

**DONLON ELEMENTARY SCHOOL**  
**DROP-OFF / PICK-UP PROCEDURES**  
**2011-2012**

We have been working with the City of Pleasanton to reduce unsafe traffic conditions associated with the drop-off and pick-up of students at Donlon Elementary School. Our joint efforts are part of "Rides to School," Pleasanton's School Traffic Calming Program. **The following procedures will go in effect immediately. There have been some significant changes to our drop off/pick up procedures. Please read carefully.**

There are three parking lots for the elementary school; a main front parking lot, a staff /Kids Club lot behind the large sliding gate and a staff parking lot on the far side of the campus near Hill-N-Dale – **refer to the circulation map located on the back.** Parents may only park in the main parking lots. At the front school entrance, there is a drop-off/pick-up zone with 8 designated slots marked by yellow stripes. This is along a one way only lane that circles the perimeter of the central front parking lot. All vehicles intending to use the drop-off/pick-up loop may enter the lot from both the northbound or southbound direction on Dorman Road. As you enter the loop, you need to pull as far forward as directed by the school parking supervisors and student safety valets before dropping off or picking up your children. Please note that the Hill-N-Dale parking lot is for staff/Hill-N-Dale drop off and is not to be used for pick-up/drop-off as there is no supervision in this area. There are signs posted for your information. For the safety of our students, please do not use the Hill-N-Dale parking lot at anytime for drop-off and/or pick-up. Along the loop, Safety Valet Patrol will assist with the loading and unloading of students to expedite the process. Parents should **stay in the vehicle** to reduce the time occupying the loading area. Parents can park in the front parking lot spaces if they wish to unpack their children and escort their children to the playground. There is no parking in the drive through lane in front of the school.

After unloading or loading of passengers, vehicles must wait for the vehicle in front of them to move forward to exit the loop. There is no cutting in line to access the curb for drop-off. **Left turns out of the lot are prohibited between the hours of 7:30 – 9:30 a.m. and 2:30 – 3:30 p.m. Vehicles will only be allowed to turn right onto Dorman Road from the parking lot during these times** to alleviate the congestion in front of the school and to eliminate the back up at the loop exit.

There are sidewalks and crosswalks within the main front parking lot for students going to cars parked in the main lot and for people proceeding to cross the street. A parking supervisor in the main parking lot will direct traffic forward, and aid children in crossing the street.

Students and parents need to obey the safety rules by crossing Dorman Road only at the designated marked crosswalks. Drivers should be cautious and always watch for students crossing the streets and within the parking lot.

Crossing guards are located at the side staff parking lot on the northward end of the elementary school. There is also an additional crossing guard located at the south end at the intersection of West Las Positas and Dorman Road. Parents are asked to adhere to the parking restrictions placed along Dorman Road during the designated times noted on the signs located on the street (as illustrated on the map).

Please remember that although your child is safely inside the school or in the vehicle, other students are still present and cautious driving is needed at all times. We will be monitoring these procedures to evaluate their effectiveness in reducing traffic congestion while ensuring optimum safety for our students. ***Thank you for your cooperation and please drive safely.***

(See back for map)

# DONLON ELEMENTARY SCHOOL DROP-OFF/PICK-UP PROCEDURES MAP

