

# MBE Carpool Etiquette

**Absolutely no cell phone usage in carpool** – this is for the safety of all students.

**Do not text – read or respond – while in carpool.**

- As you proceed through carpool, **please pull up to the farthest available cone** to allow those behind you to use all available cones.
- All students should unload/load on the passenger side of the vehicle. Students should **never** walk between vehicles during carpool.
- **Be prepared to unload/load promptly upon stopping at a cone.** If your child is not ready to exit the vehicle in the morning or needs assistance getting buckled in the afternoon, please pull forward to allow traffic to continue to flow.

## Morning Carpool 7:20 – 7:50

- **Doors are unlocked, and supervision from school personnel begins at 7:20.** Please do not leave students unattended on campus prior to 7:20.
- Cambridge carpool and Walkers report to the lunchroom from 7:20 – 7:40.
- Heathermoor carpool wait in the community room hallway from 7:20 – 7:40.
- All students are dismissed to classrooms at 7:40. Any students arriving at or after 7:40 may go directly to their classroom.
- **Exterior doors lock, and students are tardy at 7:50. Any students arriving after 7:50 will need an adult to walk them inside and sign them in at the front office.**

## Afternoon Carpool 2:50 – 3:00

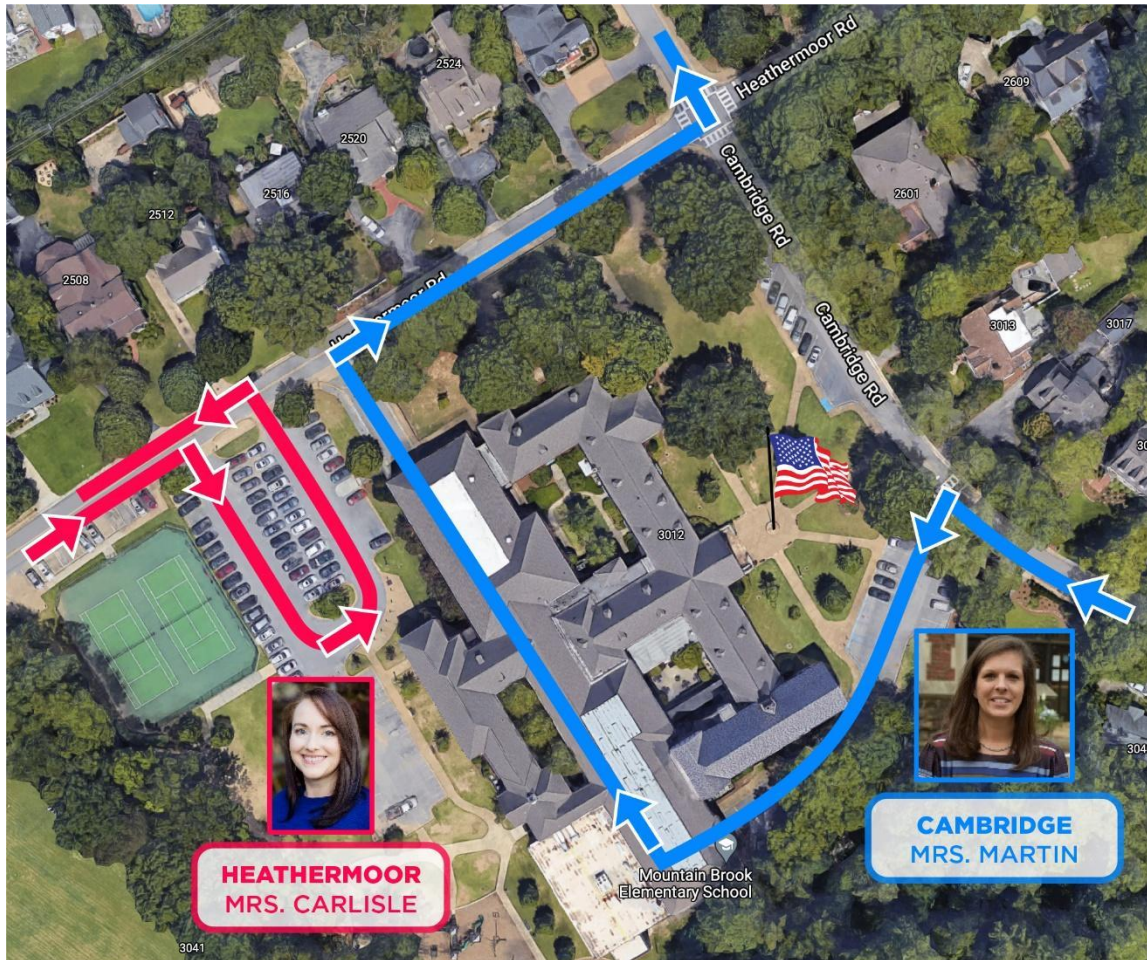
- **Please work with your child to help them memorize their carpool number.** Numbers are used to call students to load their cars every day.
- **Transportation changes should be sent via email to the homeroom teacher before 2:00pm.** Please include:
  1. The route the child should use (Walker, Cambridge, Heathermoor).
  2. Who will pick up the student.
  3. Contact number(s) to verify the change, or call if there are questions from the school.
  4. Please clearly communicate to those responsible for pick up the **route** they should use, and make sure they know and have a **number to display** for pick up.

The last hour of school includes a number of variables that can prevent a teacher from receiving email notifications. This deadline will help avoid any missed communication that could result in confusion for the student. **Make sure your child knows their “Rainy Day” Plan for pickup!**

- **Drivers may line up beginning at 2:40.** MBE engages in ongoing conversations with City and MBPD officials regarding the traffic associated primarily with carpool. They ask that we continue to relay the importance of not lining up on the streets until carpool officially begins. This reduces standing traffic and lines in our surrounding area, and shows respect to neighbors who may be unable to exit/enter their driveways.

- Upon completion of carpool, students not picked up will be escorted to the office to call for transportation home. At 3:15, all students not picked up will be escorted to EDP, and the EDP staff will supervise until they are picked up. Please note: There is a financial obligation to using EDP services that is detailed in the EDP guidelines.

## Carpool Routes



Please contact Allyson Martin (Cambridge) [martina@mtnbrook.k12.al.us](mailto:martina@mtnbrook.k12.al.us) or Anna Carlisle (Heathermoor) [carlislea@mtnbrook.k12.al.us](mailto:carlislea@mtnbrook.k12.al.us) with any carpool questions, or to request additional carpool numbers.

Please note the following:

- 1) All students, including Walkers, must have an assigned carpool number in the event of inclement weather. **Make sure you communicate your rainy day plan to your child(ren)!**
- 2) Anyone picking up a child should have a number decal.
- 3) Cambridge uses numbers 1 – 199 and 400+; Heathermoor uses numbers 200 – 400. This distinction helps quickly identify if a parent or babysitter might be in the incorrect line, and helps us more readily locate students.

- 4) Coming on Cahaba Road from Mountain Brook Village, you cannot turn left onto Heathermoor in the mornings or afternoons during carpool time. You will be ticketed.
- 5) You cannot turn left onto Heathermoor when exiting the Cambridge carpool in the mornings or afternoons. **You must turn right onto Heathermoor after you pass through carpool, then turn left onto Cambridge.**
- 6) **Barriers are in place to help traffic move smoothly. In the absence of barriers, please continue to follow the carpool routes for everyone's safety, and to help carpool run efficiently.**
- 7) **Cambridge Rd.** and the portion of Heathermoor Rd. on the Cambridge route **is one way during morning and afternoon carpool** times. Adhere to city road signs, or you may be ticketed.