

# Transportation Handbook

2022-2023

## **CORE VALUES**

Trust • Respect • Responsibility • Honesty • Caring • Diversity • Community

## **STATEMENT OF PURPOSE**

*Brentwood School inspires every student to:*

Think critically and creatively.

Act ethically.

Shape a future with meaning.

## **LOWER SCHOOL HONOR CODE**

I will tell the truth.

I will respect the feelings, rights, and property of others.

I will act honorably.

## **MIDDLE AND UPPER SCHOOL HONOR CODE**

As a member of the Brentwood School community,

I will act with integrity and civility, and I will encourage others to do the same.

My actions confirm my honor.

## **DIVERSITY MISSION STATEMENT**

The Brentwood School community actively seeks diverse perspectives and embraces diversity, equity, and inclusion as essential. We create an environment that fosters openness and appreciation of multiple dimensions of culture and identity. We aim to engage mindfully in open and frequent dialogues to ensure that each member is valued, included, and respected. Diversity is in the fabric of who we are.

## **BRENTWOOD SCHOOL CONDUCT POLICY**

The Brentwood School community expects and requires all its members to behave honorably and civilly at all school-related activities, both on and off campus. Conduct of a student, parent, or other school representative at any school-related activity reflects not only on the actor but also on the school community as a whole. Failure to behave honorably and civilly while at school or at any school-related activity may result in discipline up to and including expulsion from the school community.

The school generally will not address off-campus misconduct that does not directly affect the school, but it reserves the right to get involved and even to impose discipline for such misconduct in appropriate cases. For example, the school may address off-campus or digital misconduct that affects the health or safety of a student or other member of our school community. Such misconduct might include, but is not limited to, harassment, bullying, illegal alcohol or drug use, or the illegal provision of alcohol or drugs by students or parents. Similarly, the school may choose to respond to off-campus misconduct that might negatively affect the school's reputation, such as misbehavior in the Brentwood Village. In sum, for any reason the school considers sufficient in its sole discretion, the school has the right to decline enrollment or re-enrollment or to discipline, suspend, or dismiss any student. The fact that the school reserves the right to address off-campus misconduct that does not directly affect the school shall not be construed to create any duty to address such misconduct, and the school, in its sole discretion, may elect to refrain even when asked to respond to misconduct that does not directly affect the school.

Parents and students are expected to review the Family Handbook, which sets forth various school policies, including those pertaining to use of the school's network and computers, alcohol and substance abuse, harassment, and specific behavior rules for the Lower School, Middle School, and Upper School.

By signing the school's Enrollment Agreement, parents affirm their acceptance of the school's policies, rules, and regulations and acknowledge the school's sole and complete discretion to determine the appropriate response to parent or student behavior that violates the school's core values or policies, which response may or may not include student discipline or non-renewal or termination of the Enrollment Agreement.

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# Transportation Program Overview

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Brentwood School is located in a residential community, and we care about being good neighbors. The Conditional Use Permit and neighborhood agreements finalized in 2017 made possible the construction of the Middle School building on the East Campus, the Saltair Building on the West Campus, and the first enrollment expansion in decades. An important commitment made by Brentwood School was to manifest a decrease in traffic to school even with an increase in enrollment. To achieve this, we rely on each and every household to do what they can to reduce vehicle trips to both campuses.

We offer a range of transportation options that comply with the parameters Brentwood School committed to in our Conditional Use Permit (CUP) and neighborhood agreements (outlined below). We expect all families at Brentwood School to utilize the options available and to model our Core Values by respecting the rules.

## EAST CAMPUS TRANSPORTATION METRICS 2017 - 2028

Enrollment	700 > 740 > 960
Busing	40%
% Traffic Decrease	12.5% > 40%
Max Daily Trips*	1527 > 1405 > 964
A.M. Peak Hours	7:30 - 9:30 a.m.
P.M. Peak Hours	3:00 - 7:00 p.m.
AVR**	3 (a.m.) / 2.2 (p.m.)
Carpool	minimum 3 BWS East Campus students, not including driver

## WEST CAMPUS METRICS 2017 - 2028

Enrollment	(K-6) 300 > (K-5) 300
Busing	40%
AVR**	3 (a.m.) / 3 (p.m.)
Carpool	minimum 2 BWS West Campus students

\* Max Daily Trips = each time a vehicle crosses the threshold of the entrance

\*\*AVR = average vehicle ridership

# Summary of Policies

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## EAST CAMPUS

### ***Student-Driven Carpool Rules***

A student driver plus three (3) Brentwood School East Campus students constitutes a complete carpool.

Student Drivers must pay a parking fee of \$750 and be fully licensed with a complete carpool.

### ***Parent-Driven Carpool Rules***

Parent/Guardian driver plus three (3) Brentwood School East Campus students constitutes a complete carpool.

**Explicitly prohibited in our CUP:** Drop off or pick up in the surrounding neighborhood (including Brentwood Village, Veterans Barrington Park, and the Post Office) at any time of day.

## WEST CAMPUS

### ***Parent-Driven Carpool Rules***

Parent/guardian plus two (2) West Campus students constitutes a complete carpool. No parking or waiting in the residential neighborhood adjacent to the West Campus.

# West Campus Transportation

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Brentwood School offers transportation options to fit a variety of needs. We are a willing resource for those who want support in creating their plan. For assistance, please contact our Transportation Team at [mobility@bwscampus.com](mailto:mobility@bwscampus.com) to brainstorm a plan that works for your family. Below you will find information about your many options. We appreciate your understanding of the special conditions that restrict traffic, campus access, and parking. Thank you for helping Brentwood School continue to be a good neighbor.

