Transportation Management Plan

Parent Handbook

Revised Date
July 2024

PREPARED BY

Fox Tuttle Transportation Group, LLC

PREPARED FOR

STEM School Highlands Ranch, Colorado







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 <u>oldest student</u> 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:



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)
- o 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)

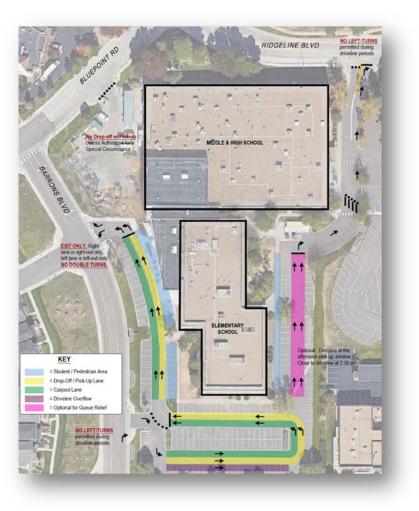
- Enter the south access on Barrons Blvd. (Right-In Only) during assigned pick-up window (2:20-2:30 pm)
 - Circulate the parking area as directed to the east side of the elementary building
- Stop and Wait for students to be released (2:20 pm)
- o Pick-up along the east side of the elementary building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

- o 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)
- o **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:

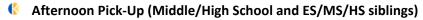
- o One-way system
- o Two drive aisles Carpool in Left Lane; Overflow into 3rd lane along south property line
- o No parking between 7:00 9:30 AM and 2:00 3:40 PM



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
- o **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)



- o Enter the south access on Ridgeline Blvd. (Right-In Only) during assigned pick-up window
- o 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
- o Pick-up in designated area: Carpool is in middle parking aisle; Driveline is in south parking aisle
- o **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:

- o One-way system
- o One inbound lane from Ridgeline Blvd. expanding to three drive aisles
- o 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.

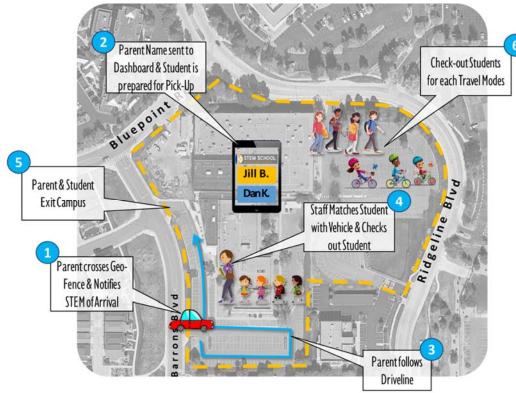
How Does It Work?

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

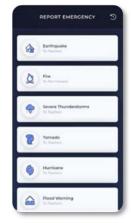
STEM will provide training for staff, parents/guardians, and students.

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

Student Safety is the Primary Concern

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.

What problems need to be fixed?

There is no parking, stopping, waiting, or standing permitted on any of the streets adjacent to the school

<u>campus</u>. 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.



<u>No parking on the new roads in Central Park.</u> 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 <u>no drop-off/pick-up or waiting allowed within neighboring parking lots</u>. 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.

<u>No u-turn on Barrons Blvd., Ridgeline Blvd., or Bluepoint Road</u>. 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.



<u>Please do not arrive before your assigned pick-up window in the afternoon.</u> 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
 - o Cell phone use in driveline
 - o Getting out of your car without special permission or an emergency situation
 - o Disobeying traffic control devices (i.e. stop signs, crosswalks)
 - o Cutting in line, standing in driveline when requested to move, or interfering with the flow

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- Off Campus
 - o Texting and driving even if it to your student
 - o Disobeying traffic control devices (i.e. stop signs, speed limits, parking signs)
 - o 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)
 - o Obstructing the bike lane

<u>Fine Schedule</u>: 1^{st} offense will generate a Fine Threat Letter; 2^{nd} offense = \$25.00; 3^{rd} offense = \$50.00; 4^{th} 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. <u>All staff</u>, <u>students</u>, <u>parents/guardians</u>, <u>and visitors shall only park on campus</u>. 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.

<u>Staff:</u> 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.

<u>Students:</u> 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.

<u>Visitors:</u> 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

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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.

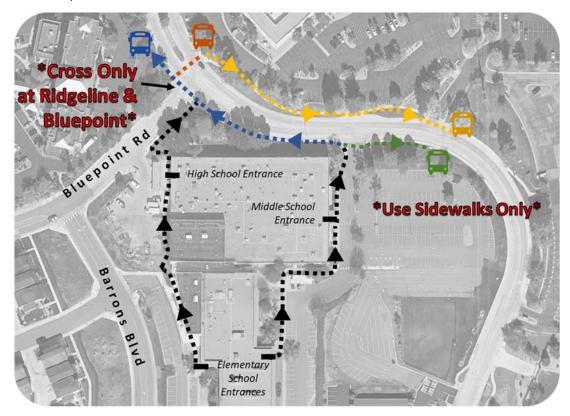
The parking plan is illustrated in the following figure. STEM School Highlands Ranch staff will inform parents/guardians of where to parking during special events.



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.

<u>Plan a walking route</u> 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.
- 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.
 - 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:



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

- o 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.

- 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:

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