk.
- HARES staff or a safety patrol student will open the car door for students driven to school in the AM between 8:45 and 9:15 AM. Please make sure all students and staff have stepped away from your vehicle before driving forward. Students are tardy after 9:15 AM. Please walk your child into the office to sign them in beginning at 9:15AM.
- Parents are discouraged from walking their child through the parking lot for safety reasons.
- The rules of the road apply to our carpool lane. Please make sure your child is secured by a seatbelt when your car is in motion.
- Never allow your child to hang out the window or sunroof of your vehicle (even when your car is not in motion).
- Please do not block the crosswalks or intersections.

PM Carpool

- Display carpool number on rear view mirror through the entire carpool line until your child is in your car. Drivers without a current carpool tag may be asked to park and enter the office to show identification.
- Please limit use of cell phones while in the carpool line.
- Please do not ask to pick-up other children not assigned with your car rider number. Prior approval is required from the other child's parent.
- Wait until a HARES staff member directs your child to your vehicle.
- Please remain in your car. Staff members or a safety patrol student will open doors and help your child into the car. This keeps the line moving more steadily.
- If your child is not at the front of the school when you pull up to the carpool lane, they may have missed their number on the classroom television screen. You will be directed to pull around and park in a space in the front parking lot. We will walk your child to your car.
- All students are to be picked up by car rider procedures. Students with afternoon appointments should be signed out prior to **3:00PM**.
- All children need to be picked up before **4:10 PM**.

Parents who do not want to wait in carpool lines should consider having their child ride the bus to and from school whenever possible.