

ST. PATRICK'S EPISCOPAL DAY SCHOOL TRANSPORTATION MANAGEMENT PLAN

To help facilitate traffic operations and to reduce the impact of the proposed development, St. Patrick's Episcopal Day School will implement a Transportation Management Plan that will consist of: 1) a Transportation Demand Management (TDM) Plan, 2) an Operations Management Plan, 3) a Loading Management Plan, 4) a Parking Management Plan, and 5) a Monitoring Plan. Each plan is summarized below:

Transportation Demand Management

Overview

Traffic and parking congestion can be solved in one of two ways: 1) increase supply or 2) decrease demand. Increasing supply requires building new roads, widening existing roads, or building more parking spaces. These solutions are often infeasible in constrained urban conditions and, where feasible, can be expensive, time consuming, and in many instances, unacceptable to businesses, government agencies, and/or the general public. The demand for travel and parking can be influenced by Transportation Demand Management (TDM) plans. Typical TDM measures include incentives to use transit or other non-auto modes of transportation, bicycle and pedestrian amenities, parking management, alternative work schedules, telecommuting, and better management of existing resources. TDM plans are most effective when tailored to a specific project or user group.

Proposed Components of TDM Plan

St. Patrick's is committed to reducing peak hour traffic by 20 percent. The Transportation Demand Management Plan has been designed to give the school flexibility to evaluate, refine, and adjust the specific tools and strategies used over time. This flexibility will allow St. Patrick's to test different approaches, determine which options are most effective for the school community, respond to new programs, services, and resources that may become available, and change direction if an existing program becomes unavailable or ineffective. St. Patrick's Episcopal School proposes the following strategies as part of their TDM "toolbox":

General Strategies

1. Designate a TDM coordinator who will be responsible for organizing, marketing, and accomplishing the tasks in the TDM plan and who will act as a liaison with DDOT and the community. The TDM coordinator position may be part of other duties assigned to the individual.
2. Create a transportation and parking section on the school's website with up-to-date information regarding all transportation and parking options available to students, parents/guardians, and employees, including but not limited to public transportation, biking facilities and amenities (including campus bicycle parking).
3. Continue to include information periodically in the school's weekly newsletter about where to park for school events, such as all-school chapel.
4. Hold quarterly meetings with ANC 3D to garner feedback on traffic and parking related issues.

5. Provide a bike maintenance facility and bicycle parking in the garage or other easily accessible area for students and faculty/staff.
6. Make showers and lockers available to faculty/staff who walk, jog, or bike to school.
7. The updated TDM plan will be incorporated into the Parent Handbook.

Strategies for Students

Rideshare:

1. Register with and promote Commuter Connections School Pool Program to assist parents in finding other parents in their neighborhood to form carpools, walking groups, or biking groups.

Bus:

1. Expand the current bus program, which currently provides one Maryland bus and one Virginia bus, to serve other areas. Depending on demand, new routes or expanded existing routes could provide service to Bethesda, Silver Spring, Prince George's County, downtown DC, or McLean.
2. Explore opportunities for shared busing programs with other nearby schools.

Outreach and Education:

1. Provide outreach and education events to stress the importance of using non-auto modes of transportation and make information more readily available. Outreach and educational events could include:
 - In coordination with goDCgo, hold a "Transportation to School" event at the beginning of each school year, stressing the importance of public transportation, carpooling, biking, etc.;
 - Participate in DDOT's Safe Routes to School Program – The program encourages students and their parents to walk and bicycle to school by examining conditions around schools and conducting projects and activities to improve safety and accessibility;
 - Establish inter-class and inter-grade competitions with incentives and prizes for the classes that take transit, walk, and bike the most. If available to private schools in the District, utilize resources for in-classroom instruction on sustainable transportation available through the Office of the State Superintendent of Education's (OSSE's) Capital LEAF (Leaders in Environmental Actions for our Future) program.
 - Host two Walk to School/Bike to School Days each year;
 - Promote walking/biking in communications with parents.
2. Offer bicycle riding lessons to students.

