

## LANCASTER CENTRAL ELEMNTARY CAR RIDER PRODEDURES

Bus transportation is provided for all those living within the boundaries of Lancaster Central Elementary School.

### **Procedures for dropping off car riders in the AM:**

When entering the school drive please follow the yellow lines and arrows.

1. Please make certain, if you are the first car in line, you pull up to the STOP that is painted on the asphalt.
2. *Please stay in line until the cars in front of you pull forward.*
3. To ensure the safety of our students, students will not be permitted to walk across traffic from the parking lot by themselves.
4. It is safest to drop your child off at the curb unless you feel it necessary to park in a parking spot and walk with them to the entrance.
5. There are staff members on duty that will help students during this procedure.

### **Procedures for picking up car riders in the PM:**

If a child is a car rider on a regular basis, a signed and dated note must be hand delivered, sent with your child, or emailed to [LES-transportation@nwcs.k12.in.us](mailto:LES-transportation@nwcs.k12.in.us).

Students who are regular car riders will receive a backpack tag with an assigned number and a corresponding car tag.

If a child is a bus rider, but needs to change that to a car rider, a signed and dated note must be hand delivered, sent with your child, or emailed to [LES-transportation@nwcs.k12.in.us](mailto:LES-transportation@nwcs.k12.in.us) before 2 PM.

Due to safety precautions, we cannot accept phone calls as a means to change transportation.

If your child is riding home with another student, we need a note from you AND a note from the other parent.

1. When entering the school drive please follow the yellow lines and arrows.
2. Please make certain, if you are the first car in line, you pull up to the STOP that is painted on the asphalt.
3. Please stay in line until the cars in front of you pull up/out.
4. Students will not be permitted to walk across traffic to meet a driver parked in the parking lot.
5. Staff members will be present in the car rider area to help assure student safety by monitoring students and matching students with approved driver. Students need to be watching for their vehicle, so that the process is not delayed.

