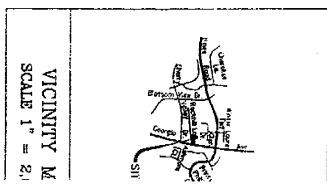


Call "Miss Utility" at 1-800-257-7777.
 48 hours prior to the start of work.
 An excavator must notify all utility companies with underground utilities
 of the proposed excavation and have them marked before by the utility
 companies with requirements of Chapter 26A of the Montgomery County Code.



17A & 17B H181

SPECIAL EXCEPTION
QUEUE & VEHICLE MOVEMENT EXHIBIT
WINCHESTER SCHOOL
 Parcels 171, 172, and 173
 8th ELECTION DISTRICT - MONTGOMERY COUNTY

MHG Macra, Herdicks & Glascock, P.A.
 Engineers & Planners
 Engineering Architects & Surveyors
 5520 Highway 282, Suite 120
 Montgomery, Virginia, 22114
 202-661-1770
 www.mhgpa.com

Project No. 17A & 17B
 Date: OCT 2 2008

The Winchester School
17320 Georgia Avenue
Olney, Maryland
TRANSPORTATION MANAGEMENT PLAN

The following Transportation Management Plan (TMP) describes the transportation management strategies to be employed by The Winchester School in the implementation of its proposal for a new elementary school campus located in Olney for a maximum of 126 children in grades 1 through 6.

The School will maintain a current list of the residence location of each student; based on the residence location, each student will be assigned a mode of travel, i.e., whether the student a). takes the bus to school; b). is authorized to arrive or be picked up from the campus via private auto; or c). lives close enough to the School to walk. This list will be updated continually should the student's residence location changes.

Background

The site for the proposed Olney campus consists of approximately two acres and has one point of access that is located along Georgia Avenue. Plans for the campus involve retention of an existing residence that will be converted to educational use, and construction of an approximately 9,650 square foot, two-story extension to the rear of the existing structure. The existing residential entrance and driveway off of Georgia Avenue is planned to be widened for two-way vehicular movement and provides access to an eleven (11) space parking area located behind the school building along with a drop-off/pick-up area near the rear entrance of the school. Nine (9) additional spaces would also be provided along the drive with one (1) handicapped space located near the front of the school, resulting in a total of twenty-one (21) spaces provided on-site.

A Director, an Assistant Director, a secretary, and twelve teachers will staff the School. All fifteen (15) staff members will arrive by 7:00 AM. Two (2) teachers will arrive for the afternoon day care at 3:00 PM. Eight (8) of the teachers and two (2) of the staff that arrived at the beginning of the school day would depart by 3:30 PM, with the remaining four (4) morning teachers leaving by 5:00 PM. Four (4) after-school teachers will arrive prior to 4:00 PM, and the remaining six (6) teachers/one (1) administration staff will depart during the PM peak. No more than seventeen (17) teachers/staff will be on site at any one time. Periodically, educational specialists (e.g., music teacher, arts instructor, etc.) will visit the school to conduct classes in specialized programs, but these visits will be outside of the peak periods.

All pupils will arrive between 7:00AM and 8:00AM. Approximately 14% of the students will depart between 3:00PM and 5:00PM, with the remaining children departing by 6:00PM (subject to final determination of bus schedules).

Personnel

The Winchester School will designate a minimum of one staff member to act as School Transportation Coordinator (STC), whose primary responsibility will be to manage and implement the TMP at the School. The STC will act as a liaison with faculty/staff, parents, bus operators, and other interested persons to facilitate the programs described in this TMP. Enforcement of the transportation policies contained in this TMP will be a condition of employment as set forth in the employment contract between the staff member and the School. The STC will also continually analyze the busing operation, the pick-up/drop-off operation, and staff schedule to implement improvements to the operation of the school in order to minimize the impact of the school operation on the surrounding area. The performance of the STC will be evaluated annually and refinements made to improve the overall operation in light of past successful features and projected trends in school population and programs.

