

PM Carline Volunteer Responsibilities

Time Commitment

- 2:15pm** **Arrive** at school, be sure to check-in to get your volunteer hours!
- 2:20pm** **Carline opens**, cars may be directed around the back of the school
- 2:30pm** **School dismissal**, start loading students into their vehicles. Each car must have their original student pickup number printouts from the school; if a car does not have their school-issued pickup number paper, they will need to pick up their student(s) from the front office.
- 2:55pm** **Carline is typically over**, be sure to check-out before you leave.

Number of Volunteers Needed

- Minimum of five people: one person to direct the traffic out front, four in the back to run the three lanes, and one to direct the flow of cars leaving. (It is ideal to have six people, so two people can help load lane one.)

Front Flagger

- Direct traffic in and out of the parking lot, making sure to allow regular street traffic to go through normally as much as possible
- Hold the stop sign and wear a reflective vest
- This person is the first signal that it is okay to enter the parking lot for carline

Front Flagger

- Hold the stop sign and wear a reflective safety vest
- Direct traffic in/out of the parking lot. Make sure regular street traffic moves normally as much as possible.
- At 2:20pm allow cars that are lined up around the cul-de-sac to enter the parking lot and drive around the back of the school. Cars should form two lines through our front parking lot. Do not allow cars to block our driveway. Keep the flow of traffic moving in and out of the school parking lot without too many backups from those trying to come in and those trying to leave.
- When cars begin to leave with their students, go back and forth, at a minimum allowing six to ten cars in or out at a time (or more when appropriate).
- At 2:45pm, you are done and may come back into the school office to check out of the volunteer Help Desk.

Hint: Set the alarm on your phone to know when carline time is over.

Back Flagger

- In charge of allowing the three lines of traffic to pass through the parking lot once students are loaded.
- Direct students to cross the road and start loading into lanes 2 and 3.
- Ensure all students are safely out of the line of traffic before allowing lines to move.
- Wait to be directed from the lane 1 loader that it is safe to roll lane 1
- Parents should (hopefully) signal to you and the other volunteers a thumbs UP (my students are loaded into the car) or a thumbs DOWN (I still need to pick up my students).

- When all of the students are loaded into vehicles, you are done and may come back into the office to check out of the volunteer Help Desk.

Lane 1 Volunteers

- A staff member will collect numbers from carline vehicles to let the school know which students to send out and when.
- Escort students to their cars and help them open the car doors. Students should be loaded into their cars from the passenger side. Students should not cross in front of or behind any vehicles.
- Call out the carline numbers of cars still waiting for their students to the staff member that is flagging, they will radio them to the staff on the intercom
- If their student does not arrive to car line after a second call, they will need to roll through car line again while their student is called a third time to keep the line moving
- Let the flagger know once it's safe to roll the line by giving them a thumbs up

Lanes 2 & 3 Volunteers

- A staff member will collect numbers from carline vehicles to let the school know which students to send out and when.
- Escort students down between Lanes 2 & 3 to their cars when the flagger crosses them over. Students should be loaded into their cars from the center of the two lanes. Students should not cross in front of or behind any vehicles, except at the very front of carline by the cones, when escorted by a flagger.
- Call out the carline numbers of cars still waiting for their students to the staff member that is flagging, they will radio them to the staff on the intercom
- If their student does not arrive to car line after a second call, they will need to roll through car line again while their student is called a third time to keep the line moving
- Let the flagger know once it's safe to roll the line by giving them a thumbs up