



Ida Burns Elementary

**Drop off and Pick up Procedures for
Ruth Doyle Middle School Shuttle Bus**

MORNING DROP OFF

Ruth Doyle students must be dropped off from the Ida Burns parking lot. The south end of our new parking lot has been reserved for RDMS parents. Cars will enter from Poplar Avenue, through the reserved RDMS parking area and allow students to exit cars by the bus area sidewalk as you exit the parking lot.

- For safety purposes, students should *not* arrive on the Ida Burns campus before 7:15 am. There is no teacher on duty until 7:15 am so students are unattended.
- There will be NO parking or drop off allowed on Poplar Avenue.
- NO cars will be allowed in the bus drive on the south lot of our campus.
- Students will load the bus from the side walk on the south side of the building under the awning at the bus drive.
- Buses leave at 7:30 am sharp. Students who miss the bus will be required to contact parents for a ride to the school.

RDMS AFTERNOON PICK UP

Buses arrive to Ida Burns at 3:30 pm in the afternoon. Students who connect with elementary students will meet them at the west end by our cafeteria.

RDMS Cars must park in the designated parking area, closest to Poplar Ave. to wait on the buses.

Students being picked up by car will use the crosswalk to the designated RDMS parking lot area.

Students walking will use the sidewalks and crosswalks to get home safely.

ALL RDMS STUDENTS MUST BE PICKED UP BY 3:45 P.M. EACH DAY. Thank you for your cooperation as we work diligently to keep our students safe!