



## Traffic Education and Enforcement Programs Student Valet Program

### Supply Budget:

In order to maintain safety of the Valets, the following equipment is required:

Vinyl safety vests	\$11.95
Rain Ponchos	\$ 5.50
Badges	\$ .30
Safety Cones	\$ 5.95

Large safety cones are placed at each Valet Station and several regular sized cones are placed in the traffic lane to cone off a portion of the parking lot.

Money should be available to provide incentive/rewards to the valets.

Some suggestions may be: Pizza at lunch , Ice cream social, End of year field trip



## Interest Letter

Dear Fifth Grader Students and Parents:

Livermore Elementary is implementing a new Student Valet Program that needs your help. We are aware of the problems of student safety during drop off times and we believe that we have the solution. This program is designed so you will not need to park or exit your vehicle to drop off your child(ren.)

There will be a pre-designated location for families to drop off their child; this is called the valet drop off area. The valet drop off location will be posted by signs and/or outlined with paint. The valets will be stationed at the far end of this location. The driver will pull into the valet drop off area and the valets will flag the drivers toward them. When the first driver reaches the farthest valet, the valet will signal the driver to stop. The trailing drivers will be signaled to stop directly behind each other. At no time will the valets step into a traffic lane. The valets are required to stand up on the curb or behind cones.

When the driver has made a complete stop and put the vehicle into park, the valet will open the passenger door, greet the family with a "Good morning" and help exit the child(ren) and their backpacks out of the vehicle. The valet will then tell the driver "Have a nice day" and close the vehicle door. The vehicles (in a line) will pull forward and out of the valet area. This fluid motion will encourage drivers not to back up and try to maneuver around each other.

**Time Involvement:** The students will serve for a term of one year, generally one day a week. No school time will be lost due to valet duties. The valets will arrive 15 minutes before school and be dismissed promptly after the morning bell rings. A mandatory meeting will be held monthly to discuss issues.

**Safety:** Every attempt will be made to ensure student's safety and interest in this program. Regular meetings will be held at lunchtime to discuss the team's efforts. There will be a mandatory training and test before any student will be allowed to participate. There will be an adult supervising at all times. The school will provide visible attire including bright orange vests and rain gear.

**Benefits:** Beside providing the necessary safety to students, this program offers the opportunity to become involved, volunteer, build self-esteem, gain leadership experience, become a role-model and gain responsibility during their "senior year" at Livermore Elementary.



**Incentives:** Throughout the year there will be a variety of rewards. This is meant to be a fun experience and at the end of the year a fun (FREE) field trip. In order for this to work, we need you!!!! Please fill out and return that following information by (insert date). An application will then be sent home. This program is currently being used at numerous schools in the area.

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Yes, we are interested in participating in the Student Valet Program. Student's

name\_\_\_\_\_

Parent's name\_\_\_\_\_



## Student Valet Program

### Oath:

I, \_\_\_\_\_ promise to do my best to report for duty on time. Perform my duties safely. Strive to prevent collisions Always setting a good example myself. Obey my teachers and officers of the patrol. Report dangerous practices of students. Strive to earn respect of fellow students.



**School Valet Program**

**TEST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Instructions:

Read each question carefully, then circle the correct answer.

True/False	The safety of classmates may depend on a Valet Team Member
True/False	It is important to always wear your safety vest so motorists can see you.
True/False	It is safe for me to step off the curb if I need to assist a child out of the car.
True/False	It is safe for me to try to open a car door before the car is fully stopped.
True/False	A Valet Team Member must remember to stand on the sidewalk and at least one step back from the curb.
True/False	Good Valet Team Members will work hard to gain the confidence and respect of all children and adults who utilize the program.
True/False	Valets should report to their post 15 minutes before the school bell rings.
True/False	If it is raining, I do not need to report to duty.
True/False	A valet member may play at their post if it is not busy
True/False	It is important for me to return quickly and quietly back to class after I am finished at my post. True/False



### Safety Patrol Application

Thank you for your interest in becoming a Valet Team Member!!! Please fill out the following application. You will be notified of a lunchtime mandatory meeting once we get all the applications returned.

Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Day of week I can serve: \_\_\_\_\_

Please explain why you want to be a Valet Team Member:

Please Read the following Valet duties:

1. Complete the application, training class and pass a written test.
2. Obey the rules at all times, remember you are a role model for others
3. Be courteous and respectful to your school mates and families
4. Serve the assigned days and times
5. Report on time and sign in at the office before going to your post
6. Follow direction of the supervising adult
7. Call for a substitute if you are going to be unavailable
8. Be willing to substitute if you are asked
9. Attend the meetings
10. Be a helpful, responsible team member

I understand and agree to follow the rules and duties of a Valet Team Member, and I am willing to serve for the entire school year.

Applicant's Signature: \_\_\_\_\_

Parent's comments and permission for you to participate in the Valet Program:

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Teacher Approval: \_\_\_\_\_

Date: \_\_\_\_\_ Principal

Approval: \_\_\_\_\_ Date: \_\_\_\_\_