



Meadow Elementary

Drop-off and Pick-up Procedures for K-6 Students

Rationale

Beginning in the 2023-2024 school year, all 1-6 grade students will attend Meadow Elementary following the same time schedule, 9:15-3:30 daily. This is a change from the past, in which students were assigned to an AM or PM track time. While only half the student body would arrive or leave the school at the same time under the old schedule, nearly the entire student body will now converge at the school at the same start and end times. In consideration of the added traffic flow that will accompany this change, the Meadow Elementary student drop-off and pick-up procedures have been revised to ensure a safe, orderly, and timely transportation process.

Stakeholders in Plan Development

These procedures were created in direct consultation and coordination with Lehi City officials and received the approval of the city traffic engineer, streets supervisor, and signs manager. Drafted plans were also shared with parent representatives on the Meadow PTA and School Community Council (SCC).

Plan Objectives

The following priorities were used to guide the creation of this plan:

1. Ensure students are safe in the process of their arrival and dismissal from school, whether they travel by car, bus, or as pedestrians.
2. Ensure school procedures are in keeping with the traffic flow patterns, restrictions, and road markings established by Lehi City.
3. Maintain steady traffic flow on adjoining city streets and ensure residents along 500 West are not unduly inconvenienced in their efforts to travel in and out of the area.
4. Reduce drop-off and pick-up times to the shortest amount of time possible.

Plan Details

The location of Meadow Elementary in relation to its surrounding city streets has resulted in some unique traffic considerations and variables. These factors were taken into account when creating the various aspects of this plan.

The success of any plan depends on the degree to which it is understood and implemented by all stakeholders. Your efforts to fully understand the plan and contribute to its successful implementation are appreciated.

PART 1: PREFERRED METHODS FOR SAFE SCHOOL ACCESS

Details: In an effort to avoid intense congestion on city streets, particularly during pick-up times, we ask Meadow families to adhere to a staggered pick-up time schedule. Traffic during morning drop-off is generally dispersed to an extent that a schedule is not needed. During pick-up times at the end of the school day, we ask patrons to follow the schedule shown below. The schedule is organized by last name; where possible, we recommend that families create neighborhood carpools to ease the amount of vehicles that converge on site.

* Carpool parents can choose one of these pick-up times to follow.

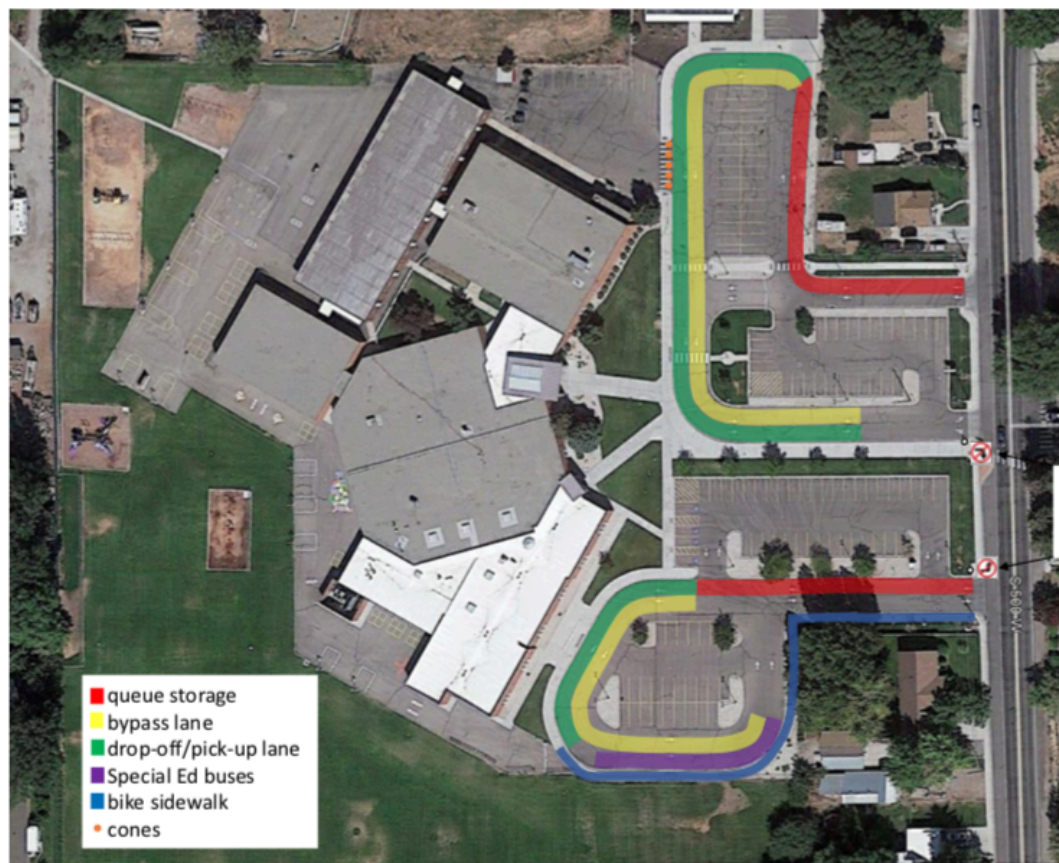
Last Name	A-G	H-L	M-R	S-Z
Pick-up time at the school	3:30	3:34	3:37	3:40



PART 2: DESIGNATED VEHICLE AND BUS LOOPS

Details: Meadow was constructed with two loops, one at the north end of the school and one at the south. The north loop is the larger of the two loops and was always intended to be the vehicle loop, as there is more curb space for the queuing.

