



## TRAFFIC SAFETY BULLETIN

For the safety of our students, and with the dual recommendation of the Traffic Engineering Department of the City of San Jose, and the Traffic Enforcement Unit of the S.J.P.D., the following arrival and departure procedures are enforced at Milpitas Christian School.

### Drop-off, Pick-up, and Parking Procedures

1. Use the crosswalk at ALL TIMES.
2. Parking lot entrances/exits:
  - ♦ Elementary Lot (Stonewood Ln)      Enter – North driveway      Exit – South driveway
  - ♦ Middle School Lot (Birchwood Ln)      Enter – East driveway      Exit – West driveway
3. Elementary students may be dropped off between 7:45 A.M. and 8:25 A.M. Those arriving before 7:45 A.M. must be signed in to Extended Care by a parent/guardian.
4. Middle School students may be dropped off starting at 7:45 A.M. **Please do not get out of the car when dropping off students.** Those arriving before 7:45 A.M. must be signed into Extended Care by a parent/guardian. **The Middle School parking lot will be closed and locked starting at 8:45 A.M. and reopened at 2:45 P.M.**
5. **RED ZONES:** Drop-off and pick-up only – **PARKING IS NEVER ALLOWED** in these areas, as they are also used by emergency vehicles.  
**GREEN ZONES:** Drop-off only 8:00 A.M. - 9:00 A.M. Pick-up only 2:30 P.M.- 3:15 P.M.  
Otherwise: 12-minute parking is allowed on Birchwood and Stonewood, per the street signs.  
Traffic personnel will assist students entering and exiting vehicles and will urge traffic to move forward. **DO NOT EXIT YOUR VEHICLE IN THESE AREAS.**  
**YELLOW ZONE:** "Children are precious cargo," however they are not to be unloaded in the Yellow Zone on Birchwood. This area is for unloading freight and packages only.
6. In the morning students are to proceed directly to the supervised area assigned to their grade.
7. **UNDER NO CIRCUMSTANCES** should students exit a vehicle while it is in the **PASSING LANE** (left lane) of either parking lot. This is very dangerous. Exception: if a vehicle is stopped at the exit of the elementary lot in the left lane, the student may exit on the *driver's side* and proceed to the front crosswalk. The student must wait for traffic personnel to indicate that it is safe for the student to cross. If you park on the east side of the Elementary parking lot, please walk on the east parking lot sidewalk, in front of the parking spaces, and cross at the crosswalk that goes toward the playground. Please do not walk *through* the parking lot in the flow of traffic at any time.
8. If you prefer to walk your student to class, please park on the street. If you park in one of the lots you could be trapped by traffic congestion or risk the chance of an accident when backing out. In addition, traffic tends to back up onto the street when vehicles pull out of a parking space because the drivers must move slowly for safety reasons. If multiple drivers pull out, this can cause arriving students to be late. Therefore, do not expect to be able to pull out of parking spaces between 8:15 A.M. and 8:25 A.M. Traffic personnel may ask you to wait until the traffic congestion decreases.

9. **DO NOT DOUBLE-PARK IN THE STREET** to drop off or pick up students or adults. This is illegal and is very dangerous. Pull to the curb and put your vehicle in "park" before allowing students or adults to exit your vehicle.
10. **DO NOT BLOCK THE CROSSWALKS ON STONEWOOD LANE, ROWLEY DRIVE, BIRCHWOOD LANE,** or in the elementary parking lot. These are for pedestrian use only.
11. **ELEMENTARY PARKING LOT:** when parking on the east side of the elementary lot, please pull into the parking space so your vehicle does not overlap the sidewalk. This will ensure your vehicle does not block the narrow sidewalk. (The parking spaces are deep enough to easily accommodate longer vehicles.)
12. The spaces marked **HANDICAPPED** must remain unblocked and available for use by authorized disabled persons. You may not load or unload in *any* of these spots *at any time* unless you have been assigned a Disabled Person Parking Placard or License Plate by the State of California. The placard must be displayed at all times when a vehicle is in a posted handicap parking space. The fine for unlawful parking in a posted handicap parking space can be \$250-\$500 or more.
13. Please respect and pay attention to traffic personnel. They are there to ensure the safety of you and your student(s).

**THE SAFETY OF CHILDREN IS ONLY ASSURED WHEN ALL SAFETY PROCEDURES ARE FOLLOWED!**