Program

The TMP for The Winchester School provides strict guidelines and policies for managing the following elements of the school transportation system:

- Access and Circulation
- Bus Transportation
- Carpool Operations
- Queue Management Mechanisms
- Parking Policies
- Delivery and Service Vehicles
- Overall Safety Considerations
- Enforcement and Community Coordination
- Special Events Management
- Initial Assessment
- Monitoring for Compliance with TMP

The following sections present the specific guidelines for each of the above components of the TMP.

Access and Circulation

- Access to the School will be provided via a single right-in/right-out driveway onto Georgia Avenue. Passenger vehicles and buses approaching the site from the south can make a “U” turn at the Georgia Avenue/Prince Philip Drive/Hines Road signalized intersection and then enter the School as a southbound right turn movement. All vehicles exit the site as right turns (since Georgia Avenue is median divided); these vehicles can then proceed southbound on Georgia Avenue toward Wheaton or make a “U” turn at the signalized intersection at Georgia Avenue/Old Baltimore Road (or at the median break opposite Cherry Valley Drive) to travel northbound.

- No school-associated off-site vehicle stopping (except for turning movements in the left turn storage bays located in the Georgia Avenue median), waiting, or queuing within the Georgia Avenue right-of-way will be permitted to occur at any time.

Bus Transportation

- The School proposes to undertake a significant busing program of approximately 84 children (at maximum enrollment), approximately two-thirds of the student body, in order to reduce site-generated traffic. Students will be picked up at multiple points in the County, including stops serving *all* students residing to the south of the School campus, and will be delivered to the school by buses in order to mitigate “critical” site trips through the Georgia Avenue/Old Baltimore Road during the AM peak period.
- The students whose residences are located south of the school site will be not be allowed to access the school via other than by bus (unless they are a faculty/staff sibling riding with their parent) during AM and PM peak periods. The School will maintain an updated list of the student mode of arrival, based on the student’s residential address. Student bus arrival lists will be maintained on a daily basis. The school intends to provide two or three buses, as necessary, which will pick up and drop off students at various sites located south of the site.
- These buses (a potential maximum of three (3) at maximum enrollment) will not remain on-site overnight nor during the school day; the bus departures will be coordinated so as not to impact the AM Critical Lane Volume (CLV) at the Georgia Avenue/Old Baltimore Road intersection, and the buses will return in the afternoon for the PM pick-up. A separate loading area is designated for the buses along the northern and eastern side of the rear parking area.

Carpool Operations

- For the remaining one-third of the student body projected to reside north of the school, which is expected to arrive by passenger car, the School Transportation Coordinator (STC) will implement a school ridesharing promotion program to meet the required car pool goals and to manage and monitor the school carpool operations.
- Vehicular access to the school during peak periods will be permitted only to vehicles that have a unique identifiable vehicle permit which is issued by the school only to those students whose residences are located north of the school. A staff member will record the permit number of each vehicle that enters the site during the AM peak period and will maintain these records in a notebook available for monitoring.
- The STC will maintain an updated list of all student residences for the purpose of issuing the Winchester School vehicular permit. Any changes to the student residence must be reported to the School administration within ten (10) days, in

accordance with the contract between the School and the student's parents. The STC will maintain the updated list along with the corresponding vehicle permit numbers, in a format that is easily readable for monitoring to be conducted by M-NCPPC transportation monitors.

