

March 4, 2017

## Baxter Academy for Technology and Science

# TRANSPORTATION OPERATIONS and MANAGEMENT PLAN

### **Introduction**

Baxter Academy for Technology and Science is fully committed to providing the necessary resources and services to maintain the highest level of student safety at its 185 Lancaster Street Campus. The Traffic Operations and Management plan provides both the administration and staff of Baxter Academy a “*blue-print*” of recommended operational principles and guidelines that, with implementation, ensures a safe environment for students, staff and the general public.

### **Proposed Transportation Operations and Management Plan**

School Zone Safety Features: Baxter Academy will install a flashing school zone speed limit sign assembly on Elm Street in advance of the 185 Lancaster Street Campus. The flashing school light system will operate with a timer controlling time periods of operation. An “*End School Zone*” sign will be appropriately located on Elm Street just west of the designated school bus loading zone advising motorists that they are leaving the school zone area. Secondary school speed zone signage will also be installed on both approaches of Lancaster Street that informs approaching motorists they are entering a designated school zone.



Baxter Academy will augment the City’s annual crosswalk re-striping program, re-painting each of the existing crosswalk markings early spring of each year at the Lancaster Street/Elm Street intersection.

Baxter Academy staff will serve as a pedestrian crossing guard at the Lancaster/Elm Streets intersection aiding students crossing the Elm Street approach. A portable “*school crossing*” sign will be appropriately located in the center of the intersection reinforcing the school zone area.

### **Recommended Actions**

- Baxter Academy will consult with the City’s Traffic Division in advance of the school calendar year to review hourly and daily timing inputs for the automated school flashing speed limit assembly.
- Baxter Academy will field review, annually during mid-summer, the operational status of all traffic signage and roadway striping amenities. Noted deficiencies will be appropriately reported to the City’s Traffic Division.
- Baxter Academy will re-stripe the crosswalk markings at the Lancaster Street/Elm Street intersection as soon as practical in the spring of each year. Coordination with Public Works in completing this task is essential. Baxter Academy assumes that the City will re-stripe the intersection markings prior to the beginning of the school year consistent with their current practices at all other City school locations.

- Baxter Academy staff, serving as an intersection crossing guard, will be required to wear a reflectorized orange vest meeting the latest OSHA standards. They will direct traffic appropriately using a STOP paddle. Staff members performing this service should meet with City Officials annually, in advance of the start of the school year, to review the appropriate procedures serving as an adult crossing guard.

Charter School Bus Service: Baxter Academy provides charter school bus service from three service areas in Southern Maine; Lewiston, Windham and Topsham. Students will be picked up daily at a designated bus area in each of the three communities and scheduled to arrive on-campus at approximately \_\_\_ AM (Schedule to be established later). Each of the three buses will discharge the students and return to a daytime queuing location off-site. They will return to the Baxter Academy Campus in the afternoon at \_\_\_ PM (Schedule to be established later) picking students up for the return trip to each of the three service communities.

A “*bus loading and unloading*” zone will be established along the Elm Street frontage of the 185 Lancaster Street Campus of sufficient length to accommodate three full-size school buses. Baxter Academy will rigidly regulate and control the arrival and departure schedule of the charter school buses. Bus arrival times, both morning and afternoon, will purposely be delayed allowing private vehicle utilization of the Elm Street curb space for student drop-off and pick-up functions. Students traveling on the charter school buses in the afternoon will wait in the “great-room” and be released for boarding with arrival of the school buses.

Baxter Academy staff will have a strong presence in this area ensuring that all personal autos have cleared the bus loading area prior to the bus arrival time. Special traffic signage will be erected that establishes the designated dual-purpose parking area.

Baxter Academy has developed the basic tenants of a Student Policy (Refer to Appendix A) that clearly define the responsibilities and expectations of students and parents alike in the use of the designated passenger loading and unloading areas.

The charter school buses are fully equipped with all mandatory school bus safety features including school flashing lights systems, etc.