## BUS PROGRAM

### Routes

700- Beverly Hills/ Stone Canyon

701- South LA/Brentwood

702- Valley

703- Cheviot Hills/ Westwood

704- Pacific Palisades/Riviera

705- Mandeville/Brentwood Park

706- Santa Monica

707 - Westwood Hills

West Campus bus routes offer communal pick-up/drop-off locations. You will be contacted by the school once the routes have been formed based on sign-ups. Please note that specific route stops are subject to change.

## WALKING & BIKING

We strongly encourage our families who live a short distance from the West Campus to walk or bike to school. Besides the many physical, emotional, and environmental benefits gained from walking, your contribution to lower the traffic around the West Campus directly benefits our community.

If you live nearby and want to consider walking or biking to school, you can use our Carpool Finder to locate other families near you and walk together. Please note that students walking or biking to school will still need to complete the West Campus Transportation Plan online.

## Walking Safety Tips

Walk on sidewalks and in crosswalks whenever possible.

Look left, then right, then left again, before you step into the street. Be careful of blind spots around cars, trucks, and buses when walking near or around them; always assume the driver does not know you are there.

Use caution when crossing intersections and streets; you may think vehicles will stop for you, but they may not see you and may not be able to stop in time.

Before entering the street, make eye contact with any drivers stopped at the corner.

Make yourself visible.

## Biking Safety Tips

- Helmets are required by law for any bicyclist under the age of 18
- Bicycle riders must obey all stop signs, traffic signals, and other traffic signs
- Always ride with traffic
- Always remember to give pedestrians the right of way
- Be visible, alert, and communicate your intentions
- Review the CA Vehicle Code regarding the operation of bicycles

For more safety tips, visit LADOT Bike Program at [bike.lacity.org/engage/bicycle-safety-etiquette](http://bike.lacity.org/engage/bicycle-safety-etiquette).

## CARPOOL

If your child is not riding the bus or walking to and from school, it is very important they be in a carpool with other West Campus students in order for the school to meet our Conditional Use Permit mandates regarding carpool ridership levels. Driving to and from campus without the minimum of two West Campus students in your carpool, during peak hours, is not acceptable.

Unfortunately, the Conditional Use Permit does not recognize students who attend other schools or our East Campus as qualified members of the carpool. However, if you have a complete West Campus carpool and also have an East Campus child, you may sign your East Campus child up for bus route 713 and drop them off on the West Campus. They may then get on route 713 at the Sunset/Saltair stop to travel to the East Campus. Route 713 stops at Sunset and Saltair at 8:10 a.m. and arrives in time for the 8:30 a.m. start on the East Campus. The afternoon bus

leaves the East Campus at 3:35 p.m. There is a crossing guard present. Please keep in mind that EC students who use this option do not count toward the WC carpool total. Please contact the Transportation Manager at [mobility@bwscampus.com](mailto:mobility@bwscampus.com) for more information about this option.

The Brentwood School Public Safety Department will verify carpools during morning drop-off throughout the school year.

### ***Carpool Finder***

Carpool Finder is part of the search function in our Parent/Guardian Directory in Eagle Eye. Simply search zip codes to find families in your neighborhood to form carpools and walking groups. If you are having difficulty establishing a carpool, please call our Transportation Department at (310) 889-2705, or email at [mobility@bwscampus.com](mailto:mobility@bwscampus.com).

### ***Carpool Procedures***

Kindergarten families have a different schedule for the first few days. Please make the necessary arrangements if your carpool includes a Kindergarten child.

Punctuality is important! Please make certain that you allow enough time in the morning so children arrive before the morning gathering at the flagpole (8:15 a.m.). Students arriving after 8:15 a.m. are considered tardy. Drop-offs also need to be staggered. If everyone arrives between 8:05 a.m. and 8:15 a.m. we will have to assign drop-off times to ease the impact on the neighborhood streets.

If you need to park during the morning drop-off, please drop your child off first and then go into the garage and park. For safety reasons, we cannot permit parking in the Bundy outdoor lot during the morning drop-off.

Please DO NOT arrive before 3:20 p.m. for the afternoon pick-up. Parking or waiting on the neighborhood streets or in the driveway is **not** permitted.

Arriving between 3:20 p.m. and 3:40 p.m. on Monday-Thursday or between 2:20 p.m. and 2:40 p.m. on Fridays means less time waiting in line.

The drop-off and pick-up route stipulates that you enter the drive by making a left-hand turn from Bundy. You may NOT turn off Sunset directly into our driveway nor may you turn right heading north on Bundy. Please make certain you follow the drop-off and pick-up route between the hours of 7:30 a.m. and 6:30 p.m.

Please remember that your watch or clock may vary from the "official time." We realize that this can be a major source of aggravation, especially when you believe

you have arrived on time, but the only way we can be consistent is to follow the school's time.

Please display your carpool sign in the window of your car every day. Signs not only identify the pick-up groups, but also allow us to announce your arrival so your group can be ready and waiting. If you do not display your carpool sign in the window you will not be allowed to enter the carpool pick-up line. You will be directed back out to Bundy and will be in the last group allowed to pick up students. Bus riding families should also request a card if you anticipate picking up your child during the year. If you need extra signs for a nanny or other regular drivers, please contact the Lower School office.

