





How can I make my arrival/dismissal more effective?

High traffic circulation and poor arrival/dismissal procedures can lead to unsafe conditions for student pedestrians and cyclists arriving to and from school. It is therefore important for school administrators to establish, monitor and enforce arrival/dismissal policies and procedures for a safer and more effective process at your school.

The following tips consider the use of school resources such as the supervision of areas, enforcement of procedures, specified routes for student pedestrians and cyclists separate from drop-off and pick-up areas, as well as student/teacher valets, and safety patrollers.

Recommendation:	Goal:	Benefits:	Logistics:
			
Arrival / Dismissal Policies:			
Establish dismissal policies and procedures collectively with school administrators, parent/teacher organizations, the local community, and school board.	Establish a set and agreed upon dismissal method that everyone can honor and follow in your school.	Improves traffic operations and creates a safer arrival/dismissal on school grounds for students whether they are on foot, on bike, in a family vehicle or riding a school bus.	All parents should be notified of new policies via mail, email, phone, and meetings at the beginning of the school year. These policies should be available on the school website or community bulletin board to ensure access to changes in dismissal policy.
			
Modes of Transportation:			
Encourage students who live nearby to walk or bike to school.	Alleviate traffic congestion by consolidating the number of vehicles in the school dropoff/pick-up zone.	Provides students with an opportunity to be physically active on a daily basis; reduces traffic.	Learn more about the benefits of walking and biking to school: www.walksafe.us www.bikesafe.us www.saferoutestoschool.org www.walkbiketatoschool.org
Encourage parents that drive their children to school to carpool with other parents.	Alleviate traffic congestion by consolidating the number of vehicles in the school dropoff/pick-up zone.	Reduces vehicular traffic and number of potential motor vehicle dangers.	

Dropoff/Pickup Zone Improvements:

Recommendation:	Goal:	Benefits:	Logistics:
Designate an entrance/exit that separates student pedestrians and cyclists away from vehicular loading zones on school grounds.	Reduces dangers for student pedestrians and cyclists crossing vehicular loading zones during arrival and dismissal.	Safe and easy access to school grounds by student pedestrians and cyclists.	Require student pedestrians and cyclists to use a designated sidewalk or pathway to enter/exit school grounds.
Designate drop/off pick-up site locations and access points for parents and students.	Reduces traffic congestion and increases flow by separating mixed modes of travel from each other.	Speeds up dropoff/pick-up process, makes zones safer.	Clearly mark drop-off and pick-up zones throughout the school perimeter and curbs; have parents use dashboard cards with child/children's name(s).



Safety Education:

Assign student/ teacher valets or safety patrollers.	Guide students to appropriate vehicular loading zones or walking/biking entrance/exit areas.	Creates a more organized and safer arrival/dismissal.	Assign teachers/safety patrols on a schedule so there is always supervision during arrival/dismissal.
Continuously educate and remind the school community of set regulations for school arrival/dismissal procedures.	Keep everyone informed and following the assigned policies for a safer arrival/dismissal period.	Ensures that arrival/dismissal is consistent and provides safety for all mixed modes of travel.	Educate and communicate through take-home flyers, maps, school events, announcements, newsletters, and parent-teacher organizations.
Consistently monitor and enforce policies for arrival/dismissal.	Keep everyone informed and following the assigned policies for a safer arrival/dismissal period.	Ensures that arrival/dismissal is consistent and provides safety for all mixed modes of travel.	Monitoring can be performed by school personnel, school police, parent/other volunteers, etc.

Note that any or all of the recommendations or suggested policies above should be consistently monitored for effectiveness, revised as necessary, and reinforced to maintain a positive impact upon the school community.

The tips above have been verified against Miami-Dade County's Public Schools' *Parent + Student Handbook* to ensure that the recommendations above meet existing school protocols. Usage in other counties may differ.

For more detailed information regarding the dismissal tips above, please refer to the following resources:

Safe Routes to School - Strategies to Improve Traffic Operations and Safety:
http://www.saferoutesinfo.org/sites/default/files/resources/ITE_SRTS_Briefing_Sheet_05_SchoolStrategies.pdf

Safe Routes to School - Student Drop-Off/Pick-Up Guide:
http://guide.saferoutesinfo.org/pdf/SRTS-Guide_Dropoff-Pickup.pdf

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