

Zachary Lane Traffic Pattern

Student safety is our number one priority at ZL especially when it comes to before and after school transportation. For the safety of everyone, commercial buses and parent/guardian cars will use two different entrances to keep our traffic pattern moving effectively. The front entrance of the school is used for commercial buses and mini vans. The south entrance is our parent drive-through and is used for student drop off at 9:15 a.m. and student pick up at 3:45 p.m. *Important* - 9:10-9:30 a.m. and 3:35-3:55 p.m. are protected times in our parking lot. We respectfully request that no cars enter or move through the lot to allow a safe transition with the buses on and off school grounds.

The following information gives a more detailed account of our procedure and should help as our families think about the flow of students on and off school grounds.

Busers: students that ride the bus within the ZL attendance area.

9:15 a.m. Bus Drop-off at the Front Entrance- an adult will instruct the students to get off the bus. Students will enter the building respectfully and responsibly and go directly to their classroom except for those eating breakfast in the cafeteria.

3:45 p.m. Bus Loading - bus numbers will be called over the intercom. A student holding the bus number will walk down the hall. Students will follow the leader in line quietly and orderly as they exit the building to load the bus.

Important Change in District Policy – For *safety, security and liability* reasons students may only ride the bus assigned to them. They may no longer ride on a classmates bus before or after school. Please make other transportation arrangements.

Parent Drive-Through Students: students dropped off and picked up by car using the south driveway/entrance.

9:15 a.m. Drop-off Door- school doors open promptly at 9:15 a.m. Students are not to line up or enter the building in advance for supervision reasons. Students should be prepared to exit their vehicle on the curb side when their car is in the unloading zone. Please unload and pull out as quickly as possible. There is no passing allowed in the drive-through as this creates a very unsafe situation. Note-Students eating breakfast may go directly to the cafeteria.

3:45 p.m. Pick-up Door - students will line-up behind the white lines marked on the side walk and watch respectfully and responsibly for their adult driver to pull into the loading zone area noted on the map. If a child is not ready the driver they will be asked to exit and circle around the drive-through again. Drivers are to stay in the car and passengers must load on the curbside for safety. Cars may not pass one another. Please load up and move on as quickly as possible.

Walkers: students & parents that walk to or from school...OR...parents that park in the Zachary Lane Playfield parking lot and walk students across the street to or from school.

9:15 a.m. Drop-off Door - Walkers will use the Adventure Club/gym entrance noted as "W" on the map. Children are not allowed into the school until 9:15 a.m. for supervision reasons.

3:42 p.m. Pick up - Students will be dismissed over the intercom and are to line up in the hallway by the Adventure Club/gym door if they are waiting for a parent. Students that walk home may walk out of the building immediately. Students are not to walk through the parking lot and must use the sidewalk/grass area to connect with the city path at the north end of the building.

Mini Buses: small buses/vans for special need students, daycare programs, etc.

9:15 a.m. Drop-off - Students will enter the Adventure Club/gym door.

3:45 p.m. Pick Up - Students will line up in the hall by the Adventure Club/gym exit door. A staff member will instruct the students when to load the van/mini bus.

After School Program Participants: Adventure Club, Chess Club, Targeted Services, Discover U, etc.

3:40 p.m. - When students hear their program name announced over the intercom they will go to their designated area.

Please make sure that you have read over this plan very carefully with your child. Feel free to call the office at 763-504-7300 for clarification.

Respectfully,

Randy Moberg, principal

