

STEM School Transportation Management Plan

School Year
2023-2024

PREPARED BY

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PREPARED FOR

STEM School Highlands Ranch, Colorado



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Executive Summary

To ensure the safety of the students and to fulfill the commitment to the neighborhood in managing the traffic and parking impacts, the STEM School Highlands Ranch has developed this transportation management plan (TMP). This plan defines the strategies for the next year and this should be a living document that continuously evolves with the growth of the school and neighboring area.

If changes in the driveline operations are needed, then STEM Highlands Ranch will update this document to reflect the anticipated driveline plan.



Source: STEM Highlands Ranch Website

Upcoming Student and Staff Numbers

There will be approximately 1,495 students enrolled at STEM School Highlands Ranch from Kindergarten to 12th grade. There will be 24 high school students taking classes off-site at college campuses that are included in the total student enrollment number. The number of staff is currently 142 staff members with 44 in the elementary school, 26 in the middle school, 26 in the high school, and 46 shared staff between all grades, this includes staff in the business office. Detailed student and staff data is available in **Section 1**. The previous Transportation Management Plan was reviewed and updated as necessary to reflect changes in student enrollment, number of staff members, and on-campus improvements.

Driveline Demand

Based on the existing space allocated for the drivelines, it was determined that the STEM School Highlands Ranch campus can stack up to 216 vehicles. The traffic data indicated that the East Driveline has a maximum demand of 113 vehicles and the West Driveline has a maximum demand of 91 vehicles (total of 204). It was observed that the East Driveline has a laden demand of up to 25 vehicles since many parents/guardians were parked or standing on Barrons Boulevard and Monument Drive as they waited for their pick-up window. When back-ups on Barrons Boulevard become excessive, STEM opens the driveline on the east side of the Elementary School to increase the on-campus stacking by 22 vehicles and allow those stacking on the public roads to wait on campus. Refer to **Section 2** for the evaluation on stacking capacity.

Proposed Driveline Procedures

STEM School Highlands Ranch staff utilizes a driveline system called Pikmykid which has been documented to make the school dismissal process “more efficient and more secure”. Pikmykid utilizes smartphones, tablets, and school portals to communicate between arriving parents/guardians and teachers/staff/students and connecting students to their ride. The school dashboard is interactive and dynamic that can be adjusted as personalization is needed for STEM School Highlands Ranch. Parents can set the pick-up mode, assign another person to pick-up the student, or alert the school that the student is attending an after-school club/function/activity on a daily, weekly, or monthly basis and change as necessary. The Pikmykid app can also be used for attendance verification; absentee notification; after school options assigned and notified; school announcements by staff; communication regarding school closures, early dismissal, news bulletins, etc.; check-ins for buses as they arrive from a field trip; student reunification during an emergency; emergency notification to first responders, school staff, district officials and law enforcement; and tip line for students, staff and community members.

Refer to **Section 3** for detailed explanation of the driveline communication system.

Transportation Management Plan

It was determined that the existing driveline operations are functional and can operate efficiently with the current student enrollment. It is recommended that the same operations as last year be implemented this year with minor operational improvements to continue to enhance safety and reduce impacts to the adjacent roadways:

- ✓ Utilize drive aisle on the east side of the Elementary School for afternoon pick-up of Kindergarten and 1st grade only if the queue extends onto Barrons Boulevard
- ✓ Enforce the rules on and off campus via security staff and school staff
- ✓ Require parents attend one driveline meeting to educate them on how the driveline operates and why the rules are important
- ✓ Provide mandatory classes or invite guest speakers for students during each semester on pedestrian and bicycle safety.
- ✓ Increase carpool incentives
- ✓ Improve and simplify driveline website resources



Refer to **Section 3** for detailed operations and figures that illustrate the driveline circulation.

Parking Operations and Demand

There are 424 parking spaces on STEM School Highlands Ranch’s campus, with 12 spaces designated as handicap, 55 spaces restricted to park only between 9:30am and 2:00pm. Effectively there are 357 available parking spaces (total – time limited = available). Previous data collection indicated that the parking lots had a maximum utilization of 74% at 9:00am.

According to *Douglas County Zoning Resolution – Section 28 Parking Standards* there needs to be 48 parking spaces for the elementary school, 47 parking spaces for the middle school, and 96 parking spaces for the high school. This is a total of 191 parking spaces needed to meet the County requirements. The STEM School Highlands Ranch meets the Douglas County requirements and has 166 excess parking spaces (357 available spaces – 191 parking requirements = 166). Based on the adjusted parking demand estimate from data collected at STEM, it was calculated that the parking demand will be 254 spaces, which can still be accommodated on campus. Refer to **Section 4** for existing and future parking supply, demand, requirements, and recommendation.

Pedestrian and Bicyclist Safety

Student safety is the number one goal of the Transportation Management Plan. The Plan includes safety operations, driveline and parking rules, tips on crossing safely and routes to the bus routes, and physical improvement that will enhance students’ safety as the walk and bike to/from school. It is suggested that



Source: NHTSA

students, parents/guardians, and staff attend transportation and safety classes to understand the importance of the drivelines on campus, following rules off campus, utilizing the designated facilities, and respecting all road users.

Section 5 provides the safe route to cross Ridgeline Boulevard, pedestrian and bicyclist tips, as well as tips for drivers to watch for people walking and biking.



Section 1

Introduction & Existing Conditions

Introduction

To ensure the safety of the students and to fulfill the commitment to the neighborhood to manage the traffic and parking impacts, the STEM School Highlands Ranch has developed this transportation management plan (TMP). This plan defines the strategies for the next year. It also presents additional strategies for the following year that will need to be evaluated to determine best practices to reduce traffic issues associated with the full build-out. The school has committed to updating this TMP each year or as necessary to adjust for the additional students and any changes/issues that have occurred with additional background traffic, traffic patterns, student composition, etc. This should be a living document that continuously evolves with the growth of the school and neighboring area as policies and procedures that best meet the goals of the TMP are evaluated and refined.



The goals of the transportation management plan are to:

- 📌 Provide a safe environment for students, staff, visitors and neighbors
- 📌 Maintain all school drop-off and pick-up activity/queuing on-site
- 📌 Provide adequate parking for students and staff that drive
- 📌 Minimize single occupancy vehicle (SOV) driving
- 📌 Minimize off-site traffic impacts

Non-Auto Trips

STEM School Highlands Ranch is on the route for one of the RTD buses and there were typically up to 20 students that utilized the service depending on the day. The RTD bus has bus stops along Ridgeline Boulevard (see **Section 5** for appropriate route and crossing location).

Current Student Numbers

In the upcoming school year (2023/2024) there are 1,495 students enrolled from Kindergarten to 12th grade, which is fewer students than last school year. Last school year (2022/2023) there were 1,679 students and in the previous school year (2021/2022) there were 1,727 students. **Table 1** provides the details of the current number of students per grade, per school, and total overall.

Table 1. Current Student Enrollment

School	2023-2024
Elementary Students	553
Middle School Students	473
High School Students	469
Total	1,495

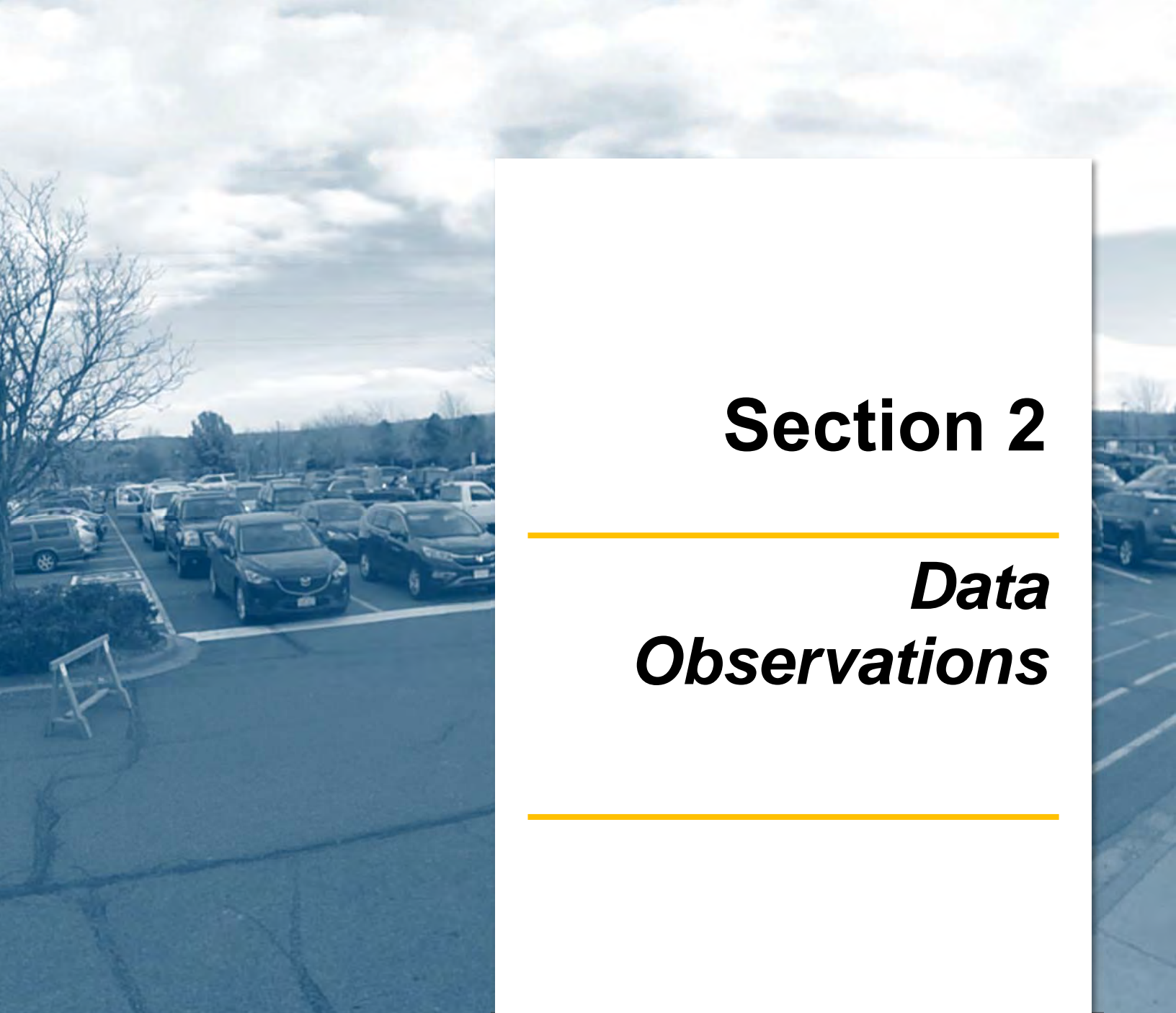
Of the total number of students enrolled this school year, there are 24 high school students that will be taking classes off-campus at local college campuses (Arapahoe Community College and Red Rocks Community College) and do not need a parking permit or be accounted for in parking requirements. **The total number of enrolled students that will be on campus regularly is 1,471, which is less than the maximum charter capacity of 1,850 students.** Historically, the enrollment number has fluctuated due to change in school choice or family relocation.

Current Staff Numbers

In the current school year (2023/2024) there are **142 staff members with 44 in the elementary school, 26 in the middle school, 26 in the high school, and 46 shared throughout the grades; these include teacher support, student support, administration, and business office.** Table 2 provides the details of the current number of staff per school, both full-time and part-time. In previous years, there was an average of five (5) volunteers per day with up to 40 volunteers depending on the classroom, event, or administration needs.

Table 2. Number of Staff

Grade	2021-2022	
	Full Time	Part Time
Elementary School	43	1
Middle/High School	24	2
Middle/High School	26	0
Shared Staff / Administration / Business Office	46	0
Total	139	3



Section 2

Data Observations

Historic Traffic Volumes and Driveline Observations

Refer to STEM School Highlands Ranch’s Transportation Management Plan for Year 2018/2019 for detailed evaluation of the traffic volumes to/from campus, the peak hour factors, and data collected on the driveline (travel times, observations, and time to pick-up and drop-off).

Trip Generation

The 2017/2018 peak hour volume data was compared to the previously collected access volumes from the 2014/2015 school year. This data was utilized to predict the traffic volumes entering and exiting STEM’s campus during the peak periods. **Table 3** presents the historic and existing volumes accessing the STEM campus, including the forecasted volumes at build-out and student enrollment numbers.

Table 3 . Comparison of Traffic Data

Data Collected	Entering		Exiting		Student Enrollment (Grades Offered)
	AM	PM	AM	PM	
School Year 2014/2015	478	246	443	319	1,296 (5 th -12 th)
<i>Rate = Trip / Student</i>	<i>0.37</i>	<i>0.19</i>	<i>0.34</i>	<i>0.25</i>	
School Year 2017/2018	848	384	677	420	1,756 (K-12 th)
<i>Rate = Trip / Student</i>	<i>0.48</i>	<i>0.22</i>	<i>0.39</i>	<i>0.24</i>	
Forecasted from Traffic Impact Study (FTH, 2015) for Full Build-out	794	384	704	449	1,850 (K-12 th)
Average Rate of Trips/Student	0.43	0.205	0.37	0.25	1,471* (K-12 th)
Enrollment for School Year 2023/2024					
Estimated Trips for 2022/2023	633	302	544	368	

** There are 24 enrolled high school students that are not included in this total since they are attending classes full-time at a local college and are not anticipated to be driving to/from STEM’s campus.*

The trip rates in the peak school traffic hours were similar. The average entering and exiting rate from the two (2) data sets were multiplied by the anticipated student enrollment for the current school year to estimate the school traffic. The trips estimated for the 2023/2024 school year are anticipated to be less than previous years.

Stacking Capacity

The stacking capacity and upcoming school year’s demand was estimated for each driveline. The capacity was estimated based on the current path of the drivelines. It is the length of the drivelines and overflow areas divided by the length of queue space per vehicle (assumed to be 20 feet). The stacking demand was determined from the previously collected entering and exiting volumes, observations of those standing/parking on the roads, student enrollment numbers and assumed parents/guardians arrived within their assigned pick-up window. The available stacking distance has not changed from last year. A summary is provided in **Table 4**:

Table 4. Current Stacking Capacity and Demand

Location	East Driveline	West Driveline	Total
Within Drivelines and Overflow Stacking Area	128 vehicles	89 vehicles	216 vehicles
Estimated Maximum Demand	114 vehicles	88 vehicles	202 vehicles

There is space on the existing STEM School Highlands Ranch campus to hold 216 vehicles within the drivelines and the overflow stacking areas. This is the maximum number of cars at one time that can wait on campus without queuing on the adjacent roadways. It is estimated that the PM peak hour will have a demand of 114 vehicles entering the East Driveline and 88 vehicles entering the West Driveline this school year. It can be seen that both the drivelines can accommodate the estimated queuing.