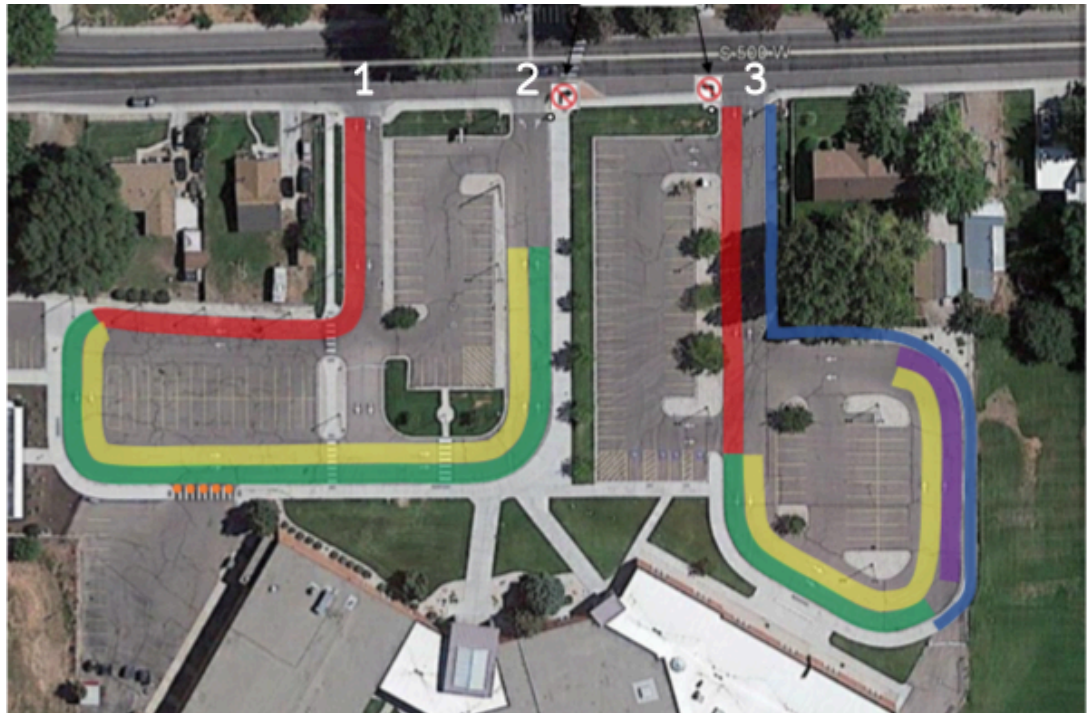
We will be using both loops for drop-off and pick-up (see green zone on map). The south loop will also be used for our Special Ed bus loading and unloading zone, along the south curb/fence (see purple zone on map).



PART 3: TRAFFIC FLOW AT SCHOOL ACCESS POINTS

Details: There are three access points to enter and exit the Meadow drop-off/pick-up loops and parking areas, all of which are connected to 500 West. The traffic pattern and road markings on 500 West indicate the way we are able to move traffic in and out of the three access points.

- **ACCESS POINT 1 (North lot)** serves as only an **entrance**. Lehi City officials ask that only southbound vehicles on 500 west enter this access point because there is no left turn lane for northbound vehicles. Vehicles coming from 200 S. may also use the North lot. During drop-off and pick-up, **only right turns in** will be allowed, so as to facilitate a continuous traffic flow and avoid congestion.
- **ACCESS POINT 2 (North lot)** serves as only an **exit**. There will be **no right turn** to exit the north lot. **A right turn exit will only be allowed outside of drop-off and pick-up times.** This exit can accommodate traffic going straight (crossing 500 west) or those turning left. During drop-off and pick-up no right turns will be allowed, so as to facilitate a continuous traffic flow and avoid congestion.
- **ACCESS POINT 3 (South lot)** Lehi City officials ask that only northbound vehicles on 500 west enter this access point to eliminate traffic/backup between the two lots. There will be **no left turn** to exit the south lot. **A right turn entry and a left turn exit will only be allowed outside of drop-off and pick-up times.** During drop-off and pick-up, only left turns into and right turns out will be allowed, so as to facilitate a continuous traffic flow and avoid congestion.

