

STUDENT PICK-UP PROCEDURES

Help us create a safe and smooth pick-up for all by following these expectations –

- 1) Nearing the end of the school day, drivers can park in the pick-up lane or in the visitor parking lot. **If it is not a designated parking stall in our lot, you can't park there.** Orange cones mark **No Parking** areas within our lot. The [Motor Vehicle Act](#) definition of parking *"when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading"*.
- 2) **Once the parking lot is full and at capacity (which is usually around 2:20pm), the entrance gates will be closed** when I am able to do so. As the parking lot empties and enough spaces become available, we will open the gates to allow additional vehicles in when we deem it is safe for more vehicles to enter. If when the gates are being closed and a vehicle is parked in an area of our lot that is not a designated parking stall (including in our staff parking lot with our prior permission), the driver/vehicle will need to exit the parking lot and follow the directions below.
- 3) **Should you arrive after the gates are closed**, you will need to either circle around the neighbourhood until you find the gates re-opened **OR** park on one of the side streets where it is legal to do so and walk to the school to pick up your child. The exceptions will be for drivers that have an accessible parking sign displayed in their vehicle window should a parking space marked as such be available.

**Please note, if our gates are closed and a driver stops on the main road (Wellington Street) with their turn signal on indicating that they are waiting for the gates to be open so that they may enter, according to our Bylaw Officers, that driver has created "an obstruction of the free flow of traffic" which is a ticketable offense. THIS BECOMES A SAFETY CONCERN FOR OTHER DRIVERS ON THE MAIN ROADWAY.*

- 4) I've requested that Bylaw Officers visit our site randomly during drop-off or pick-up times for the remainder of the year to enforce driving laws and signage on city roads. I was informed that **they have zero tolerance for infractions and will be ticketing (with a fine) individuals who violate city signage and other driving laws within their scope.**

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Please be aware that should a driver violate a driving law when a bylaw officer is not around, **ANY concerned citizen can take a photo of the vehicle clearly showing its license plate and the infraction taking place and email the photo to the Port Coquitlam Bylaw Office where they may investigate the matter further and deem it appropriate to issue a ticket (fine or warning).*

****As recommended by the RCMP, school staff cannot direct traffic. Again, we are not trained or certified to do so. Teachers can supervise the safety of students, but we cannot suggest or expect teachers to provide traffic control. **We rely on parents and drivers to be both aware of and follow the set drop-off and pick-up procedures that prioritize safety over convenience.***

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Should our parking lot be full or too busy, this satellite image highlights areas on adjacent streets where parents can park (green) and can't park (red).



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For your reference, I've included a satellite image of Irvine Elementary highlighting areas where you can park (green) and where you can't park on streets close to our school, but please do not park in front of a house's driveway.