Strategies for Faculty/Staff

Rideshare:

1. Register with Commuter Connections and promote Commuter Connections' Ride-matching Service and actively promote Commuter Connections' Pool Rewards program, which pays people up to \$5 per day for each day they carpool over a 90-day period.

Shuttle:

1. St. Patrick's will explore opportunities to contract with GW to allow up to 15 employees to ride GW's VEX shuttle. The VEX shuttle provides a connection between GW's Mount Vernon and Foggy Bottom campuses and would provide a link to the Foggy Bottom Metro Station and Commuter Bus stops (including stops that serve Maryland Transit Association, Loudoun County Transit, and OmniRide routes) for St. Patrick's faculty/staff.
2. St. Patrick's will allow faculty and staff to ride school buses for free, as long as capacity is available on the bus.

Incentives:

1. Provide transit/alternate commute incentives to encourage faculty/staff to use non-auto modes of transportation to travel to school. Incentives would include:
 - In accordance with District law, employees may set aside \$340/month in pre-tax funds (or current amount allowed under federal law) through their paycheck for transit or vanpool expenses;
 - Provide employees with information on how to enroll in Guaranteed Ride Home, which provides employees who regularly take transit, vanpool, carpool, walk, or bike to work with a reliable ride home when an unexpected emergency arises; and
 - Enroll in the Capital Bikeshare Corporate Program to provide reduced cost Capital Bikeshare memberships for employees who bike to work regularly.

Outreach and Education:

1. Provide training for the faculty/staff at the beginning of each academic year to implement and reinforce the requirements of the TDM Plan and other components of the TMP (including the Operations Management Plan, Loading Management Plan, and the Parking Management Plan).

Operations Management Plan

In addition to the TDM plan, St. Patrick's Episcopal School will implement an Operations Management Plan to ensure that drop-off/pick-up procedures and loading/delivery functions do not adversely impact the surrounding neighborhood. The following are the components of the plan:

1. Establish a clear drop-off/pick-up protocol for parents. The protocol will be as follows:
 1. The school will employ two traffic control officers (TCOs at the access to and egress from the Lower School PUDO lane to help facilitate turns into and out of the PUDO lane. The TCO at

the entrance to the PUDO lane also will direct pedestrians across the midblock crosswalk located just west of the curb cut.

2. Parents will be assigned a designated PUDO zone prior to the beginning of the school year. Parents with children in the Lower School will be assigned to the PUDO zone in front of the Lower School on the south side of Whitehaven Parkway. Parents with children in both the Lower School and Middle School also will be assigned to the PUDO zone in front of the Lower School. Parents with children in the Middle School will be assigned to the PUDO zone on the north side of Whitehaven Parkway in front of the Middle School.
3. Middle School parents are required to enter from Foxhall Road and exit via MacArthur Boulevard/Reservoir Road. U-turns on Whitehaven Parkway, including turning around in driveways, are prohibited.
4. For traffic approaching the school from Foxhall Road, a single queue will be formed along the northern curb lane on Whitehaven Parkway. Middle School parents waiting in the queue will not be permitted to exit the queue to bypass any vehicles that are waiting to enter the Lower School PUDO lane, except as directed by the Traffic Control Officer (TCO).
5. Dismissal times will be staggered to prioritize Middle School traffic at the front of the line. Dismissals to the PUDO lane will be staggered as follows:
 - Middle School or Lower School parents with carpools of three or more students, and Pre-K students,
 - Middle School parents with carpools of two or more students,
 - All other Middle School parents and Lower School parents with carpools of two or more students, and
 - All other Lower School parents.
6. Students in Kindergarten through Grade 8 may be dropped off beginning at 7:30 AM. Pre-K students may be dropped off 15 minutes before start time.
7. Cell phone use is not permitted in the PUDO lane.
8. Parents are not permitted to exit their vehicles while in the carpool lane. Staff and older students will be on hand to assist children in and out of vehicles.
9. All parents who must leave their vehicle to drop-off/pick up students during regular drop-off/pick-up times, must park in a designated, visitor parking space in the surface parking lot.
10. Parents/guardians will be given a tag with students' numbers, which will be placed in the vehicle and visible through the windshield (PUDO Pass). A member of staff will radio the names back to the school as the vehicles approach from Foxhall Road and MacArthur Boulevard. Staff at the school then will shepherd the appropriate students to the awaiting vehicles once they stop. This process may be replaced with an app-based system or other, similar system depending on available technology.
2. All faculty and staff will be required to arrive before 8:00 AM and will not be permitted to depart from their regular workday between 2:45 and 3:15 PM, except in special circumstances (e.g. emergencies, doctor appointments, etc.).