During the observation periods in previous school years, it was seen that parents/guardians arrive prior to their assigned pick-up window and stack on Barrons Boulevard and Monument Drive until they are allowed on STEM’s campus. It was noticed that between 5 and 15 vehicles stacked south of the STEM access; therefore, there this is additional demand that is not within the calculation and can be rectified if arrival times were within the assigned pick-up windows.

When parents/guardians stack on the public roadways, STEM assign opens the aisle on the east side of the elementary building to add more capacity on campus for the West Driveline (approximately 22 more vehicles).



Section 3

Transportation Management Plan

The goal is to contain all stacked vehicles on campus during the drop-off/pick-up times to minimize impacts to the neighbors and public roadways. It is anticipated that the driveline operations for the current semester will operate similarly to last school year; however, it is anticipated that the driveline will be improved with the proposed new system, PikmyKid, being implemented at the beginning of the school year.

Current Driveline Procedure

Placards

There are five different color placards that are assigned based on the grade(s) of the student(s) in each family and/or carpool. The color placards are the communication between the driver and the attendants during the drop-off and pick-up periods. Each color designates the following grade range:



Green and orange drop-off and pick-up on the west driveline (Barrons Blvd.) and the other colors utilize the east driveline (Ridgeline Blvd.). At the time of registration, families were provided a placard that is the assigned color with the appropriate information for each family, as demonstrated below:



The assigned driveline and pick-up window are based on the oldest student in the family/carpool. **Families/carpools will use the same assigned loop for both drop-off and pick-up.** It is recommended that the placards be professionally created to reiterate the utmost importance of driveline to the parents/guardians and staff.

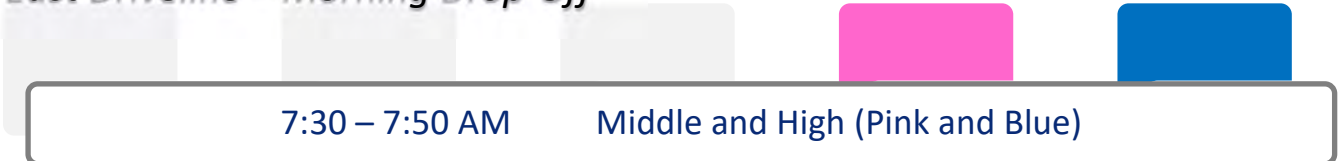
Driveline Times

The West Driveline will be designated for elementary school students and the East Driveline will be designated for middle and high school students. In cases where families/carpools have a mix of elementary, middle, and/or high school students, the group of students will be dropped-off and picked-up in the East Driveline. The following times will be when parents/guardians will be permitted to enter the school property for driveline:

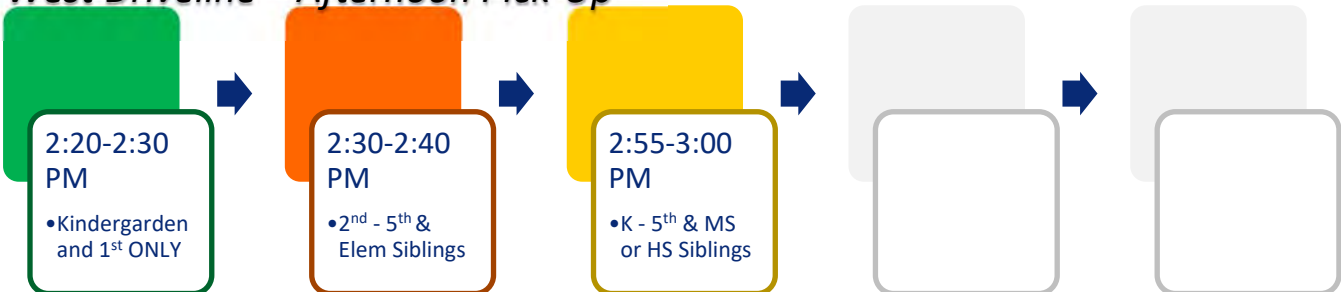
West Driveline – Morning Drop-Off



East Driveline – Morning Drop-Off



West Driveline – Afternoon Pick-Up



East Driveline – Afternoon Pick-Up



A traffic monitor will be located at the south entrances on Ridgeline Boulevard and Barrons Boulevard with the flag(s) that match the color permitted to enter the drivelines. **You may pick-up after your assigned window, but not before.**

Driveline Process

To create an efficient driveline, it is imperative that all drivers (parents/guardians, students, and staff) follow the process that has been set forth by STEM and obey the traffic rules along the public roads. At registration your family or carpool will be assigned a pick-up window and driveline that will be indicated with the color of placard you are provided by STEM. Here are some driveline standard operational practices:

1. **Located at Entrance:** Colored flag(s) indicating who is permitted to enter the driveline.
2. **Display colored placard:** Drivers without a placard will not be allowed to enter.
3. **Arrived early or Driveline is full:** Circle around the business park to reenter the driveline.
4. **Loading/Unloading as a block:** drop-off and pick-up will take place at the same time as a block of vehicles. Once all students in the block have exited the vehicle and moved to the sidewalk/crosswalk, vehicles will be released to exit.
5. **Elementary School Release:** Students are led outside by staff at the designated release time.
6. **Middle and High School Release:** Students will be permitted to exit the school at the designated release time.
7. **Siblings:** Older siblings will meet their younger siblings inside the school and walk together to the assigned driveline.
8. **Late Pick-up:** Students not picked up prior to 3:15 PM will be taken to the office and late charges will be assessed (per Student/Parent handbook).
9. **Early Pick-up:** If you need to pick-up a student early for a prearranged appointment, please pick-up elementary students before 1:20 PM and middle/high students before 1:50 PM.

**Do not stack or
unload/load or
park on roads off
school property**

To make the driveline most efficient, follow the procedures below (as shown on **Figure 1**):

West Driveline (Barrons Boulevard):

Morning Drop-Off (Elementary and Elementary Siblings Only)

- **Enter** the south access on Barrons Blvd. (Right-In Only)
- **Circulate** the parking area as directed
- **Stop and Wait** until all vehicles around you have come to a complete stop and attendant directs students to exit the vehicles
- **Drop-off** along the west side of the elementary building
- **Exit** the north access on Barrons Blvd. when directed by attendant
(Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

 **Afternoon Pick-Up (Kindergarten and 1st Grade Only)**

- **Enter** the south access on Barrons Blvd. (Right-In Only) during assigned pick-up window
- **Circulate** the parking area as directed to the east side of the elementary building
- **Stop and Wait** for students to be released
- **Pick-up** along the east side of the elementary building
- **Exit** the north access on Ridgeline Blvd. when directed by attendant (Right-Turn Only)

 **Afternoon Pick-up (2nd Grade through 5th Grade and Elementary Siblings)**

- **Enter** the south access on Barrons Blvd. (Right-In Only) during assigned pick-up window
- **Circulate** the parking area as directed
- **Stop and Wait** for students to be released
- **Pick-up** along the west side of the elementary building
- **Exit** the north access on Barrons Blvd. when directed by attendant
(Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

 **Remember:**

- One-way system
- Two drive aisles – Carpool in Left Lane; Overflow into 3rd lane along south property line
- No parking between 7:00 – 9:30 AM and 2:00 – 3:40 PM

Figure 2 has an illustration of the West Driveline.

East Driveline (Ridgeline Boulevard):

 **Morning Drop-Off**

- **Enter** the south access on Ridgeline Blvd. (Right-In Only)
- **Circulate** the internal roadway and parking area as directed
 - **Right Lane** is designated for Carpool and High School Drivers
 - **Left Lanes (2)** are designated for middle and high school driveline
- **Stop and Wait** until all vehicles around you have come to a complete stop and attendant directs students to exit the vehicles
- **Drop-off** in designated area
 - **Carpool** is located in middle parking aisle
 - **Driveline** is located in south parking aisle
- **Exit** as directed by attendant
 - **Ridgeline** (north access) merge into one lane and turn Right-Out Only
 - **Barrons** (north access) may be opened at 7:45 AM and east driveline drivers will be permitted to circulate around the elementary building to exit (Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

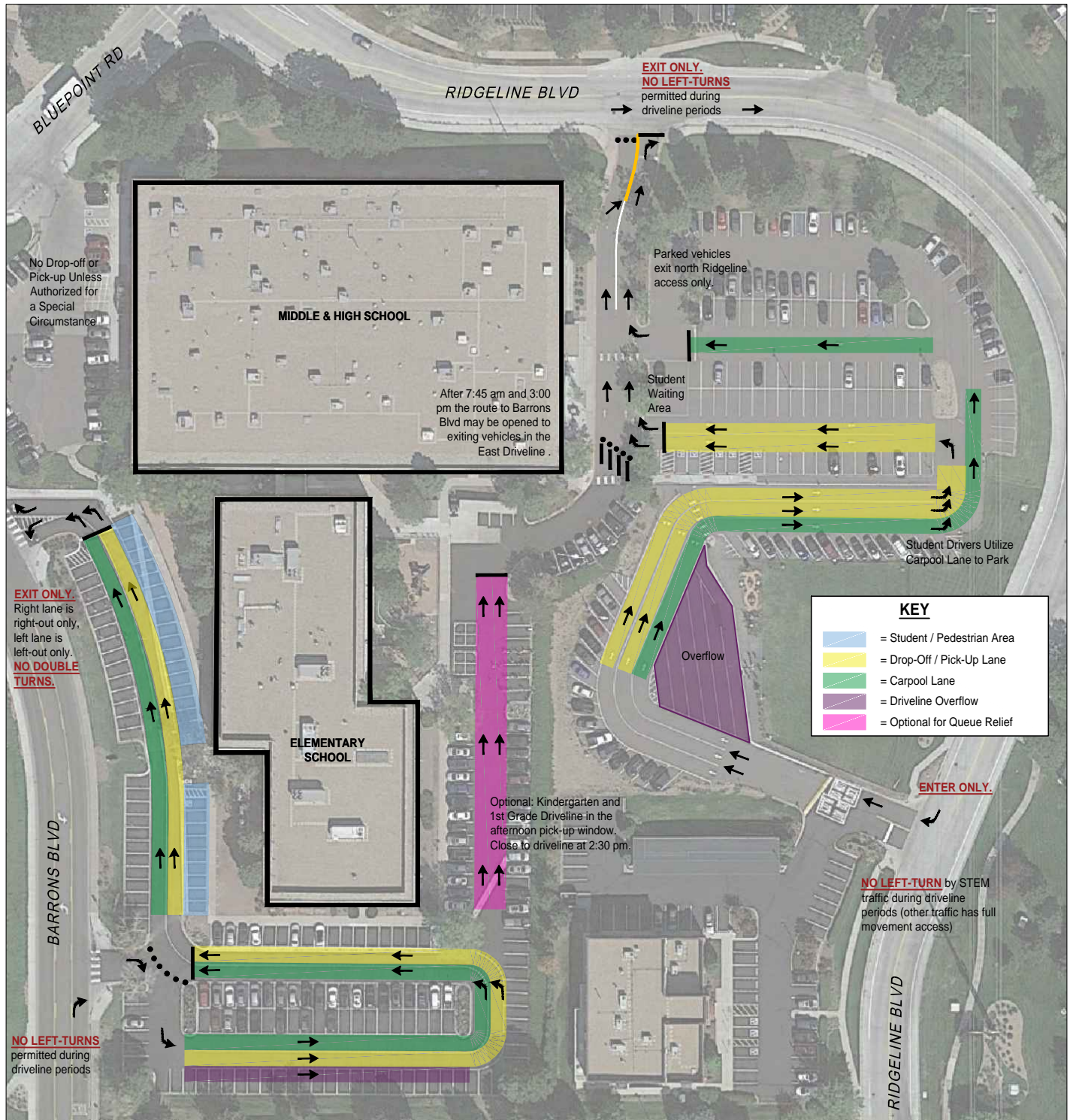
 **Afternoon Pick-Up**

- **Enter** the south access on Ridgeline Blvd. (Right-In Only) during assigned pick-up window
- **Circulate** the internal roadway and parking area as directed
 - **Right Lane** is designated for Carpool
 - **Left Lanes (2)** are designated for middle and high school driveline
- **Stop and Wait** until all vehicles around you have come to a complete stop and attendant directs students to enter the vehicles
- **Pick-up** in designated area
 - **Carpool** is located in middle parking aisle
 - **Driveline** is located in south parking aisle
- **Exit** as directed by attendant
 - **Ridgeline** (north access) merge into one lane and turn Right-Out Only
 - **Barrons** (north access) may be opened at 3:00 PM and east driveline drivers will be permitted to circulate around the elementary building to exit (Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

