

ATTACHMENT A

TRANSPORTATION MANAGEMENT PLAN

THE WOODS ACADEMY

6801 Greentree Road
Bethesda, MD 20817

Tele: 301-365-3080

Fax: 301-469-6439

Mrs. Mary Worch, Head of School
Mr. John DeMarchi, Associate Head of School

Last Updated
March 2009

Table of Contents

I. INTRODUCTION3

II. ACCESS AND CIRCULATION.....4

III. SCHOOL TRANSPORTATION COORDINATOR (STC).....5

IV. TRIP REDUCTION AND DEFINITIONS6

V. DRIVER OPERATIONS.....8

VI. MORNING DROP -OFF8

VII. AFTERNOON DISMISSAL8

VIII. PARKING POLICIES9

IX. DELIVERY AND SERVICE VEHICLES10

X. GENERAL SAFETY PROVISIONS10

XI. COMMUNITY RELATIONS10

XII. ENFORCEMENT MEASURES FOR DRIVER INFRACTIONS.....13

XIII. SPECIAL EVENTS MANAGEMENT14

XIV. ASSESSMENTS AND ENROLLMENT INCREASES15

XV. TMP AMENDMENTS17

XVI. SCHOOL PERFORMANCE EVALUATION18

XVII. APPENDIX A: THE WOODS ACADEMY’S GUIDE FOR DRIVERS (MARCH 2008)19

XVIII. APPENDIX B: TRANSPORTATION MANAGEMENT PLAN-ENFORCEMENT PROCESS INCLUDING: INFRACTION RECORDING, REPORTING, AND ASSESSMENT PROCEDURES:.....25

I. INTRODUCTION

(a) Goals: The Transportation Management Plan (TMP) presents the transportation-related management and community commitments of The Woods Academy. The goals of the TMP are:

- To ensure that vehicular traffic movements to and from the school are made in a safe and efficient manner and that no off-site queuing occurs;
- To ensure that on-site queuing and circulation of vehicles are conducted in an organized, safe and efficient manner;
- To reduce the number of vehicle Trips to and from the school so as to minimize the school's impact on the volume and flow of traffic in the surrounding community; and
- To ensure that school-related parking does not interfere with the circulation of traffic on the surrounding streets or neighbors' access to their homes.

(b) **TMP Policies, Guidelines and Procedures:** The TMP provides policies, guidelines and procedures for the following components:

- Access and Circulation
- School Transportation Coordinator
- Trip Reduction
- Driver Operations
- Morning Drop Off
- Afternoon Dismissal
- Parking Policies
- Delivery and Service Vehicles
- General Safety Provisions
- Community Relations
- Enforcement Measures for Driver Infractions
- Special Events Management
- Assessment and Enrollment Increases
- TMP Evaluation
- School Performance Evaluation
- Appendices: *Guide for Drivers, TMP Infraction Recording, Reporting and Assessment Procedures*
- Forms: *Vehicle Registration and Traffic Policy Agreement Signature Form, Form for Recording TMP Infractions, TMP Reporting Form*

The policies, guidelines and procedures in the TMP are intended to address the goals set forth above and in the Transportation Mission Statement in the attached *Guide for Drivers*. Specific information provided in the TMP with respect to school program activities, such as current commencement and ending times for the academic program, and drop-off and dismissal/pick-up times may be adjusted in the future, provided such adjustment is made in accordance with Section IV of this TMP. Methods of Special Event parking may be adjusted in accordance with Section XV. While this TMP is intended to apply to the operations of The Woods

Academy (including contracted sublessors of all or part of the Site) during the entire calendar year, it is understood that it will not be feasible or practicable to implement and enforce all of the provisions and terms herein during the summer period (see Section V(b)).

- (c) History: The TMP was first introduced in draft form at a May 2006 community meeting where The Woods Academy announced its plan to seek a Site Plan Amendment to increase its enrollment cap, was annexed as a part of the Site Plan Amendment application, was voluntarily implemented by the school effective September 2006, and has been amended to incorporate enhancements and additional assessment and enforcement measures proposed by the community, Montgomery County Planning Board Staff, the Montgomery County People's Counsel and the Montgomery County Planning Board. The TMP was significantly revised in early 2008. During this time period, The Woods Academy coordinated with the Bradley Boulevard Citizens Association (BBCA) and incorporated the BBCA's comments in the TMP.

II. ACCESS AND CIRCULATION

- (a) Access to The Woods Academy site ("the Site") is provided via Greentree Road with one entry point (east access point) and one egress point (west access point) on the campus.
- (b) Generally, right and left turns are allowed into the school via the east access point. However, during the morning and afternoon peak periods, cars must enter the east access point by approaching westbound on Greentree Road and making a right turn into the Site to minimize congestion and the possibility of queuing on Greentree Road. This left-hand turn restriction shall be included in the *Guide for Drivers* as applicable and may be removed only after approval by a majority of the Community Liaison Council ("CLC") (See Section XI), which majority must include the consent of the BBCA and The Woods Academy.
- (c) The Woods Academy (and all contracted sublessors of all or part of the Site) shall use their best efforts to prevent: (i) off-site School-related vehicle parking, stopping, waiting, queuing, pick-up and drop-off within any public rights-of-way within the Neighborhood, and (ii) off-site School-related vehicle parking, stopping, waiting, queuing and turning movements on private driveways within the Neighborhood. For purposes of this TMP, "Neighborhood" shall mean the geographical area bounded by Greentree Road, Michaels Drive, Fernwood Road, Bradley Boulevard and Burdette Road and includes the properties and streets encompassed within those boundaries as well as the properties on both sides of the Greentree Road, Michaels Drive, Bradley Boulevard and Burdette Road boundaries.
- (d) During the regular academic year, The Woods Academy shall employ an off-duty law enforcement officer, security personnel and/or school staff, and during the summer any contracted sublessor of all or part of the Site shall employ its staff (or

use Woods Academy staff), to assist with the implementation of this TMP and with the arrival/drop-off and dismissal/pick-up operations to ensure safe and smooth traffic flow.