- The STC will promote carpooling by using address information to identify clusters of families north of the school that are close enough to each other to form a carpooling group. Once these groups are identified, the STC will contact the families to actively encourage these formations. The STC will stress the convenience factor and the traffic reduction impacts as benefits to carpooling. In addition, the STC will distribute school directories for parents to peruse to form their own carpooling groups. This process will be initiated prior to the school year and will be continued throughout the school year.
- As part of the formal parent orientation program conducted at the School prior to the beginning of each school year, the STC will make a presentation to the parents regarding the designated mode of arrival/departure assigned to each student, and the importance of adherence to the busing and carpooling policy. The STC will stress the convenience factor and benefits of carpooling, and the necessity of reducing traffic impacts.
- The STC will also distribute school directories to parents to assist them in forming their own carpooling groups. These directories will also provide specific student information about grade levels and activities that the children are involved in to help parents form their carpool arrangements. This process will be initiated prior to the school year and will be continued throughout the school year.
- Student pick-up, drop-off, parking, and queuing operations will occur completely on-site. No carpool pick-up, drop-off, parking or queuing operations will occur on Georgia Avenue, Rock Hill Lane, or Cherry Valley Drive. The proposed site configuration will accommodate all pick-up, drop-off, parking or queuing operations on-site.
- During the AM peak period, faculty and staff are scheduled to arrive before 7:00AM. Classes for all six grades will begin at 8:15AM.
- All vehicles enter the site via a right turn onto the site driveway and proceed to the rear of the school to discharge students from the passenger side of the vehicle, in a designated location selected to minimize conflicts between pedestrians and circulating vehicles. All vehicles then exit the site as a right turn movement onto southbound Georgia Avenue.

Queue Management Mechanisms

- The peak afternoon student pick-ups occur between 4:00PM-6:00PM. Within the peak period and based on the traffic pattern at the existing school, it is anticipated that

in the **peak hour** approximately 57% of the 42 students (or 24 students) transported by passenger vehicle to the new campus will depart after 5:00PM. There will be no change to the PM departure schedule that would alter the queuing situation without the review and approval of M-NCPPC staff.

- As indicated in the Traffic Study, based on observations of pick-up queues at other private schools, queuing space for approximately 40% of the students departing in the peak hour has been determined as a reasonable measure of the required queue length, given the dynamic process of arriving and departing vehicles. Applying this percentage to the 24 students yields a required vehicle queue storage length of $(24) \times (0.4) = 10$ vehicles. NOTE: The buses have their own storage area. This equates to a storage distance of approximately $(20) \times (10) = 200$ feet that is required. The site provides for approximately 260 feet of storage between the Georgia Avenue right-of-way line and the rear of the bus pick-up/drop-off area, which could accommodate 13 $(260/20)$ vehicles. Therefore, there is adequate queuing distance on site to accommodate the anticipated vehicle queues.
- During the PM peak hour, approximately 3 staff members will manage the pick-up operations, with two vehicles being loaded at a time. At least one staff member will be assigned to direct incoming vehicles to maintain a storage distance of 20 feet per vehicle. The STC will monitor the utilization of these staff members to efficiently manage the operations and adjust the number of these staff members accordingly throughout the year. One staff member will record the permit number of each vehicle entering the site during the PM peak period, and these records will be kept in a notebook for monitoring purposes.

Parking Policies

- Adequate on-site parking is provided to meet the parking needs of faculty/staff, parents and visitors driving to The Winchester School. Parent trips to the school will be limited to off-peak hours, except for those vehicles located to the north of the school which have Winchester School stickers that permit student drop-offs/pick-ups. Visitor periods will also be directed toward non-peak hours.
- Parking for faculty/staff, parents and visitors will be prohibited on Rock Hill Lane (a private driveway), or on Cherry Valley Drive at all times.
- During the AM peak period, faculty and staff are scheduled to arrive and park before 7:00AM and utilize the employee parking lot.

Delivery and Service Vehicles

- All deliveries and refuse collection shall be scheduled to occur between 9:30AM and 4:00PM, Monday – Friday.

Overall Safety Considerations

- The Winchester School will coordinate with State and County agencies to install appropriate signs (school zone, etc.) along Georgia Avenue at the approach to the school entrance.
- The Winchester School will provide staff on-site in front of the School to manage the AM and PM carpool operations and to ensure that there are no back-ups onto Georgia Avenue.
- All pick-up and drop-off operations will occur on-site to the rear of the building and on the passenger side of the vehicles.