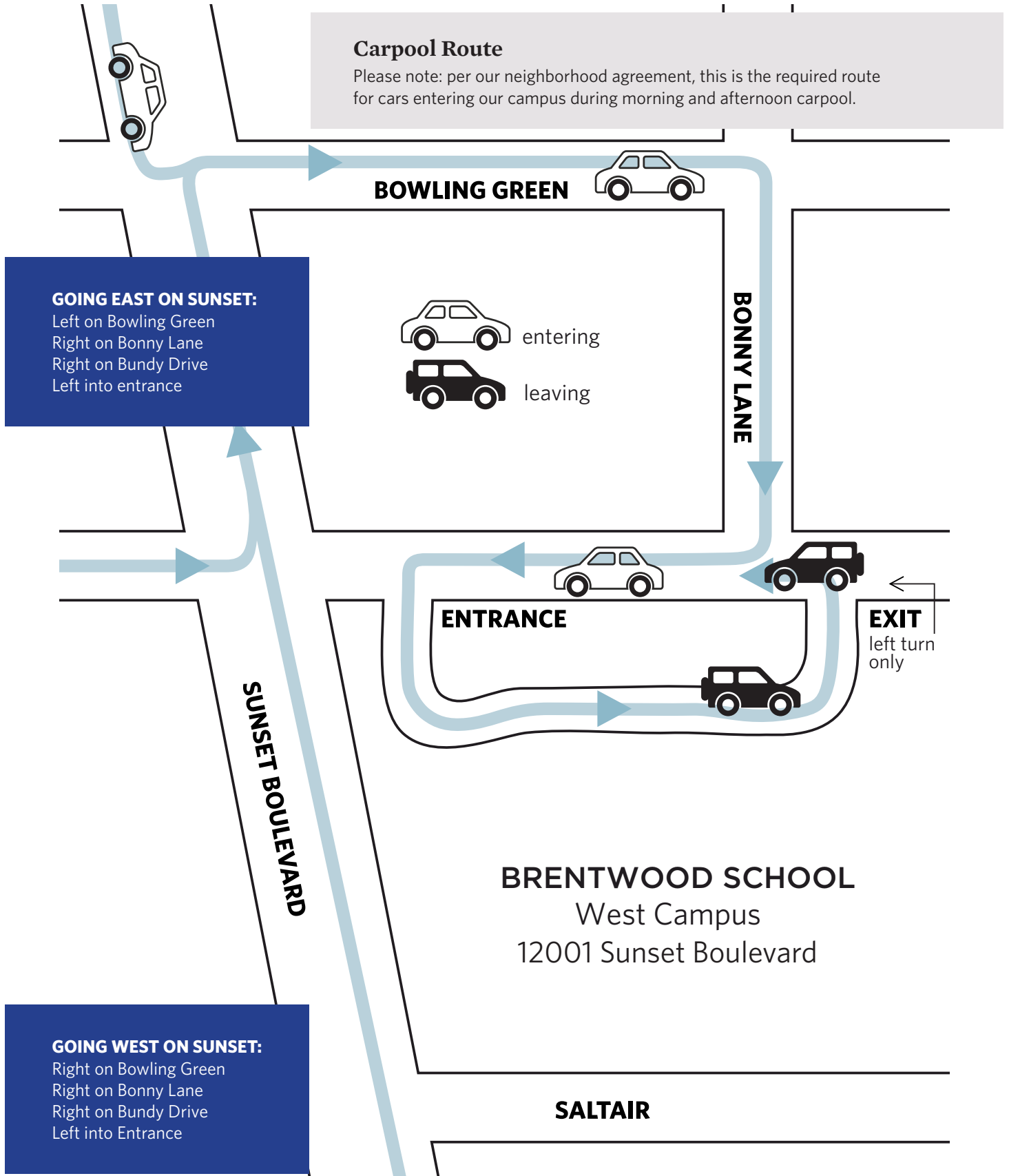
Students should be informed of their assigned carpool drivers or any changes in carpool plans. It makes for a smoother afternoon pick-up if students are ready to respond when it is time to leave. Please remember to notify the school in writing (at [carpool@bwscampus.com](mailto:carpool@bwscampus.com)) before 11:00 a.m. Mon-Fri of any playdates, sporting events, etc. which would change the carpool.

As a general rule, we do not allow rideshare companies to pick up students from the West Campus.

Saltair access is not available.

Students who are dropped off in violation of these rules will be subject to disciplinary action.

# West Campus Drop-Off and Pick-Up Route





# East Campus Transportation

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We offer transportation options to fit a variety of needs—please contact us if you want support in brainstorming a plan that works for your family.

We appreciate your understanding of the special conditions that restrict traffic, campus access, and parking at Brentwood School. Thank you for helping us continue to be a good neighbor.

## BUS PROGRAM

Flexible bus scheduling by day, trip, and time! You can create a customized plan by route, day of the week, time of day, and direction of service. As part of each student's transportation plan, you will have the option to sign up for the bus if you expect to use it on a regular basis. If you do not sign up for the bus, your child may still use the day pass option. While there is no fee for either daily or occasional use, it will be critical to reserve a space when and if riding the bus.