III. SCHOOL TRANSPORTATION COORDINATOR (STC)

- (a) The Woods Academy shall appoint one staff member to be the School Transportation Coordinator (STC) to manage and implement the TMP. The STC can currently be contacted at (301) 365-3080 or at stc@woodsacademy.org. The STC contact information and the TMP shall be posted on The Woods Academy website, together with contact information for a Neighborhood representative if one is designated by the CLC (See Section XI). The website shall invite anyone with school-related traffic concerns to contact the STC (and the Neighborhood representative, if one is so designated by the CLC).
- (b) The STC shall utilize no fewer than three staff members, and may use more, to efficiently implement the TMP.
- (c) The STC shall administer the vehicle registration for family and faculty/staff drivers, including the distribution and collection of registration forms, the distribution of registration stickers, and the maintenance of current registration records. Vehicle registration shall commence in the summer mailings and shall be updated as changes occur throughout the school year.
- (d) The STC will be the primary point of contact for all traffic and parking-related issues, and shall be responsible for investigating complaints to determine whether a TMP infraction has occurred. The STC shall maintain all TMP records, including a log of any calls and correspondence regarding traffic and parking issues, as well as any actions taken thereon, including the payment of fines, together with the relevant dates. The STC shall transmit this log to The Woods Academy Head or Acting Head of School every month; however, the STC shall report to the Head or Acting Head of School within 3 business days any matter that constitutes a repeat infraction.
- (e) The STC shall maintain a record of all Trip counts that are performed pursuant to Section XIV of this TMP.
- (f) Assessment and Promotion of Carpool and Busing.
 - (i) The STC shall assess the use of Carpooling through (1) an annual Carpool survey in the fall and (2) the Trip counts performed pursuant to Section XIV of this TMP. In the event that The Woods Academy implements a busing program, the STC shall also assess the use of buses through a mechanism developed in consultation with and approved by a majority of the CLC, which majority shall include the consent of The Woods Academy and the BBCA. The STC shall maintain a current list of the Carpool groups (and bus users, if a busing program is implemented).

- (ii) The STC shall promote and facilitate Carpooling (and busing, if implemented) through education and incentive programs:
 - The Carpool education programs will include instruction at parent functions on how to use the available address information, including the search features in the school's online directory that parents can use to identify clusters of families to form convenient Carpooling groups. If busing is implemented, the busing education programs shall include instruction through mailings and at parent functions on available bus routes. The STC will regularly promote the advantages of Carpooling (and busing, if implemented), including the convenience, environmental, economic, and traffic reduction benefits.
 - The STC shall develop and promote incentives to encourage families to Carpool (and use bus transportation, if implemented).
 - The STC shall promote, and The Woods Academy shall provide, financial and other incentives to encourage faculty/staff to use public transportation, carpool, walk or bike to the school.

IV. TRIP REDUCTION AND DEFINITIONS

- (a) The Woods Academy agrees that, beginning with the 2008-2009 academic year, it will take such steps as are necessary to ensure that, except in the event of unplanned school closings due to weather or other unforeseen circumstances, it does not generate more than 381 A. M. Peak Period Trips and 325 P. M. Peak Period Trips; provided, however, that occasional variances of 5% from these Trip Caps shall not constitute a Trip Cap violation so long as A. M. Peak Period Trips do not exceed 400 and P. M. Peak Period Trips do not exceed 341. The Woods Academy agrees that it will notify the CLC prior to implementing any Schedule Changes and further agrees that no Schedule Changes shall be made without a corresponding adjustment to or expansion of the relevant Peak Period(s) by the CLC. It is understood that such adjustment or expansion shall not require an amendment to this TMP under Section XV of the TMP.
- (b) Beginning with the 2009-2010 academic year and for subsequent academic years thereafter, The Woods Academy agrees to implement and maintain a mandatory trip reduction program which shall require Carpooling, busing, or both. It is understood that Carpooling and busing will not be feasible or practicable for all students, and that the decision whether to require Carpooling or busing for a particular family or student will be in the School's discretion.
- (c) For purposes of this TMP, the following definitions shall apply:
 - (i) A "Trip" means a one-direction vehicle movement with either the origin or destination inside the school Site. For example, one vehicle entering the Site,

dropping off or picking up student(s), and then exiting the Site is considered two Trips: one Trip entering the Site and one Trip exiting the Site.

- (ii) "Trip Cap" means the permitted number of Trips established by Section IV (a).
 - (iii) The "A. M. Peak Period" means the period in the morning beginning thirty (30) minutes before the first scheduled morning drop-off for the regular academic program and ending with the latest scheduled morning start time for the regular academic program, provided, however, that the A. M. Peak Period shall in no event end less than sixty (60) minutes after it begins. That period is currently 7:30 a.m. to 8:30 a.m. but may be readjusted or expanded (i) under the circumstances set forth in Section IV (a) of this TMP or (ii) pursuant to Section XV of this TMP if the CLC determines there is credible evidence that the morning period during which the School generates the highest number of Trips has shifted even though no Schedule Changes have been implemented by The Woods Academy.
 - (iv) The "P. M. Peak Period" means the period in the afternoon beginning fifteen (15) minutes before the first scheduled afternoon dismissal of the regular full-day academic program and ending fifteen (15) minutes after the latest scheduled dismissal time, provided, however, that the P. M. Peak Period shall in no event end less than sixty (60) minutes after it begins. That period is currently 2:30 to 3:30 p.m. but may be readjusted or expanded (i) under the circumstances set forth in Section IV (a) of this TMP or (ii) pursuant to Section XV of this TMP if the CLC determines there is credible evidence that the afternoon period during which the School generates the highest number of Trips has shifted even though no Schedule Changes have been implemented by The Woods Academy.
 - (v) "Schedule Changes" means any change to the scheduled commencement and/or dismissal time(s) for the regular academic program for part or all of the student body and any change to the scheduled time(s) for drop-off and/or pick-up of part or all of the student body.
 - (vi) A "Carpool" means a group of two or more families with children enrolled at The Woods Academy who transport those children to or from the Site in one vehicle or a family with two or more children enrolled at The Woods Academy who transports those children to the Site in one vehicle.
- (d) In the event The Woods Academy anticipates a programmatic change that does not involve Schedule Changes but may reasonably be expected to cause a shift in a Peak Period, it shall inform the CLC of the proposed change to allow for such study as may be required to determine whether an adjustment in a Peak Period should be made.