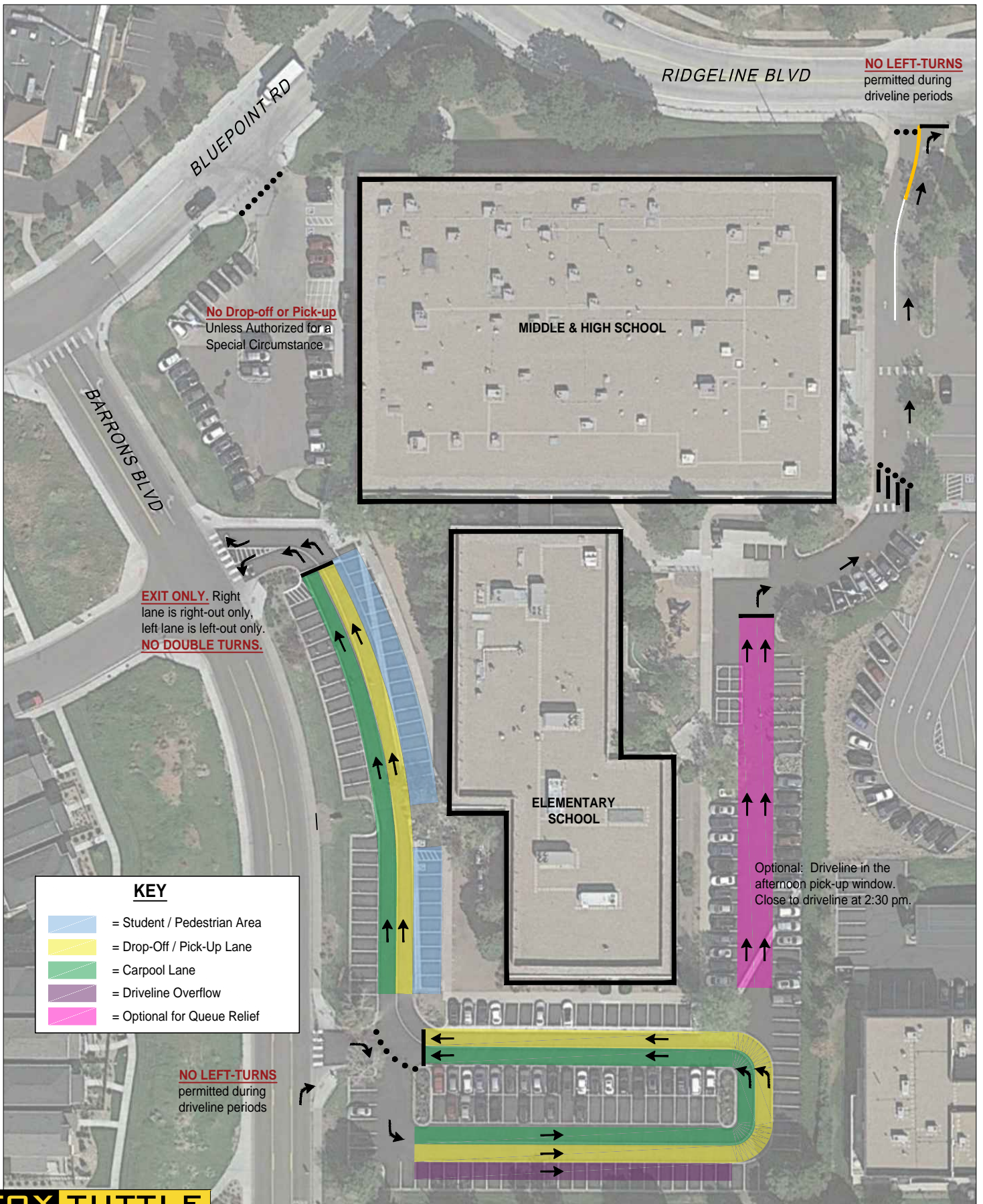
 **Remember:**

- One-way system
- One inbound lane from Ridgeline Blvd. expanding to three drive aisles
- Do not unload / load within the queuing area
- No parent/guardian/visitor parking between 7:00 – 9:00 AM and 2:00 – 3:40 PM

Figure 3 has an illustration of the East Driveline.



Project #	20039	Original Scale	NTS	Date	7/21/2023	Drawn by	CRS	Figure #	1
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NO LEFT-TURNS
permitted during
driveline periods

No Drop-off or Pick-up
Unless Authorized for a
Special Circumstance

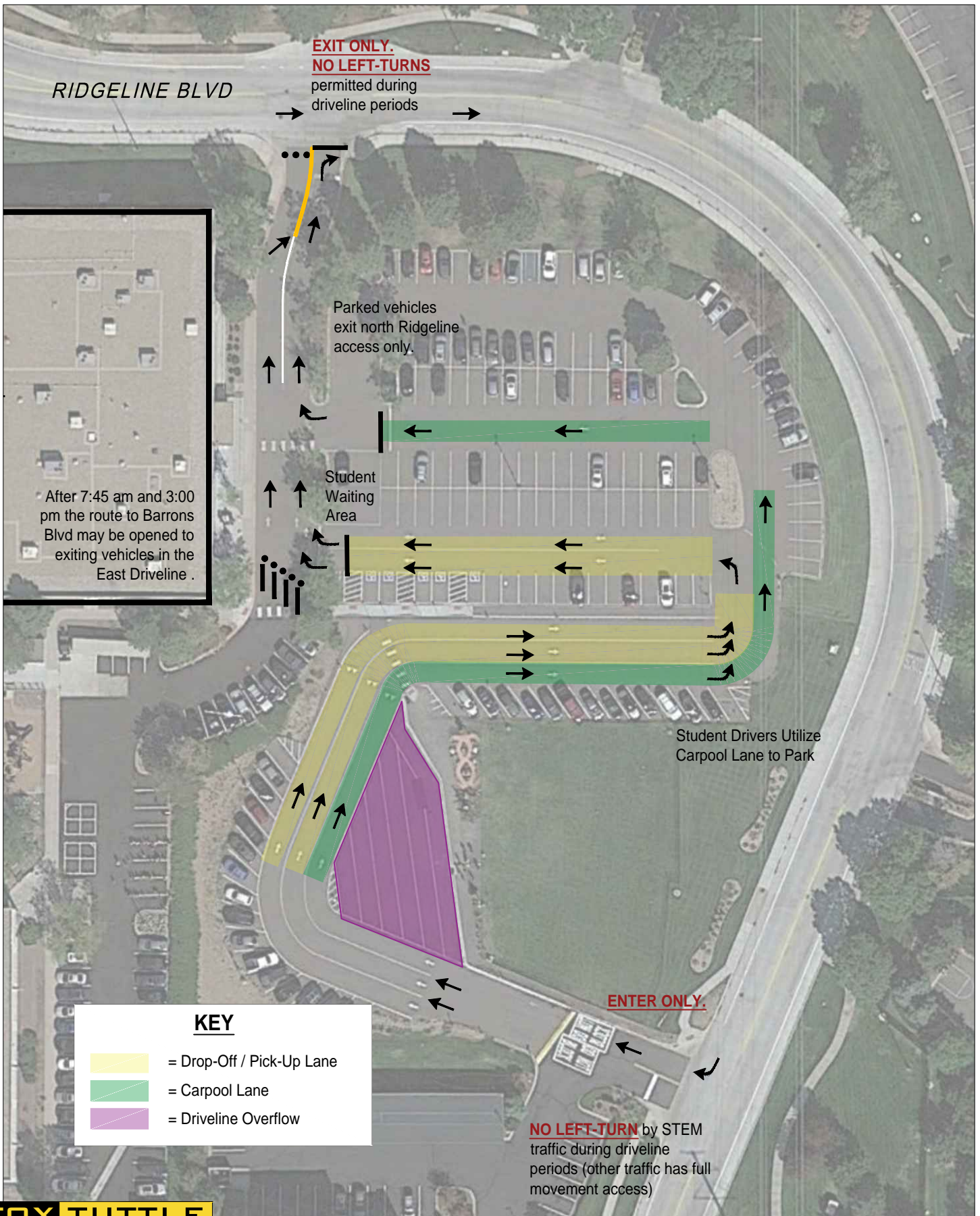
EXIT ONLY. Right
lane is right-out only,
left lane is left-out only.
NO DOUBLE TURNS.

KEY

- = Student / Pedestrian Area
- = Drop-Off / Pick-Up Lane
- = Carpool Lane
- = Driveline Overflow
- = Optional for Queue Relief

NO LEFT-TURNS
permitted during
driveline periods

Optional: Driveline in the
afternoon pick-up window.
Close to driveline at 2:30 pm.



KEY

- = Drop-Off / Pick-Up Lane
- = Carpool Lane
- = Driveline Overflow

Proposed Driveline Procedures

STEM School Highlands Ranch staff utilizes **Pikmykid** to make the school dismissal process “more efficient and more secure” to help communicate to the school when parents are on-campus to pick-up their student(s). Pikmykid utilizes smartphones, tablets, and school portals to communicate between arriving parents/guardians and teachers/staff/students. STEM School Highlands Ranch has a custom dashboard that was created in partnership with the school and Pikmykid staff.



The school dashboard is interactive and dynamic that has been personalized for STEM School Highlands Ranch. Parents are provided instructions via email to download the App on a smartphone, register their student(s), and watch a training video. Registration of the parent(s) smartphone is necessary to implement the Pikmykid procedure. If parents cannot download the App, Pikmykid can create a free car tag that will need to be placed on the vehicle dashboard to pick-up the student(s).

The App allows parents to set the pick-up mode, assign another person to pick-up the student, or alert the school that the student is attending an after-school club/function/activity on a daily, weekly, or monthly basis and change as necessary.

How Does It Work?

Here is an outline of a typical afternoon pick-up driveline with the implementation of Pikmykid:

- 📍 **Arrive:** Parent/guardian arrives on campus
- 📍 **Communicate:** Pikmykid App alerts school staff when parent/guardian arrived (via Wi-Fi and geocode)
- 📍 **List and Locate:** Name of parent/guardian or student is placed on school portal (tablet, iPad or other device) in order of arrival and within queue
- 📍 **Connect:** Student(s) are directed to parent’s/guardian’s vehicle once stopped in pick-up area

See the **Figure 4** for an illustration of how Pikmykid is anticipated to work at STEM School Highlands Ranch.

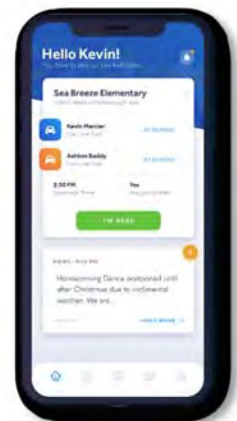
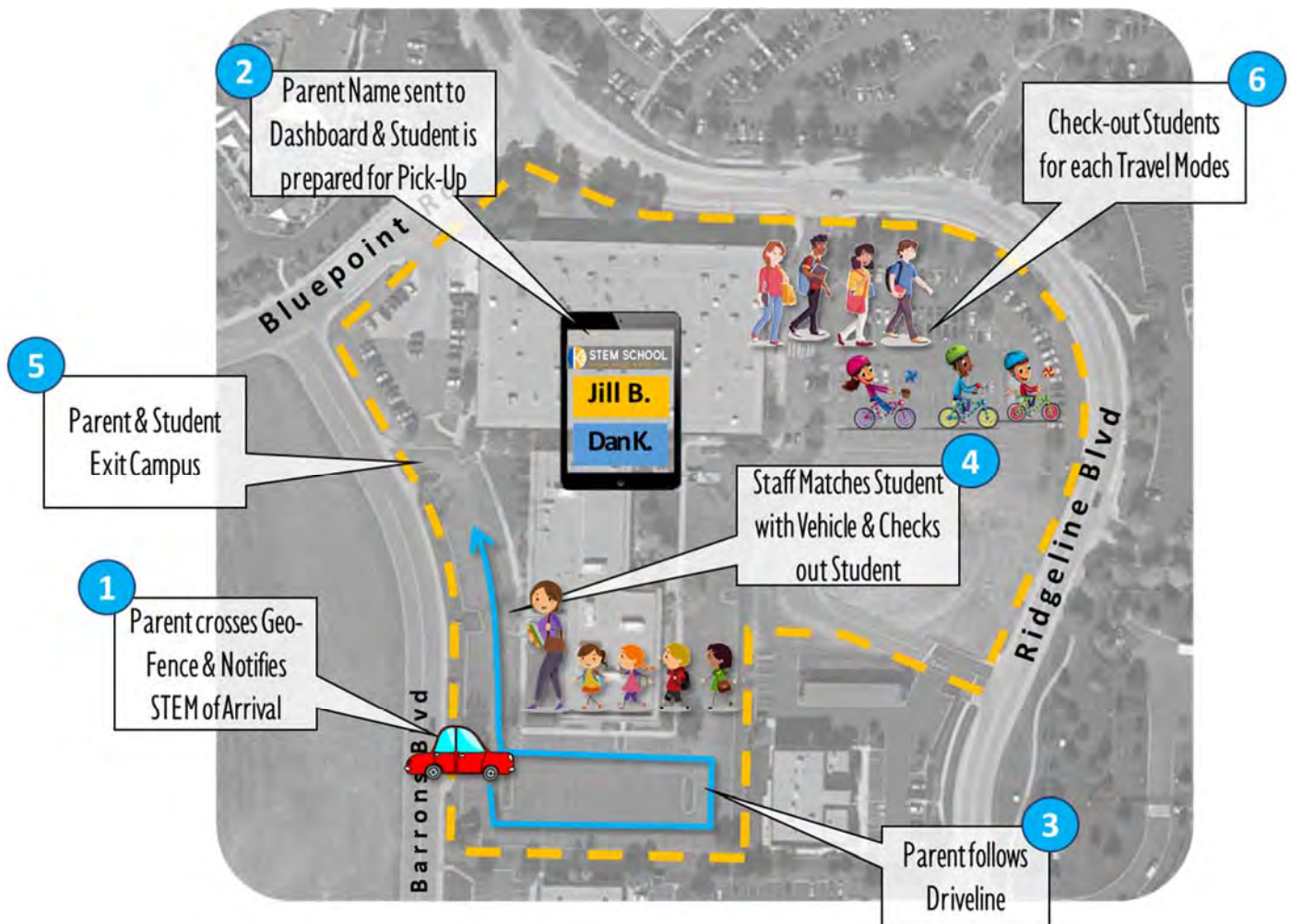


Figure 4. Proposed Driveline Procedure with Pikmykid



Note that all family information and sign-in information is secure. The school will not have access to emails or passwords associated with Pikmykid. Other community members will not be able to register on the Pikmykid App since the school will provide the program developers the permitted student and staff for the custom program.

What Other Features are Available?

Pikmykid app can provide the following features in addition to the dismissal process:

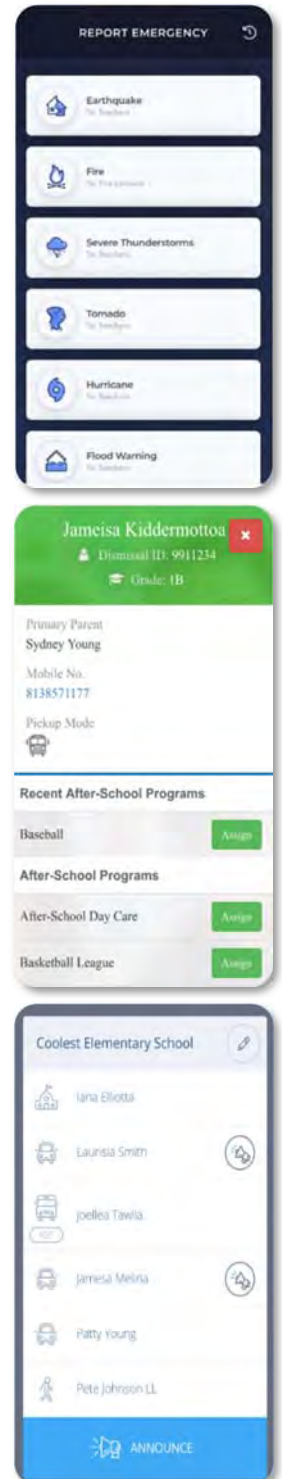
- 🔔 **Attendance verification** by school staff with early dismissals or absences.
- 🔔 **Absentee management** by parent when a student is sick.
- 🔔 **After school options** assigned (enrichment care and clubs, tutoring, or sports) by parents and staff notified.
- 🔔 **School announcements** by teachers and administration for parents regarding classroom activities, school closures, early dismissal, news bulletins, etc.
- 🔔 **Check-Ins** for buses as they arrive from a field trip, for students as they arrive at an after-school activity, and for students at a meet-up point when reunification is needed due to an emergency.
- 🔔 **Emergency notification** to first responders, school staff, district officials and law enforcement.
- 🔔 **Tip Line** for students, staff and community members.