*Please note: use will be monitored and riders may not make a recurring reservation unless actually riding the bus on a daily basis.*

### Routes

710 - Playa Vista/Mar Vista, with an express stop at Sepulveda and Palms

711 - Manhattan Beach/LAX, with an express stop at Brentwood Glen

712 - Pacific Palisades, with an express stop at Palisades Library

713 - Riviera/Brentwood, with an express stop at Sunset Kenter

714 - LA/Rancho Park, with an express stop at Pico/Motor

715 - Westwood/Holmby Hills, with an express stop at Holmby Park

716 - Hancock Park/Beverly Hills, with an express stop at Sunset and Doheny

717 - Beverly Hills, with an express stop at Will Rogers Park

718 - Valley, with an express stop at Mulholland/Casiano

719 - West Valley, with an express stop at Sepulveda/Moraga

720 - Santa Monica, with an express stop at the Brentwood Country Mart

## **New Bus Departure Times!**

All bus routes leave at the end of the school day at times that adjust with any special schedules. We offer two school bus options in the afternoon on the East Campus, Monday through Thursday, 3:35 p.m. and 6:00 p.m., for students who need to stay late for sports, after-school activities, or to take advantage of our libraries and tutorial resources. On Friday there are two departures, at 2:45 p.m. and 5:30 p.m.

For up to date information on various bus routes, please download the 2022 - 2023 East Campus Bus Routes and Schedules. We will update the Routes and Schedules after we receive all of the Transportation Plans from families. Please note that specific routes and bus stops are subject to change based on subscription and participation.

## **Cost**

There is no additional cost for school bus service.

## **Campus-to-Campus Shuttle**

For families with complete West Campus carpools and students on both campuses, bus route 713 can transport East Campus students from the West Campus to the East Campus in the morning, and again from the East Campus to the West Campus in the afternoon (see details in West Campus Carpool section). It stops at Sunset and Saltair at 8:10 a.m. and arrives in time for the 8:30 a.m. start on the East Campus. The afternoon bus leaves the East Campus at 3:35 p.m. There is a crossing guard present. Please keep in mind that EC students who use this option do not count toward the WC carpool total.

## **Spend Less Time in Traffic**

Did you realize that by dropping off and/or picking up one bus stop away from school, you can spend a lot less time in traffic? You can subscribe to one-way school bus service in the afternoon and pick up your student one stop away from Brentwood School at the following locations:

Brentwood Country Mart (Santa Monica, route 720), Holmby Hills Park (Westwood/Holmby Hills, route 715), Sepulveda and Palms (Playa Vista, Mar Vista, route 710), Palisades Library (Pacific Palisades, route 712), Will Roger's Park (Beverly Hills, route 717).

## EAST CAMPUS DIRECT SHUTTLE PROGRAM

Brentwood School also offers a shuttle program to and from school. This is a great option if you do not have a full carpool and you need to arrive after 7:25 a.m. Signing up for the shuttle is not required. While there will be no fee for either daily or occasional use, it will be beneficial to indicate if you would like to try out the shuttle in your transportation plan. Please note: use will be monitored and shuttles will be offered at the times listed below. As our shuttle holds a capacity of nine (9) students per departure, if you would like a guaranteed direct transportation, please sign up for one of our school bus options.

### **Shuttle Options**

#### **Brentwood Shuttle: San Vicente and 21st Place**

Morning Departure Time

Mon., Tues., Thurs., Fri. - 7:50 a.m. // Wed. - 8:50 a.m.

#### **Westwood Shuttle: Woodruff & Holmby Ave**

(on the corner of Warner Elementary School)

Morning Departure Time

Mon., Tues., Thurs., Fri. - 7:45 a.m. // Wed. - 8:45 a.m.

#### **Afternoon Departures for Both Shuttles**

Mon.-Thurs. - 3:40 p.m. & 6:05 p.m.

Fri - 2:50 p.m. & 5:35 p.m.

## PARENT/GUARDIAN-DRIVEN CARPOOL

In keeping with our Conditional Use Permit and agreements with our neighbors, we must carefully monitor the number of cars entering the campus between 7:30 and 9:00 a.m. and between 3:00 and 7:00 p.m. To ensure that we are within our limit, an automated traffic monitoring unit counts cars continuously throughout the day. With this in mind, we rely on every member of our school community to support the transportation rules we have in place.

Students entering campus via car between the hours of 7:30 and 9:00 a.m., as well as between 3:00 and 7:00 p.m., must be part of a complete carpool, whether driven by a parent/guardian or a student. A complete carpool consists of a minimum of three (3) East Campus students in the morning and three East Campus students (3) in the afternoon.

Note: If a situation arises in which a carpool rider will not be present and the missing rider **will** be coming to campus later that day, it is the driver's responsibility to

get their remaining carpool to school before 7:30 a.m. or find a replacement to complete the carpool. However, if the missing rider **will not** be coming to campus later that day, the carpool will be considered complete on that day and the missing rider will be counted as they will not generate an additional vehicle trip to campus. Similarly, a carpool rider who is missing due to an early practice or rehearsal (and, therefore, already on campus before 7:30 a.m.) will count toward the driver's complete carpool for that day. The Public Safety team will cross-reference with the attendance offices in each division to confirm carpool status.

Parent/guardian drivers will have four options for drop-off in the morning:

- Drive to school with at least three (3) Brentwood School East Campus students in the car
- Drop off incomplete carpools on campus before 7:25 a.m. (after 9:00 a.m. on Wednesdays)
- Drop off incomplete carpools at one of the East Campus Direct Shuttle stops located close to campus
- Drop off incomplete carpools at one of the express bus stops (see "bus program" above)

Parent/guardian drivers will have three options for pick-up in the afternoon:

- Pick up at least three (3) Brentwood East Campus students
- Pick up at one of the East Campus Direct Shuttle stops
- Pick up at one of the express bus stops

**Explicitly prohibited in our CUP:** Drop off or pick up in the surrounding neighborhood, including Brentwood Village, Veterans Barrington Park at any time of day.

