



WELLS + ASSOCIATES

**LAB SCHOOL OF WASHINGTON
TRANSPORTATION MANAGEMENT PLAN
July 12, 2011**

Introduction

This document summarizes an updated Transportation Management Plan (TMP) for the Lab School of Washington (LSW) to promote safe and efficient arrival, dismissal, and parking procedures that minimize the school's impact on neighboring institutions and the community. It reflects changes in parking supply, parking management and new TMP elements in order to retain the currently approved cap of 182 faculty and staff members and 330 students at the main campus on Reservoir Road as shown on Figure 1.

Goal

The goal is to mandate that no new trips beyond the current AM peak hour (7:45 AM to 8:45 AM) trip cap of 165 inbound vehicles be generated by the main campus and to bring peak weekday parking demand and supply into balance. This TMP also addresses typical weekday arrival and dismissal, evening, event traffic management, monitoring, and enforcement.

Existing Parking Supply

The LSW presently provides a total of 107 surface parking spaces (87 marked spaces and 20 stacked spaces) at the main campus. In addition, 15 spaces are leased at the CVS parking lot and 30 spaces are leased at George Washington University (GWU) garage, for a total parking supply of 152 spaces.¹ A total of 43 angled parking spaces were constructed by LSW along Whitehaven Parkway for net overall increase of 26 spaces.² However these spaces are not for exclusive LSW use. The Foxhall Campus, a separate campus located at 4470 Q Street, NW, has 28 surface parking spaces.

Parking Requirements

The number of spaces required by regulation exceeds the LSW's on-site parking supply. Regulations require 131 parking spaces for the maximum of 182 faculty and staff and 330 students. This is 43 more spaces than the current on-campus supply of 87 legal parking spaces.

¹ The spaces at GWU are not currently utilized so LSW is considering ceasing to lease the spaces. In the event staff members still park at GWU, LSW will reimburse their expenses rather than continue to formally lease spaces. This will also allow LSW to target those staff members that continue to drive to campus and encourage them to take public transportation.

² In our studies of the utilization of the angled spaces, we discovered that LSW uses 26 of the 43 spaces on average.

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Figure 1
Site Location



Transportation Management Plan

Parking Demand. LSW has implemented, or will implement, the following measures to reduce peak parking demands:

- I. **Public Transportation.** LSW encourages faculty, staff, therapists, volunteers, and others to use public transportation by the following measures:
 - A. Un-assign the existing 87 surface parking spaces at the main campus to better utilize these spaces.
 - B. At the initial employee orientation, provide information to all new faculty and staff on the public transportation facilities and services available to them.
 - C. Provide all existing faculty and staff published route maps and schedule information. Post this information in a convenient, centralized location.
 - D. Apprise all faculty and staff about web links to the various public transportation providers.
 - E. At faculty and school wide meetings, stress the advantages and importance of using public transportation whenever possible.
 - F. LSW is enrolled in Metro's Smart Benefit / Metrochek program. The LSW Finance Committee authorized \$220 per person per month in transit benefits, which is the maximum allowed by law.
 - G. Provide free daytime shuttle bus service between the school, the Tenley/AU Metro station in the District of Columbia, the Rosslyn Metro station in Arlington as well as Glen Echo, Beth El Synagogue, Westbard Shopping Center in Maryland, and in the Fall 2011, the King Street Metro station and Bradlee Shopping Center in Alexandria.
 - H. Provide free evening shuttle bus service between the school, the Foggy Bottom/GWU Metro station, and the Dupont Circle Metro station. LSW also makes the shuttle available and encourages its use for such events as admission tours.
 - I. LSW will work with other neighboring schools and institutions to coordinate and expand existing shuttle bus services.