V. DRIVER OPERATIONS

- (a) All families and faculty/staff drivers shall be required to register with the STC any car that will be regularly driven onto the Site and shall be issued (1) The Woods Academy's *Guide for Drivers* (see Appendix A) and (2) a numbered registration sticker for each such vehicle. The registration sticker shall be affixed in a position readily visible from the rear of the vehicle, and only vehicles bearing a registration sticker shall be authorized to enter the drop-off and pick-up lines, except in unusual circumstances. Agreement to abide by the policies in the Guide for Drivers and acceptance of the enforcement terms of this TMP shall be conditions of enrollment for families at the school and a condition of employment for faculty/staff (see Section XII, *Enforcement Measures for Driver Infractions*).
- (b) All contracted sublessors of all or a part of the Site shall be issued The Woods Academy's Guide for Drivers and this TMP, and adherence to the policies and relevant procedures therein shall be required by the contract between the sublessor and The Woods Academy, provided that Section V (a) and Section XII of this TMP will not be applicable to such sublessor. The STC shall continue to serve as the primary contact point for traffic and parking related issues during the contract term of any sublessor, shall provide timely notice to the sublessor of any complaints received, and shall report to the CLC at the subsequent CLC meeting the number of such concerns that were received by the STC and communicated to the sublessor. The Woods Academy agrees that it will not renew any contract with a sublessor that the CLC determines has failed to use best efforts to comply with the provisions of the TMP and The Woods Academy's Guide for Drivers.

VI. MORNING DROP -OFF

- (a) Except in unique circumstances, faculty and staff shall be required to arrive before the commencement of the morning drop-off, approximately 30 minutes before class begins for students. (Class activities begin at 8:20 a.m. for Grades 1-8 and 8:30 a.m. for half-day and full -day Montessori, so faculty and staff must arrive before 8:00 a.m.)
- (b) The Woods Academy shall maintain separate drop off areas for the morning operations. During the A.M. Peak Period, vehicles with students in grades M-4 shall enter the Site and proceed directly to the designated drop-off points at the front of the school to discharge students from the passenger (right) side of the vehicle. Vehicles with students in grades 5-8 shall enter the Site and proceed directly to the designated drop-off points at the rear of the school to discharge students from the passenger (right) side of the vehicle.

VII. AFTERNOON DISMISSAL

- (a) The Woods Academy shall maintain a staggered afternoon dismissal for students, which is currently 11:30 a.m. for Montessori half-day students, 2:45 p.m. for

Montessori full-day students, 3:00 p.m. for students in grades 1-4 and 3:15 p.m. for students in grades 5-8.

- (b) Faculty and staff members shall assist Montessori students into their cars. Vehicles picking up Montessori students shall proceed directly to the West Door for pick-up and shall exit onto Greentree Road after students are loaded.
- (c) Students in Grades 1-8 shall line up along the front sidewalk with their teachers. Cars picking up these students shall enter the campus and proceed to the rear parking lot to form a "stack" (on-site queue) until the start of dismissal. The dismissal pickup process currently ends around 3:30 p.m., approximately 45 minutes after the start of the staggered dismissal.
- (d) Persons picking up students may not park their cars and enter the building to meet children during dismissal times.
- (e) Students that participate in after school activities, such as interscholastic sports, clubs, Extended Care and tutoring shall be picked up at the end of their afternoon programs.
- (f) Except in unique circumstances, faculty and staff may not leave the Site during the afternoon pick-up/carpool operations.

VIII. PARKING POLICIES

- (a) Adequate parking shall be provided to meet the daily parking demands of faculty, staff, parents and other visitors driving to The Woods Academy to prevent any parking on the adjacent residential streets. The Woods Academy shall designate a minimum of seven visitor parking spaces near the front of the school. If, at increased levels of enrollment, more than seven spaces are repeatedly needed to accommodate visitors, the school shall designate additional visitor spaces on-site. For any academic year during which the number of school faculty and staff exceeds the number of remaining parking spots available to faculty and staff on-site, The Woods Academy shall secure arrangements for satellite parking for the overflow faculty and staff and/or include in the faculty and staff employment contracts provisions requiring sufficient faculty and staff participation in carpool programs or public or alternative transportation arrangements to reduce the number of parking spaces needed to accommodate faculty and staff to the number of remaining parking spaces available to faculty and staff on-site. Documentation of any such arrangements and a copy of any such employment contract provisions shall be provided to the CLC at the first CLC meeting of each academic year, or if implemented during the academic year, at the CLC meeting following such implementation.
- (b) Parents and other visitors should park in the marked "Visitor" spaces located in the front of the school or other available parking spaces on-site, or use designated satellite parking if so directed.

- (c) Faculty and staff shall utilize the on-site areas not designated for visitors or the handicapped (unless such faculty or staff member is handicapped) or park in a designated satellite lot. Faculty and staff will be required to register all cars they will drive on campus and to display a current registration sticker on the vehicle. The faculty vehicle stickers shall be a different color from the family-vehicle stickers. The STC will keep license plate number, make, and model information on file.

IX. DELIVERY AND SERVICE VEHICLES

Refuse collection and delivery and service trips shall be scheduled outside the A.M. Peak Period and P.M. Peak Period whenever possible.

X. GENERAL SAFETY PROVISIONS

- (a) The Woods Academy during the regular academic year, and sublessors of all or a part of the Site at any time, shall provide staff on-site to manage the morning arrival/drop-off and afternoon dismissal/pick-up operations.
- (b) Crosswalks within the Site shall promote clear pedestrian paths across the main internal campus roadway to the visitor parking area. Student crossing guards will assist at pedestrian paths during pick-up and drop-off operations.
- (c) All pick-up and drop-off operations shall occur on-site curbside along the building and from the passenger (right) side of the vehicles.