What are the Benefits?

Here are the anticipated benefits of implementing Pikmykid for STEM:

- 🔔 Reduces time to connect student and parent in the driveline
- 🔔 Optimizes staff and driveline efficiency
- 🔔 Reduces number of staff needed for driveline
- 🔔 Eliminates need for placards and paper waste
- 🔔 Implements technology that majority of parents already have on them
- 🔔 Maintains digital pick-up record and enhance attendance record
- 🔔 Increases student safety
- 🔔 Strengthens communication between parents and school staff
- 🔔 Increases time in the classroom by reducing dismissal preparation time

STEM will provide training for staff, parents/guardians, and students as the program gets closer to implementation.



Carpool

Carpools are strongly encouraged to reduce traffic congestion and are given preferential treatment. Carpool status will be assigned to family/carpool groups with at least four students or at least three families. Prior to registration, reach out to other parents/guardians that live close or are located on the same travel route to determine if a carpool is feasible. At registration you will need to provide the names of all the children, grades, and parents/guardians that will be included in the carpool to receive the unique carpool placard.

Benefits of Carpool:

- 🚗 Use of Carpool Lane
- 🚗 Reduce the time in driveline
- 🚗 Reduce the number of days you drive to/from school
- 🚗 Increase your family's community and friend network
- 🚗 Save money by using less gas
- 🚗 Reduce traffic congestion on campus, approaching campus, and within the community
- 🚗 Reduce the emissions and pollutants

Ways to ask other families to carpool:

- 🚗 Would you like to share driving duties?
- 🚗 I can drive in the mornings; can you do afternoon pick-up?
- 🚗 There is no reason for both of use to drive, would you like to carpool?
- 🚗 What days do you need carpool help?

Tools for Carpooling: Way To Go

STEM School Highlands Ranch has partnered with Way To Go: School Pool to help families find carpool groups or walking buddies. The secure system is free and connects families within or near your neighborhood to share the responsibilities of getting the kids to and from school, no matter the chosen mode (carpool, walking, biking, or transit).



To participate the parent/guardian needs to “opt in” by following these steps:

1. Log into DCSD Infinite Campus parent portal
 - a. Select a student
 - b. Click on transportation on the left menu
2. Use the secure link to get to the Way To Go site
 - a. Create an account (For security reasons, this link is the only way to enter the system for STEM School. You can register with a nearby intersection instead of your home address)
 - b. Find interested STEM families in your area

 **Note: Carpools have preferential treatment in driveline.**

Staff and Volunteer Driveline Roles and Responsibilities

The staff and volunteers that serve as Traffic Monitor's during driveline time periods are responsible to aid with the movement of vehicular traffic and safety of students on STEM Highlands Ranch's property. The job includes the following tasks and responsibilities:

- 🚩 Wear highly visible retroreflective safety apparel and use of approved signage
- 🚩 Implement and enforce the current Transportation Management Plan
- 🚩 Assist with placement and clean-up of cones and signs before and after the driveline times
- 🚩 Direct traffic on STEM's campus with uniform hand signals and sign paddles at assigned station
- 🚩 Gather students in groups on the curb ramp near the crosswalk and hold traffic incrementally to permit students to cross
- 🚩 Coach students and parents/guardians of driveline safety and behavior
- 🚩 Report any suspicious behavior, aggressive drivers, and safety concerns to management

Increment Weather and Emergency Plans

It is proposed that alerts and communication regarding increment weather or emergencies will be sent to parents/guardians, staff, and students via the PikmyKid dashboard and app. The current safety protocol is provided on the school's website and will be updated with the installation of the new driveline and communication method.

Driveline Rules

Please take some time to become familiar with this transportation plan as it can be an area of frustration. If everyone is familiar with the process outlined in the TMP, follows the rules, obeys the directions of those in the yellow vests, and demonstrates patience, the driveline process will run smoothly and safely.



STEM's Transportation Management Plan has been implemented to maximize safety and make the drop-off/pick-up process run as smoothly and efficiently as possible. The purpose of the rules is to ensure everyone remains safe while driving or walking on campus and to reduce potential conflicts between vehicles and students. Although the rules may seem extensive, it is imperative that you read and understand the rules to keep yourself, your children, and all STEM children safe during the busiest travel times of the day. These rules also will reduce the time you will sit within the driveline and improve congestion on campus. The following rules apply to morning drop-off and afternoon pick-up, and all individuals are required to abide by these rules:

Safety Rules



Prominently display your placard at all times.



Be Respectful, Honest, Act with Integrity, and Behave Responsibly



Do not park or stand on Bluepoint Rd, Barrons Blvd, Ridgeline Blvd, or Monument Dr. Please proceed to campus for drop-off and pick-up operations.



Do not drop-off/pick-up your children off school property, including nearby roadways and parking lots (includes hotel, businesses, and Central Park).



Refrain from using your mobile, smart phone, or other device on school property.



Do not exceed 10 mph on school property. Drive cautiously and be observant.



Prepare your student for drop-off before you arrive. Unlock car doors.



Respect the attendants and follow their direction at all times. They do their best to uphold the rules and to make the drivelines run smoothly and safely.



Do not get out of your car at any time. School personnel will assist your child.



Do not approach the pick-up zone or the main entrance on foot to pick up your child.



Do not hold up the line by chatting with a staff member or carpool attendant or other parents.



Do not pass the car(s) in front of you at any time during driveline unless directed to. Merge carefully and kindly prior to the exits.

Why are these rules in place?

The number one purpose of the rules is for your child's safety.

These rules are in place to reduce the interaction between moving vehicles and children walking along the driveline. We ask that everyone obey these rules to also provide the most efficient circulation into, through, and out of the STEM campus. We want to minimize the traffic impacts on our neighbors and on your daily commute. To accomplish this, we need each parent and student to be committed to obeying the listed rules and following the strategies of the Transportation Management Plan.

Student Safety is the
Primary Concern

What problems need to be fixed?

There is no parking, stopping, waiting, or standing permitted on any of the streets adjacent to the school campus. Bluepoint Road, Barrons Boulevard, Ridgeline Boulevard, and Monument Drive do not allow parking and are not wide enough for through vehicles to pass parked cars. Obey all installed signs; a ticket can and will be issued by the SRO or County Sheriff Deputy. If the driveline is backed onto the roadway, please do not stop on the roadway. Keep moving and come back around to the entrance once you are able to enter the school property. This behavior encourages students to be placed in an unsafe situation while walking and biking to the illegal parking location.



No parking on the new roads in Central Park. The new roadways for Central Park are for the future residents and not intended for school drop-off/pick-up. Please be respectful of our new neighbors and do not park in front of their homes and take up their parking. It may not seem like an issue currently, however, it will become an issue once the homes are occupied. Please use the school's drivelines as intended.

There is no drop-off/pick-up or waiting allowed within neighboring parking lots. We need to be respectful to the neighbor's private property and not impact their commerce or operations. Parents we also do not want your students crossing the busy roadways as they do not typically cross safely. A ticket can and will be issued by the SRO or County Sheriff Deputy for trespassing. The Central Park development has public roads; however, we highly recommend the use of the drivelines to minimize the conflict of students crossing Barrons Blvd. during busy school traffic.



No U-turn on Barrons Blvd., Ridgeline Blvd., or Bluepoint Road. If you need to U-turn, please do it at an intersection between two roadways, not mid-block or at a driveway. There are signs stating U-turns are not allowed in the school zone on Ridgeline Blvd. and Barrons Blvd.



Please do not arrive before your assigned pick-up window in the afternoon. Arriving early hinders the efficiency of the driveline, especially if your student has not been released. This is critical to the effective flow of the driveline process. The school property has limited stacking space and the pick-up windows were created to minimize impacts to the adjacent roadways.

Please be respectful and patient as you move through the driveline. Do not get angry, argue with, or disobey the staff that is working within the driveline. Their number one responsibility is to keep your child safe. They are doing their best to keep everyone safe and get all vehicles through the driveline as fast as possible. A ticket can and will be issued by the SRO or County Sheriff Deputy for careless driving and/or harassment depending on the situation.

Driveline Enforcement

The SRO and/or Douglas County Sheriff Deputies will be enforcing the driveline and state laws. The following behaviors will be enforced with a citation and/or fine:

On Campus

- Dropping students off before 7:25 AM if not enrolled in Period 1
- Cell phone use in driveline
- Getting out of your car without special permission or an emergency situation
- Disobeying traffic control devices (i.e. stop signs, crosswalks)
- Cutting in line, standing in driveline when requested to move, or interfering with the flow
-

Off Campus

- Texting and driving even if it to your student
- Disobeying traffic control devices (i.e. stop signs, speed limits, parking signs)
- Parking in neighboring parking lots
- Parking or “stacking” on public roads that do not permit parking (including Bluepoint Road, Barrons Boulevard, Ridgeline Boulevard, Monument Drive, and Plaza Drive)
- Obstructing the bike lane



Fine Schedule: 1st offense will generate a Fine Threat Letter; 2nd offense = \$25.00; 3rd offense = \$50.00; 4th offense and subsequent violations = \$100.00.

Any family with outstanding unpaid fines one week before the end of school will have the student’s records retained by the school until resolved. Please reference STEM School’s Enforcement Policy on conditions and rules.

TMP Committee and Review Procedure

The TMP is a living document that will need to be reviewed and updated on a regular basis. It will change as the number of students and staff increases, as traffic patterns shift, and as the operations of STEM School adjust. STEM has reinstated a new TMP committee that will help with implementation, registration, and communication. It is planned that the TMP committee will have representation from the following stakeholders, if interest is expressed:

- STEM School teachers and administrators (3-5 staff)
- STEM PTO members (1-2 members)
- STEM SAC members (1-2 members)
- Parent Volunteers (up to 7 members)
- Douglas County traffic department (1 staff)
- Optional:
 - Students
 - Professional Consultant

One person should volunteer or be assigned as the chair of the committee. The committee should consist of people that will be able to be a part of the review process for more than one semester. Each year it may be beneficial to replace a few of the committee members with new people to have fresh ideas. Other staff or board members that are interested will be welcome to join in any meetings. Meetings should be spread over the calendar year as listed:

- 📅 1 month prior to Fall semester
- 📅 1 month prior to Spring semester
- 📅 Once every two months, or sooner as needed

Each semester and year the committee should be opened for new interested members. A “kick-off” meeting was attended by committee members in February 2020; however, a second meeting will be initiated with the new school year. The purpose of this meeting is to set up the committee, to schedule each meeting, and to define the purpose of the committee and typical agenda.

As part of the review process the listed items should be considered for discussion and/or reevaluation:

- 📅 Implementation of transportation management strategies
- 📅 Completion of improvements
- 📅 Installation schedule of improvements
- 📅 Success of transportation management strategies
- 📅 Parking demand and supply
- 📅 Communication and education to parents/guardians and students
- 📅 Collect information regarding:
 - Number of parking permits issues
 - Number of vehicles entering during drop-off/pick-up periods
 - Number of siblings
 - Number of students per grade
 - Number of students attending Period 1, Period 9, and college level courses
 - Transportation mode split (e.g. walk, bike, carpool, transit)

**The direct contact for STEM Highlands Ranch’s
Transportation Management Plan and implementation
is Robert Hoornstra (303-683-STEM).**





Section 4

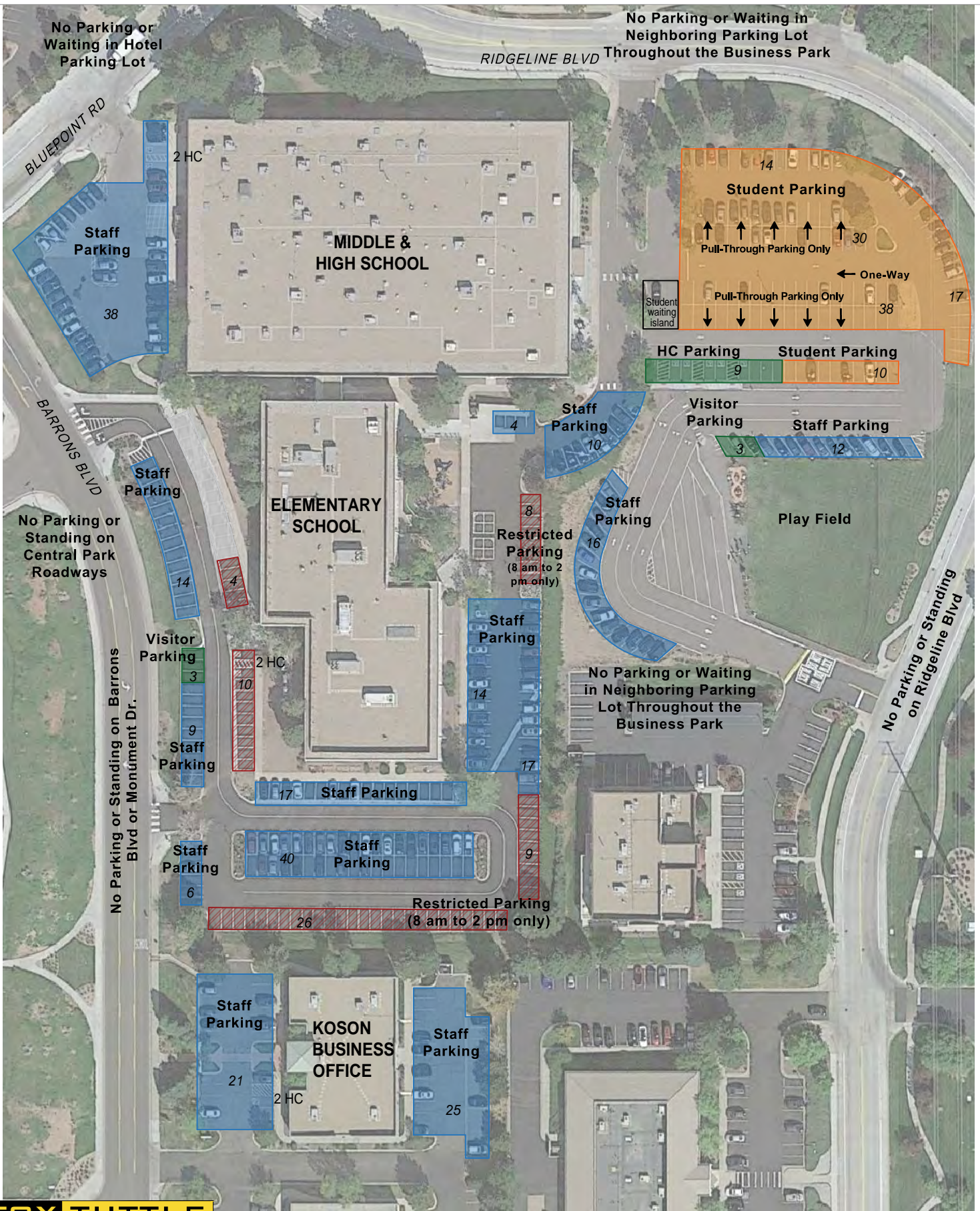
Parking Plan

Parking is limited on the STEM School Highlands Ranch campus, like most schools within Douglas County. Students and staff typically drive to campus due to the location within a business park and the longer distances between homes and the school, which in turn induces the demand for parking. This section discusses the parking supply, demand, and requirements for the current and upcoming school years.