### **Carpool Finder**

Carpool Finder is part of the search function in the Parent/Guardian Directory in Eagle Eye. Simply search zip codes to find families in your neighborhood to form carpools and walking groups. If you are having difficulty establishing a carpool, please call our Transportation Department at (310) 889-2705, or email at [mobility@bwscampus.com](mailto:mobility@bwscampus.com).

## **Important Information for Parent/Guardian Drivers**

The Brentwood School Public Safety Department will verify carpools during morning drop-off.

Students may not be dropped off or picked up curbside on Barrington Place or along any of the nearby streets between San Vicente Blvd. and Sunset Blvd., including Brentwood Village, Dog Park, Post Office, the Brentwood Village (VA) parking lot, or Barrington Rec Center - this is expressly prohibited in our CUP and neighborhood agreements.

If a student wants to purchase something from a local shop, they must walk to the Village from school. This applies in the morning as well as the afternoon. Students walking on or off campus must follow the newly established crosswalk pattern (diagram below) which no longer allows use of the southern-most crosswalk at Barrington Place and Chayote (near Kreation) in order to prevent students from crossing the driveway access to Brentwood School. Pedestrian crossing will no longer be permitted across the vehicular entrance and exit to the school.

Parents/guardians are expected to model our core values. Those who park in the emergency lane, drop off/pick up curbside or in the traffic lane, cut through the Brentwood Village (VA) parking lot, drive recklessly, fail to follow the directions of the parking monitors, or are disrespectful, are subject to consequences ranging from verbal or written warnings to, in the most extreme cases, removal from the community. These rules will be strictly monitored and enforced. Nothing damages our relationship with the neighbors and the City of Los Angeles more than violating this rule.

Additionally, rideshare services (Uber, Lyft, etc.) are not allowed to enter the Brentwood School campus. Students using a rideshare service must be 18 years of age (Uber) or 17 years of age (Lyft) unless accompanied by a parent/guardian.

## **The Breakfast Club**

Join "The Breakfast Club!" We offer FREE breakfast vouchers to all fully-compliant student- and parent/guardian-driven carpools entering the East Campus by 7:25 a.m. Every student in the car will receive a voucher to be used in the Middle and Upper School Cafeterias that morning for breakfast.

## **Request for Extreme Hardship Exceptions**

We understand there may be the rare instance in which a family has a unique circumstance that make it impossible to organize transportation. We encourage you to contact the Transportation Team to discuss ideas and options. If you need to apply for an extreme hardship exception, please submit the Transportation Extreme Hardship Exception Form.

## **PUBLIC TRANSPORTATION**

### **Riding Big Blue Bus and LA Metro Rail or Bus**

Brentwood School can be reached via Big Blue Bus Route 15, which connects to LA Metro's Expo Line at the Expo/Bundy Station (located on Exposition Blvd. and Bundy Dr.). The closest stop to Brentwood School is at the end of the line, on Barrington Place and Chayote Street. Brentwood School can also be reached by taking LA Metro Bus Route 602 on Sunset Blvd. from PCH to Westwood. The closest Line 602 stop to campus is at the corner of Sunset Blvd. and Barrington Ave.

### **How to Ride Big Blue Bus: App it!**

Whether you're an advance planner or like the excitement of traveling on a whim, having smart technology at your fingertips makes it easy to get going. With these trip-planning apps, your mobile phone is set to provide real-time transit directions for bus, train, bike, and travel by foot. Your next adventure is just a download away.

- **Transit App**—Transit is user-friendly platform for planning routes and checking current departure times for nearby transit
- **Google Maps**—Google your way around town with easy-to-get transit directions for bus, train, bike, and travel by foot
- **NextBus**—Through NextBus, Big Blue Bus and Metro Bus offer riders real-time bus arrival predictions and bus vehicle locations through its easy-to-use apps

If you'd like more information on these apps, please visit our website.

### **Paying Your Fare**

Big Blue Bus offers a \$19 30-Day Youth Pass (ages 5-18) providing unlimited rides (any line, any time) during a consecutive 30-day period. LA Metro offers a reduced-fare Student TAP Card that lets you enjoy limitless rides on all LA Metro trains and buses for \$24 a month.

## How to Get a Student TAP Card

To apply for the Student TAP card you'll need to fill out and submit a Student TAP Card Application and provide proof of enrollment with one of the following documents:

- Current report card; OR
- Current valid school ID; OR
- Class schedule with the total number of units and/or in-classroom hours; OR
- Official letter from school verifying enrollment

## Interagency Transfers on TAP

Save money with a TAP card! Students can transfer from Big Blue Bus to LA Metro (or vice versa) for just \$0.50! First, make sure you have a TAP Card loaded with Stored Value in order to transfer. Here's how it works:

- Get a Reduced Fare Student TAP card (details above) or a regular TAP card
- Load Stored Value (works like cash) on your Student TAP card from anywhere TAP cards are sold, Metro Rail Stations, online at [www.taptogo.net](http://www.taptogo.net), or by calling TAP at (866) 827-8646
- Tap your card on your first trip
- When transferring to another agency like LA Metro, tap again and the transfer fare of \$0.50 will be automatically deducted from your TAP card

## STUDENT-DRIVEN CARPOOL

Student drivers, regardless of grade, who are legally able to drive a carpool, and are able to secure three (3) additional East Campus student riders, may drive to and from school during peak hours (7:30 and 9:00 a.m. and between 3:00 and 7:00 p.m.) The following are important details:

- Student drivers are issued parking permits only upon demonstrating proof of a complete carpool
- Student drivers who get their carpool to school early can join "The Breakfast Club" — see below for details
- If a situation arises in which a carpool rider will not be present and the missing rider **will** be coming to campus later that day, it is the student driver's responsibility to get their remaining carpool to school before 7:30 a.m. or find a replacement to complete the carpool. However, if the missing rider **will not** be coming to campus later that day, the carpool will be considered complete on that day and the missing rider will be counted as they will not generate an additional vehicle trip to campus. Similarly, a carpool rider who is missing due to an early practice or rehearsal (and,

therefore, already on campus before 7:30 a.m.) will count toward the student driver's complete carpool for that day.

