



BRENTWOOD SCHOOL

West Campus Transportation

Key Points

- Please have your child take the bus unless there's a good reason not to.
- Carpools must have at least two West Campus students (a complete carpool).
- You may not park, wait, or drop off/pick up in the surrounding neighborhood.
- Carpools should not arrive before 3:20 p.m. for pick-up (2:20 p.m. on Fridays).
- Parents/guardians may not park on neighborhood streets and walk their student(s) onto campus.
- Display your carpool sign.
- West Campus students are not allowed to use rideshare services (Uber, Lyft, etc.).
- You may not turn right from Bundy or right off of Sunset directly into the West Campus driveway at any time of day.

Parents/guardians are required to submit a Transportation Plan indicating how their child(ren) will be arriving at and leaving from school. This form is available in the Resources section of Eagle Eye, by clicking the transportation button. Transportation policies are also available at bwscampus.com/transportation.

These policies are in place to maintain safety, minimize neighborhood impact, and uphold our agreement with the city.

Brentwood School is in a residential community, and we care about being good neighbors. We have committed, through our Conditional Use Permit (CUP) and agreements with neighbors, to decrease traffic. To achieve this, we rely on every household to reduce trips to both campuses, primarily by having their children take the bus.

Brentwood School offers transportation options to fit a variety of needs, outlined in the following pages. We appreciate your understanding of the special conditions that restrict traffic, campus access, and parking.

For assistance creating the best transportation plan for your family, please contact our Transportation Team at mobility@bwscampus.com.

General Information

There are two entrances to the campus: all vehicle traffic enters on Bundy while pedestrians may enter from either Bundy or Saltair. The Bundy gate will be open from 7:15 to 8:15 a.m.

every morning (8:30 to 9 a.m. on Wednesdays) and from 3:15 to 3:30 p.m. every afternoon. That entrance will be supervised when it is open. When approaching the Bundy gate, please identify yourself at the monitor, and a member of Public Safety or the Main Office staff will let you in.

During the online enrollment process, parents/guardians fill out a form identifying all people approved to pick up their child from school. Your children will be released only to those people. When a parent/guardian or anyone else arrives to pick up a child for anything other than regular-hours carpool, the approved driver needs to come to the Main Office and check in.

School begins at 8:15 a.m., 9 a.m. on Wednesdays. School ends at 3:05 p.m. (2:05 p.m. on Fridays), and all students are dismissed from the Bundy parking lot. Bus riders leave first (3:05 p.m.), followed by carpooling students at 3:15 p.m. (one hour earlier on Fridays). Students will be called to their buses or cars as the vehicles arrive on campus. Students who are not picked up by 3:30 p.m. (2:30 p.m. on Fridays) will be directed to extended daycare.

Children staying to participate in athletics, clubs, or extended day need to report to the agreed-upon meeting area to check in. Students are not allowed to remain on campus after school without adult supervision (including those who wish to watch athletics events). The Bundy lot is accessible for pick-up until 6 p.m.

If a child needs to be picked up during the school day, parents/guardians should park in the Bundy lot and check in at the Main Office. Students need to sign out before leaving the campus and sign in upon returning. For the protection of each child, no student will be released to any person other than a parent or legal guardian without written permission.

Preferred Mode of Transportation: Bus

Per our Conditional Use Permit, on a daily basis, at least 40% of Brentwood students need to ride the bus.

To contain costs, ensure safety and service, and offer improved technology, Brentwood School selected a new bus company, Mission School Transportation, beginning in the 2025-26 school year. Bus stops are expected to remain the same but some have shifted to a different route, and route numbers have changed. The former shuttles will be served by buses at bus stops.

Bus stops are based on sign-ups and usage and therefore are subject to change; you will be contacted by the school once bus routes and stops are confirmed:

- 1 - Cheviot Hills/Crenshaw
- 2 - Valley
- 3 - Playa Vista/Westchester
- 4 - Beverly Hills
- 5 - Pacific Palisades/Riviera/Brentwood
- 6 - Ocean Park Santa Monica

SchoolPass

Families should use the SchoolPass app to report changes to carpools, bus ridership, or their dismissal plan. You must make same-day transportation changes through the app by 11 a.m. If changes are necessary later in the day, please call the office at (310) 471-1041.

Carpools

If your child is not riding the bus or walking to and from school, it is important that they are in a carpool with other West Campus students. This allows the school to meet its Conditional Use Permit mandates regarding carpool ridership levels. **A parent/guardian plus two (2) West Campus students constitutes a complete carpool.** Driving to or from campus without the minimum of two West Campus students in your carpool, during peak hours, is not permitted.

Parking or waiting in the residential neighborhood adjacent to the West Campus is strictly forbidden.

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

Do you have students on both campuses? Unfortunately, the Conditional Use Permit does not recognize students who attend our East Campus or other schools as qualified carpool members. However, if you have a complete West Campus carpool and an East Campus child, you may sign your East Campus child up for bus Route 9 (formerly 713) and drive them to the West Campus, where they can catch the Route 9 bus at the Sunset/Saltair stop and travel to East Campus. Route 9 stops at Sunset and Saltair at 8:10 a.m. and arrives in time for the 8:30 a.m. start on East Campus. The afternoon bus leaves East Campus at 3:35 p.m. A crossing guard is present. Please keep in mind that East Campus students do not count toward the West Campus carpool total. Please contact the Transportation Manager at @bwscampus.com for more information about this option.

