Sebastopol Charter School
Traffic Management Plan

The Traffic Management Plan serves as the working document in support of these essential goals:

- to ensure the safety and efficiency of student arrival to and departure from school
- to ensure the safety of users of the West County Trail at our school’s crossing of that trail
- to avoid school traffic impact on neighbors
- to reduce car traffic to the school through the support of carpooling, biking and walking, and use of public transportation

Each of these goals is supported both by the physical design of the school campus, and by school operations and the training of our community.

SAFETY AND EFFICIENCY OF STUDENT ARRIVAL AND DEPARTURE

Design Features:

The campus design includes a number of on-campus and off-campus design features to enhance the safety and efficiency of student arrival to and departure from school.

The school’s car circulation and parking lot includes two designated drop off/pick up zones that are removed from the flow of traffic. Sidewalks surround the parking lot, and a central walking island leads to crosswalks at either end. Pedestrian islands and “bump outs” shorten the crossing distance.

Two one-way traffic loops increase the efficiency of circulation. Loop 1 primarily serves families in younger grades who tend to park and walk their students to class as well as serving as the carpool “express lane” for cars dropping off or picking up three or more students. Loop 2 provides additional parking along with a well-identified and generous student drop-off/pick-up zone and extensive on-site queuing. The drop-off/pick-up zone will be denoted with pavement striping and signage.
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Off-campus pedestrian improvements include a continuous sidewalk connecting the eastern side of 116 at the south side of the Mill Station Road intersection to the campus. A new sidewalk and access path connects the existing crosswalk at the north side of the 116/Mill Station Road intersection to the West County Trail.

Two pedestrian paths, along with the sidewalk adjacent to the school driveway, provide access from the West County Trail to the school campus. The West County Trail itself as a Class 1 traffic-separated trail runs immediately adjacent to the campus, providing a protected path of travel for walking and biking to school.

No student access is provided or permitted from Hurlbut or Apple Blossom Lane.

Operations and Training:

The school will provide staff and volunteer monitors at the parking lot to direct traffic and to provide additional protection for students in crosswalks during drop-off and pick-up times. Drivers will be instructed never to block the drive aisles should the drop-off or pick-up zone be full: because of the on-site circulation loops, drivers will be instructed to make another circuit through the lot if required, preventing any off-site queuing back-up onto the driveway.

The maximum allowed speed on the off-campus driveway and the on-campus parking lot will be 10 m.p.h.
Student arrival and dismissal times will be staggered to distribute car trips across a broader period. Anticipated starting and ending times for the kindergartens and grades are shown below:

<table>
<thead>
<tr>
<th>SCHOOL MORNING START TIMES</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>Staff Arrival</strong></td>
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<tr>
<td>Class Teacher/Administrative Staff Arrival</td>
<td>7:45</td>
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<tr>
<td>Subject Teacher Arrival</td>
<td>10:00</td>
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<tr>
<td><strong>Student Arrival</strong></td>
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<tr>
<td>Fifth through Eighth Grade Start</td>
<td>8:15</td>
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<tr>
<td>Pre-K through Fourth Grade Start</td>
<td>8:30</td>
<td>8:30</td>
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<table>
<thead>
<tr>
<th>SCHOOL AFTERNOON DEPARTURE TIMES</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td><strong>Staff Departure</strong></td>
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<tr>
<td>Class and Subject Teacher Departure</td>
<td>4:30</td>
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<tr>
<td>Administrative Staff Departure</td>
<td>5:00</td>
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<tr>
<td><strong>Student Dismissal</strong></td>
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<tr>
<td>Pre- Kindergarten - Kindergarten Dismissal</td>
<td>12:30</td>
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<td>12:30</td>
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<td>First and Second Grade Dismissal</td>
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<tr>
<td>Third Grade through Eighth Grade Dismissal</td>
<td>3:05</td>
<td>3:05</td>
<td>3:05</td>
<td>12:45</td>
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The school will provide a crossing guard at the crosswalk across 116 at the Mill Station intersection during school peak arrival and dismissal times for grades 1 through 8.

School staff will enforce student and parent/adult compliance with the school’s Traffic and Safety Guidelines. (Attached below.) A first violation will result in a written warning issued to the parent. A second violation will result in a meeting with school’s Operations Director. A third violation will result in a meeting with the school’s Executive Director.