## To Apply for an On-Campus Parking Permit:

- Coordinate a carpool using the Parent/Guardian Directory in Eagle Eye and form your carpool.
- Submit the Student Driver section of the East Campus Transportation Plan online.
- Upload the following onto the Transportation Form or email documents to [mobility@bwscampus.com](mailto:mobility@bwscampus.com).
  - o Copy of student driver's license
  - o Copy of current car insurance
  - o Copy of current car registration
  - o Permission letters from three or more carpool passengers. (Carpool passengers filling out their plan will suffice as a permission letter.)

Student parking spaces are numbered. Students must park in their assigned, numbered space, which will correspond to their permit number. Any student who parks in a parking lot not designated as a Student Parking Lot, or in someone else's numbered parking space, is subject to disciplinary action, up to and including, permanent parking suspension.

The Public Safety Department is responsible for assigning and overseeing student parking. Please contact Bernardo Arabalo at [barabalo@bwscampus.com](mailto:barabalo@bwscampus.com) for any student parking questions.

NOTE: Students may NEVER park on neighborhood streets, Brentwood Village, Dog Park, Post Office, Brentwood Village (VA) parking lot, or Barrington Rec Center.

## Dates and Details

Student parking permits cost \$750 per year (in addition to the transportation fee). We strongly suggest each rider pay \$250 to the driver while the driver maintains fiscal responsibility for the car and fuel. The parking permit application is incorporated into the East Campus Transportation Plan. Applications will be processed in the order in which they are received. Students will not qualify for permits without all supporting documentation on file. Once the Public Safety Department has received the maximum number of student parking applications for the spaces available, students will automatically be waitlisted.

Please note: late applications are only considered if spaces become available.

## **The Breakfast Club**

Join “The Breakfast Club!” We are now offering FREE breakfast vouchers to all fully-compliant student and parent/guardian-driven carpools entering the Village Gate or Sunset Gate before 7:25 a.m. Every student in the car will receive a voucher to be used in the Middle and Upper School Cafeterias that morning for breakfast.

## **Drivers Who Qualify Mid-Year**

Students who are not eligible for a parking permit before the start of the school year, but who become eligible during the school year, may apply for a parking permit two weeks prior to becoming eligible (generally, just before the one-year anniversary of the issuance of their first driver’s license) assuming they have a complete carpool. Permits will be issued on a first-come, first-serve basis. A parking permit will be issued on or after this one-year mark if space allows and if the student driver will be carrying at least three (3) other Brentwood School East Campus students to school for the remainder of the school year.

## **Handicapped Parking**

If a student who already holds a Brentwood-issued on-campus parking permit is injured or ill for a specified time during the current school year, and has obtained a California DMV-issued handicapped parking placard, a handicapped parking space, if available, will be provided for the prescribed time period indicated in a signed doctor’s note addressed to Brentwood School. We have limited handicapped parking available. To be considered for a handicapped space, the student must provide the following:

A state DMV-issued handicapped placard, to be prominently displayed in the student’s car at all times OR a doctor’s note describing the nature of the illness or injury and related treatment in detail, including approval for the student to operate a motor vehicle while under the doctor’s care, as well as the recommended time period for the need for handicapped parking.

Please note: Police officers have the right to verify a handicap placard, should an officer be on-campus.

Students who meet the above criteria must call or visit the Welcome Center to arrange for on-campus handicap parking. A parent/guardian signature is required on the Handicap Parking Request Form, which may be obtained from the Welcome Center. In the event that a Handicap Parking Space is not available, each case will be considered on an individual basis. While we strive to do our best to accommodate student drivers (with

Brentwood School permits) who have temporary special parking needs, it may not always be possible to do so.

Because of parking space limitations, and the requirement that only current parking permit holders may obtain handicap parking for a limited time period, all other students with special circumstances must be dropped off ON campus by a parent/guardian, a carpool, or by any means available to the student.

## **Requests for Extreme Hardship Exceptions**

We understand there may be the rare instance in which a family has a unique circumstance that make it impossible to organize transportation. We encourage you to contact the Transportation Team to discuss ideas and options. If you have a verifiable extreme hardship and need to apply for an exception, please submit the Transportation Exception Form with appropriate documentation. Please refer to our FAQ for examples of issues that are NOT considered extreme hardships.

## **WALKING AND BIKING**

We strongly encourage students who live a short distance from the East Campus to walk or bike to school. Besides the many physical, emotional, and environmental benefits gained from walking and biking, your contribution to lower the traffic around the East Campus directly benefits our community.

If you live nearby and want to consider walking or biking to school, the Parent/Guardian Directory search can help you find other students within your area to travel to school together. Please note that students walking or biking to school will still need to complete the East Campus Transportation Plan at the button below.