Need to form a carpool? Search your zip code in our [Parent/Guardian Directory in Eagle Eye](#) 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 mobility@bwscampus.com.

Carpool Procedures

School begins at 8:15 a.m., 9 a.m. on Wednesdays. Kindergarten families have a different schedule for the first few days. Please make the necessary arrangements if your carpool includes a kindergartner.

Punctuality is important! Please be sure to 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 and should sign in at the Main Office.

Drop-offs also need to be staggered. If everyone arrives between 8:05 a.m. and 8:15 a.m. we will assign drop-off times to ease the impact on the neighborhood streets.

If you need to park during 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 morning drop-off.**

Please DO NOT arrive before 3:20 p.m. for 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. A faculty member will be on duty for student pick-up until 3:30 p.m. (2:30 p.m. on Fridays). Students not picked up by 3:30 p.m. (2:30 p.m. on Fridays) will go to the extended daycare program.

The drop-off and pick-up route stipulates that you enter the driveway 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 at any time of day. 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. All cars waiting to enter the campus will form a line on Bundy going south towards Sunset and make a left turn into the campus. Please DO NOT PARK in the driveway at any time.

All cars leaving the campus during the morning and afternoon carpool times should turn left from the driveway onto Bundy. Our neighborhood agreement limits right turns on Bundy to families who live in the neighborhood north of campus. Please do not head west on Bonny Lane after leaving the school.

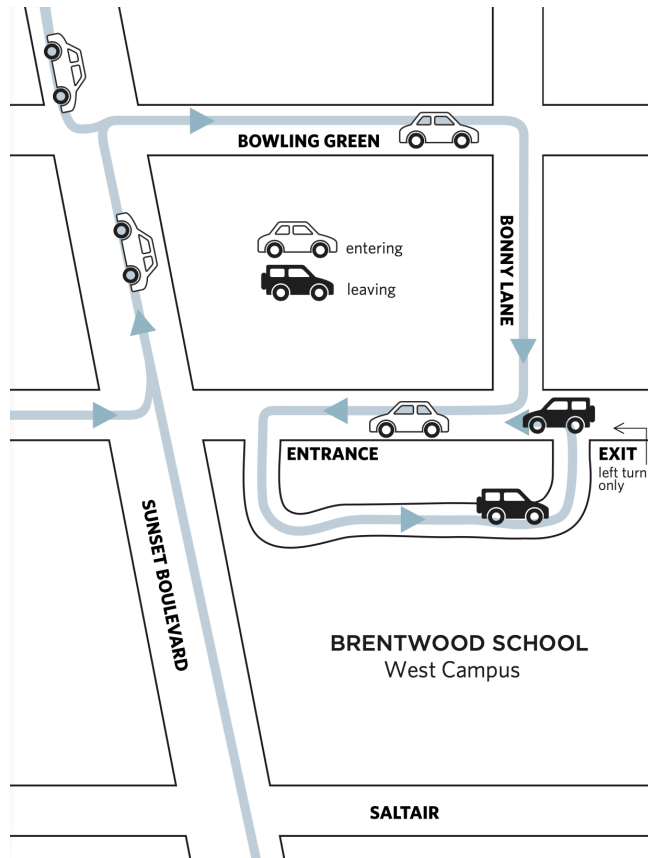
Please remember that your watch or clock may vary from the “official time.” We realize that this can be a major source of aggravation, especially when you believe you have arrived on time, but the only way we can be consistent is to follow the school’s time, posted at the entry gate .

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 and you will be directed back out to Bundy to rejoin the line. Bus riding families should request a carpool sign if they anticipate picking up their child during the year. If you need extra signs for other regular drivers, please contact the Lower School Office.

Students should be informed of their assigned carpool drivers or any changes in carpool plans. Afternoon pick-up is smoother if students are ready to respond when it is time to leave. Please remember to notify the school **before 11 a.m.** of any playdates, sporting events, appointments, etc. that would change the carpool. You may notify the school through the SchoolPass app; during the transition to SchoolPass, you may also contact the Lower School Office at carpool@bwscampus.com or (310) 471-1041.

We do not allow rideshare companies to pick up students.

Students who are dropped off in violation of these rules will be subject to disciplinary action. Parents and Guardians must follow the below drop off and pick up route.



We realize that, on rare occasions, you may need to bring your child to school without other riders. In these instances, students should arrive after 7:15 a.m. and before 7:30 a.m. in order for us to meet the conditions of our Conditional Use Permit. Supervision is available in the library until 7:45 a.m., when students should report to the area designated for their grade unless they have arranged to meet a faculty member elsewhere. All students in grades K-2 should report to the outdoor court; all students in grades 3-5 should report to the lunch benches or the field. Students are welcome to read, study, or talk with their classmates until 8:15 a.m. (9 a.m. on Wednesdays), when they gather for the opening morning Flag ceremony.

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 [online directory in Eagle Eye](#) 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

Questions?

General Transportation Information

Garvey Sims and Diamond Howell-Chisholm

mobility@bwscampus.com