- J. LSW will offer guaranteed rides home to anyone who takes transit or is a carpool passenger in emergencies. Shuttle buses, taxis, or other vehicles will be used for this purpose.
- 2. **Carpools.** LSW will implement a formal carpool program by: (1) providing parents with zip code lists, (2) encouraging them to form carpools through letters, memos, and/or other forms of correspondence, and (3) encouraging them to form carpools at meetings. Further, LSW will consider reserving five (5) on-site parking spaces for carpool of three (3) or more occupants (i.e., HOV3).
- 3. **School Bus Service.** Seventeen (17) buses operated by public school systems currently transport LSW students. LSW will continue to accommodate buses on the campus.
- 4. **Bicycles.** LSW currently provides bike racks, locker rooms, and showers for faculty, staff, and students who commute by bicycle. LSW will monitor bike usage and provide additional racks as required.
- 5. **High School Drivers.** LSW students are not permitted to drive to school. The only exceptions are students who have been approved as hardship cases by the High School Administration and the Director of Operations.

Traffic Management. LSW has implemented and is required to continue the following traffic management measures:

- 1. LSW will require that all faculty and staff arrive on campus prior to the peak drop-off period beginning at 7:45 AM.
- 2. LSW has hired off duty MPD officers to direct traffic during morning arrival and afternoon dismissal peak periods. These officers address any backups with authority, expedite traffic flow, and supervise the crosswalks for pedestrians.
- 3. LSW staff directs the flow of traffic on campus in order to expedite loading and unloading of students, prevent on-site congestion, and prevent back-ups onto the public street network. LSW staff is assigned in the parking lot to direct bus and automobile traffic flow, prevent backups, address backups if they occur, and expedite the loading and unloading of students. Students are supervised and arranged into groups such as by bus in order to streamline the above.
- 4. LSW staff directs traffic so as to contain the maximum number of vehicles on campus and, hence, prevent street backups. Large vehicles such as buses are usually directed to the exit at the half loop. A staff member blends the traffic so

as to expedite the flow.

5. LSW staggers events in the evenings and monitors them to prevent problems. LSW has a night guard on duty to prevent problems and to react to problems (such as an event being more popular than anticipated). Personnel and groups are instructed on the importance of safe traffic and positive community relations. LSW modifies schedules and procedures immediately in reaction to what worked well or didn't work.
6. LSW discusses special events in advance with the community and plans how to keep the parking and traffic safe and efficient (for example, providing a metro shuttle for admission tours).

Monitoring

LSW will monitor within 30 days of the beginning of the fall and spring semesters the performance of the TMP.

LSW will monitor the following aspects of the TMP:

1. Shuttle bus routes, schedules, stops, and ridership.
2. Number of registered carpools and carpool passengers.
3. Number of faculty, staff, and students who walk or bike to LSW.
4. Number of authorized high school student drivers.
5. Peak period vehicle-trip generation.
6. Parking occupancy counts.
7. Use of off-site leased parking spaces.
8. Use of the angled parking spaces on Whitehaven Road.
9. Peak parking demands.
10. Number of on- and off-site parking spaces provided.

LSW will compare actual parking supply and demand to determine whether or not LSW meets the goal of balanced parking supply and demand.

Reporting

LSW will prepare TMP reports within 45 days of each monitoring survey. The reports will be distributed to the District Department of Transportation (DDOT) and Advisory Neighborhood Commission (ANC) 3-D.

LSW will host public meetings at least once every four (4) months to discuss any matters of concern to the community regarding the school and to discuss possible measures for

addressing such concerns. Notice of the time and location of the meetings shall be sent to the ANC, the Foxhall Community Citizens Association, the Palisades listserv and the Palisades Citizens' Association and posted on the LSW website at least 30 days in advance.

Enforcement

LSW will benchmark the performance of the TMP within 30 days of the beginning of both the Fall and Spring semesters. In the event LSW exceeds the 165 AM peak hour (7:45 AM to 8:45 AM) trip cap for two (2) consecutive reporting periods, LSW will continue, modify, or delete existing TMP measures, and/or add new measures, as required and appropriate, in order to achieve the goal of balanced parking supply and demand, as determined by the surveys. These measures may include prohibiting new staff from arriving at the campus by private vehicle.

If LSW still exceeds 165 trips during the AM peak hour after a third consecutive survey is conducted, it must file an application with the Board of Zoning Adjustment (BZA) for review of the conditions of approval within thirty (30) days.

Questions regarding this document should be directed to Wells + Associates.

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