

TRAFFIC COORDINATOR: Carpool Volunteer Procedures

Antelope Campus

Traffic Coordinator(s) needed during the timeframes below. All volunteers receive double hours.

- AM Drop-off: 7:55am – 8:30am
- PM Pick-up: 3:00pm – 3:45pm (Early Dismissal: 12:30pm – 1:15pm)

Vests and Walkie Talkies available for use in the Elementary Office.

Purpose: Direct traffic in an orderly fashion to ensure a smooth transition during student drop-off and pick-up each day. Coordination eases the merging traffic of Jr High vehicles exiting the parking lot and Elementary vehicles progressing towards the Elementary building.

AM Drop-off:

All vehicles must travel through the horseshoe in order to proceed to the Jr High building or the Stop Bar if dropping off students at the Elementary. Traffic Coordinator will use cones to block off traffic from bypassing the horseshoe. Traffic Coordinator will direct Jr High vehicles exiting the parking lot and Elementary vehicles proceeding towards the Elementary building in an orderly fashion.

PM Pick-up:

Horseshoe: All vehicles must line up and stop at the end of the horseshoe in preparation for student pick-up. Traffic Coordinator will direct vehicles to proceed to Stop Bar at 3:00pm.

VIP Passes: Provided to Day Cares and year-round volunteers only. VIP Passes are valid prior to 3:00pm for PM pick-up only. VIP Pass allows vehicles to bypass the horseshoe and proceed directly to the Stop Bar. At 3:00pm, Traffic Coordinator will use cones to block all traffic from bypassing the horseshoe.

Stop Bar: All Elementary vehicles must stop at this position in the parking lot. Carpool lanes are color-coded by grade. Starting at 3:15pm, teachers will utilize walkie talkies to call a designated number of vehicles per color depending on available space in the carpool lane directly in front of the Elementary building. Traffic Coordinator will wave thru the number of requested vehicles. Traffic Coordinator will also wave through vehicles exiting the Jr High parking lot.

Elementary Color Code:

- K – 1st Grade: Green
- 2nd – 3rd Grade: Yellow
- 4th – 6th Grade: Orange

Jr High Color Code:

- 7th – 9th Grade: Blue

If any issues arise, such as a car accident, DO NOT leave Stop Bar. Notify teachers via your walkie talkie and/or call the Jr High Secretary at 801-779-2066.

Sign-up Genius is utilized to ensure adequate volunteer coverage. If you are able to volunteer, please contact: Julie Shurtliff @ saacarpoolantelope@gmail.com or (801)455-8424.

Our Volunteers are Greatly Appreciated! Syracuse Arts Academy and the POEC Presidency would like to Thank All Volunteers in advance for ensuring the safety of our amazing students.