



## **MORNING CAR LINE VOLUNTEER CHECK LIST**

**Shift: 8:10am- 8:40am**

If you're the first volunteer to arrive, go to the office and get the key for the outside storage chest and the lock codes for the sign and green men.

Open the box and set up the cones. The first cone goes all the way to the end near the red curb across from Robin's Nest. There should be 4 cones/stations from the first spot backtracking up to the crosswalk.

The Car Line sign gets wheeled into place in between the Car Line and the exit lane where Car Line starts.

All volunteers should wear an orange safety vest.

A volunteer should be at each cone station ready to open car doors. Your main objective is make sure people pull up as far as possible by waving cars forward and helping kids out of their cars safely and swiftly.

Parents should NOT get out of their cars or turn their engines off.

One volunteer should stand at the crosswalk and use the bullhorn to tell people waiting in line NOT to get out of their vehicles and to please pull forward.

NO kids may wear safety vests, assist opening doors or use the bullhorn. All kids (including siblings) should sit on the benches while Car Line is in operation.

Once Car Line is over, return the key to the office but leave the box unlocked and leave everything in place. The PM shift will put it all away.



## **AFTERNOON CAR LINE VOLUNTEER CHECK LIST**

**Shift: 2:40pm- 3:05pm, Wed.: 1:35pm-2:00pm**

If you're the first volunteer to arrive, put on a safety vest, grab a pen and pad and start writing all the names of children for the cars already lined up.

Drivers **MUST** have a car line placard to use car line! There are extras in the box.

All volunteers should wear an orange safety vest.

NO kids may wear safety vests, assist opening doors or use the bullhorn. All kids (including siblings) should sit on the benches while car line is in operation.

The volunteer at the crosswalk should use the bullhorn to call children. All other volunteers should be ready to open car doors as kids come out. Get kids into their cars safely but swiftly!

If there are enough volunteers, one person should stand further up in Car Line to announce to the bullhorn volunteer who to call next.

In order to prevent back-ups, it's important to have people stay in their cars and always pull forward as far as possible.

If someone has been waiting a while for their child and is blocking the line, call their child again and have them keep pulling forward as space permits.

Once Car Line is over, please put all cones, flags, vests and bullhorn into the storage box and lock it. Wheel the sign back up against the fence next to the storage bench and lock it with the lock closest to the box. Lock up all the green men together with the other lock.