Enforcement and Community Coordination

- The Winchester School will require parents to sign an agreement as part of the enrollment contracts that will require parents to obey local traffic laws and The Winchester School busing, carpool, and parking policies as detailed in this TMP. Any parent dropping off or picking up a student who is not authorized to do so during the AM and PM, or use of any unauthorized mode of arrival assigned by the School based on the student location of residence, is subject to the following sanctions:
 - a). 1st Offense - written notice by the School reminding parent of adherence to transportation policy agreed to in the student's School contract.
 - b). 2nd Offense - meeting with the School administration informing the parent of the violation and indicating the risk of dismissal of their child if the policy is violated again.
 - c). 3rd Offense - student is dismissed.
- The Winchester School will establish a Community Liaison Committee (the "CLC"). The members of the CLC shall be the School Transportation Coordinator (STC), the People's Counsel, representative(s) of the immediate residential neighborhood, and a representative of the Greater Olney Civic Association (GOCA). The purpose of the CLC will be to assist the Transportation Planning staff in monitoring Winchester School's compliance with the Transportation Management Plan and to provide input to Winchester School and the Transportation Planning staff regarding transportation-related issues. Through this interaction, the CLC is intended to achieve its overall objective of fostering good relations and communications between Winchester School and the community.
- Winchester School will arrange and host the meetings of the CLC. The CLC will meet monthly for the first three months of the academic year after Winchester School occupies the Property. Thereafter, the CLC will meet at least four times per year.

Any member of the CLC may request a special meeting in addition to the regularly scheduled meetings.

- The Winchester School will respond promptly to any concern or complaint expressed by a neighbor in person, by phone, or by mail. The Winchester School has operated for 33 years at four locations under four special exceptions and has never had a complaint nor violation notice lodged against it. The School intends to continue to operate in the same fashion in the future.

Special Events Management

- There will be one “Back to School Night” that will occur annually at the Winchester School. Parking will be provided at a remote site served by a shuttle bus, or “Back to School” will be provided one grade level (21 students) per night with parents car pooling in order not to exceed available on-site parking. Any other evening events that involve a large audience will be scheduled to take place in local churches or public schools. Parent/teacher conferences will be held outside of peak periods, with one class accommodated per day,
- The school building and facilities will not be rented out for non-school events.

Initial Assessment

- During the first 20 school days after school opening, the Winchester School is to fully assess the on-site peak hour vehicular operations in order to ensure full compliance with the TMP. This will include recordation of the Winchester School permit number of each vehicle that enters the site during peak periods and adherence to the mode of arrival category assigned. If necessary, the Winchester School will undertake additional management and operational steps as may be required to assure compliance with the TMP. These additional measures may include, but not necessarily be limited to, one or more of the following: (1) additional on-site staff to manage morning and afternoon queuing; (2) changes in arrival and dismissal times (increased staggering of student arrival and departures); (3) enhanced efforts to increase student per vehicle ratios for those areas in which student car pooling is allowed; (4) modification of vehicular drop-off and pick-up operations for parents (instructions to drivers); (5) use of off-site satellite areas.

Monitoring for Compliance with TMP

- In order to ensure compliance with the provisions of this TMP, the school will post a bond to cover twelve (12) days of monitoring by the M-NCPPC staff designee. Monitoring is understood to occur for three consecutive months once the School has completed 20 school days after the initial school opening. Once compliance with the terms of this TMP has been verified by M-NCPPC transportation staff, the M-NCPPC monitoring will occur every three months, assuming the TMP goals are met. To facilitate this monitoring by the M-NCPPC staff, the Winchester School agrees to

provide the updated student residence information and corresponding Winchester School permit information and mode of arrival data to the M-NCPPC staff on a confidential basis to assist in the monitoring effort. In addition, the Winchester School agrees to make available the logs of entering peak period vehicles as requested by M-NCPPC staff.