As part of the initial enrollment process, families joining the school will meet personally with the school’s Executive Director to review the school’s Traffic and Safety Guidelines. Signed agreement to the Traffic and Safety Guidelines will be required as part of the completed enrollment package.

The school will communicate regularly through the school newsletter and class meetings to remind the parent community about various traffic safety and efficiency issues.

Sebastopol Charter will continue to be an active participant in the Safe Routes to School program, and will provide in-class instruction to students in safe pedestrian and bicycling practices.
SAFETY OF WEST COUNTY TRAIL USERS

Design Features:

The school driveway’s crossing of the West County Trail provides a number of safety features for trail users, developed in collaboration with Regional Parks. These design features ensure not just a safe crossing for trail users, but a convenient one.

Trail users will enjoy the right-of-way while in-going and out-going school traffic will stop. Removable and fixed bollards on either side of the driveway will serve a dual purpose: they will provide one of several visual indications to trail users that there is a driveway crossing, and they will prevent any drivers from turning onto the trail. White diagonal stripes across the trail will provide additional visual cues to trail users.

Operations and Training:

For the first two weeks of every school year, and at additional times as necessary, the school will provide staff and/or volunteer monitors to ensure that all in-going and out-going school traffic comes to a complete stop and allows the right-of-way to any trail users before proceeding.

The importance of strict compliance with the stop signage will be emphasized in both the written Traffic and Safety Guidelines that all school parents agree to in writing, and in the meeting with the Executive Director that all new parents to the school must attend. Periodic reminders will be issued to school parents through various means of communication.
AVOIDING SCHOOL TRAFFIC IMPACT ON NEIGHBORS

Design Features:

All student access to the campus is via the school’s driveway off of Highway 116. There is no access to the campus from Hurlbut Avenue or Apple Blossom Lane. Any use of Joyce Drive, a private road to the north of the campus, will be strictly prohibited.

The existing paved driveway off Hurlbut will have a locked gate and will be used for emergency vehicle access only. The existing farm road will have a locked gate and will be extended to allow emergency vehicle access and access to the utility barn and future farm buildings.

Although not expected to be an issue, the school will, at neighbor request, install No Parking signs along the campus’s property lines abutting neighborhood streets.

Operations and Training:

For the first two weeks of every school year, and at additional times if necessary and at neighbor request, the school will provide staff and/or volunteer monitors to ensure that there is NO student drop-off or pick-up along Hurlbut Avenue.

The traffic and Safety Guidelines that all school parents agree to in writing will FORBID parents from using Hurlbut, E. Hurlbut, Joyce Drive or any other Hurlbut neighborhood streets to travel to the school (apart from school families who themselves live in the Hurlbut/Joyce Drive neighborhood).
Students arriving at school by walking or biking along the trail will access the campus from a new path approximately 400 feet west on the trail from Hurlbut.

The school will designate a staff person who will serve as the liaison for any neighbor concerns about traffic, and will annually notify neighbors of that person’s name and contact information.

**REDUCTION OF SCHOOL TRAFFIC THROUGH CARPOOLING, BIKING & WALKING, and PUBLIC TRANSPORTATION**

**Design Features:**

The school campus is located immediately adjacent to the West County Trail, which will encourage families to walk or bike to school. Sonoma County Transit bus routes 20 and 24 both have stops near the school, and the school is providing a new sidewalk and bus stop pad at 116, north of Mill Station Road.

**Operations and Training:**

The school will actively encourage carpooling by making school family address lists available (as authorized by parents) and will regularly promote carpooling in its parents communications. In addition, the school will create a committee of interested parents to develop practices supporting safe walking and biking to school, and means of facilitating and encouraging carpools, such as the development of a “School Pool” program.

The school will continue to participate in the Safe Routes to School program, and in Bike-and-Walk to School days. After-school bicycle safety classes will continue to be offered to interested students. The school will support parents in developing “walking-school-buses” along the West County Trail. The development of a “park and walk” program to make use of off-site locations for parking and walking to school will be encouraged.

Any use of the private road Joyce Drive, whether by car, bicycle, foot, or any mode of transportation, will be strictly prohibited.

