



TRANSPORTATION MANAGEMENT PLAN: ALTA VISTA SCHOOL

2558 MISSION STREET, SAN FRANCISCO, CALIFORNIA

AUGUST 2016

Alta Vista School is currently planning a new academic facility at 2558 Mission Street in San Francisco's Mission District. Once operational this facility will enroll a total of up to 200 students in grades 5-8 and 25 full-time staff members. The proposed project will be implemented in two phases. The first phase of construction will encompass approximately 7,810 square feet and will accommodate up to 50 students in the sixth and seventh grades and nine full-time faculty/staff members. The second phase of construction will complete the build-out of the remaining 5,900 square feet of space and will serve a maximum of 200 students and 25 full-time faculty/staff members. There will be no part-time faculty/staff at this location.

School Operations. The main academic calendar for the school will run from mid-August to June for approximately 10.5 months. The school will also offer a summer program for 1.5 months from July to mid-August. The number of students enrolled in the summer program will be similar to regular school year enrollment, which will be a maximum of 200 students. During the main academic calendar months, the school will be in operation five days a week from Monday through Friday. The operating hours of the proposed project will be generally between hours of 7:30 a.m. to 6:00 p.m.

Programming and start times of regular classroom instructions will be the same across all grades, and will be from 8:45 a.m. to 3:45 p.m. An early morning program will be offered from 8:00 a.m. to 8:45 a.m. and an extended-day program will be offered after the regular school day from 3:45 p.m. to 6:00 p.m. It is anticipated that approximately 20 percent of total students will participate in the early morning program, and approximately 50 percent of total students will participate in the extended-day program after school. Morning drop-off period for all students will occur between 7:30 a.m. and 8:45 a.m., and afternoon pick-up will occur between 3:45 p.m. and 6:00 p.m. There will be approximately two evening events per year for parents with approximately 30 attendees during Phase 1 and approximately 40 attendees during Phase 2, and approximately three weekend events (open houses) with approximately 30 attendees.

The proposed project will reserve two off-street parking spaces in the underground parking garage on the site. One will be reserved for an administrator and the other space will be made available to staff or visitors when needed. The proposed project will provide a total of 30 bike

parking spaces, including 24 Class I and six Class II spaces. The Class I bicycle parking spaces will be located in the northwest corner (19 spaces) and the southwest corner (five spaces) of the project site and Class II bicycle parking spaces will be located on sidewalks along Mission Street.

Table 1 – Alta Vista School Characteristics

| Total Population by Grade | | |
|---|---------|-----------------------|
| | Phase I | Phase II ¹ |
| Number of Students | | |
| Grade 5 | 0 | 50 |
| Grade 6 | 25 | 50 |
| Grade 7 | 25 | 50 |
| Grade 8 | 0 | 50 |
| Total | 50 | 200 |
| Number of Faculty/Staff | | |
| Full-time | 9 | 25 |
| Part-time | 0 | 0 |
| Total | 9 | 25 |
| Population by Time Period ² | | |
| Program | Phase I | Phase II |
| Early Morning Program (8:00 AM – 8:45 AM) | 10 | 40 |
| Regular Instruction (8:45 AM – 3:45 PM) | 50 | 200 |
| Extended Day Program (3:45 PM – 6:00 PM) | 25 | 100 |

Source: Alta Vista School, 2016

Notes:

1. Represents the maximum number of students to be enrolled during Phase II, which includes Phase I students. Phase II growth is anticipated to occur over several years from 25 students per grade to 50 students per grade.
2. Approximately 20 percent of total students would participate in the early morning program, and approximately 50 percent of total students would participate in the extended day program after school

To help manage vehicle circulation immediately surrounding the school site, especially during the student drop-off and pick-up periods, Alta Vista School will coordinate with the San Francisco Municipal Transportation Agency (SFMTA) to secure approval for changes to curb designations, implement a pick-up/drop-off plan, implement a comprehensive suite of circulation and transportation demand management strategies, and monitor pick-up drop-off activities during operation of the proposed project.

This Transportation Management Plan (TMP) includes the required approvals from SFMTA, the pick-up/drop off plan, education program, monitoring activities, and transportation demand management measures, that Alta Vista School will implement at the 2558 Mission Street campus.