XI. COMMUNITY RELATIONS

- (a) The Woods Academy shall continue to use its best efforts to be a good neighbor and maintain communication and coordination with the adjacent residential neighbors and community.
- (b) The Woods Academy shall support Neighborhood-initiated efforts to decrease or control parking on surrounding streets, including advocating the implementation of parking permits or the installation of additional signage restricting hours or location of parking.
- (c) The Woods Academy also shall support Neighborhood-initiated efforts that address Neighborhood traffic control, including advocating the installation by the Montgomery County Department of Public Works and Transportation of appropriate additional school zone signs along Greentree Road, speed limit signs along Greentree and Burning Tree Roads and enhanced speed control measures on Neighborhood streets.
- (d) The Woods Academy will continue to participate as a member of the Bradley Boulevard Citizens Association.

- (e) Community Liaison Council. The Woods Academy shall participate in a Community Liaison Council (“CLC”) to maintain communication between the school and its neighbors and address issues of concern relating to the school’s operations.
- (i) The CLC shall be comprised of the following voting members: Head or Associate Head of The Woods Academy; the STC; one member of The Woods Academy’s Board of Trustees; a representative from the BBCA; and a representative from each of the following streets: Greentree Road, Renshaw Drive, Michaels Drive, Burdette Road and Burning Tree Road. Street representatives shall be identified annually by the BBCA at the first CLC meeting of each academic year or as soon thereafter as feasible, and any replacement representatives shall be identified at the first CLC meeting after the replacement and shall serve until the first CLC meeting of the next academic year. The People’s Counsel of Montgomery County may also participate in CLC meetings as a non-voting member.
- (ii) Unless otherwise agreed to by the BBCA, no Woods Academy alumnus/alumna or employee; parent, grandparent or other close relative of a Woods student or alumnus/alumna; or the child of Woods alumnus/alumna shall serve as the BBCA representative or specified street representative on the CLC.
- (iii) The CLC shall meet quarterly (unless a majority of the members, including one representative from The Woods Academy and the BBCA representative, consent to waive a meeting), and from time to time as deemed necessary, to discuss and attempt to resolve matters of concern to any member relating to The Woods Academy’s operations, whether arising under The Woods Academy’s Site Plan, the TMP or otherwise; to review and discuss The Woods Academy’s performance under the TMP, the Site Plan or any agreements The Woods Academy may have with the BBCA, and to discuss any reports or applications which The Woods Academy proposes to file with the Planning Board. Quarterly meetings shall be scheduled in advance for the upcoming academic year. However, meetings may be requested by any member of the CLC by written notice to all other CLC members (for which purpose an e-mail may be considered written notice) and if a majority of the CLC members agree to a meeting, then such meeting shall be held within ten business days of the written notice, provided that at least one representative from The Woods Academy and the BBCA representative are available to attend. The members of the CLC shall endeavor to rotate the location for CLC meetings among the CLC members, with the first meeting of each academic year to be held at The Woods Academy. All CLC meetings shall be open to the public.
- (iv) Decisions of the CLC shall generally be pursued on a consensus basis. When no consensus can be reached and a decision is required, then unless otherwise specified in this TMP or provided by separate agreement between The

Woods Academy and the BBCA, decisions shall be taken by the vote of a majority of a quorum (defined below), which votes may be cast in person or by proxy (which proxy shall be in writing). If members of the CLC believe that a decision is desirable on an issue not addressed by this TMP or by separate agreement between The Woods Academy and the BBCA, a majority of the CLC, which majority must include The Woods Academy and the BBCA, must consent to a vote before a vote may be taken on the issue. For purposes of voting, a quorum must include the following CLC members, who may be present in person or represented by proxy (which proxy must be in writing): Head or Associate Head of The Woods Academy; the STC; a member of The Woods Academy Board of Trustees; a representative of the BBCA; and three street representatives. If the BBCA should cease to provide a representative to the CLC, The Woods Academy shall provide written notice to the BBCA. If a BBCA representative is not provided within 30 days after the receipt of such notice, then the street representatives on the CLC shall designate a temporary Neighborhood representative to fill the BBCA representative role for the purpose of voting on matters wherein a BBCA representative vote is required, provided, however, that any temporary representative so designated shall have no authority to take any action that subjects the BBCA to any financial or legal liability, and further provided that designation of such temporary representative shall be solely for the purpose of the vote.

- (v) The Woods Academy shall prepare a first draft agenda for each CLC meeting and circulate it to other CLC members at least one week before the next scheduled CLC meeting, and all other CLC members shall be allowed to add items to the agenda. A final agenda shall be circulated no later than one day before the next scheduled CLC meeting. Responsibility for preparation and circulation of meeting minutes shall be rotated among CLC members, with the meeting host serving as the recording secretary for that meeting unless another CLC member is appointed to do so. Draft minutes shall be circulated within two weeks after the CLC meeting, and CLC members shall have two weeks from the date of receipt to request corrections and additions. The final version of the minutes shall be posted on The Woods Academy's website (www.woodsacademy.org).
- (vi) The Woods Academy will assist in coordinating the CLC meetings and will send notice to the adjoining and confronting property owners to the Woods Academy property, the neighbors on Renshaw Drive, Michaels Drive, the 9100 Block of Burdette Road, the 9000 and 9100 blocks of Burning Tree Road and the 6600 and 6700 blocks of Greentree Road, the Bradley Boulevard Citizens Association, the People's Counsel for Montgomery County and will additionally post notice on The Woods Academy website (www.woodsacademy.org). At the first CLC meeting of each school year or as soon thereafter as feasible, the street representatives shall identify the contact name and information of a Neighborhood representative to be listed with the STC contact information on The Woods Academy website. The

school shall send any supplemental community-related communications to the street representatives, a BBCA representative and the People's Counsel.