3. During special events, such as all-school chapel, the school will station staff along Whitehaven Parkway to discourage illegal parking and direct parents to the GW garage.¹
4. The school will include regular communications to parents to remind them to park in the GW garage for all-school chapel.

Loading Management Plan

The Lower School is currently served by a single, non-conforming loading area located on the west side of the school. The service lane is approximately 13 feet wide in front of the building, narrowing to approximately nine feet adjacent to the building. Service vehicles currently park in the east surface lot.

Delivery and service activity at the school occurs on a mix of daily, weekly, and as-needed schedules, summarized in the table below. Deliveries are scheduled and managed by the school's Director of Facilities and Operations. Each vendor or service provider contracted directly with the school currently provides a two-man team. The second person (passenger) performs flagging duties.

Summary of Existing Recurring Deliveries and Services

Delivery / Service†	Frequency	Timing
Food delivery (Sysco)	3x per week (Monday, Wednesday, Friday)	After AM Drop-off
Bread	3–4 times per week (day varies depending on need)	5:00 AM
Produce	3–4 times per week (day varies depending on need)	After AM Drop-off
FedEx	Daily	—
UPS	Daily	—
Amazon	Daily	—
Trash	Daily	
Recycling	Daily	
Cleaning crew	Daily	After hours
Landscaping	Weekly (Thursdays)	—
Paper products (Cintas)	Weekly (Mondays)	6:00 AM
Coffee / other supplies	Weekly (day not fixed)	After AM Drop-off
† Delivery and service providers subject to change.		

The frequency of deliveries and services at the Whitehaven Campus is not expected to change because these activities will be coordinated jointly for the Lower School and Middle School.

Trash and recycling dumpsters currently are stored on the lower level of the garage on the north side of Whitehaven Parkway. Each evening, the cleaning crew transports Lower School trash and recycling in smaller carts across Whitehaven Parkway to the garage. Middle School trash also will be transported to the garage in smaller carts. Trash and recycling are collected five days per week, and this collection frequency will remain unchanged following construction of the proposed Middle School building.

¹ The most significantly attended chapel by parents is the chapel for Kindergarten through Grade 2, which is held on Tuesdays at 8:30 AM. Lesser attended chapels include PK3/PK4 on Thursdays at 8:45 AM, and Middle School Chapel at 8:35 AM on Fridays. All-school chapel is held periodically on religious holidays and special school events.

To promote safe and efficient operations and to minimize the impact on Whitehaven Parkway, St. Patrick's will implement a loading management plan. The loading management plan will include the following:

