

Martin GT Magnet Middle School

Carpool Procedures

- All families using the carpool lot for pickup or drop off **must** be assigned a MMS carpool tag. Tags are available during Student Visitation or in the main office after our visitation date.
- Students may enter the building at 7:05 AM. Adult supervision is not available prior to this time. I strongly encourage you to arrive as close to 7:05 as possible to reduce your wait in the carpool line.
- Student pick-up and drop-offs must take place in the designated area through using the lower entrance from Horton Street. only.
- Access to the lot is **only** permitted using the **right lane** of Horton Street. from Ridge Rd. Do not use the service road entrance from the bus lot and attempt to cut in the line. This service road entrance is for Special Transportation Services only.
- Ridge Road is a two-lane road. Parking or standing in the bike lane is prohibited. It is very unsafe to drop off in the bike lanes on **either** side of Ridge.
- From 7:00-7:30 AM there are **no left turns** on to Ridge Rd from Horton Street. All exiting traffic must turn **right** towards Wade Avenue.

AM Drop-off Procedures

- The lead car should pull all the way to the end of covered awning past the Student Services Entrance along side the gymnasium. This allows for more vehicles to unload.
- Pull up in line as far as possible. Do not leave large gaps in the line.
- If your child is temporarily on crutches or in a wheelchair, pull **into** the handicapped zone near the Main Office Entrance.
- If your child takes a musical instrument to the band room, he/she should exit the car wherever you stop in the drop off zone and walk to the band room.
- Because students unload from **both** sides of cars in the morning, do not pull out of line attempting to exit before the cars in front of you. This is **very** dangerous.

PM Pick-up Procedures

- Cars should line up single file in the order of arrival. **Do not** leave cars unattended in the loading zone.
- Stress to your child that he/she needs to report to the carpool area promptly following the dismissal bell and remain alert for your arrival.
- Students must wait **on the walkway** until their cars have made a **full stop** in the loading zone. Because cars pull out of line to exit campus in the afternoon, students may **only board on the curb side!**
- As you approach the loading zone, be sure to pull close to the curb to allow room for exiting cars to pull around you.
- Please **DO NOT** talk on cell phones as you pull into the loading zone area. This jeopardizes the safety of our students and staff in the pick-up area.
- If cars ahead of you have left but your child has not yet reported to the carpool zone, continue moving forward to allow room for those behind you to pull forward and pick up their students.

Following these procedures helps our carpool run safely and as efficiently as possible.

Thank you for your anticipated cooperation! ☺