(vii) At the CLC meetings, the STC will provide updates (from the previous CLC meeting) on the following TMP enforcement information as applicable:

- The current enrollment of the school and number of faculty;
- The number of calls and written communications received by the school that relate to TMP enforcement issues and the nature of the issues;
- The number of reported and recorded TMP infractions and nature of each infraction;
- The number of written notices issued to drivers;
- The number of reported 2nd infractions and the meetings scheduled/held with the Head of School;
- The number of Reported 3rd (or more) infractions resulting in fines;
- The number of fines (and corresponding dollar amounts) resulting from 3rd TMP infractions;
- Any Carpool survey results, lists or promotions (and the number of students/families using bus transportation if busing is implemented); and any Trip count results
- Follow-up from recent special events and the schedule of upcoming special events;
- Follow-up from issues raised at previous CLC meeting; and
- Recent TMP assessment evaluations and actions.

(viii) A copy of this TMP, the current agenda for the CLC meetings (to include Neighborhood issue discussion and question and answer agenda items), and the minutes of the most recent CLC meeting will be posted on The Woods Academy website (and distributed to the CLC notice list if necessary).

(ix) The Woods Academy will make available a school calendar to the surrounding community providing advance notice of CLC meetings and school events scheduled at the school. Current information will be available on the school's website at www.woodsacademy.org, and will be available at the CLC meetings.

(x) The Woods Academy shall consult with the CLC with a proposal for a crosswalk(s) across Greentree Road at the Burdette Road intersection. If the CLC agrees to the provision of a crosswalk(s), then The Woods Academy shall submit a proposal to DPWT for approval of a crosswalk(s) to be provided at the expense of The Woods Academy.

XII. ENFORCEMENT MEASURES FOR DRIVER INFRACTIONS

(a) Each school year, The Woods Academy shall require faculty, staff, parents and others who regularly transport students to and/or from the Site (1) to agree to the policies, guidelines, procedures and penalties stated in the TMP and *The Woods*

Academy's Guide for Drivers as part of the enrollment and employment contracts, and (2) to register their vehicles with the STC. These contracts shall require parents, faculty and staff to obey local traffic and parking laws, to abide by *The Woods Academy Guide for Drivers* and the TMP, and to agree to the penalty provisions set forth in the *Guide for Drivers* and the TMP for violations of the TMP.

- (b) An initial infraction of the TMP policies shall result in a mandatory conference with the STC within ten (10) business days and recordation of the incident in a log regarding traffic and parking issues. A second infraction during the school year shall result in written notice issued to the driver, notification to the Head or acting Head of School of the incident/infraction and a mandatory meeting of the parent or faculty with the Head or acting Head of School within ten (10) business days. A third infraction during the school year shall result in a monetary fine, which fine amount shall be updated annually after consultation with the CLC and provided in the *Guide for Drivers*. Subsequent infractions during the school year shall result in substantially increased fines and may result in other remedial actions such as the suspension of on-site driving privileges or non-renewal of the family's enrollment contract(s).
- (c) The STC shall maintain a log of all calls and correspondence regarding traffic and parking issues, as well as any actions taken thereon, including the payment of fines, together with the relevant dates. The STC shall transmit this log to The Woods Academy Head or Acting Head of School every month; however, the STC shall report to the Head or Acting Head of School within three (3) business days any matter that constitutes a repeat infraction. See Section III(d).

XIII. SPECIAL EVENTS MANAGEMENT

- (a) Occasional school events occur at The Woods Academy that may require special off-site provisions to accommodate traffic and parking needs (a maximum of 12 per year). These events may include the following:
 - (i) First Day of School
 - (ii) Back-to-School Nights
 - (iii) Grandparents' Day
 - (iv) Open House
 - (v) Spring Art Show & Musical Production
 - (vi) Graduation
 - (vii) Last Day of School
- (b) Prior to the beginning of each academic year, The Woods Academy shall enter into one or more agreements that secure satellite parking at off-site locations for the Special Events planned for that academic year. No Special Events shall be held unless and until such agreements are in place. Documentation confirming that such agreements are in place shall be provided to the CLC at the first meeting of each academic year. The Woods Academy currently has such agreements with

the Old Georgetown Swim Club, located at 16501 Fernwood Road, and Our Lady of Bethesda Retreat Center, at 20409 Bradley Boulevard.

- (c) The Woods Academy shall instruct Special Event attendees to use the satellite parking locations provided and shall employ additional law enforcement or utilize staff during these events to assist with traffic flow, parking operations, and transportation, if necessary, from the satellite parking location(s) to the Site.

XIV. ASSESSMENTS AND ENROLLMENT INCREASES

- (a) The Woods Academy shall monitor on-site peak period vehicular operations on an ongoing basis to ensure compliance with the TMP and will discuss with the CLC, at its quarterly meetings, the contents of the TMP Reporting Form prepared by the STC, together with any current concerns of the community.
- (b) The TMP shall be reviewed by the CLC at least annually to consider whether revisions may be needed to improve circulation, reduce the number of Trips to/from the school, strengthen enforcement and update the Guide for Drivers. As part of that annual review, The Woods Academy will undertake additional management and operational steps as appropriate to ensure reasonably prompt compliance with the TMP and coordination with the surrounding community, which steps may include, but not necessarily be limited to, one or more of the following:
 - Make adjustments to the on-site car stacking plan;
 - Identify additional Woods staff and/or law enforcement officers to manage A.M. and P.M. Peak Periods and/or Special Event parking;
 - Implement changes in arrival and dismissal times (increased staggering of student arrival and departures);
 - Enhance efforts and incentives to increase student per vehicle ratios (Trip reduction), which may include mandatory Carpooling and busing;
 - Improve efforts to communicate and promote the policies of the TMP to drivers;
 - Update and re-circulate the Appendix: Guide for Drivers to parents.

Any Schedule Changes shall be made in accordance with Section IV of this TMP, and any changes which require an amendment to the TMP shall be made in accordance with Section XV of this TMP. The Woods Academy shall provide updates regarding any other additional management and operational actions at the CLC meetings.

- (c) If the Planning Board authorizes The Woods Academy to increase its enrollment above 302 students, the following additional provisions shall apply:
 - (i) The Woods Academy shall not increase its enrollment by more than 20 students per year to permit the opportunity, as needed, to adjust its management and operations to ensure continued compliance with the TMP,

and shall not increase its enrollment beyond a total of 410 students for this Site.