1. A dock manager will be identified (job duties may be part of other duties assigned to the individual). The dock manager will be on-duty during delivery hours. Responsibilities of the dock manager include:
 - Monitoring inbound and outbound truck maneuvers and ensuring that trucks do not block vehicular, bike, or pedestrian traffic except during those times when a truck is actively entering or existing a loading berth or service area;
 - Disseminating suggested truck routing maps to drivers from delivery services that frequently deliver to the school as well as notifying drivers of any access or egress restrictions;
 - Distributing flyer materials, such as the MWCOC Turn Your Engine Off brochure and others from DDOT and goDCgo, to drivers as needed, to encourage compliance with idling laws.
2. Deliveries (except parcel deliveries via UPS/FedEx/Amazon and mail delivery) and trash/recycling pick-up will be scheduled such that they do not coincide with pick-up/drop-off activities. That is, they will not be scheduled between 7:45 and 8:30 AM or between 2:15 and 3:15 PM. These times may change if the school alters their start and dismissal times in the future.
3. Smaller delivery vehicles (less than nine feet wide, including side mirrors) will use the service lane on the west side of the school. Larger vehicles will use the curb lane in front of the Middle School.
4. Smaller delivery vehicles and service vehicles using the east lot will be permitted to access the site from the east or west on Whitehaven Parkway. Vehicles using the curb lane in front of the Middle School will be required to enter from the east on Whitehaven Parkway.
5. A flagger will be present whenever a vehicle is entering or exiting the service areas. The flagger will alert pedestrians, bicycles, and other vehicles to trucks that may be entering or existing the loading facilities.
5. In the event that an unscheduled delivery vehicle arrives during pickup/dropoff or when the dock is full, the driver will be directed to return at a later date when the berth is available so as to not compromise safety.
6. Trucks using the loading dock will not be allowed to idle and must follow all District guidelines for heavy vehicle operation including but not limited to DCMR 20 – Chapter 9, Section 900 (Engine Idling), the goDCgo Motorcoach Operators Guide, and the primary access routes shown on the DDOT Truck Map (<https://freight.ddot.dc.gov/>).
7. St. Patrick's will explore opportunities with the Lab School and OLV to utilize the same service providers in order to reduce the volume of traffic coming to Whitehaven Parkway.

Parking Management Plan

1. As described above, through implementation of the TDM plan, the school will encourage, incentivize, and provide opportunities for faculty/staff to use non-auto modes of transportation thereby reducing parking demand at the Whitehaven Campus.

2. The two spaces on Whitehaven Parkway that currently are reserved for church staff will be moved to the surface parking lot (for a total of five spaces in the lot reserved for church staff).
3. The two spaces on Whitehaven Parkway currently reserved for church staff will be reassigned for faculty/staff.
4. Seven spaces in the surface lot will be signed and designated for school and church visitors and volunteers, and one will be reserved for admissions. The designations will be in effect Monday through Friday from 7:00 AM to 5:00 PM, except for school holidays. S
5. The three spaces currently reserved for admissions visitors on Whitehaven will be reassigned for faculty/staff.
6. Six spaces in the surface lot will be signed for 10-minute parking from 7:15 to 9:00 AM and 4:00 to 5:15 PM, Monday through Friday to provide spaces for parents dropping-off or picking up children at the ITC.
7. One space on Whitehaven will be designated for faculty/staff who typically bike, walk, or take transit to work but who may need to drive on occasion.
8. All faculty/staff will be assigned a space either in the garage or on Whitehaven Parkway. All faculty/staff who drive to school must register their vehicle(s) with the school and will be provided with a hangtag or decal indicating the location of their assigned space. Faculty/staff will be prohibited from parking in an area other than the one they were assigned.
9. The signs for the parking spaces along Whitehaven Parkway that require back-in parking only should be removed and/or replaced to allow head-in or back-in parking. Given the angle of the spaces, backing into the spaces for vehicles traveling westbound is difficult. Giving drivers the choice to back-in or pull head in will ensure that the spaces are easier to access and will cause less congestion on Whitehaven Parkway.
10. The school will continue to purchase validated parking passes from Colonial Parking (the operator of the GW garage) to provide to volunteers and visitors so that they may park for free in the GW garage when the reserved spaces in the surface lot are not sufficient to meet visitor/volunteer demand. Faculty and staff who typically walk, bike, or take transit to school but may need to occasionally drive also will be provided validated tickets when the three spaces reserved on Whitehaven are not sufficient. Historically, the school has purchased the validated passes in batches of 250 and replenishes them on an as-needed basis.
11. The school will coordinate with the church regarding events that take place on school days at both facilities. For events in which the reserved visitor spaces in the surface lot are not sufficient to accommodate the demand, the school will provide validated tickets for the GW garage to the church for distribution to their visitors/volunteers.

