



## EDNA MAGUIRE CAR LINE CLIFF NOTES

**The Car Line is a VOLUNTEER-driven convenience offered to the parents of Edna Maguire Elementary. It is an imperative service needed for our children's safety. THANK YOU for your volunteer efforts, and for helping to keep our parking lots safe!**

### Morning Car Line Duty

Main Back Lot            5 Volunteers  
Time                        8:10a.m. - 8:40a.m.

The morning shift simply requires volunteers to open car doors and assist students out of their vehicles. For Morning Car Line to run smoothly, volunteers **must arrive on time!** Whoever arrives first, please get the materials out from the outside storage container. Set up cones, and take out bullhorn and vests for parent volunteers. **Parents may not stop or park in the car line to assist their children!** If they want to walk their child in, they must park in an available space in the lot or on Lomita Drive. Encourage drivers to pull as far forward in line so that 4 cars are along the curb simultaneously. One volunteer will monitor the cross walk, assisting children to cross safely from the parking lot to the sidewalk. Once car line duty is over, one person needs to lock up the Volunteer accessories and return the key back to the office.

### Afternoon Car Duty

**Mission:**                Safe and swift delivery of kids into cars  
**Secret to Success:**    Teamwork / Position Commitment  
**Challenge:**            4 kids into 4 cars simultaneously  
**Secret Ingredient:**   Parent with bullhorn who's NOT afraid to use it  
**Job Times:**            2:40pm to 3:15pm  
**NOTE:** Early Dismissal Wednesdays are 1:20pm- 2:00pm- ***Kindergarten is included.***  
**Team**                     5 volunteers each afternoon

If you are the first to arrive for afternoon car line duty, please get the materials out from the outside storage container to set up: vests, cones and bullhorn. One volunteer will be the "Bullhorn Barker" calling the names of the student(s) listed on the placard in each vehicle. Each volunteer will assist students into their cars. Direct children to go to the farthest "station" marked with a colored flag and cars to pull forward so the line does not get backed up. One volunteer will also monitor the cross walk, as well, assisting children to cross traffic safely. When your shift is complete, please return all supplies to the proper places; cones, vests and bullhorn in the outside storage box and key for the box in the office.