### **Walking Safety Tips**

- Walk on sidewalks and in crosswalks whenever possible
- Look left, then right, then left again, before you step into the street
- Be careful of blind spots around cars, trucks, and buses when walking near or around them; always assume the driver does not know you are there
- Use caution when crossing intersections and streets; you may think vehicles will stop for you, but they may not see you and may not be able to stop in time
- Before entering the street, make eye contact with any drivers stopped at the corner
- Make yourself visible

Note: Students walking on or off campus must following the newly established crosswalk pattern (diagram below) which no longer allows use of the southern-most crosswalk at Barrington Place and Chayote (near Kreation) in order to prevent students from crossing the driveway access to Brentwood School. Pedestrian crossing will no longer be permitted across the vehicular entrance and exit to the school.

**Biking Safety Tips**

- Helmets are required by law for any bicyclists under the age of 18
- Bicycles riders must obey all stop signs, traffic signals, and other traffic signs
- Always ride with traffic
- Always remember to give pedestrians the right of way
- Be visible, alert, and communicate your intentions

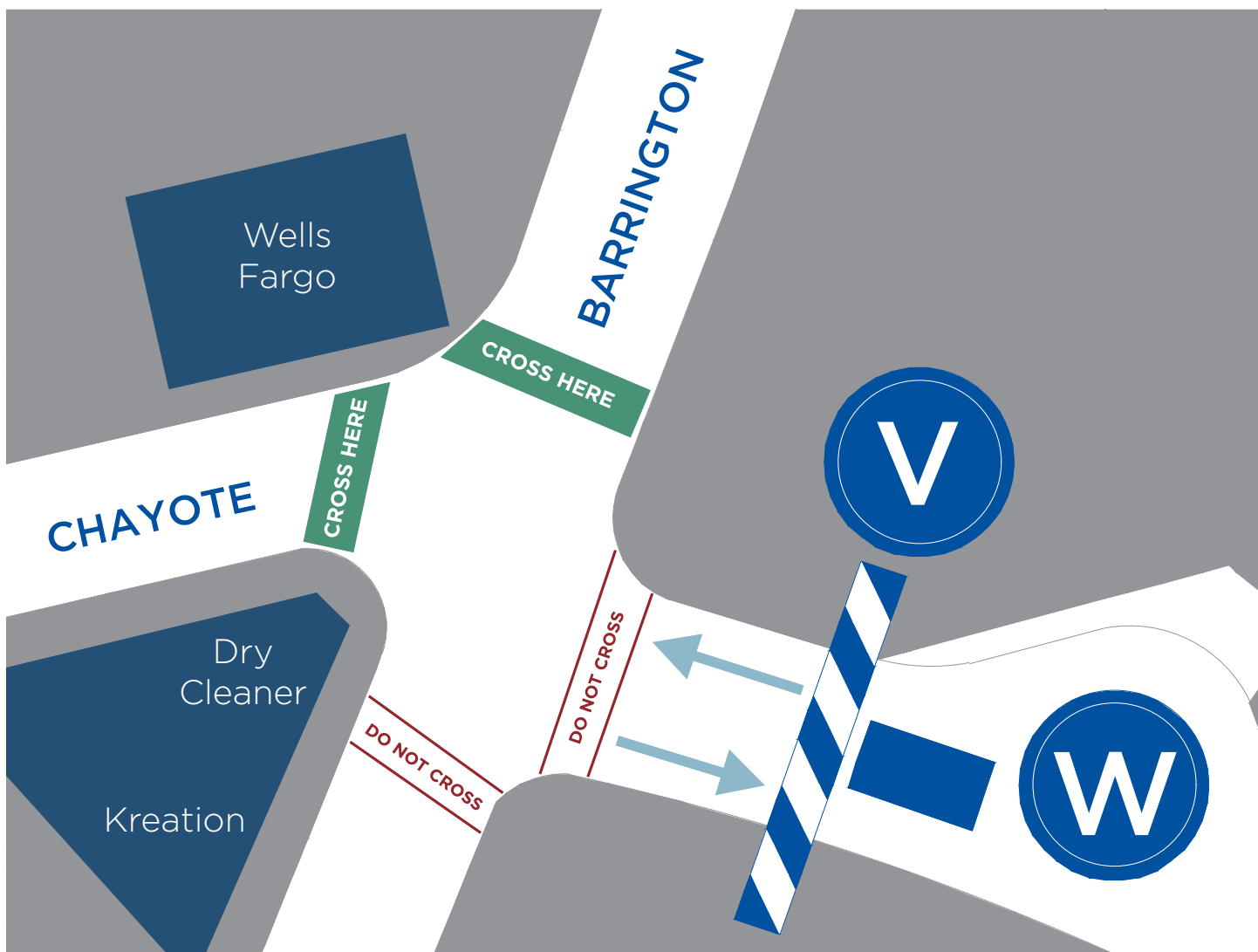
- Review the CA Vehicle Code regarding the operation of bicycles

For more safety tips, visit LADOT Bike Program at [bike.lacity.org/engage/bicycle-safety-etiquette/](http://bike.lacity.org/engage/bicycle-safety-etiquette/).

