

March 19 , 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 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-stripping 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.

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

Charter buses will line-up in succession on Lancaster Street adjacent to the main Campus entrance to drop-off and pick-up students. Buses will stop “*in-line*” on Lancaster Street with activation of both flashing lights and STOP paddle equipment.

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 must ensure that all buses enter Lancaster Street through the Chestnut Street intersection.
 - The first bus must stop near Elm Street without blockage of the pedestrian crosswalk.
 - The bus routing plan will be reviewed annually with the City offices and adjusted as necessary.
- Each of the three charter school buses will operate their mandatory flashing school lights and STOP paddle 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 traffic. 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: Four designated parent drop-off zones are proposed near the main school entrance on Lancaster Street. A total of eighteen vehicle spaces are provided. Three spaces are provided on Elm Street along the frontage of the staff parking lot; three spaces on Lancaster Street at the main entrance; five spaces on Kennebec Street adjacent to the Campus building and 8 spaces are provided on Elm Street between Lancaster and Kennebec Streets.

Each of the four designated drop-off areas will be signed “*5-Minute Loading and Unloading Only*” or other approved designation as directed by the City.

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 or other approved off-street parking areas 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 or other approved off-street parking areas 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.