- (ii) The Woods Academy shall not enroll any students above the level of Grade 8.
- (iii) During the 2008-2009, 2009-2010, and 2010-2011 academic years, a professional traffic engineer mutually acceptable to and engaged by The Woods Academy and the BBCA shall perform an unannounced Trip count sometime between October 15 and January 31 (the "Annual Trip Count") to determine whether the school is in compliance with the Trip Caps established by Section IV of this TMP. The Woods Academy and the BBCA shall share the cost of the Annual Trip count. In the event the number of Trips counted exceeds one or both of the Trip Caps established by Section IV, The Woods Academy shall use its best efforts to bring the school into compliance with Section IV of the TMP within 45 days. The professional traffic engineer shall perform a second Trip count, also unannounced, within thirty days thereafter to confirm such compliance, and The Woods Academy shall bear the cost of such second count.
- (iv) Beginning with the 2011-2012 academic year and for subsequent academic years thereafter, two representatives each from The Woods Academy and the Neighborhood shall perform an unannounced annual Trip count jointly sometime between October 15 and January 31 (the "Joint Trip Count") to assess whether the school remains in compliance with the Trip Caps established by Section IV of this TMP. At the CLC meeting held prior to the Joint Trip Count(s), the CLC shall determine by majority vote whether one day or an average of several days should be the basis for the count. The Neighborhood representatives shall notify The Woods Academy no later than 4 p.m. the day before the day on which a Joint Trip Count is to be taken. In the event the Trips counted exceed one or both of the Trip Caps established by Section IV of this TMP, The Woods Academy shall use its best efforts to bring the school into compliance with Section IV of the TMP within 45 days. Two representatives from The Woods Academy and two representatives from the Neighborhood shall perform a second joint Trip count within thirty days thereafter to confirm such compliance. The parties shall follow a procedure similar to that of the first Joint Trip Count to ensure that the general Woods Academy community does not have advance notice that the count will be performed. In the event of a dispute as to the actual number of Trips counted in any assessment, The Woods Academy or the BBCA may engage a professional traffic engineer to perform a new Trip count, provided, however, if such Trip count establishes that the school is not in compliance with Section IV, the school shall bear the cost of the count, and if such Trip count establishes that the school is in compliance with Section IV, the BBCA shall bear the costs.

- (v) In any year in which the Annual Trip Count or Joint Trip Count exceeds one or both of the Trip Caps established in Section IV of this TMP, and compliance is not achieved by the second Trip count performed in accordance with Section XIV (c) (iii) or (c) (iv) above, The Woods Academy shall not increase its enrollment for the following academic year, unless the CLC by unanimous consent (a) approves an enrollment increase based on additional measures implemented by The Woods Academy that bring the Trip count into compliance with the Trip Caps established by Section IV of this TMP, or (b) otherwise determines that, in spite of the Trip counts conducted pursuant to this Paragraph C, an enrollment increase is warranted.
- (vi) In the event that any resident of the Neighborhood questions whether The Woods Academy is in compliance with Section IV at any time during the year outside the Annual Trip Count or Joint Trip Count, the resident shall be permitted to perform a Trip count or arrange for a Trip count to be performed, provided that such Trip count is not conducted in a manner that impedes the safe and efficient operations of The Woods Academy. If the resident presents credible evidence to the CLC that the Trip count demonstrates that the school is not in compliance with Section IV of this TMP, the CLC by majority vote which must include the consent of the BBCA may require a Trip count which shall be performed with the same parameters then in effect for the annual Trip count. If such Trip count establishes that The Woods Academy is not in compliance with one or both of the Trip Caps established by Section IV of this TMP, the school shall bear the cost of the Trip count, if any, and if the school is in compliance, the resident or the BBCA shall bear the costs, if any.
- (vii) Beginning with the 2009-2010 academic year and for subsequent academic years, The Woods Academy shall implement and maintain a mandatory Trip reduction program that shall require Carpooling, busing or both. It is understood that Carpooling and busing will not be feasible or practicable for all students, and that the decision whether to require Carpooling or busing for a particular family or student will be in the School's discretion. After the Trip reduction program has been in place for three academic years, the CLC may decide at any regular fall CLC meeting, by a majority of the CLC voting members, to abstain from the Annual or Joint Trip Count(s) outlined in Section XIV (c) (iii) and (c) (iv) of this Section XIV for that academic year, which agreement shall be reflected in the CLC meeting minutes. This decision shall not affect the authority of the CLC to request a Trip count upon a showing that the school is out of compliance with the Trip Caps.

XV. TMP AMENDMENTS

The TMP may be amended by a majority of the voting members of the CLC, which majority must include the consent of The Woods Academy and the BBCA representative, provided, however, that the TMP shall not be amended to permit enrollment of students above Grade 8 nor a total enrollment above 410 students (if approved by the Planning Board) for this Site. All TMP

amendments are subject to approval by the Planning Board or its designee and shall be submitted to the Chief of Development Review and the Chairman's office. The submission shall include the provision(s) for which an amendment is proposed with the proposed changes redlined, and shall be accompanied by a letter including this paragraph. The amendment(s) shall be deemed approved unless rejected in writing by the Planning Board or its designee within forty-five days of submission (unless the accompanying letter fails to include this paragraph, in which case this time limitation shall be void).

XVI. SCHOOL PERFORMANCE EVALUATION

Prior to increasing the enrollment for any academic year after 2008-2009, The Woods Academy shall submit to the Planning Board or its designee (through submission to the Chief of Development Review and the Chairman's office no later than March 15) a written report including a letter of intent to increase the enrollment by no more than 20 students in the coming year. The letter shall be accompanied by a copy of the Planning Board condition (4.e), the current TMP, an annual summary of the quarterly reports presented to the CLC and an evaluation by the CLC of The Woods Academy's compliance with the TMP. The Planning Board or its designee shall notify The Woods Academy within 45 days whether the request is subject to further proceedings. To provide a basis for evaluating the school's performance, The Woods Academy will implement recordkeeping and reporting measures on the following:

- Carpooling by families (if applicable);
- Busing Program participation (if applicable);
- Number of A. M. Peak Period Trips and P. M. Peak Period Trips generated by the school;
- Number of TMP infractions reported/recorded;
- Nature of TMP infractions;
- Remedial measures taken to address violators;
- Number of repeat violators;
- Feedback from/issues raised by the community;
- School's response to community feedback/issues.