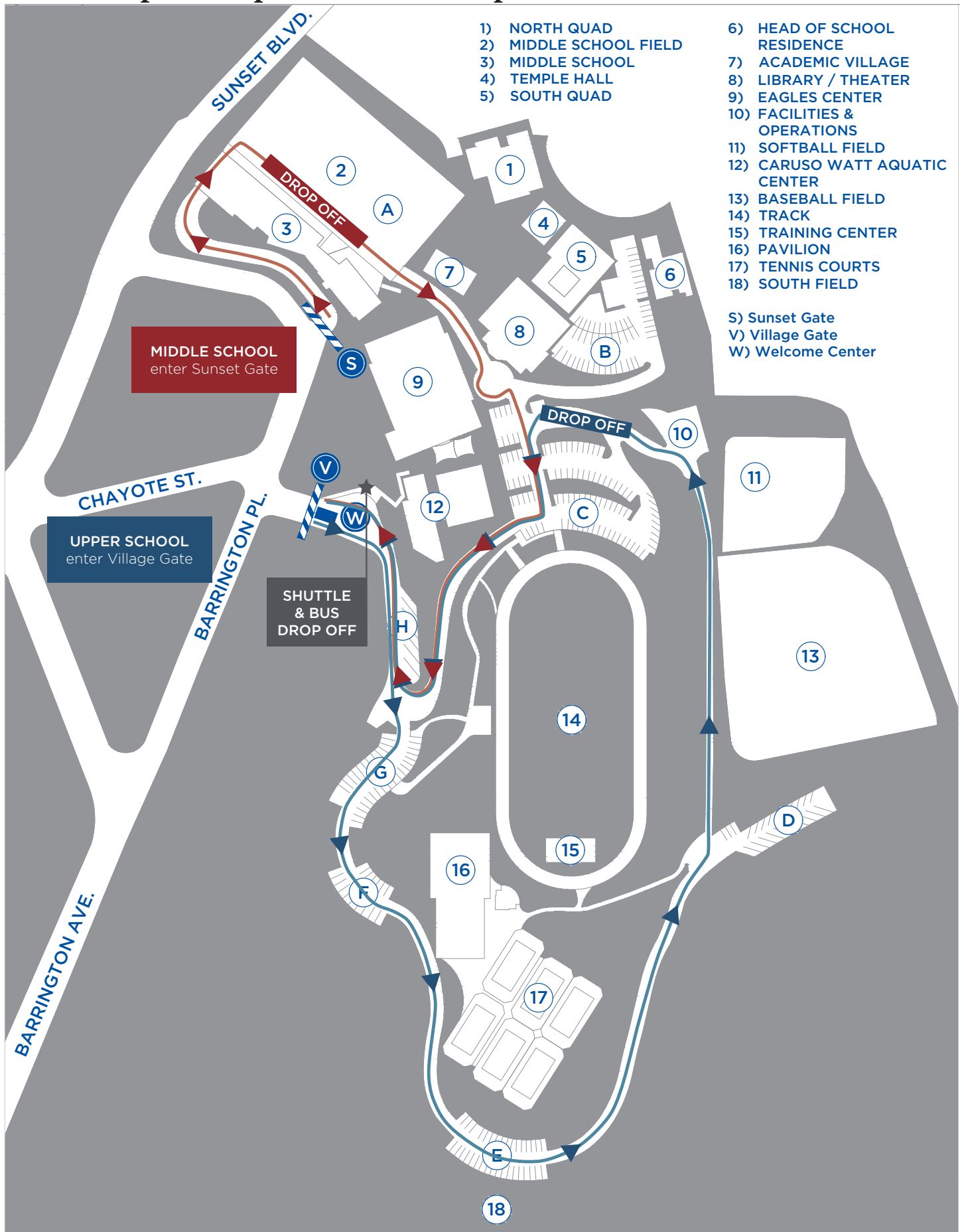
**CONSEQUENCES FOR NON-COMPLIANCE**

Brentwood School recognizes that compliance with our transportation requirements takes thoughtful planning on the part of all members of our community. It is only with the full cooperation of all school community members that we are able to achieve our goals. Please note that repeated violations by either parent/guardian or students will lead to consequences that range from verbal and written warnings, detentions, and meetings with the East Campus Honor Board and/or members of the school’s administration. Disciplinary actions may be noted in the student record and, In the most egregious cases, future enrollment in the school may be in jeopardy.

**East Campus Crosswalk Pattern**



# East Campus Drop-Off and Pick-Up Route



- 1) NORTH QUAD
- 2) MIDDLE SCHOOL FIELD
- 3) MIDDLE SCHOOL
- 4) TEMPLE HALL
- 5) SOUTH QUAD
- 6) HEAD OF SCHOOL RESIDENCE
- 7) ACADEMIC VILLAGE
- 8) LIBRARY / THEATER
- 9) EAGLES CENTER
- 10) FACILITIES & OPERATIONS
- 11) SOFTBALL FIELD
- 12) CARUSO WATT AQUATIC CENTER
- 13) BASEBALL FIELD
- 14) TRACK
- 15) TRAINING CENTER
- 16) PAVILION
- 17) TENNIS COURTS
- 18) SOUTH FIELD
- S) Sunset Gate
- V) Village Gate
- W) Welcome Center

## Resources

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General Transportation Questions.....Garvey Sims / Diamond Howell-Chisholm  
mobility@bwscampus.com

Student-driven Carpool and Parking Permits ..... Bernardo Arabalo  
barabalo@bwscampus.com

Billing .....Terri Gruenthal  
tgruenthal@bwscampus.com

WC Carpool and Transportation Changes..... carpool@bwscampus.com



### **EAST CAMPUS**

100 South Barrington Place, Los Angeles, California 90049  
Middle School, 6-8: (310) 476-9633, Fax: (310) 476-5844  
Upper School, 9-12: (310) 476-9633, Fax: (310) 476-4087

### **WEST CAMPUS**

12001 Sunset Boulevard, Los Angeles, California 90049  
Lower School, K-5: (310) 471-1041, Fax: (310) 440-1989

**[WWW.BWSCAMPUS.COM](http://WWW.BWSCAMPUS.COM)**