

Summer Car Line and Bus Boarding Review and Checklist

It's been another year and now it's time to reflect on how well your dismissal process ran. Here are some quick tips on what you can do to help make things run smoother in 2023-2024.

1. Review and update car line dismissal procedures: This summer, review the school's car line dismissal procedures and make any necessary updates to ensure that they are clear, concise, and effective. Take into consideration any expected growth in the number of students and how this may impact the neighborhood your school is located in.
2. Evaluate the tools used for running your dismissal process: Does your school use walkie-talkies, a bullhorn, a homegrown dismissal solution or a tool like ConciergePad's car line and bus boarding system? New tools are available to make your dismissal safer, silent, and more efficient.
3. Communicate with parents and families: Communicate the car line dismissal procedures to those individuals responsible for picking up students well in advance of the start of the new school year. This can be done through email, newsletters, or other forms of communication. Aerial photos of your school outlining the dismissal traffic pattern as well as videos are great tools for training.
4. Schedule staff training: Schedule training sessions for staff members who will be involved in the car line dismissal process. This can include teachers, aides, and administrative staff. Make sure they understand the procedures and are prepared to follow them.
5. Review transportation requests: Review transportation requests from families to ensure that all necessary information is complete and accurate. Make sure any special needs or accommodations are noted and communicated to the appropriate staff members.
6. Prepare signage and traffic cones: Prepare the necessary signage and traffic cones to direct traffic and ensure a smooth flow of cars during the car line dismissal process.
7. Assign staff members to specific roles: Assign staff members to specific roles during the car line dismissal process. This can include directing traffic, assisting students into their cars, and ensuring that students are safely secured in their car seats.
8. Conduct a trial run: Conduct a trial run of the car line dismissal process with staff members and any volunteers to identify any potential issues or areas for improvement. If using software to run your dismissal make sure that everyone has the latest software

updates, usernames and passwords, and everyone can log in.

9. Provide feedback to staff: Provide feedback to staff members after each car line dismissal to help them improve their performance and identify any areas where the process could be streamlined or improved.
10. Monitor and evaluate the process: Continuously monitor and evaluate the car line dismissal process throughout the school year to ensure that it remains effective and efficient. Make any necessary adjustments to the procedures or staff assignments as needed.
11. Celebrate success: Celebrate the successes of the car line dismissal process and acknowledge the hard work and dedication of staff members who make it possible. Working in the car line at the end of the day can be hot, loud and stressful. Your team deserves to be celebrated.

ConciergePad offers a suite of solutions used to run your school's operations. Among the offering is their Car Line and Bus Boarding solutions. The ConciergePad software helps schools run a safe, silent and efficient dismissal process. Their customers experience a drastic increase in dismissal times while never compromising the safety of their students.

To schedule a demonstration, click on the calendar link to select a date and time that works best for you. <https://calendly.com/conciergepad/discussion-with-conciergepad-team>