

## School Car Pools

One of the policies of the Institute is to contribute to the improvement of the environment and sustainable ecology. Therefore, with the dedicated collaboration of parents and the Institute, the concept of the School Car Pool is introduced along with its regulations for implementation.

**Main Objective:** Reduce the number of vehicles circulating to the Institute during student drop-off and pick-up times to streamline processes and decrease environmental pollution.

### REGLAMENTO

1. To form a Car Pool, it is necessary to have at least **two or more families**, comprising a total of **two to seven students per pool**, with the maximum limit determined by the available seats equipped with seat belts and special seats for minors if applicable.
2. If the maximum number of Car Pools is reached, priority will be given to those with a higher number of enrolled students.
3. If the first point is met, Car Pool participants must complete the Car Pool Agreement (attached at the link).
4. The Car Pool Agreement is completed once per Car Pool and must include the details of participating families, specifying names, surnames, grade, and group of each member of the pool. Car Pool supervisors must sign the Car Pool Agreement, granting permission for enrolled parents to pick up their children.

5. All Car Pool supervisors must agree on days, entry and exit times, extracurricular activities, children's illnesses, delays, classroom closures due to health reasons, etc.
6. The Institute serves only as a witness to the agreement between private parties and, therefore, is not liable for any incidents or disagreements among supervisors.
7. When renewing a Car Pool for a new school year, the same procedures are followed, and previous tags and cards are presented for replacement if criteria apply..
8. If unable to participate in a Car Pool and bringing only their own family, they must complete the entire traffic circuit without exception.
9. Car Pool participants must always display their Car Pool tag visibly for entry and exit.
10. Morning Car Pools operate from **07:20 to 07:55**, and afternoon Car Pools allow entry at **14:00** for picking up preschool and elementary students, and at **14:35** for secondary and high school students. Participants should enter based on the schedule of the oldest student. **Students not picked up by 15:00 will be sent to the respective office**, and supervisors must park and go to each office with their tag to collect the children.
11. Students in Car Pools should be picked up directly in the vehicle; please do not attempt to pick them up on foot or enter through the main entrance without following the respective queue.
12. All students must also adhere to rules of conduct and good behavior. Discuss with them the importance of behaving well to avoid distracting the driver and prevent accidents. The student conduct rules apply within Car Pools.
13. To facilitate efficient drop-off and pick-up, parents, guardians, or drivers should not exit their vehicles during Car Pool hours to minimize risk. Only secondary and high school students may enter vehicles unaccompanied.
14. Vehicles (vans or cars) must have comprehensive accident insurance and sufficient civil liability coverage to handle expenses in case of accidents.

- 15. Participants must comply with the current parking and traffic regulations of ITJ, as well as those of the metropolitan area. When waiting in the queue at the platform, the engine must be turned off to prevent students from inhaling exhaust fumes.
- 16. Cell phone use within ITJ is allowed only with hands-free systems or while parked in designated areas.
- 17. If signs or symptoms of an illness or infection that may pose a contagion risk within the Car Pool arise, participants must notify other members, the Institute's medical department, and section directors.
- 18. Failure to comply with these rules may result in the suspension of the School Car Pool tag usage for the parent or guardian.

The Institute will provide necessary facilities to drop off children at specific locations, giving preferences to those contributing to environmental improvement.

**Sincerely,**

**Administration ITJ Valle Real**

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