Existing Parking

Supply

The school site currently has a **total of 424 parking spaces** for students, staff, and visitors as shown in **Figure 5**.



Project #	20039	Original Scale	NTS	Date	7/21/2023	Drawn by	CRS	Figure #	8
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There are 149 spaces in the northeast (Ridgeline) lot (includes the access road), 38 spaces in the northwest (Bluepoint) lot, 53 on the east side of the Elementary School, and the 138 spaces in the Barrons lot (west and south of the Elementary School). The Koson Business Office includes 46 parking spaces. Currently, the parking spaces around campus are designate for specific users as shown in **Figure 5**.

Visitors are permitted to park in each of the lots with a total of 8 parking spaces designated with signage (green hatched areas in **Figure 5**). Students, staff and visitors are permitted to park in the restricted parking spaces during the specified hours. Of the 424 parking spaces, 109 are designated for students, 251 are designated for staff, 12 spaces are designated as handicap and 55 spaces are restricted parking to 9:30am and 2:00pm. **Effectively there is 357 available parking spaces** (total spaces – west driveline restricted = available).

Utilization

Refer to the previous Transportation Management Plan for school year 2018/2019 for the parking occupancy data and analysis. The data indicated that the **maximum parking demand was 265 at 9:00am which equated to 74% utilization**. On the observed “typical” weekday, there was 94 available parking spaces. There is a total of 110 parking permits issued to students for the current school year, which is approximately 34% of the sophomore/junior/senior enrollment which is similar to previous years.

Requirements

During the 2023/2024 school year there are 1,495 enrolled students and 142 staff. According to *Douglas County Zoning Resolution – Section 28 Parking Standards* there needs to be 48 parking spaces for the elementary school, 47 parking spaces for the middle school, and 96 parking spaces for the high school. This is a total of 191 parking spaces. The STEM School Highlands Ranch meets the Douglas County requirements and has **166 excess parking spaces** (357 available spaces – 191 parking requirements = 161). This does not include the additional 55 parking spaces that are restricted to times outside the driveline periods, which increases the excess to 233 spaces.

Demand

There were 110 students parking permits purchased for the 2023/2024 school year. Students obtain a parking permit from STEM once they provide proof of insurance. The license plate number and the car’s make/model are recorded by STEM. Each permit is \$50 per year, which is minimal and less than most Douglas County schools. The cost is in place to ensure appreciation of the parking privilege and to control who is parking on campus within each lot.

The Douglas County requirements may not reflect for transportation choices and distances that families live from charter schools. To ensure the maximum demand is accommodated on STEM’s campus, the required number of spaces was adjusted by removing the “1 space per ten students” for the high school and replacing it with the forecasted number of student parking permits. Therefore, **the maximum demand at STEM School Highlands Ranch for the current school year is estimated to be 254 parking spaces**. The current parking configuration would allow for an excess of 103 spaces. This does not include the time limited parking spaces, which increases the excess to 170 spaces.

Parking and Driveline

The staff parking is recommended to be within locations that do not impact the drivelines or in locations where they are not permitted to arrive/leave during driveline operations. Students should park in the northeast lot near the middle school entrance and exit in the afternoon without impeding the driveline. **It is recommended that students drive down the parking aisle designated for carpool and pull through in the parking spaces;** this will mitigate the need for student drivers to backout into the drivelines and create a safer exiting strategy.

The daytime parking spaces (9:30 am to 2:00 pm) need to be vacant during the drop-off and pick-up periods to allow the drivelines to operate efficiently and for students to enter/exit their car as close to the sidewalk as possible. To reduce the ability of parents parking during peak hours instead of utilizing the driveline, the school staff will block the parking areas that need to be clear. During events the parking designation and restrictions will not be enforced to reduce the likelihood of parking off campus.



Parking Rules

The parking rules are as follows:

All Drivers

- Park within the designated area(s) only. No parking off campus, including neighboring lots, hotel parking lot, and along any roadways. Tickets will be issued to those who park within unapproved locations.
- Read and sign the rules set forth in the TMP for the drivelines.
- Permits will be suspended or revoked if driver parks within non-approved lots or on streets, speeds near the school, jaywalks, fails to display permit, or disregards school rules.

Staff

- Those parked in the south parking lot will not be allowed to exit until after 3:40pm when the pick-up period is complete.
- Must display their parking permit at all times.
- Park within the designated staff area.
- Arrive and exit outside at least 10 minutes before/after the peak periods.

Students

- All 11th and 12th graders with valid driver's licenses will be allowed to drive to and park on campus, as well as 10th graders that have a valid driver's license.
- All drivers must have their car information and passenger list on file with STEM.
- Must display their parking permit at all times.

Parents & Visitors

- No parking during the drop-off/pick-up times.
- The school may have exceptions as necessary. In these situations, parents will need to park in designated visitor spaces.

For additional parking (events or overflow), STEM School Highlands Ranch has secured agreements for use of off-site parking in neighboring lots. A copy of all agreements will be submitted to Douglas County for their records.



Section 5

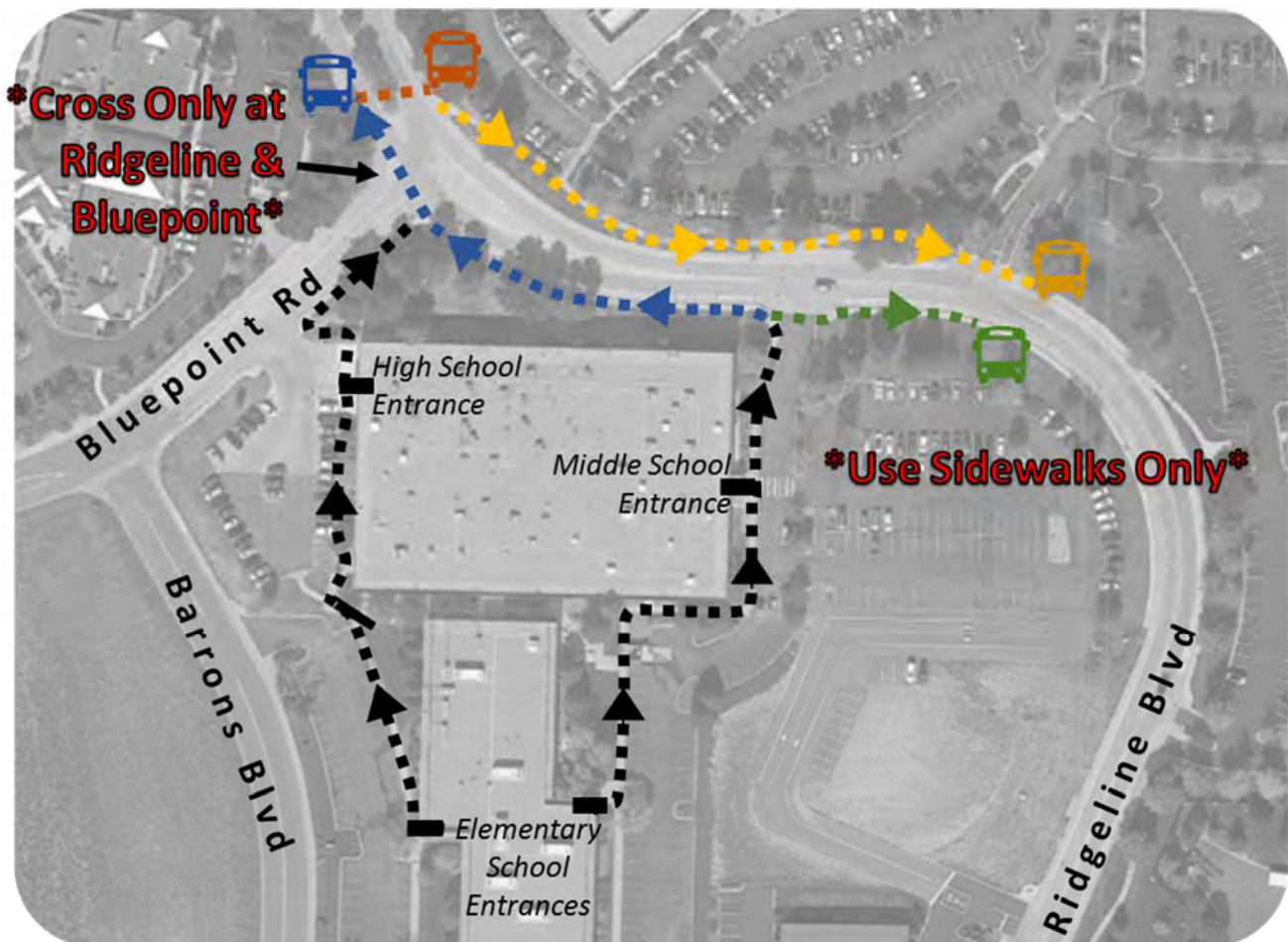
Pedestrian Safety & Route to RTD Bus Stops

Pedestrian Safety and Route to RTD Bus Stops

It is important for all students, staff, and parents to understand and obey the rules to cross a street safely. It is the responsibility of the parents and staff to teach the children all of the rules and safety tips, so they can safely cross a street. Also, those within and outside the STEM community need to be responsible drivers and to be aware of pedestrians. During the drop-off and pick-up times, the area around STEM will have traffic congestion and many drivers that are in a hurry. It is important for all drivers and pedestrians to pay special attention to others along the roadway and on sidewalks during these times.

STEM is fortunate to have an RTD bus route adjacent to the campus. There are two southbound bus stops and two northbound bus stops on Ridgeline Boulevard near the north access (middle school entrance). It is important that all students, staff, and parents that ride the bus follow the correct walking route to/from the school. Pedestrians shall always cross at a roadway intersection and not midblock or at driveways for their own safety. Drivers are more likely to expect pedestrians to be crossing at intersections versus midblock locations. The preferred place to cross is at Ridgeline Boulevard and Bluepoint Road as shown in **Figure 6**.

Figure 6. Preferred Walking Route for Bus Stops



The Colorado state laws establish the rights and responsibilities for both pedestrians and drivers throughout Colorado. CRS #42-4-802 states the following:



Pedestrian's responsibility rules:

“Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.”

And

“No pedestrian shall suddenly leave a curb or other place of safety and ride a bicycle, walk, or run into the path of a moving vehicle which is so close as to constitute an immediate hazard”.



Driver's responsibility rules:

“The driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk”.


And

“When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.”

The following are some safety tips for pedestrians:



 **Obey all traffic signs, traffic signals and traffic controls.**

 **Plan a walking route** to your destination with the safest and fewest street crossings.

- **No sidewalk?** Walk facing oncoming traffic and as far from the traffic flow as possible.
- **Do not walk through private property or parking lots.**

 **Crossing a street?** Best to cross at a signalized intersection or at a marked crosswalk.

- Before crossing, stop at the curb or edge of the roadway.
- Do not enter the street between parked cars or behind bushes or shrubs.
- Beware, even if one vehicle stops allowing you to cross other vehicles may not yield or see you.
- Walk directly across the street at a constant pace continue to observe traffic and stay alert.
- Never run or ride bicycles, roller blades, skateboard or scooters across the street.
- Laws for all crossings are the same for both drivers and pedestrians; meaning rules for a marked, unmarked, midblock or crossings with flashers are the same.

 **ALWAYS CROSS AT AN INTERSECTION**



- **Signalized intersection?** (1) Push the pedestrian push button; (2) follow the pedestrian signal indications; (3) make sure vehicles are completely stopped before crossing; (2) look for turning vehicles.

- WALKING PERSON = Begin walking
- FLASHING UPRIGHT HAND = Finish crossing the street and do not begin crossing
- STEADY UPRIGHT HAND = Do not enter the street.



- **Stop controlled intersection?** (1) Make sure vehicles are completely stopped before crossing; (2) look in all directions for approaching/turning vehicles; and (3) make eye contact with the driver to make sure they see you.
- **No Crosswalk?** Take extra precautions before crossing. (1) Wait for gaps in both directions of traffic; (2) look in all directions for approaching/turning vehicles; (3) when you have a safe gap, you may then step off the curb. Do not step off the curb into oncoming traffic at any time.


The following are some safety tips for drivers:



 **DRIVER MUST YIELD TO PEDESTRIANS WITHIN THE CROSSWALK.**

 **Pay attention to any vehicle stopped at a marked or unmarked crosswalk at an intersection.**

- This vehicle may be stopped to permit a pedestrian to cross the roadway.
- Do not overtake and pass such stopped vehicle.

 **Turning at an intersection?** Pay attention to pedestrians who may be crossing.

- **Signalized intersections?** The pedestrian signal allows for pedestrians to walk during the same vehicle through movement.
- **Stop controlled intersection?** Before proceeding at a stop sign, watch for pedestrians present and attempting to cross within your path. Make eye contact.