**XVII. APPENDIX A: THE WOODS ACADEMY'S GUIDE FOR DRIVERS
(MARCH 2009)**

TRANSPORTATION MISSION STATEMENT

The goal of transportation at The Woods Academy is the safety of all people on the roads, sidewalks and driveways in and around the school including children, faculty, staff, parents, visitors and neighbors. As a school that promotes the value of community, we understand our obligations to our neighbors. In order to ensure that our Neighborhood retains its peaceful and safe character, we seek to minimize the school's impact on the volume and flow of traffic on Neighborhood streets.

Objectives

- The safety of all children and adults
- Orderly morning drop off and afternoon pickup
- Reduction of the number of vehicle Trips to and from the school (Carpooling by all members of the school community is promoted and encouraged)
- Unhindered flow of traffic on Neighborhood roads
- No queuing of cars along Greentree Road
- Courteous behavior from all drivers and school community members
- Obedience to all speed limits and parking ordinances
- Familiarity with the transportation goals, policies and procedures by all drivers in the school community, including grandparents, babysitters, nannies, or others
- No interference with the access of neighboring residents to their property

PROTOCOL FOR DRIVERS

Safety

- All drivers must use extreme caution and be alert.
- Drivers must not talk on cell phones when driving.
- Drivers must not engage faculty/staff in conversation while cars are moving.
- Children must never stand in the driveway or behind cars during drop off or pick up.
- Traffic on the school campus must never exceed 5 mph.
- All adults and children must use crosswalks at all times.
- No one should run along sidewalks or near traffic.

General Procedures

- All family and faculty/staff drivers (including babysitters/nannies who will be transporting students) must register their vehicles with the School Transportation Coordinator ("STC") and obtain a registration sticker. This sticker shall be affixed to the outside of the rear window, in the lower left hand corner in a position readily visible from the rear of the car. The STC will maintain a record of all family and faculty/staff drivers. Only vehicles bearing a registration sticker will be allowed to enter the drop off and pick up lines (except in unusual circumstances).

- Vehicles must form a single lane on the right hand side of the driveway during drop off and pick up.
- Drivers may not leave a car unattended in the “moving lane” at any time during drop off and pick up hours.
- When in the drop off and pick up line, drivers must pull forward as far as possible and remain with the car.
- Drivers must not block or turn around in a neighbor’s driveway at any time.
- Car/Carpool numbers must be displayed in the driver’s side dashboard window:
 - a. Blue cards = families with Montessori children only;
 - b. White cards = families with Montessori plus 1-8
 - c. Yellow = families with children in 1-8 only.
- Child carseats should be installed on the passenger (right) side of cars whenever possible.
- Children should buckle their own seatbelts and carseats as quickly as possible so their car may exit safely.
- No off-site school-related vehicle parking, stopping, waiting, queuing, pick-up or drop-off is permitted on the adjacent residential streets, and no off-site school-related vehicle parking, stopping, waiting, queuing or turning movement is permitted on private driveways within the neighborhood.

Morning Drop-Off Procedures

- Students registered for morning Extended Care (7:15-8:00 a.m.) should ring the doorbell and enter through the Lower School doors.
- Grade M-4 drop-off is allowed only along the blue curb line area; students should enter the building through the Lower School doors.
- A teacher will be on hand to help Montessori students exit cars.
- Grade 5-8 drop-off is allowed at the rear fire hydrant or along the blue curb line area; students dropped off in the rear should enter the building through the Rear East entrance.
- Parents and visitors must enter through the main doors and sign into the office.
- Grade 1-8 students should enter between 8:00 a.m. and 8:18 a.m.
- Students in Grades 1-8 who are not in their classrooms by 8:20 a.m. will be marked tardy.
- Montessori students later than 8:30 a.m. will be marked tardy.
- The northeast vestibule door is closed after 8:18. Lower School doors are closed at 8:30 a.m. Students arriving after that time must enter through the main entrance doors and sign in.

