

VOLUNTEERS PLEASE READ PRIOR TO YOUR SHIFT:

Castlebay Lane Elementary School
TRAFFIC MONITOR INSTRUCTIONS

For immediate assistance, call Traffic Supervisor Kay Hurst (818)640-3576 who is on site.

1. Arrive before your designated time and put on an orange vest located in the filing cabinet marked "Traffic" in the school office. Also pick up a clipboard that includes the: *Traffic Violation Reporting Forms* and *No Parking Notices*.
2. There should be at least 2 volunteers for each shift. Be sure to check your assignment sheet to see which street you should patrol. Castlebay Lane is the street in front of the school, and Bowmore is the street by the YMCA Bungalow.
3. Your job is to both facilitate the carpool lane so it runs smoothly, while also minimizing any unsafe traffic practices:
 - Facilitate efficient drop-offs by:
 - opening & shutting passenger side doors
 - helping with backpacks
 - motioning cars to pull forward
 - and anything else that will expedite the traffic flow
 - PLEASE BE RESPECTFUL & FRIENDLY to cultivate a positive atmosphere!!!
 - Minimize unsafe traffic practices by:
 - reminding drivers in the carpool lane to stay in their vehicle at all times
 - requiring people to use crosswalks
 - warning people who make U-turns or block driveways
 - placing NO-PARKING notices on windshields of illegally/double parked cars
 - warning speeding cars to slow down
4. If someone is parked in the carpool lane, have another parent run the license plate number (and name if known) into the main office to announce over the P.A. system.
5. If you notice drivers or pedestrians being flagrant or frequent traffic violators, please remind them of the rules and fill out a TRAFFIC VIOLATION REPORTING FORM. **Submit these forms immediately to the Traffic Supervisor Kay Hurst @ (818-640-3576) who is on site--and she will follow up as soon as possible.** A camera is also available in the filing cabinet which can be used to take pictures of violations if necessary. Submit photos to the Vice Principal with the Traffic Violation Reporting Form.
6. If younger siblings will be accompanying you when you volunteer, provisions must be made for their safety!!! They must sit or play at least 20 feet back from the curbside. Please bring lawn chairs, games or snacks to occupy their time. Please DO NOT BRING younger siblings if their safety cannot be assured.