 **Do's:**

- Watch for pedestrians who may come from behind parked cars, bushes or other roadside obstructions.
- Be extra cautious around school crossing areas. Slow down and watch for children on the way to/from school.
- Watch for children who may not look before crossing the street.
- When backing out of a parking space or driveway, watch for children walking or biking.

 **Do Not's:**

- Do not park, stop or block a crosswalk.
- Do not overtake and pass stopped vehicles at an intersection.



Section 6

Operational and Infrastructure Considerations



Recommended Operational Improvements

The 2022/2023 school year for STEM School Highlands Ranch will continue to offer education for Kindergarten through 12th grade. There will be approximately 1,697 students enrolled with 1,679 students on-campus full-time attending STEM with a high percentage of the new students being siblings of existing students. The following management strategies are in effect to enhance the current driveline operations and minimize impacts on the adjacent roadways and neighboring properties:

- 🚗 Enforces the rules on and off campus via SRO, school staff, and the TMP Committee
- 🚗 Requires parents attend one driveline meeting to educate them on how the new driveline method (PikmyKid) will operate and why the rules are important
- 🚗 Keeps driveline website up to date
- 🚗 Increased communication year-round regarding driveline and safety reminders
- 🚗 Trained staff for crossing guard duties with school district training

It is recommended that the following operational improvements be implemented:

- ✓ Utilize drive aisle on the east side of the elementary school for afternoon pick-up of Kindergarten and 1st grade only if the queue extends onto Barrons Boulevard
- ✓ Provide mandatory classes or invite guest speakers for students during each semester on pedestrian and bicycle safety
- ✓ Increase carpool incentives

Recommended Infrastructure

Within the last four (4) years, STEM has implemented many of the recommended infrastructure improvements including, but not limited to:

- 🚗 Installation of parking signs
- 🚗 Relocation of middle school crosswalk into the previously hatched area with new curb ramps
- 🚗 Installed pedestrian crosswalk signs
- 🚗 Constructed a new sidewalk along the exit access on Barrons Boulevard
- 🚗 Striped a splitter island and installed signs at Barrons Boulevard north access to designate the right lane as right-turn only and the left lane as left-turn only
- 🚗 Stripe crosswalks at both Barrons accesses
- 🚗 Reconfigured the parking spaces in the Bluepoint Lot
- 🚗 Relocated the handicap spaces and installed new curb ramps in the northeast parking lot
- 🚗 Provided a waiting area within the high school parking lot to serve the students waiting to be picked up from the carpool lane.

The following improvements should be considered to improve student safety and driveline operations:

- ✓ Install new crosswalk near Elementary School entrance and lead to the Barrons Boulevard sidewalk and include the “stop for pedestrians” sign.
- ✓ Consider constructing raised crosswalks.
- ✓ Consider reconstructing the Bluepoint Lot to add parking spaces.



Appendix

Parent Handbook

Forms

Parent Handbook

Transportation Management Plan

Parent Handbook

School Year
2023-2024

PREPARED BY

Fox Tuttle Transportation Group, LLC

PREPARED FOR

STEM School Highlands Ranch, Colorado



FOX TUTTLE



STEM SCHOOL
HIGHLANDS RANCH

Introduction

To ensure the safety of the students and to fulfill the commitment to the neighborhood to manage the traffic and parking impacts, the STEM School Highlands Ranch has developed a TMP. The plan defines the strategies for the current school year. This handout is a short version of the TMP. Refer to the full TMP for details. The goals the TMP are to:

- 📌 Provide a safe environment for students, staff, visitors and neighbors
- 📌 Maintain all school drop-off and pick-up activity/queuing on-site
- 📌 Provide adequate parking for students and staff that drive
- 📌 Minimize single occupancy vehicle (SOV) driving
- 📌 Minimize off-site traffic impacts

Circulation and Driveline

Access to the STEM School Highland Ranch is serviced by five access points, as follows:

1. North Ridgeline Blvd. east of Bluepoint Rd (Exit Only during Driveline)
2. South Ridgeline Blvd. shared access (Enter Only, Right-In Only)
3. Bluepoint Rd east of Barrons Blvd. (Parking Only, No drop-off or pick-up)
4. Barrons Blvd. north most access (proposed as Exit Only)
5. Barrons Blvd. south most access (Enter Only during Driveline)

Placards

There are five different color placards that are assigned based on the grade(s) of the student(s) in each family and/or carpool. The color placards are the communication between the driver and the attendants during the drop-off and pick-up periods. Each color designates the following grade range:



At the time of registration, families were provided a placard that is the color of the assigned driveline with the student's first name, grade, and pick-up window.

The assigned driveline and pick-up window is based on the **oldest student** in the family/carpool. **Families/carpools will use the same assigned loop for both drop-off and pick-up.**

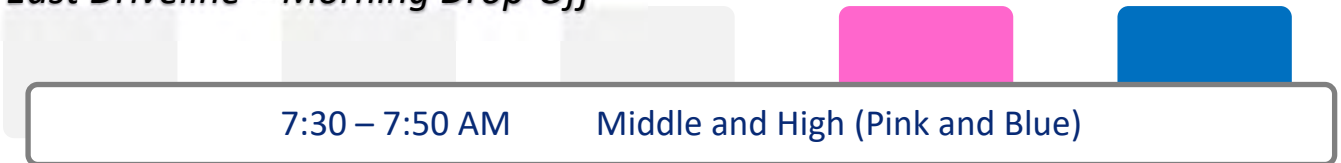
Driveline Times

The West Driveline (Barrons) will be designated for elementary school students and families/carpools with a mix of elementary, middle, and/or high school students. The East Driveline (Ridgeline) will be designated for middle and high school students. The following times are when each color is permitted to enter the school property for driveline:

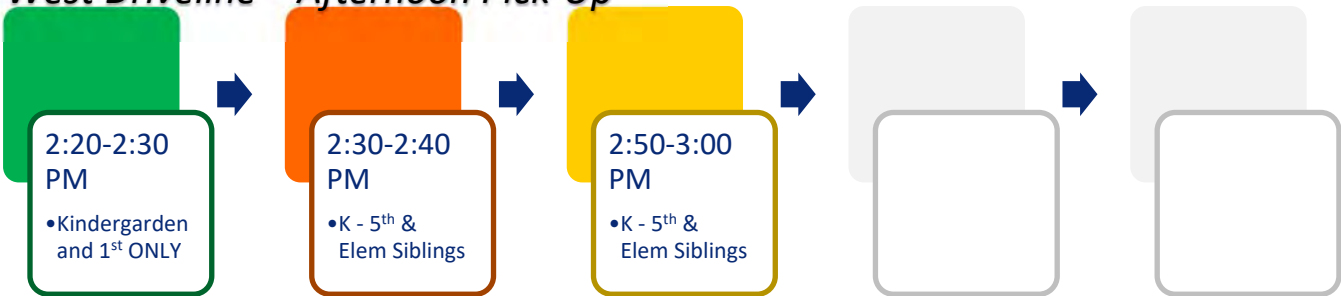
West Driveline – Morning Drop-Off



East Driveline – Morning Drop-Off



West Driveline – Afternoon Pick-Up



East Driveline – Afternoon Pick-Up



A traffic monitor will be located at the south entrances on Ridgeline Boulevard and Barrons Boulevard with the flag(s) that match the color permitted to enter the drivelines. You may pick-up after your assigned window, but not before. **Do not park or stand on the adjacent roadways or in neighboring parking lots to wait for your pick-up window.**

Driveline Process

To create an efficient driveline, it is imperative that all drivers (parents/guardians, students, and staff) follow the process that has been set forth by STEM and obey the traffic rules along the public roads. At registration your family or carpool will be assigned a pick-up window and driveline that will be indicated with the color of placard you are provided by STEM. Here are some driveline standard operational practices:

1. **Located at Entrance:** Colored flag(s) indicating who is permitted to enter the driveline.
2. **Display colored placard:** Drivers without a placard will not be allowed to enter.
3. **Arrived early or Driveline is full:** Circle around the business park to reenter the driveline.
4. **Loading/Unloading as a block:** drop-off and pick-up will take place at the same time as a block of vehicles. Once all students in the block have exited the vehicle and moved to the sidewalk/crosswalk, vehicles will be released to exit.
5. **Elementary School Release:** Students are led outside by staff at the designated release time.
6. **Middle and High School Release:** Students will be permitted to exit the school at the designated release time.
7. **Siblings:** Older siblings will meet their younger siblings inside the school and walk together to the assigned driveline.
8. **Late Pick-up:** Students not picked up prior to 3:15 PM will be taken to the office and late charges will be assessed (per Student/Parent handbook).
9. **Early Pick-up:** If you need to pick-up a student early for a prearranged appointment, please pick-up elementary students before 1:20 PM and middle/high students before 1:50 PM.

**Do not stack or
unload/load or
park on roads off
school property**

West Driveline (Barrons Blvd):

Morning Drop-Off (Elementary and Elementary Siblings Only)

- **Enter** the south access on Barrons Blvd. (Right-In Only)
- **Circulate** the parking area as directed
- **Stop and Wait** until all vehicles around you have come to a complete stop and attendant directs students to exit the vehicles
- **Drop-off** along the west side of the elementary building
- **Exit** the north access on Barrons Blvd. when directed by attendant (Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

Afternoon Pick-Up (Kindergarten and 1st Grade Only)

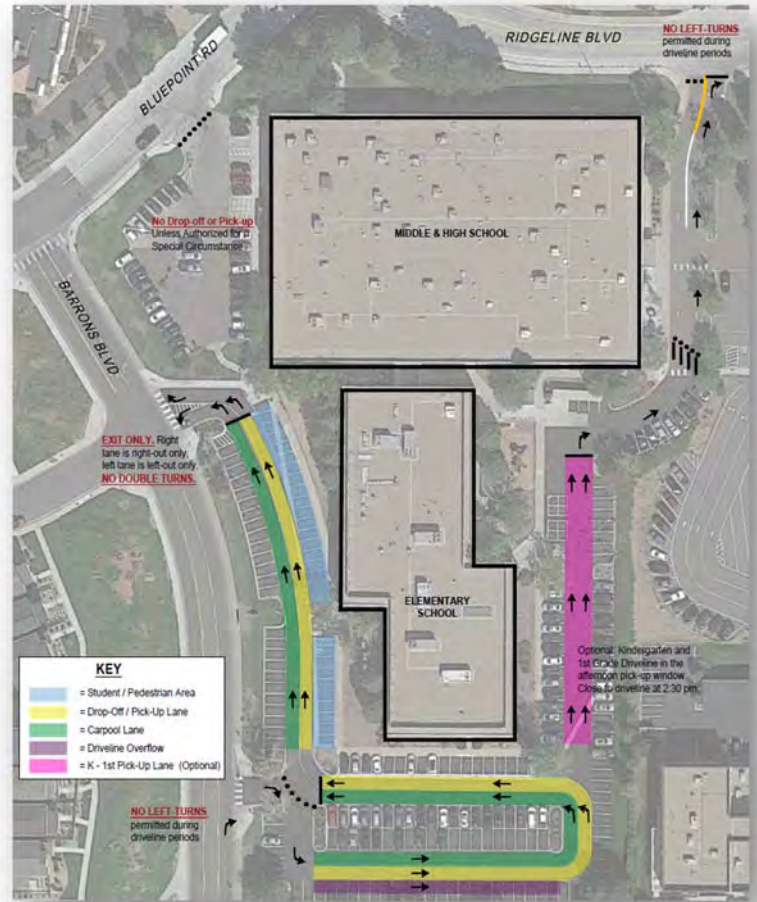
- **Enter** the south access on Barrons Blvd. (Right-In Only) during assigned pick-up window (2:20-2:30 pm)
 - **Circulate** the parking area as directed to the east side of the elementary building
- **Stop and Wait** for students to be released (2:20 pm)
- **Pick-up** along the east side of the elementary building
- **Exit** the north access on Ridgeline Blvd. when directed by attendant (Right-Turn Only)

Afternoon Pick-up (2nd Grade through 5th Grade and Elementary Siblings)

- **Enter** the south access on Barrons Blvd. (Right-In Only) during assigned pick-up window
- **Circulate** the parking area as directed
- **Stop and Wait** for students to be released (2:30 pm)
- **Pick-up** along the west side of the elementary building
- **Exit** the north access on Barrons Blvd. when directed by attendant (Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

Remember:

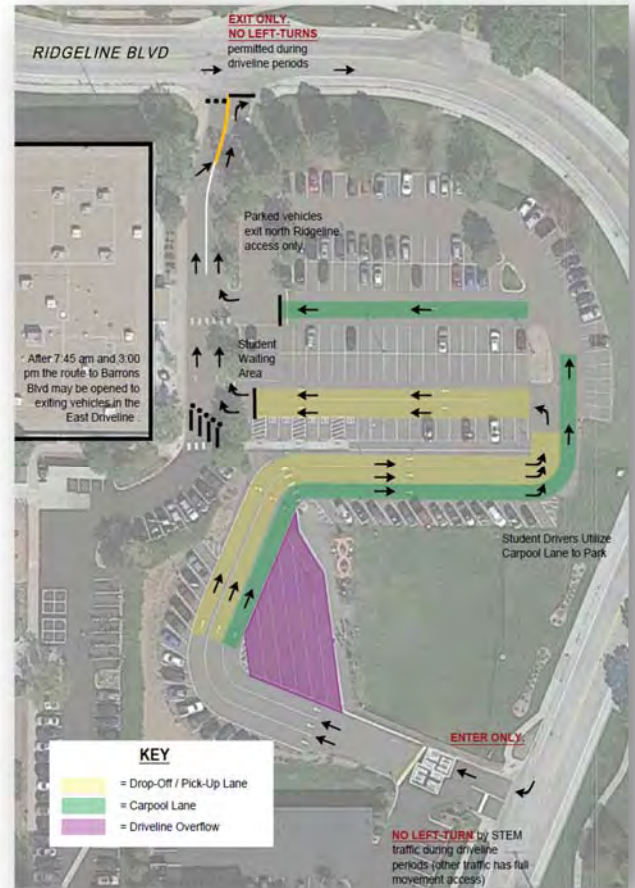
- One-way system
- Two drive aisles – Carpool in Left Lane; Overflow into 3rd lane along south property line
- No parking between 7:00 – 9:30 AM and 2:00 – 3:40 PM



East Driveline (Ridgeline Blvd):

Morning Drop-Off (Middle/High School and ES/MS/HS siblings)

- **Enter** the south access on Ridgeline Blvd. (Right-In Only)
- **Circulate** the internal roadway and parking area as directed
 - **Right Lane** is designated for Carpool and High School Drivers
 - **Left Lanes (2)** are designated for middle and high school driveline
- **Stop and Wait** until all vehicles around you have come to a complete stop and attendant directs students to exit the vehicles
- **Drop-off** in designated area: **Carpool** is in middle parking aisle; **Driveline** is in south parking aisle
- **Exit** as directed by attendant
 - **Ridgeline** (north access) merge into one lane and turn Right-Out Only
 - **Barrons** (north access) may be opened at 7:45 AM and drivers will be permitted to circulate around the elementary building to exit (Right Lane = Right-Turn Only; Left Lane = Left-turn Only)



Afternoon Pick-Up (Middle/High School and ES/MS/HS siblings)

- **Enter** the south access on Ridgeline Blvd. (Right-In Only) during assigned pick-up window
- **Circulate** the internal roadway and parking area as directed
 - **Right Lane** is designated for Carpool
 - **Left Lanes (2)** are designated for middle and high school driveline
- **Stop and Wait** until all vehicles around you have come to a complete stop and attendant directs students to enter the vehicles
- **Pick-up** in designated area: **Carpool** is in middle parking aisle; **Driveline** is in south parking aisle
- **Exit** as directed by attendant
 - **Ridgeline** (north access) merge into one lane and turn Right-Out Only
 - **Barrons** (north access) may be opened at 3:00 PM and drivers will be permitted to circulate around the elementary building to exit (Right Lane = Right-Turn Only; Left Lane = Left-turn Only)

Remember:

- One-way system
- One inbound lane from Ridgeline Blvd. expanding to three drive aisles
- Do not unload / load within the queuing area
- No parent/guardian/visitor parking between 7:00 – 9:30 AM and 2:00 – 3:40 PM

Proposed Driveline Procedures

Pikmykid is intended to make the school dismissal process more efficient and more secure. Pikmykid utilizes smartphones, tablets, and school portals to communicate between arriving parents/guardians and teachers/staff/students.



