

Car Riders

In order to ensure the safest and most efficient methods for student dismissal, the West Jefferson Hills School District is implementing a car tagging system at Gill Hall, McClellan and Jefferson for those students being picked up at the end of the school day. The new system utilizes car tags and backpack tags to identify students and ensure that they are released only to drivers who are authorized to pick them up. You do not need to have a car tag to drop off students in the morning.

Each car riding family will be issued two car tags with a number associated with each family. Additional tags may be purchased for a fee of \$2.00 payable by check to the West Jefferson Hills School District. Each student will receive a backpack tag with their family number. Please encourage your children to memorize this number.

Car tags must be clearly displayed when entering the designated car rider pick up area at each building. If you do not have your assigned car tag, you will be required to park in the lot and present identification to the office in order to pick up the requested student(s). At that time, staff will confirm that you have permission to pick up the student(s) before allowing them to leave with you. If anyone else is picking up your child, you must give them your tag to present upon arrival. They will not need to provide any additional identification.

Each year an application must be completed for car riding students. New tags will be issued at that time. Information on specific dates and times to register will be communicated.

If your student will be a car rider for the 2018-2019 school year, please fill out the car rider application available at: [http://www.wjhsd.net/Downloads/K-5%20Car%20Rider%20Tags%20\(1\).pdf](http://www.wjhsd.net/Downloads/K-5%20Car%20Rider%20Tags%20(1).pdf) and submit it on or before **August 14, 2018** to the office at Jefferson Hills Intermediate School located at 875 Old Clairton Road, Jefferson Hills, PA 15025. Tags may be picked up at Jefferson Hills Intermediate School on **August 20, 2018** between the hours of 2:00 pm and 6:00 pm. You can also register at the school on the 20th. If you are unable to pick up your tags at that time, please call the office at 412-655-4163 to arrange pick up at a later date and time.

Please help us keep everyone safe by doing the following:

- Register as a car rider even if students will be regular bus riders and only *occasional* car riders. Send in a note to your child's teacher on car riding days.
- Prepare for children to enter/exit the vehicle on the passenger side only.
- Refrain from smoking on school property at all times.
- Leave family pets at home in order to ensure the safety of personnel opening your door and the children passing by your vehicle.
- Refrain from using a hand-held electronic device while in the parking lot.
- Remain alert at all times for children, other vehicles and our personnel.
- Properly display your car tag from the rear view mirror.
- Ensure that your child's car rider number is always displayed on their back pack or another prominent area.

- When dropping your child off in the morning, drop off passenger side only and remain in your vehicle.

Drop off and Pick Up Times/Locations

Drop Off:

Gill Hall Elementary School - 8:00-8:15 a.m.

- Drop off in the loop
- Times strictly enforced to avoid bus arrival in the loop.

McClellan Elementary School - 8:00 - 8:15 a.m.

- Drop off at School Lane & McClellan Drive
- Times strictly enforced to avoid bus arrival in the loop.

Jefferson Hills Intermediate School - 8:00 - 8:25 a.m.

- Drop off in the car riding zone located near the rear of the building by the baseball field.

Pick Up:

Gill Hall Elementary School - 3:30 p.m.

- Park and meet your child at the Gymnasium door. Have your tag in hand.

McClellan Elementary School - 3:30 p.m.

- Line up on McClellan Drive and keep lane open for bus traffic.
- Once all busses have left, staff will direct you into the loop in front of the school for student pick up. Remain in your vehicle.

Jefferson Hills Intermediate School - 3:15 p.m.

- Pick up in the car riding zone located near the rear of the building by the baseball field.
- Remain in your vehicle for student pick up. Staff will direct you through the designated traffic pattern.

***If you have children at Jefferson and Gill Hall or McClellan, drop off your K-2 student first (before school) and pick them up last (after school). This will help expedite the process for you and for others.