Monitoring Plan

To ensure that the TDM, Operations Management, and Parking Management plans are functioning as intended, St. Patrick's will conduct annual monitoring studies, as described below, which will be submitted to DDOT and ANC 3D. Additionally, St. Patrick's will present the findings of the study to ANC 3D at a public meeting.

Elements of the Monitoring Study

1. The number of vehicle trips generated by the school during the AM peak hour, PM School peak hour, and PM Commuter peak hour will be determined.
2. Traffic counts shall be conducted when the St. Patrick's, DC Public Schools, and Congress are in session.
3. Counts shall be conducted at the driveways to the school on a typical weekday from 7:30 AM to 9:30 AM and from 2:30 PM to 4:30 PM. Counts shall be conducted on days when no adverse weather impacts travel conditions.
4. The number of trips generated by the school shall be determined as follows:
 - a. AM peak hour shall be determined by selecting the single highest hourly inbound plus outbound volume (for all driveways combined) between 7:30 AM and 9:30 AM.
 - b. PM school peak hour shall be determined by selecting the single highest hourly inbound plus outbound volume (for all driveways combined) between 2:30 PM and 4:30 PM.
5. A queue study will be conducted at the PUDO locations to determine the length of the queues and to ensure that the queues are contained within the available storage areas on Whitehaven Parkway (in both the eastbound and westbound directions).
6. A parking occupancy study will be conducted between 10:00 AM and 11:00 AM and between 1:00 PM and 2:00 PM to determine the parking utilization at the school.
7. A mode split survey (conducted during the Fall Semester) will be conducted to determine the mode of transportation for faculty/staff.
8. A list of TDM measures in effect at the time the study was conducted.
9. The number of students enrolled, and faculty/staff employed at the time the study was conducted.
10. The number of faculty/staff who are registered for parking.
11. Notes from ANC 3D and/or other community meetings documenting traffic issues.
12. Should the monitoring study identify any deficiencies, including but not limited to queues not adequately accommodated or parking capacity exceeded, remedial strategies will be recommended.

Sequencing of Monitoring Studies

1. Monitoring studies will be conducted annually each Fall semester beginning the first year the new Middle School building is open. If PUDO queues exceed the available storage or if parking demand is exceeded, the monitoring study will be repeated during the following Spring Semester.
2. The monitoring studies will continue annually until such time that two consecutive annual monitoring studies reveal that PUDO queues are accommodated within the available storage and parking demand is accommodated either on-site or a combination of on-site and leased parking.
3. Once two consecutive annual monitoring studies at a maximum enrollment of 512 students and 130 faculty/staff demonstrate that the PUDO queues are accommodated within the available storage and the parking demand is accommodated either on-site or a combination of on-site and leased parking, the school enrollment can be increased to a maximum of 555 students.
4. Upon increase to an enrollment of at least 530 students, St. Patrick's will begin monitoring again and continue monitoring annually until two consecutive annual monitoring studies demonstrate that the PUDO queues are accommodated within the available storage and the parking demand is accommodated either on-site or a combination of on-site and leased parking. At such time, monitoring will cease to be required.

Remedial Strategies

Should the monitoring study reveal insufficient parking availability or queues that extend onto Foxhall Road or MacArthur Boulevard for two consecutive studies, St. Patrick's will implement additional remedial strategies, which may include the following:

1. Adjust operations management to respond to real-world conditions, which may include:
 - Additional personnel managing the PUDO lanes,
 - Implementing pick-up/drop-off software/systems to better manage carpool, and/or
 - Reassigning student PUDO locations to ensure each location is operating as efficiently as possible.
2. Monthly carpool stipends for faculty and staff who carpool to work.
3. Explore additional capacity on VEX shuttle.
4. Monthly stipends for faculty and staff who walk to work or commute to work via personal bicycle or take public transportation to work.
5. Additional school buses for students.
6. Securing leased spaces in the GW garage (or another parking location nearby) in an amount sufficient to accommodate the total number of vehicles driven to school by faculty/staff on a regular basis.