### **Recommended Actions**

- Baxter Academy will meet with the City’s Transportation Office, Police Department, and representatives of the Charter School Bus Company to prepare a bus routing plan for each of the three bus routes. The bus routing plan will be reviewed annually with the City offices and adjusted as deemed necessary. Baxter Academy will review the designated “*bus loading and unloading*” area annually at the start of the school year verifying that all bus zone signing exists, etc. Baxter Academy will meet with appropriate City staff to establish the required sign verbiage establishing the dual-purpose passenger loading zone.
- Baxter Academy staff will be assigned, as necessary, to monitor the Elm Street bus loading zone ensuring that all private autos have cleared the bus zone prior to the arrival of the charter buses.

- Baxter Academy will develop a final operations plan and review the content of that plan with appropriate City officials prior to the beginning of the school year.
- Each of the three charter school buses will operate their mandatory flashing school lights during all loading and unloading activities.
- Baxter Academy staff will supervise the loading and unloading of students from each bus ensuring orderly and safe passage of students and minimal disruption to through vehicle travel on Elm Street. Students will be ushered in an orderly fashion to/from the entrance door of the school.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.

Parent Drop-Offs: Three designated parent drop-off zones are proposed near the main school entrance on Lancaster Street. A total of eight vehicle spaces are provided. Three spaces are provided on Elm Street at Lancaster Street; two spaces in a proposed recessed parking area on the east side of Lancaster Street and, three spaces in front of the Campus. Eight additional parking spaces are provided, for short time periods, in the designated Elm Street bus loading zone for student drop-off and pick-up in private vehicles. Students will also be allowed to exit the school in the afternoon through doors directly onto Kennebec Street for pick-up.

Each of the three designated drop-off areas adjacent to the main Campus entrance will be signed for “*5-Minute Loading and Unloading Only*”. Baxter Academy staff will be assigned to monitor and control the student activities in the general area of the Campus to minimize the disruption to other motor vehicle operators and ensure the safety of the Baxter Students.

### **Recommended Actions**

- Baxter Academy will send annually, prior to the beginning of the school year, an introductory letter to all parents reminding them to only drop-off and pick-up students in the designated pick-up/drop-off areas. Parents will also be encouraged, when feasible, to drive the student passenger(s) to their respective place of work with the student walking to/from the 185 Lancaster Street Campus.
- Baxter Academy staff will strategically locate reflectorized traffic cones in curb areas where the discharging or pick-up of students is both unsafe and undesirable.
- Baxter Academy staff will be required to wear a reflectorized orange vest meeting the latest OSHA standards.
- Baxter Academy staff will review annually, in advance of the school year, that all mandatory signage denoting each designated drop-off zone are in place. If upgrades or replacements are necessary, the City’s Traffic Division should be notified.

Automobile Travel: Baxter Academy administration will encourage both staff and the student body to travel to/from the 185 Lancaster Street Campus using other modes of travel other than private vehicle. Baxter Academy will provide off-street parking accommodations to staff members in a 50-space, off-street parking lot adjacent to the Campus. Staff members will be issued a parking permit by the Administration for use of the parking lot. Two designated handicap parking zones (with two-plus spaces in each) located along Lancaster Street are available for use by both staff and students alike. Further, an off-site parking lot in the rear of the Campus is also available for handicap parking, as necessary.

Students electing to travel to/from Baxter Academy in a private auto will be directed to use public off-street parking areas located on Marginal Way versus on-street spaces located near the Campus.

### **Recommended Actions**

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Students who choose to commute in their personal vehicle will be directed to use public parking lots found on Marginal Way in lieu of parking on-street nearby the 185 Street Campus.
- Baxter Academy will evaluate throughout the school year both the demand and viability of providing a shuttle service connecting the public parking lots with the Campus.

Other Transportation Modal Travel: Both students and staff members will be encouraged to avail themselves of other non-auto transportation services commuting to/from the 185 Lancaster Street campus. Current other modal services include: METRO bus service, both intra-city and the inter-municipal express *Breeze* bus route; Southern Maine *Zoom* and Shuttle bus service; The Lakes Region Explorer; Casco Bay Island Transit Service with connections to Casco Bay Islands; bicycle travel; walking; carpooling, etc.

