

# PROCEDURE FOR DROPPING OFF AND PICKING UP STUDENTS AT THE KEYPORT CENTRAL SCHOOL

## ENTRANCE AT BROAD/UNION / DIVISION STS.

The below listed rules shall be followed by motorists when dropping of and picking up students at the Keyport Central School. **THE NUMBER ONE PRIORITY OF THE KEYPORT POLICE DEPARTMENT IS THE SAFETY OF THE STUDENTS.**

In addition to the below listed rules, motorists and pedestrians (students and adults) are required to follow the directions of the School Crossing Guard and/or Police Officer.

**\*Note #1: As per the Keyport Borough Ordinance, the *drop off / pick up zone* on Broad St and Union St (School side) has a one (1) minute time limit. Parking on the opposite side of Union St has a fifteen minute time limit. Time limited zones will be strictly enforced.**

### DO:

- 1) Arrive prior to 8:20 a.m. to drop off students
- 2) Pull forward as far as possible
- 3) Have students exit and enter curb side only
- 4) Have students exit in a safe and a timely manner
- 5) Pull forward only after the vehicle in front of you has driven away (on Union St.)
- 6) Use extreme caution when driving in all School zones

### DO NOT:

- 1) Stop within the crosswalk for any reason
- 2) Drop off or pick up students while stopped in the middle of the road
- 3) Leave your vehicle while stopped in the *drop off / pick up zone*
- 4) Arrive prior to dismissal time - 2:49 p.m. – and park in the *zone* to wait for a student. If the student is not waiting, either park in a lawful area or circle the block.
- 5) **Back up for any reason, it puts the child in harm's way (wait your turn, then pull away)**

**\*Note #2: When stopped for the STOP sign at Hurley & Broad Sts., turn right (towards the water) if directed to do so by the Crossing Guard or if traffic backs up behind you. This is a tight and congested intersection and the traffic is affected in all directions.**

**If all motorists follow the above rules, a smooth and effective process will follow.**

If you have any questions, please do not hesitate to contact Capt. Hafner at Keyport Police Headquarters  
732-264-0706

**REMEMBER: THE SAFETY OF OUR CHILDREN COMES FIRST**