

HOW-TO GUIDE

Create a Safe School Drop-Off/Pick-Up Process

According to the National Highway Traffic Safety Administration, **more school-age pedestrians are killed from 7 to 8 am and 3 to 4 pm than any other hours of the day** – it's no coincidence that these time ranges overlap with average school drop-off and pick-up times. Make your school drop-off/pick-up process safe, orderly, and efficient to prevent pedestrian injuries. **Here's how!**

■ Designate a Specific Loading/Unloading Area

Whether directly on school grounds or on an adjacent street, a dedicated drop-off/pick-up lane is a must-have since it helps control the chaos and speeds up the process of student loading and unloading.

Seton Suggests


For maximum effectiveness, Seton recommends employing two lanes on school grounds. In this scenario, one lane of cars progresses to the loading/unloading zone, releases the children simultaneously, then the vehicles move out of the zone once the children have cleared the lane. Next, the vehicles in the adjacent lane move into the loading zone and repeat the process while the alternate lane queues up with vehicles. Be sure to clearly mark the area with appropriate signage and curb paint to clearly define and communicate the actions parents should take.



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■ Paint the way

Use curb striping or painting to visually communicate parking and curb rules. Different colors convey different meanings; for example:



White (or no color)	Parking permitted unless accompanied by a restricted sign
Blue	For disabled individuals only
Green	Parking is time-sensitive (for instance, a green curb might indicate a student loading zone and be accompanied by relevant signage in the same color)
Yellow	Vehicles are only permitted to stop long enough to load or unload passengers and drivers must remain with their vehicle
Red	No parking any time (may also be used to indicate no stopping/standing or mark fire lanes)



■ Define with signs

Signs support the visual cues provided via curb striping and paint. Use signs to boldly identify student loading and unloading zones – the simpler the wording the better so signs can be easily read and understood. Make sure they're properly installed, highly visible, and well maintained at all times.

■ Accomodate for all

Providing a designated area for disabled students to safely exit and enter vehicles is another important consideration.

Seton Suggests

Seton recommends designating a separate lane for disabled students to disembark. This will ensure they have ample time and room to exit and enter vehicles. Make sure the lane is well-marked and clearly identifiable with appropriate signage and curb paint so other vehicles are aware of its restricted nature. Also, be sure it is adjacent to the closest route of travel to an accessible school entrance.



■ Cut down on vehicle traffic

Encourage parents to carpool and students who live nearby to walk or bike to school. Reducing the number of vehicles moving through your school lot will help keep it flowing so parents can pick up and drop off with ease.



■ Recruit helpers

Employing assistants to guide younger students. Utilize safety patrol workers, school personnel, parents, and even older students. They can all assist in guiding younger students as they enter and exit vehicles, adding more order and efficiency to the pick-up/drop-off process.



■ Educate, monitor, reinforce

Don't forget the key components to your program's success: educate students, parents, faculty, and other integral members of the process and monitor your policies on an ongoing basis to keep things on track. Provide maps and frequent updates/reminders via school announcements and newsletters, and designate a member of the faculty who is responsible for monitoring and reinforcing your program. This person should be accountable for reporting and recommending changes as needed. Here's to a successful school drop-off/pick-up process!