All public bus transit routes connect directly and/or indirectly through the METRO's "HUB" located on Elm Street near Monument Square. A short walk down Elm Street to the Campus is provided along a well-maintained sidewalk system. Pedestrian "Walk" signals are provided at both Monument Square and Cumberland Avenue to aid the student/staff walker crossing both major streets.

Staff or students traveling to Baxter Academy riding a bicycle will be able to safely store their bikes in bike racks located immediately adjacent to the 185 Lancaster Street Campus.

### **Recommend Actions**

- Baxter Academy administrators, annually before the commencement of the school year, will send a letter to all in-coming students and members of the staff encouraging other modal travel options versus personal auto travel.
- Schedules and contact information for each service provider will be in a highly visible place on Campus.
- Baxter Academy staff will travel on foot between Monument Square and the Campus prior to the school year evaluating if sidewalk and traffic signal deficiencies require attention. All noted defects will be reported to the City of Portland's Public Works Department.
- Baxter Academy staff will review annually the functional condition of the on-site bicycle racks ensuring their security and operation.

Other Baxter Academy Transportation Services: Visitors to the Baxter Academy Campus will be directed to use existing on-street parking spaces when visiting the Campus. Baxter Academy

Service vendors, whether scheduled or random, will also be directed to use on-street parking spaces located in the general vicinity of the 185 Lancaster Street Campus.

Baxter Academy will evaluate the daily parking demand of both Campus visitors and vendor service providers and evaluate if other parking arrangements are deemed warranted.

**Recommended Actions**

- Baxter Academy administrators will monitor daily the Campus parking needs of both Visitors and Service Vendors and adjust, as necessary, the accommodation of their parking needs.
- Service Vendors will be requested, when possible, to approach the Campus during time periods other than the “*peak*” arrival and departure times of the school.

# DRAFT

## Student Drop-Off and Pick-Up by Private Vehicle Policy

To ensure student safety and to promote smooth transportation flow around Baxter Academy, as required by the City of Portland, we require all parents and students to understand the rules for student drop-off and pick-up by private vehicle at 185 Lancaster Street. The following rules pertain to drop-off and pick-up schedules and procedures. **Please sign this form to attest that you have read, do understand, and will abide by our policy.** A map of pick-up locations is appended to this document. Please keep it for reference during the school year.

- Pick-up and drop-off locations for Baxter Academy will be located in the designated spaces on Elm Street and Lancaster Street.
- On Elm Street, parents have 150 feet of parking to quickly drop their students off in the morning before the buses arrive at \_\_\_\_\_.
- On Lancaster Street, parents have 8 designated spots to use for dropping students off in the morning.
- On Kennebec Street, parents can drop off and pick up students with monitored exits on that side of the building.

### MORNING DROP OFF

- Students being dropped off at Baxter Academy are required to **exit the vehicle on the curb side** and enter the building as quickly as possible.
- If a bus approaches the bus loading zone on Elm Street, parents must make way for the bus to pull over and offload students.

### AFTERNOON PICK UP

- Students who are walking, bicycling, using public transportation or being picked up by private vehicle will be dismissed first. **Cars queuing on Elm Street to pick up these students will be required to depart quickly to make room for the school buses arriving at 3:\_\_\_.**
- Pick up times for students will be between the times of \_\_\_\_\_ and \_\_\_\_\_, and will be strictly monitored by staff to ensure space is open for the buses.
- Students who take Baxter’s school buses will wait in the great room until 3:15, and will not be allowed to leave the building until the buses arrive.
- Buses will arrive for student pick up at 3:15 p.m. sharp. Students will be dismissed to load the buses quickly.

**Baxter Academy staff will enforce these rules on a daily basis. Please sign and return this form to signify that you will abide by these important rules.**

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**Every student must have this document on file, even if drop off or pick up at the school will be a rare occurrence.**

Student Name(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Phone #: \_\_\_\_\_

Parent/Guardian Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate #: \_\_\_\_\_

Additional Possible Drop-Off/Pick-Up Vehicle Make, Model, and Plate #: \_\_\_\_\_

*I have read the following guidelines and will adhere to them.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian signature

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## Drop off and Pick up Locations