Parents are provided instructions via email to download the App on a smartphone, register their student(s), and watch a training video. Registration of the parent(s) smartphone is necessary to implement the Pikmykid procedure. If parents cannot download the App, Pikmykid can create a free car tag that will need to be placed on the vehicle dashboard to pick-up the student(s).

The App allows parents to set the pick-up mode, assign another person to pick-up the student, or alert the school that the student is attending an after-school club/function/activity on a daily, weekly, or monthly basis and change as necessary.

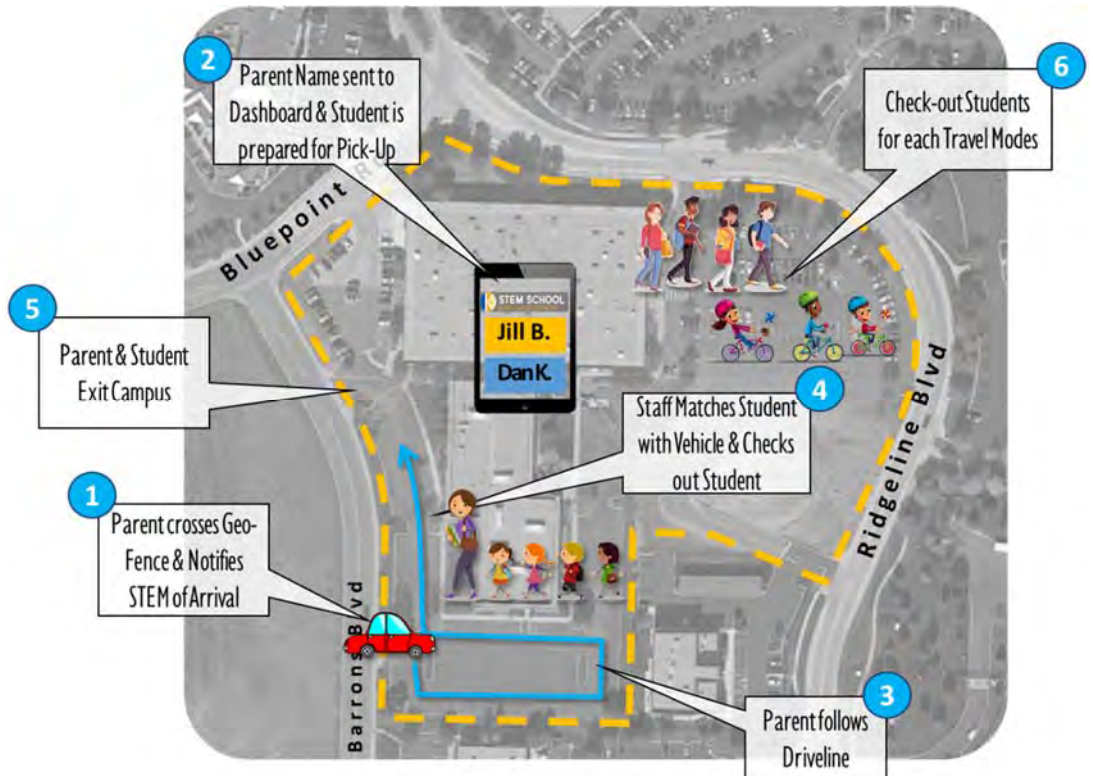
How Does It Work?

Here is an outline of a typical afternoon pick-up driveline with the implementation of Pikmykid:

- 📱 **Arrive:** Parent/guardian arrives on campus
- 📱 **Communicate:** Pikmykid App alerts school staff when parent/guardian arrived (via Wi-Fi and geocode)
- 📱 **List and Locate:** Name of parent/guardian or student is placed on school portal (tablet, ipad or other device) in order of arrival and within queue
- 📱 **Connect:** Student(s) are directed to parent's/guardian's vehicle once stopped in pick-up area

See the Figure to the right for an illustration of how Pikmykid is anticipated to work at STEM School Highlands Ranch.

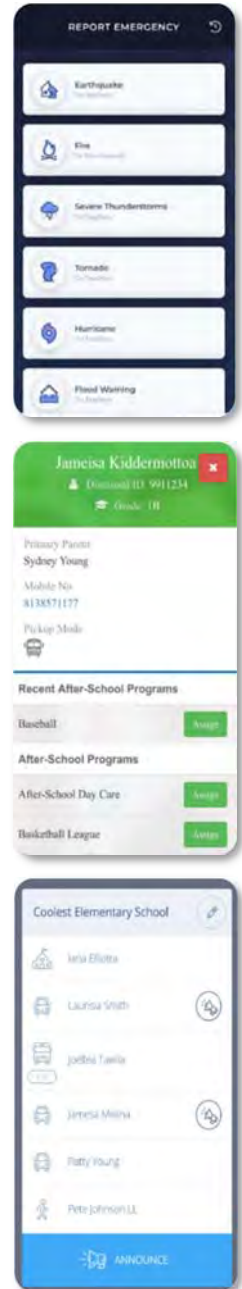
Note that all family information and sign-in information is secure. The school will not have access to emails or passwords associated with Pikmykid. Other community members will not be able to register on the Pikmykid App since the school will provide the program developers the permitted student and staff for the custom program.



What Other Features are Available?

Pikmykid app can provide the following features in addition to the dismissal process and will be implemented by STEM as needed:

- 🔔 **Attendance verification** by school staff with early dismissals or absences.
- 🔔 **Absentee management** by parent when a student is sick.
- 🔔 **After school options** assigned (enrichment care and clubs, tutoring, or sports) by parents and staff notified.
- 🔔 **School announcements** by teachers and administration for parents regarding classroom activities, school closures, early dismissal, news bulletins, etc.
- 🔔 **Check-Ins** for buses as they arrive from a field trip, for students as they arrive at an after-school activity, and for students at a meet-up point when reunification is needed due to an emergency.
- 🔔 **Emergency notification** to first responders, school staff, district officials and law enforcement.
- 🔔 **Tip Line** for students, staff and community members.



What are the Benefits?

Here are the anticipated benefits of implementing Pikmykid for STEM:

- 🔔 Reduces time to connect student and parent in the driveline
- 🔔 Optimizes staff and driveline efficiency
- 🔔 Reduces number of staff needed for driveline
- 🔔 Eliminates need for placards and paper waste
- 🔔 Implements technology that majority of parents already have on them
- 🔔 Maintains digital pick-up record and enhance attendance record
- 🔔 Increases student safety
- 🔔 Strengthens communication between parents and school staff
- 🔔 Increases time in the classroom by reducing dismissal preparation time

STEM will provide training for staff, parents/guardians, and students.

Carpool

Carpools are strongly encouraged to reduce traffic congestion and are given preferential treatment. Carpool status will be assigned to family/carpool groups with at least four students or at least three families. Prior to registration, reach out to other parents/guardians that live close or are located on the same travel route to determine if a carpool is feasible. At registration you will need to provide the names of all the children, grades, and parents/guardians that will be included in the carpool to receive the unique carpool placard.

Benefits of Carpool:

- 🔔 Use of Carpool Lane
- 🔔 Reduce the time in driveline
- 🔔 Reduce the number of days you drive to/from school
- 🔔 Increase your family's community and friend network

- 🔑 Save money by using less gas
- 🔑 Reduce traffic congestion on campus, approaching campus, and within the community
- 🔑 Reduce the emissions and pollutants

Ways to ask other families to carpool:

- 🔑 Would you like to share driving duties?
- 🔑 I can drive in the mornings; can you do afternoon pick-up?
- 🔑 There is no reason for both of use to drive, would you like to carpool?
- 🔑 What days do you need carpool help?

Tools for Carpooling: Way To Go

STEM School Highlands Ranch has partnered with Way To Go: School Pool to help families find carpool groups or walking buddies. The secure system is free and connects families within or near your neighborhood to share the responsibilities of getting the kids to and from school, no matter the chosen mode (carpool, walking, biking, or transit).



To participate the parent/guardian needs to “opt in” by following these steps:

1. Log into DCSD Infinite Campus parent portal
 - a. Select a student
 - b. Click on transportation on the left menu
2. Use the secure link to get to the Way To Go site
 - a. Create an account (For security reasons, this link is the only way to enter the system for STEM School. You can register with a nearby intersection instead of your home address)
 - b. Find interested STEM families in your area

🔑 **Note: Carpools have preferential treatment in driveline.**

Driveline Rules

Please take some time to become familiar with this transportation plan as it can be an area of frustration. If everyone is familiar with the process outlined in the TMP, follows the rules, obeys the directions of those in the yellow vests, and demonstrates patience, the driveline process will run smoothly and safely.



STEM’s Transportation Management Plan has been implemented to maximize safety and make the drop-off/pick-up process run as smoothly and efficiently as possible. The purpose of the rules are to ensure everyone remains safe while driving or walking on campus and to reduce potential conflicts between vehicles and students. Although the rules may seem extensive, it is imperative that you read and understand the rules to keep yourself, your children, and all STEM children safe during the busiest travel times of the day. These rules also will reduce the time you will sit within the driveline and improve congestion on campus. The following rules apply to morning drop-off and afternoon pick-up, and all individuals are required to abide by the rules on the next page.

Safety Rules



Prominently display your placard at all times.



Be Respectful, Honest, Act with Integrity, and Behave Responsibly



Do not park or stand on Bluepoint Rd, Barrons Blvd, Ridgeline Blvd, or Monument Dr. Please proceed to campus for drop-off and pick-up operations.



Do not drop-off/pick-up your children off school property, including nearby roadways and parking lots (includes hotel, businesses, and Central Park).



Refrain from using your mobile, smart phone, or other device on school property.



Do not exceed 10 mph on school property. Drive cautiously and be observant.



Prepare your student for drop-off before you arrive. Unlock car doors.



Respect the attendants and follow their direction at all times. They do their best to uphold the rules and to make the drivelines run smoothly and safely.



Do not get out of your car at any time. School personnel will assist your child.



Do not approach the pick-up zone or the main entrance on foot to pick up your child.



Do not hold up the line by chatting with a staff member or carpool attendant or other parents.



Do not pass the car(s) in front of you at any time during driveline unless directed to. Merge carefully and kindly prior to the exits.

Why are these rules in place?

The number one purpose of the rules is for your child's safety.

These rules are in place to reduce the interaction between moving vehicles and children walking along the driveline. We ask that everyone obey these rules to also provide the most efficient circulation into, through, and out of the STEM campus. We want to minimize the traffic impacts on our neighbors and on your daily commute. To accomplish this we need each parent and student to be committed to obeying the listed rules and following the strategies of the Transportation Management Plan.

Student Safety is the
Primary Concern

What problems need to be fixed?

There is no parking, stopping, waiting, or standing permitted on any of the streets adjacent to the school campus. Bluepoint Road, Barrons Boulevard, Ridgeline Boulevard, and Monument Drive do not allow parking and are not wide enough for through vehicles to pass parked cars. Obey all installed signs; a ticket can and will be issued by the SRO or County Sheriff Deputy. If the driveline is backed onto the roadway, please do not stop on the roadway. Keep moving and come back around to the entrance once you are able to enter the school property. This behavior encourages students to be placed in an unsafe situation while walking and biking to the illegal parking location.



No parking on the new roads in Central Park. The new roadways for Central Park are for the future residents and not intended for school drop-off/pick-up. Please be respectful of our new neighbors and do not park in front of their homes and take up their parking. It may not seem like an issue currently, however, it will become an issue once the homes are occupied. Please use the school's drivelines as intended.

There is no drop-off/pick-up or waiting allowed within neighboring parking lots. We need to be respectful to the neighbor's private property and not impact their commerce or operations. Parent's we also do not want your students crossing the busy roadways as they do not typically cross safely. A ticket can and will be issued by the SRO or County Sheriff Deputy for trespassing.



The Central Park development has public roads; however, we highly recommend the use of the drivelines to minimize the conflict of students crossing Barrons Blvd. during busy school traffic.

No u-turn on Barrons Blvd., Ridgeline Blvd., or Bluepoint Road. If you need to u-turn, please do it at an intersection between two roadways, not mid-block or at a driveway. There are signs stating u-turns are not allowed in the school zone on Ridgeline Blvd. and Barrons Blvd.



Please do not arrive before your assigned pick-up window in the afternoon. Arriving early hinders the efficiency of the driveline, especially if your student has not been released. This is critical to the effective flow of the driveline process. The school property has limited stacking space and the pick-up windows were created to minimize impacts to the adjacent roadways.