The school will work with Sonoma County Transit to make scheduling and stop adjustments as needed to accommodate student arrival and dismissal times. Although public transportation will likely be used primarily by students in the older grades, it provides an option for student travel to school that reduces car trips.

The school will develop incentive programs, such as the current “Golden Sneaker Award”, for individuals and classes with high levels of biking and walking, or use of public transportation. Cars carrying three or more students will be allowed to use the “carpool lane” express drop-off/pick-up zone.
TRAFFIC MANAGEMENT PLAN IMPLEMENTATION:

• Provide ongoing staff and volunteer monitoring of parking lot drop-off and pick-up zones and crosswalks
• Provide staff and volunteer monitoring at trail crossing, for first two weeks of each school year and intermittently as required thereafter, to ensure school traffic always stops and grants trail users the right-of-way
• Provide crossing guard at signalized crosswalk at 116
• Stagger school start and dismissal times
• Train parents in and rigorously enforce Traffic and Safety Guidelines that all school parents must sign and agree to:
  o Train and enforce safe and efficient school arrival and departure, including making additional transit of parking loop if pick-up/drop-off zone is full
  o Train and enforce the importance of always stopping at the trail for trail user right-of-way
  o Train and enforce maximum driveway and campus speed of 10 m.p.h.
  o Train and enforce strict prohibition of drop-off or pick-up at Hurlbut Avenue
  o Train and enforce strict prohibition on use of Hurlbut, E. Hurlbut, Joyce Drive or any other Hurlbut neighborhood streets for travel to school
  o Train and enforce no student access from Hurlbut: school trail users will use access paths from trail to campus
  o Train and enforce the prohibition of any use of Joyce Drive, a private road, whether via by car, bicycle, foot, or any mode of transportation.
  o Train and enforce reserved parking spaces for West County Trail users
• Issue “tickets” and require meetings with administration for failure to comply with Traffic and Safety Guidelines
• Communicate regularly with the parent community about traffic and safety issues
• Provide in-school pedestrian safety training for students
• Provide staff and volunteer monitoring at Hurlbut Ave. for the first two weeks of each school years and intermittently as required thereafter, to ensure no student drop-off or school traffic
• Provide staff contact and board liaison for any neighbor traffic concerns
• Support and provide incentives such as carpool “express” drop-off/pick-up zone
• Form a committee of interested parents to develop practices supporting walking and biking, and carpooling.
• Support use of public transportation; work with Sonoma County Transit to make scheduling and stop adjustments as needed
• Support and provide incentives for biking and walking through continued participation in Safe Routes to School and Walk-and-Bike to School days
• Offer bicycle safety training to students
• Develop “walking school buses” for West County Trail and other “park and walk” programs
TRAFFIC AND SAFETY GUIDELINES

To support the safety of students and West County Trail users, and to be a respectful and considerate member of the neighborhood, I agree that:

- I will ALWAYS stop and check carefully for walkers and bicyclists before crossing the West County Trail. I understand that trail users have the right of way.
- I will NEVER use Hurlbut, E. Hurlbut, Joyce Drive, or any other Hurlbut neighborhood streets to drive to or from school.
- I understand that Joyce Drive is a private road and that I will NEVER travel on it by car, bicycle, foot, or any mode of transportation, nor will I allow my children to do so.
- I will NEVER drop-off or pick-up students on Hurlbut.
- I will ALWAYS respect the maximum driveway and parking lot speed of 10 mph.
- I will ALWAYS either park in a designated parking space to drop-off and pick-up students OR use a designated drop-off/pick-up zone.
- I will NEVER block the drive aisle: if the drop-off/pick-up zone is full, I will make another transit of the parking loop until there is space available in the drop-off/pick-up zone.
- I will ALWAYS use crosswalks, both on-campus and off-campus, and I will instruct my child(ren) to do so as well.
- I will NEVER park in spaces reserved for West County Trail users during the times designated.
- I understand that a first violation of these guidelines will result in a written warning and a meeting with the school’s Executive Director or Operations Director; a second violation will result in a second written warning and the loss of field trip chaperoning privileges; a third violation will result in a meeting with a member of the school’s Board of Directors.

Parent/Guardian 1 Signature ___________________________ Parent/Guardian 2 Signature ___________________________

Parent/Guardian 1 Name ___________________________ Parent/Guardian 2 Name ___________________________

Date ___________________________ Date ___________________________