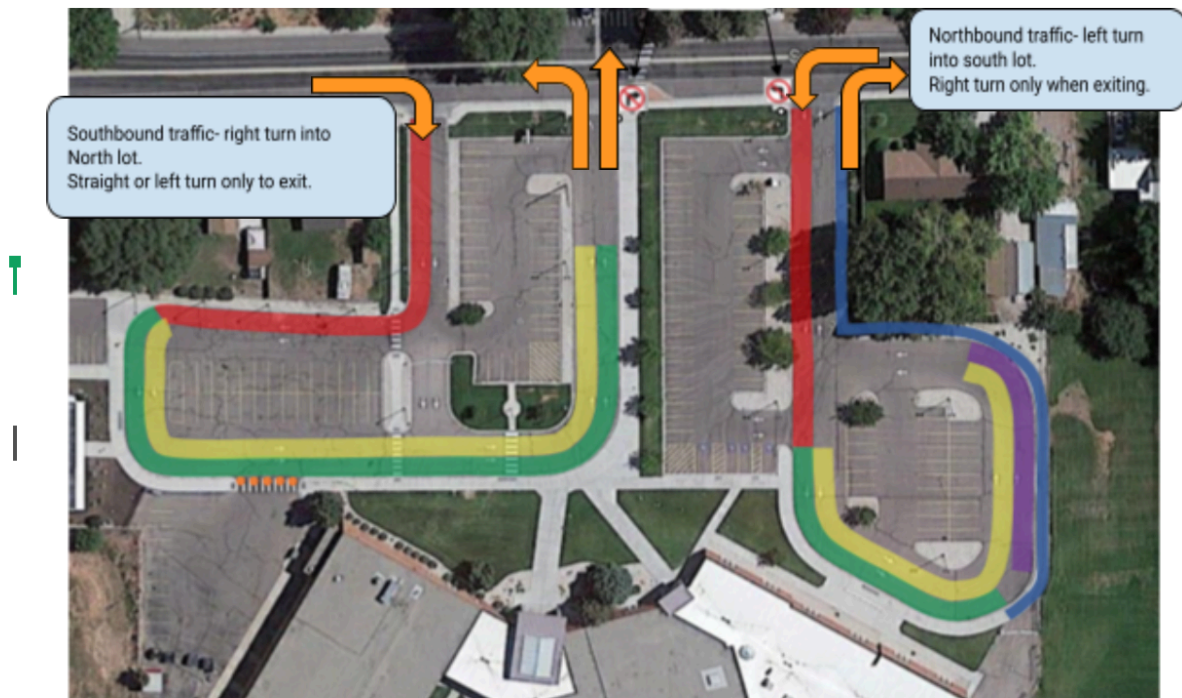


PART 4: TRAFFIC FLOW THROUGH VEHICLE LOOP

Details: Our aim is to maintain a continuous flow of traffic in, through, and out of the vehicle loop. To accomplish this, southbound vehicles enter the vehicle loop by turning right into access point 1 on 500 west and exit at access point 2 by turning left onto 500 West or going straight, crossing 500 west. Northbound vehicles enter the south lot (access point 3) by turning left off of 500 west. Orange traffic cones will be placed in the roadway to prevent right turns out of access point 2 and left turns out of access point 3.

When briefly stopping in the drop-off/pick-up lane to have your child exit or enter your vehicle, please **pull forward as far as possible** so we can use all available curb space. Yellow lines along the curb (see green zone on map) mark the beginning and end of the drop-off/pick-up lane. Students should wait to exit or enter vehicles until they are within this loading zone.

A bypass lane is located on the inside of the vehicle loop (as indicated in yellow on the map), providing a means to circumvent vehicles that are stopped curbside for drop-off and pick-up. Drivers in the north lot must be aware that the bypass lane and drop-off/pick-up lane merge into a single left-turn-only exit at access point 2, unless someone is going straight across 500 west. Please be courteous and allow vehicles to merge into the flow of traffic as needed.



PART 5: Walkers and bike riders

Details: Students must use the South sidewalk (see blue zone on map) if they will be walking down 500 west, as there is not a city sidewalk on the East side of the road.

PART 6: PARKING AND OTHER TRAFFIC CONSIDERATIONS

Details: Patrons are always welcome to park their vehicles in any open parking stall and walk to the building to retrieve their child. Always use sidewalks and crosswalks when crossing lanes of travel. For student safety, a parent should not park in a stall and wave their child over to them; students will be asked to always enter a car at curbside or to wait for their parent to come retrieve them.

Lehi City also asks that vehicles not park along the curb on 500 west. Parking here, on either side of the road, blocks the lane of travel. Please do not park here to pick up a child. Instead, utilize the vehicle loop or park in a parking stall in one of the school parking lots.

Additional Resources

[School Access Route Plan](#)

Our School Access Route Plan (also known as a Safe Walking Route) is created to ensure our students have safe ways to travel to and from school. Our plan includes safety provisions for children who travel as pedestrians, as well as those who are dropped off by car. The plan is reviewed annually, adjusted as needed, and approved annually by the School Community Council.