

GUIDELINES FOR IVANHOE SAFETY VALET PROGRAM FALL 2008-2009

I. STATIONS –

1. **The curb is now marked with tape** indicating the four stations where each parent valet should stand.
2. **Choose a station for each volunteer on duty.** The line moves more quickly if each parent valet stays within their station and focuses on moving the traffic up off Rowena as quickly as possible. Running back and forth between cars at different locations is hectic.
3. **Direct drivers to the stations with big, clear hand signals.** Look ahead to the cars coming up Herkimer to anticipate which car will be stopping at which station. Do your best to keep traffic moving so that vehicles don't pile up around the corner onto Rowena.
4. **Keep stations filled from top to bottom.** Direct cars to the top-most available station. Discourage drivers from choosing a lower station if there is a higher one available.
5. **Lookout for pedestrians.** Parents and children often cross at the alley with cars turn into the valet line from the alley as well. The parent valet at that station needs to ensure that pedestrians may cross and cars enter the line safely.

II. CONES AND STREET SIGNS –

1. **Cones should be lined up along the curb from Rowena to the alley.**
2. **The first sign (“School Drop Off and Pick Up Only”)** should be placed in the middle of Herkimer (up hill) at the alley, just to the right of the yellow line.
3. **This should be followed by: 3 cones; then the second sign (“Please Pull Forward”); then 3 more cones and the last sign (“Stop Here for Drop Off”).**
Make sure there is plenty of room between the last sign and the first parked car so that vehicles can exit the drop-off zone easily.
4. **The safety valet wagon** (holding the cones, signs, vests) should not be left on the sidewalk or obstructing the pathways of the school.

III. GENERAL INFORMATION

Each shift, please designate one parent valet to arrive by 7:45 am to set up cones. (*Many students arrive between 7:30 am and 7:45 am*). Begin putting cones and signs away around 8:25 am.

Make sure the vehicle has stopped completely and the driver is ready before opening the car door.

Most children need help with backpacks as they exit their car. Assisting them with their belongings helps expedite the movement of the valet line.

For strict safety reasons: Children *should not exit a vehicle* on the driver's side into traffic.

Car doors are to be opened by adults only.