SFMTA COLOR CURB PROGRAM APPROVALS

There is an existing 40-foot white passenger-loading zone on Bartlett Street adjacent to the project site and another 40-foot white passenger-loading zone on the west side of Mission Street, just north of the project site. Alta Vista School will coordinate with the San Francisco Planning Department and SFMTA in securing approval for the following curb designations through the Color Curb program:

Mission Street. Alta Vista School will request a new 40-foot-long white passenger loading zone on the west side of Mission Street adjacent to the building frontage through the conversion of two existing vehicle parking spaces.

Bartlett Street. Alta Vista School will request the conversion of five existing yellow freight loading spaces located on the east side of Bartlett Street, mid-block, between 21st and 22nd Streets to a 110-foot-long dual-use zone during the morning drop-off (7:30 a.m. to 8:45 a.m.) and afternoon pick-up (3:45 p.m. to 6:00 p.m.) periods.¹

Alta Vista will submit an application to SFMTA's Color Curb program as soon as the Planning Department's approvals are issued. Prior to submitting the application a representative of the Alta Vista School will make contact with Alamo Drafthouse Cinema management and other neighbors to inform them of the curb color request. The final Alta Vista School Circulation Memo should be attached to the application. The application is subject to a 30-day review period and a public hearing. One public hearing is held each month. The timing for the overall process from application submission to completion of curb painting/installation of signage is typically about 10 weeks.

Upon approval and installation of curb improvements Alta Vista School will have a 150-foot-long passenger loading zone on Bartlett Street (comprised of the existing 40-foot-long passenger loading zone, and the new 110-foot-long dual use zone), and a 40-foot-long passenger loading

¹ A dual use zone allows both passenger loading and freight loading activities to take place within the designated spaces.

zone on Mission Street (in addition to the existing 40-foot-long passenger loading zone on Mission Street). All pick-up/drop-off operations will occur within these loading zones according to the drop-off/pick-up plan, below.

DROP-OFF/PICK-UP PLAN

Mission Street. Alta Vista School will provide a shuttle bus service between the Mission Street and Somerset Street campuses. The school bus will make a total of two daily trips: once in the morning, arriving at 8:00 a.m., and once in the afternoon, arriving at 4:15 p.m.. These scheduled arrival times would occur just before the assigned drop-off (8:15 a.m. to 8:45 a.m.) and after the assigned pick-up (3:45 p.m. to 4:15 p.m.) periods and would thus not overlap with parents' loading activities during assigned pick-up and drop-off periods.

It is anticipated that a full size school bus (up to 40 feet long) will operate during the morning drop-off period and a smaller school bus (approximately 24 feet long) will be used during the afternoon pick-up period. The school bus will use the 40-foot-long white passenger loading zone on Mission Street in front of the project site for all loading activities in both the morning and the afternoon.

Bartlett Street. All other pick-up/drop-off activities will occur at the 150-foot-long passenger loading zone on Bartlett Street (one existing 40-foot-long zone and one 110-foot-long dual use zone to be obtained by Alta Vista), with the exception of Thursday afternoons as described further, below. In order to meter the traffic flow during student drop-off/pick-up periods, Alta Vista School will implement the student drop-off/pick-up schedule shown in Table 2, below.

Table 2 – Pick-up/Drop-off Schedule

| Grade | From | To | Estimated Number of Vehicle Arrivals ¹ |
|--------------------------------------|---------|---------|---|
| Peak Morning Drop-Off Period | | | |
| 5th & 6th | 8:15 AM | 8:30 AM | 62 |
| 7th & 8th | 8:30 AM | 8:45 AM | 63 |
| Total | 8:15 AM | 8:45 AM | 125 |
| Peak Afternoon Pick-Up Period | | | |
| 5th & 6th | 3:45 PM | 4:00 PM | 39 |
| 7th & 8th | 4:00 PM | 4:15 PM | 39 |
| Total | 3:45 PM | 4:15 PM | 78 |

Notes:

1. The total estimated number of vehicle arrivals in the morning drop-off period and the afternoon pick-up period are distributed to two assigned pick-up windows.

Communication between parents/guardians and faculty/staff will be coordinated through the use of numbered stickers on car windows, placards, and/or a mobile application. The school will give out stickers/name cards/placards to parents to place on their dash boards, and then staff and parent volunteers would use walkie-talkies to call for the students. The school may also use a mobile application for more efficient scheduling during after-school pick-up operations.

