

Traffic Volunteers at KLS Palo Alto

Thank you for volunteering to help with the car line at our Palo Alto campus! In order to provide a safe, consistent experience for families who are dropping off or picking up their students.

When you arrive, please check in on PikMyKid or the QR code at the school entrances. A staff member at the front desk will provide you with a safety vest and a sign. They will also assign you to either student drop-off/pickup or to street safety duty: please see the relevant instructions for each role below.

If you have any questions, please see Erin or Jen, or any KLS staffer.

Student Drop-Off (mornings):

- Wear your orange safety vest at all times.
- You will be given a “thumbs up/thumbs down” sign to display to drivers as they arrive. (Thumbs up means that they have already completed the daily health questionnaire in PikMyKid.)
- Look for a “thumbs-up” from each driver before their students proceed to school.
- Encourage students to exit from the driver’s side (closest to the school); help with doors and backpacks if needed.
- At 9:00, return your sign and vest to the front desk.

Street Safety (mornings and afternoons):

- Wear your orange safety vest at all times.
- You will find a “No Left Turn” sign at the foot of the driveway, near Cowper Street. Move this to a prominent spot on the driver’s side of the driveway, and make sure it is visible to drivers.
- You will be given a “STOP/SLOW” sign:
 - Check the sidewalk and street for cross-traffic. If anything (pedestrians, bikes, scooters, dogs, cars, etc.) is approaching the driveway, display the “STOP” face toward the car line and do NOT permit cars to exit the driveway or enter the sidewalk area.
 - When no cross-traffic of any kind is approaching, display the “SLOW” face toward the car line and allow cars to turn RIGHT onto Cowper St.
 - Do not permit cars to turn left onto Cowper St. at any time.
- At 9:00, return your sign and vest to the front desk.

Student Pick-Up (afternoons):

- At this time we will be assigning all afternoon volunteers to Street Safety (see above). We will update this document if and when that changes.