



## Sunman Elementary Car Rider Procedure

To improve student safety and facilitate dismissals, a new car rider procedure will be in place this year. Please make note of the following required actions for dismissal of students who do not ride the bus:

- All drivers picking up students **must** park in the parking lot and come up to the building. (The yellow curb is a fire lane and unattended vehicles may be towed.)
- Students who are picked up will be dismissed to drivers between **3:00-3:20** only.
- Parents that need to get their students from other schools off the bus **MUST** park in the parking lot and walk on the sidewalk to the bus island. **DO NOT** cut across the grass. Parents will need to wait until **ALL** the buses have arrived before proceeding to the bus island to get their students.
- Drivers report to the vestibule (area between the two sets of front doors) for student pick up **not earlier** than 3:00.
- Staff will open locked interior door to give **parent, guardian or predetermined designated adult** a sign-out clipboard where they will print their own name in the pick-up column of the sign out page next to the student's name.
- Drivers **may** be required to provide state issued photo ID for confirmation of identity.
- Staff member will summon student for departure.
- **No students** will be removed from bus lines without principal or other designated supervisory staff members' knowledge and approval.