

**GREEN VALLEY CARPOOL
AFTERNOON PICK-UP PROCEDURES
2012-2013**

**For the safety of our students and to ensure carpool traffic flows smoothly,
please cooperate with the following procedures.**

All students will receive a carpool number (one number per family). If your child normally stays for Extended Day or rides the bus home and you decide to pick your child up in the carpool line, your child will already have a number. Please keep this number in your car so that you will be prepared when this occurs.

- **The number you receive is your child's carpool number. This number is to be displayed in the front window, preferably hanging from the mirror of your vehicle so that it is visible to the caller in the carpool line.**
- **If the school's official carpool number is not displayed, the driver will be asked to come to the front office to obtain an official carpool number.**
- **When duplicate carpool numbers are needed, please come to the school office and we will be happy to issue duplicates.**
- **If other students carpool with your child, you will need to display their number along with your number during pickup. Separate numbers will be issued to all families to eliminate confusion on days when riders do not go home together.**
- **Car riders are to be loaded and unloaded from the traffic pattern that has been jointly coordinated by the school, the Traffic Department of the City of Hoover and the Police Department.**
- **For the safety of all students, students are to wait inside the gym until their carpool number is called. At that time, the riders will be dismissed from the gym to go to the station for pick-up.**
- **Drivers are to remain in carpool area until all riders are safely inside his/her car. Please wait patiently and set an example for the students.**
- **If after the carpool number is repeatedly called and the riders are not at the proper station, the driver will be instructed to drive around towards the front of the carpool line (away from the other cars).**

Your patience with this procedure is kindly requested and appreciated.

When each driver cooperates, the safety of each student is assured.

Please also understand that the first few days of carpool traffic may be a bit slower than usual due to more drivers at the beginning and students learning their number. We assure you that traffic will flow smoother and quicker shortly.

Thank you again for your assistance and patience.

**Jeff Singer
Principal**