

Greenleaf Elementary School Car Pick Up and Bus Procedure



Not only does Greenleaf send all of their children home safely at the end of each day, the school also serves as a collection point for all PreK students in the district. All PreK students are dropped off at the end of the day at Greenleaf and then redistributed to send them on their way home.

Even students who don't go to school on the Greenleaf campus, follow the procedures at the end of the day, because they all have been walked through the process. No one has been lost or missed a bus—and it's all because there are procedures in place to create a safe and organized environment.

Shortly before 3:30, the counselor walks outside and writes down the names of the students of the first 10 cars and brings them in and puts them beside the intercom.

The first bell rings at 3:30 and the elementary bilingual students walk down the hall on the right side (a procedure) and load their bus (two teachers monitoring that . . . another procedure).

The bus that picks up the bilingual students has just dropped off the PreK students. A teacher walks the PreK students down to the front lobby if they are car riders. The PreK bus riders line up in the hall under their bus number.

At 3:45 the counselor calls the names of the 10 students whose parents are parked in the line.

At 3:50 the next bell rings and all car riders go to the front lobby and sit down—PreK - 3 from Greenleaf join the PreK students from other campuses who are already sitting and waiting on one side. The Greenleaf 4 - 6 students sit on the other side.

The band director goes outside to the cars lined up and calls the students' names in a microphone. Students go outside and line up in four areas for their parents to pick them up.

While this is all going on in the front of the building, the buses are pulling up on the side of the building. Teachers that have bus duty have walkie-talkies and call to the front office the number of the bus that pulls up. Then one of the 6th grade students gets on the intercom and calls the bus number and those students walk to their bus.

When all the students have been called, the day care students are called to line up in the front lobby for the day care vans/buses.

If all students are not picked up, a staff member that does afternoon car duty stays late until all students are picked up.

When all students are picked up the last procedure is for all of the staff to go home.

