



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Implementing a Safety Valet Program at Schools

NUMBER: REF-5496.1

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DATE: June 24, 2011

ROUTING
All Schools and Offices

PURPOSE: The purpose of this Reference Guide is to provide guidelines for implementing a Safety Valet Program at Los Angeles Unified School District (LAUSD) schools. The Safety Valet Program improves the safety of students who are dropped off for school by providing a more fluid movement of vehicular traffic. The program is designed so parents will not have to park or exit their vehicle when dropping off their children in the morning for school. The program is not effective for afternoon pickup due to the difficulty of matching students with the parent's vehicle.

MAJOR CHANGES: New Reference Guide.

BACKGROUND: The City of Los Angeles previously administered and provided funding to support the program, but is no longer involved due to recent budget cuts. As such, the Office of Environmental Health and Safety (OEHS) is now coordinating the program in cooperation with the Los Angeles School Police Department (LASPD) who conduct on-site training prior to program implementation.

INSTRUCTIONS: I. GUIDELINES

The following guidelines are to be followed when implementing the Safety Valet Program at a LAUSD school site:

1. The site administrator shall request the Safety Valet Program to be implemented by notifying OEHS at (213) 241-3199 or at trafficsafety@lausd-oehs.org.
2. OEHS will meet with the school administrator to review how the program works and identify possible locations for the valet drop-off area.



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3. The site administrator will start the process of securing parent volunteers to act as valets. Since some parent volunteers inevitably drop out of the program, at least 5-10 volunteers are required to be trained. All volunteers must fill out the required School Volunteer Application and are subject to all LAUSD volunteer requirements.
4. OEHS will request the proper traffic signage, from city or county agency with jurisdiction, to be installed to facilitate the valet drop-off area.
5. OEHS will provide valet kits to the schools, if funding is available, or otherwise, will direct the site administrator to the appropriate vendor to purchase needed equipment.
6. Once parent volunteers are officially approved by the District, the LASPD Motors Unit will conduct the training.
7. The school will publicize the Safety Valet Program by notifying all parents and guardians in the school newsletter and by sending letters home with the students.
8. The LASPD Motors Unit and Parking Enforcement Unit will assist the schools with traffic enforcement during the initial implementation of the program and as needed.
9. OEHS will coordinate all Safety Valet Program activities for the District and shall be consulted prior to implementation or prior to changes to an existing program.

**RELATED
RESOURCES:**

Safety Valet Program, Safety Alert No. 11-04, May, 2011, issued by the Office of Environmental Health and Safety.

School Traffic Safety, REF-4492.0, dated September 30, 2008, issued by the Office of Environmental Health and Safety.

ASSISTANCE:

For assistance or further information please contact the Office of Environmental Health and Safety at (213) 241-3199.