Please be respectful and patient as you move through the driveline. Do not get angry, argue with, or disobey the staff that is working within the driveline. Their number one responsibility is to keep your child safe. They are doing their best to keep everyone safe and get all vehicles through the driveline as fast as possible. A ticket can and will be issued by the SRO or County Sheriff Deputy for careless driving and/or harassment depending on the situation.

Driveline Enforcement

The SRO and/or Douglas County Sheriff Deputies will be *enforcing the driveline and state laws*. The following behaviors will be enforced with a citation and/or fine:



- 🌟 On Campus
 - Dropping students off before 7:25 AM if not enrolled in Period 1
 - Cell phone use in driveline
 - Getting out of your car without special permission or an emergency situation
 - Disobeying traffic control devices (i.e. stop signs, crosswalks)
 - Cutting in line, standing in driveline when requested to move, or interfering with the flow
 -
- 🌟 Off Campus
 - Texting and driving even if it to your student
 - Disobeying traffic control devices (i.e. stop signs, speed limits, parking signs)
 - Parking in neighboring parking lots
 - Parking or “stacking” on public roads that do not permit parking (including Bluepoint Road, Barrons Boulevard, Ridgeline Boulevard, Monument Drive, and Plaza Drive)
 - Obstructing the bike lane

Fine Schedule: 1st offense will generate a Fine Threat Letter; 2nd offense = \$25.00; 3rd offense = \$50.00; 4th offense and subsequent violations = \$100.00.

Any family with outstanding unpaid fines one week before the end of school will have the student’s records retained by the school until resolved. Please reference STEM School’s Enforcement Policy on conditions and rules.

TMP Committee

Interested in improving the driveline? Please contact Robert Hoornstra, Chief Operation Officer, to join the TMP Committee with other parents/guardians and staff members.



Parking

Parking is limited on the STEM School’s campus, similar to most schools within Douglas County. **All staff, students, parents/guardians, and visitors shall only park on campus.** Do not park, stand, or stop on the adjacent roadways or business park parking lots (including Ridgeline Boulevard, Barrons Boulevard, Bluepoint Road, Monument Drive, Central Park streets). Staff, Students, and Visitors have designated parking spaces on campus, and everyone should respect the parking plan to improve efficiency of the driveline operations and reduce impacts to neighboring parking lots.

Staff: Requires a parking permit to control who is parking on campus. It is strongly advised that staff arrive prior to drop-off driveline and leave after pick-up driveline. Part-time staff will park in the daytime only spaces instead of the staff parking spaces.

Students: Can obtain a parking permit from STEM once they provide proof of insurance. The license plate number and the car's make/model are recorded by STEM. Each permit is \$50 per year, which is minimal and less than most Douglas County schools. The cost is in place to ensure appreciation of the parking privilege and to control who is parking on campus within each lot.

Visitors: Parking is prohibited during driveline unless prior permit is granted. Visitors have designated parking around campus with restricted times (9:30am to 2:00pm). The daytime parking spaces need to be vacant during the drop-off and pick-up periods to allow the drivelines to operate efficiently and for students to enter/exit their car as close to the sidewalk as possible

The parking rules are as follows:

All Drivers

- Park within the designated area(s) only.
- **No parking off campus, including neighboring lots, hotel parking lot, and along any roadways in Business Park or Central Park.** Tickets will be issued to those who park within unapproved locations.
- Read and sign the rules set forth in the TMP for the drivelines.
- Permits will be suspended or revoked if driver parks within non-approved lots or on streets, speeds near the school, jaywalks, fails to display permit, or disregards school rules.

Staff

- Those parked in the south parking lot will not be allowed to exit until after 3:40pm when the drop-off period is complete.
- Must display their parking permit at all times.
- Park within the designated staff area.
- Arrive and exit outside at least 10 minutes before/after the peak periods.

Students

- All 11th and 12th graders with valid driver's licenses will be allowed to drive to and park on campus, as well as 10th graders that have a valid driver's license.
- All drivers must have their car information and passenger list on file with STEM.
- Must display their parking permit at all times.

Parents & Visitors

- No parking during the drop-off/pick-up times.
- The school may have exceptions as necessary. In these situations, parents will need to park in designated visitor spaces.

The parking plan is illustrated in the following figure. STEM School Highlands Ranch staff will inform parents/guardians of where to parking during special events.



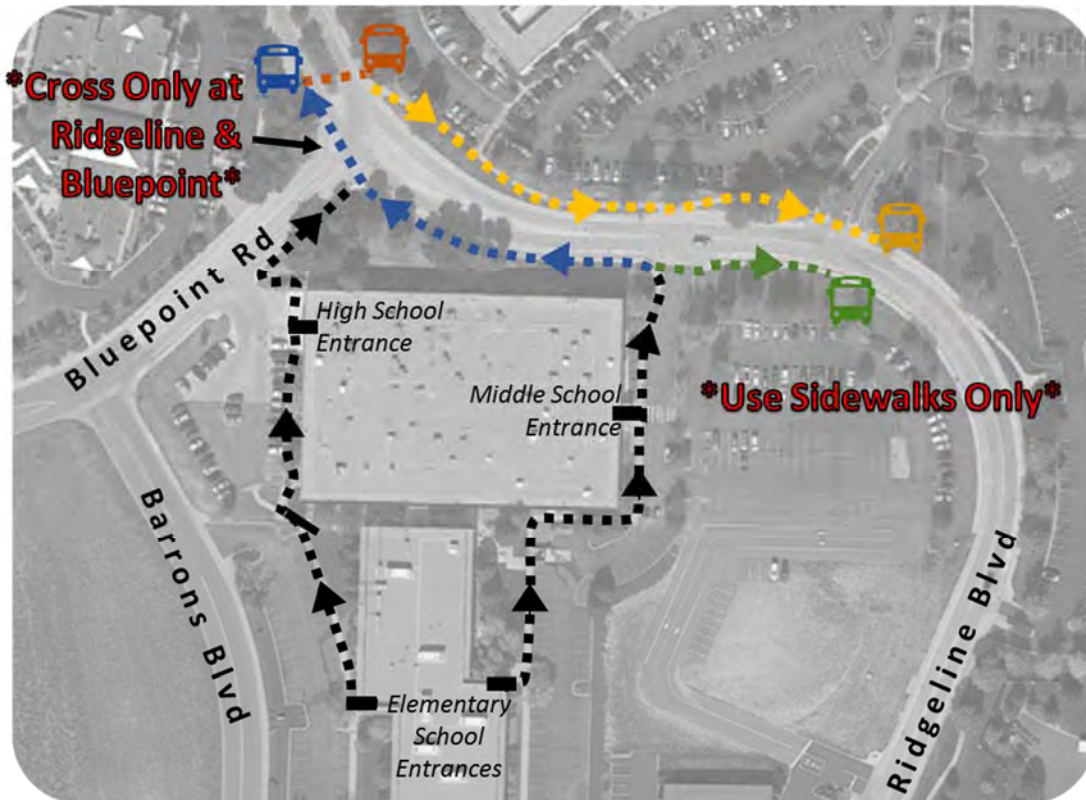
Legend

- Student Parking
- Staff Parking
- Visitor Parking
- Restricted 9:30am-2pm

Pedestrian Safety and Route to RTD Bus Stops

It is important for all students, staff, and parents to understand and obey the rules to cross a street safely. It is the responsibility of the parents and staff to teach the children all of the rules and safety tips. Also, everyone needs to be responsible drivers and to be aware of pedestrians. During the drop-off and pick-up times, the area around STEM will have traffic congestion and many drivers that are in a hurry. It is important for all drivers and pedestrians to pay special attention to others along the roadway and on sidewalks.

STEM is fortunate to have an RTD bus route adjacent to the campus. It is important that all students, staff, and parents that ride the bus follow the correct walking route to/from the school. Pedestrians shall always cross at a roadway intersection and not midblock or at driveways for their own safety. Drivers are more likely to expect pedestrians to be crossing at intersections verses midblock locations. The preferred place to cross is at Ridgeline Boulevard and Bluepoint Road.



The Colorado state laws establish the rights and responsibilities for both pedestrians and drivers throughout Colorado. CRS #42-4-802 states the following:



Pedestrian's responsibility rules:

"Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway."

And

"No pedestrian shall suddenly leave a curb or other place of safety and ride a bicycle, walk, or run into the path of a moving vehicle which is so close as to constitute an immediate hazard".



Driver's responsibility rules:

"The driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk".

And

"When traffic control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger."

The following are some safety tips for pedestrians:



Obey all traffic signs, traffic signals and traffic controls.

Plan a walking route to your destination with the safest and fewest street crossings.

- o **No sidewalk?** Walk facing oncoming traffic and as far from the traffic flow as possible.
- o **Do not walk through private property or parking lots.**

Crossing a street? Best to cross at a signalized intersection or at a marked crosswalk.

- o Before crossing, stop at the curb or edge of the roadway.
- o Do not enter the street between parked cars or behind bushes or shrubs.
- o Beware, even if one vehicle stops allowing you to cross other vehicles may not yield or see you.
- o Walk directly across the street at a constant pace continue to observe traffic and stay alert.
- o Never run or ride bicycles, roller blades, skate board or scooters across the street.
- o Laws for all crossings are the same for both drivers and pedestrians; meaning rules for a marked, unmarked, midblock or crossings with flashers are the same.

ALWAYS CROSS AT AN INTERSECTION



- o **Signalized intersection?** (1) Push the pedestrian push button; (2) follow the pedestrian signal indications; (3) make sure vehicles are completely stopped before crossing; (2) look for turning vehicles.

- WALKING PERSON = Begin walking
- FLASHING UPRIGHT HAND = Finish crossing the street and do not begin crossing
- STEADY UPRIGHT HAND = Do not enter the street.



- o **Stop controlled intersection?** (1) Make sure vehicles are completely stopped before crossing; (2) look in all directions for approaching/turning vehicles; and (3) make eye contact with the driver to make sure they see you.

- **No Crosswalk?** Take extra precautions before crossing. (1) Wait for gaps in both directions of traffic; (2) look in all directions for approaching/turning vehicles; (3) when you have a safe gap, you may then step off the curb. Do not step off the curb into oncoming traffic at any time.

The following are some safety tips for drivers:



DRIVER MUST YIELD TO PEDESTRIANS WITHIN THE CROSSWALK.

Pay attention to any vehicle stopped at a marked or unmarked crosswalk at an intersection.

- This vehicle may be stopped to permit a pedestrian to cross the roadway.
- Do not overtake and pass such stopped vehicle.

Turning at an intersection? Pay attention to pedestrians who may be crossing.

- **Signalized intersections?** The pedestrian signal allows for pedestrians to walk during the same vehicle through movement.
- **Stop controlled intersection?** Before proceeding at a stop sign, watch for pedestrians present and attempting to cross within your path. Make eye contact.



Do's:

- Watch for pedestrians who may come from behind parked cars, bushes or other roadside obstructions.
- Be extra cautious around school crossing areas. Slow down and watch for children on the way to/from school.
- Watch for children who may not look before crossing the street.
- When backing out of a parking space or driveway, watch for children walking or biking.

Do Not's:

- Do not park, stop or block a crosswalk.
- Do not overtake and pass stopped vehicles at an intersection.

Forms



2023/2024 Carpool & Driveline Registration Form

Please fill out this form to be assigned to a driveline and pick-up window.

Registration (fill out if not a part of a carpool)

Family Last Name OR Carpool Last Name (Youngest Student):

Driver's Full Names / Phone Numbers / Email Address:

Student #1 First Name / Grade:

Student #2 First Name / Grade:

Student #3 First Name / Grade:

Student #4 First Name / Grade:

Student #5 First Name / Grade:

Student #6 First Name / Grade:

Student #7 First Name / Grade:

Please Answer the Following Questions:

1. Will the students in after school care need transportation? Yes No
 - a. If yes, list carpool(s) allowed to pick-up: _____

2. Will the same carpool pick-up every day? Yes No
 - a. If no, please list and explain your carpool schedule (day of week, situation, etc.) _____

Office Use Only

Assigned Carpool Color / Window	Green	Orange	Yellow	Pink	Blue
Driveline Loop	West		East		
# of Placards Received					

Parent/Guardian's Signature _____ Date _____



Driveline Frequently Asked Questions

Please refer to the Transportation Management Plan for more detail on the driveline operations, parking plan and rules.

Q. How do I know what driveline loop and pick-up time I have?

A. During student registration in August, there will be a driveline booth to help you understand the driveline system and be assigned the time and driveline loop that is appropriate for you. (This is based on the youngest student in your car).

**** Please have the Carpool Registration Form with you.**

Q. What do I do if I am running late and miss my pick-up window?

A. You can always enter after your time window, just not before. However, any elementary students not picked up by the last time block, will be sent to BASE.

Q. The lot is full and I cannot enter. What do I do?

A. You will need to loop around the school and enter when there is space.

**** Please DO NOT stack up on the streets (Barrons, Ridgeline, Bluepoint, Monument, or the new roads in Central Park).**

Q. I have kids in elementary and middle school. Can I pick them up together so I do not have to go through driveline twice?

A. Yes! Pick-up will be assigned to the East Driveline. Elementary students will be monitored in designated classrooms until their middle school / high school siblings (or carpool group) are out of school to pick them up. There will be no cost for this service.

Q. My student has a doctor's appointment that I need to pick him/her up early for, but it is always hard to get into the lot just before school gets out.

A. The school requires that you pick your student up an hour before the end of the day release time so that you do not hinder the driveline process. This means that an elementary student needs to be picked up no later than 1:20pm and middle/high school, no later than 1:50pm. You must go inside the corresponding office for any early pick-up.

Q. I get so frustrated by families not following the driveline rules. Why should I follow the rules if they aren't?

A. The driveline system takes time to get familiar with and will smooth out over time. We do need everyone follows the guidelines for the safest driveline and improved traffic flow. Citations will be issued if drivers are found to be breaking the rules. Those that are not following the rules listed on the website will be given fines. Additionally, Douglas County police officers will be routinely patrolling the streets and businesses around the school.

Q. I do not know any families in my neighborhood that I can carpool with. Can you help?

A. Our school has partnered with Way To Go: School Pool to help families find carpool groups or walking buddies near you. It's free and you need to "opt in" if you want to participate. (Carpool will have preferential treatment in driveline).

1. Log into DCSD Infinite Campus parent portal.
2. Select a student and then click on transportation (left menu).
3. Use the secure link to get to the Way To Go site. For security reasons, this link is the only way to enter the system for STEM School.
4. Create an account. If preferred, you can register with a nearby intersection instead of your home address.
5. Find interested STEM families in your area once you have created your account and entered the Way To Go website.