Bartlett Street Closure Plan. The Mission Community Market hosts a community marketplace on Thursdays between 4:00 p.m. and 8:00 p.m. along Bartlett Street between 21st and 22nd Streets. The entirety of Bartlett Street between 21st and 22nd Streets is closed to through vehicular traffic between 1:00 p.m. and 9:30 p.m., thus precluding student loading activities on Bartlett Street on Thursday afternoons.

Therefore, all Thursday afternoon pick-up activities would occur on Mission Street at the new white passenger loading zone in front of the project site and the existing passenger loading zone north of the project site in front of Foreign Cinema.

On Thursday afternoons, parents will be directed to use the two 40-foot white passenger loading zones on Mission Street (one existing 40-foot-long zone and one 40-foot-long zone to be obtained by Alta Vista) to pick-up students. As on all other days, the assigned pick-up schedule,

specified in Table 2 will be enforced and the school shuttle bus will arrive in the white zone after the last parent pick-up period at 4:15 PM to avoid overlap with parent loading activities. This pick-up/drop-off plan will be followed if a Bartlett Street closure occurs for any reason, and parents will be given adequate notification.

In order to maximize safety and minimize queueing Alta Vista School will:

- Require faculty/staff to monitor the loading zone and to directly assist in getting students out of the vehicle and into their respective on-site meeting place during drop-off activities and directly assist students from the on-site meeting place to the vehicle during pick-up activities;
- Once a group of students arrive (i.e., approximately ten students), this group of students will be escorted along 22nd Street to the Mission Street entrance by a faculty/staff member. An additional faculty/staff member will be stationed at the school entrance to ensure the group of students gets into the school safely so that the faculty/staff escort may return to the loading zone and wait for another group of students;
- Parents/guardians will be prohibited from using the Mission Street frontage to conduct pick-up or drop-off operations (except for Thursday afternoons or during other Bartlett Street closures), in order to prevent stopping, standing,, queuing, and/or double-parking on Mission Street within the transit-only lane;
- Prohibit parents/guardians from stopping in the school loading zone on Bartlett Street for longer than two (2) minutes;
- Prohibit parents/guardians from exiting their vehicles within the loading zone; and
- Require students to exit the vehicle on the curb side only.

EDUCATION PROGRAM

In order to prepare parents/guardians to follow the pick-up/drop-off plan and facilitate access to the loading zones Alta Vista School will:

- Provide parents/guardians with the TMP as part of the enrollment application, orientation manual, and/or related information packet;
- Provide a detailed map of student drop-off and pick-up zones along Bartlett Street; and
- Provide a detailed vehicle routing map to the Alta Vista School location. Maintain a log (inventory) of complaints from neighbors and would work with these neighbors to resolve unforeseen problems with student drop-off/pick-up activities, and to maintain an ongoing, constructive relationship with the neighboring residents and businesses;
- Adjust the TMP accordingly if the disruption to the local circulation system were to occur and communicate those updates to the Planning Department; and
- Post this TMP on the Alta Vista School website for public access to the document.

TRANSPORTATION DEMAND MANAGEMENT MEASURES

In order to reduce the number of driving trips associated with the school, Alta Vista School will implement the following transportation demand management measures: Provide parents/guardians with Multimodal Access Guide to describe how to reach the school by walking, bicycling, and transit. The guide will include:

- A detailed map of nearby transit facilities (stops and routes) in vicinity of the proposed school;
 - A detailed map of bicycle routes in the vicinity of the proposed school; and
 - Provide online links and phone numbers to transit providers that serve the proposed Alta Vista School site.
- Develop a volunteer carpooling program for parents/guardians; and

- Appoint a Transportation Demand Management coordinator who is in charge of overseeing the implementation of this TMP as well as various programs that encourage the use of alternative mode of transportation.
 - Transportation Demand Management coordinator would establish model split goals for Alta Vista School staff members and students, and monitor progress each year; and
 - Transportation Demand Management coordinator would periodically survey parents/guardians and faculty/staff to determine travel patterns, reasons for travel choices, barriers and potential opportunities for change.

Alta Vista School commits to implementing this Transportation Management Plan at its 2558 Mission Street location in San Francisco, CA at all times during which the school is operational.

Ed Walters / 25 Aug 2016
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Ed Walters Date

Head of School – Alta Vista School