Montessori 11:30 AM Pick -Up Procedures

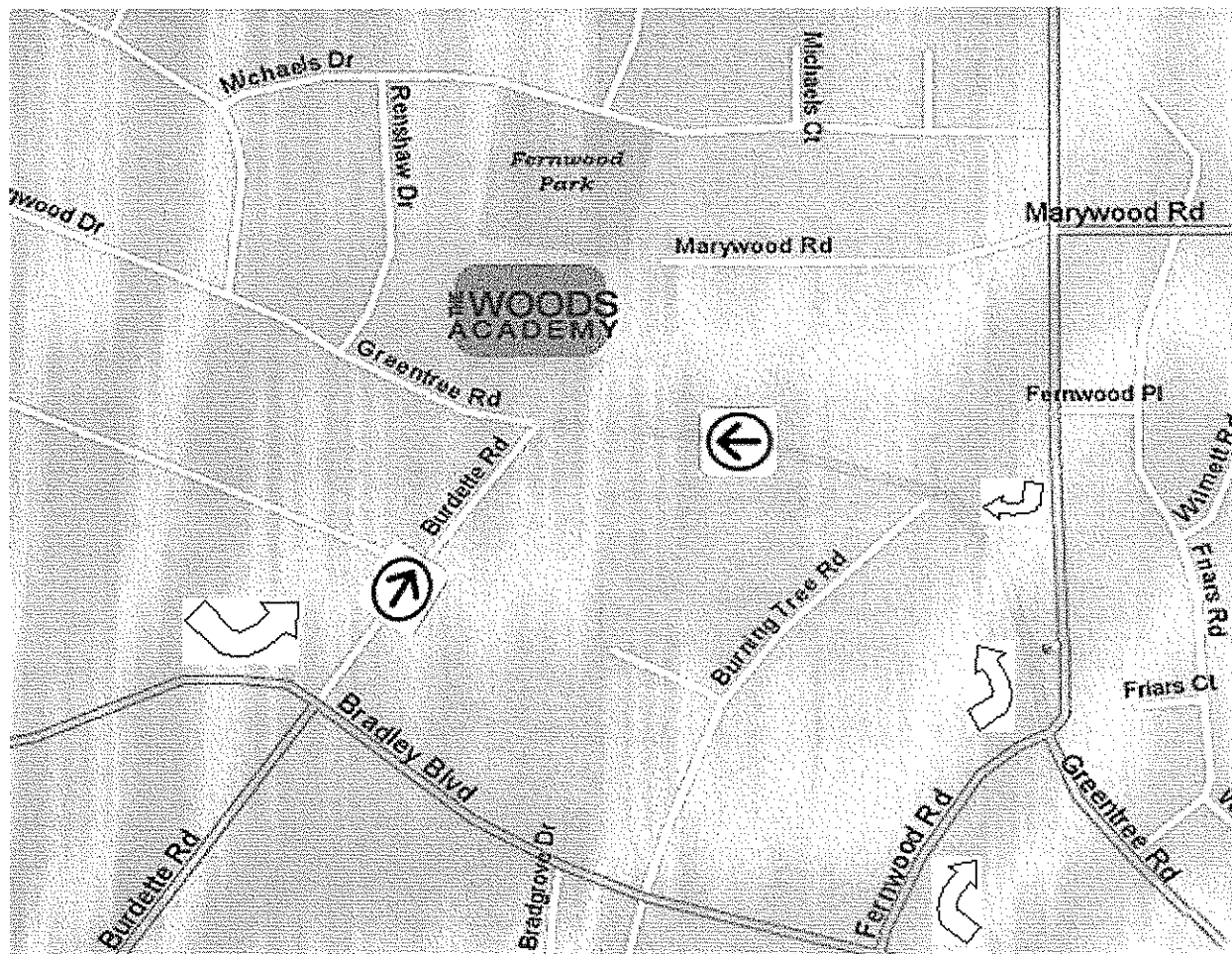
- Car/Carpool name cards must be displayed on the passenger (right) side of the car.

- Car seats should be placed on the passenger (right) side of the vehicle.

Staggered Afternoon Pick -Up Procedures

- Montessori afternoon dismissal begins at 2:45 p.m. Drivers picking up only Montessori students must proceed directly to the Lower School doors.
- All other cars shall be directed to the back parking lot to prevent queuing on Greentree.
- Grade 1-4 dismissal currently begins at 3:00 p.m. and ends at 3:20 p.m.
- Grade 5-8 dismissal currently begins at 3:15 p.m. and ends at 3:30 p.m.
- If you or your Carpool have children to pick up at different dismissal times, you must utilize the dismissal time for the eldest child for all of the children in the car/Carpool.
- If your child is not outside by the time you reach the Lower School end of the driveway, you must exit onto Greentree Road and re-enter the dismissal line. Note that you may not make a left turn into the school in order to do so.
- If you arrive after dismissal ends, you must park and come in to the front office to pick up your child.
- If your child must be dismissed quickly, we suggest you arrive early so you will be toward the front of the dismissal line. Cars begin lining up as early as 2:40 p.m.
- Parking is extremely difficult at dismissal time. Plan to arrive before 2:45 or after 3:25 if you must park for any reason.
- No teacher appointments may be scheduled between 2:45 and 3:30 p.m. Parking between these times is highly discouraged.
- If you have picked up your children after school ends, but are still in the building on business, your children must remain under your direct supervision. Students are not permitted to be anywhere in the building unsupervised.

Neighborhood Map and Traffic Patterns



EVENT PARKING

During the school year, The Woods Academy hosts special events that require special parking accommodations. To minimize disruptions to traffic in the Neighborhood and prevent interference with neighbors' access to their homes, drivers must comply with the following:

- Drivers must not park on the adjacent residential streets,
- Drivers should carpool whenever possible,
- Drivers must follow the directions of The Woods Academy parking attendants,
- All drivers, including faculty and staff, must use alternate satellite parking arrangements when required and as directed.

The Woods Academy anticipates arranging special event parking for the following occasions:

- First Day of School
- Back-to-School Nights

- Grandparents' Day
- Open House
- Spring Art Show & Musical Production
- Graduation
- Last Day of School

Questions regarding transportation at The Woods Academy should be directed to the School Transportation Coordinator at 301-365-3080 x224 or stc@woodsacademy.org.

ENFORCEMENT

Pursuant to enrollment and employee contracts, family and faculty/staff drivers must obey local traffic and parking laws and must comply with The Woods Academy's *Guide for Drivers*. An initial violation of these policies will result in a mandatory conference with the STC and recordation of the infraction in the STC log. A second infraction during the school year will result in written notice and a mandatory meeting with the Head of School within ten days of the infraction. A third infraction during the school year will result in a monetary fine (currently \$100). Subsequent infractions during the school year will result in the imposition of additional fines, with the dollar amount of each subsequent fine increasing (currently by \$100), and/or may result in other remedial actions such as the suspension of on-site driving privileges or non-renewal of your enrollment contract(s).

**GUIDE FOR DRIVERS – VEHICLE REGISTRATION AND TRAFFIC POLICY AGREEMENT
SIGNATURE FORM:**

Each person who will regularly drive onto the school Site must sign and date this form indicating his/her review of the attached Guide for Drivers and agreement and acceptance to abide by The Woods Academy’s Guide for Drivers. Please contact the School Transportation Coordinator if you have any questions. Please note that driver violations of these transportation policies are subject to fines and repeated violations may result in other remedial actions such as the suspension of on-site driving privileges or non- renewal of your enrollment contract(s).

Please provide the make/model, color, and license plate information (number and state) in the table below. This form must be completed and returned to the School Transportation Coordinator prior to the start of school and must be updated if a new car or an additional car will be used on The Woods Academy campus. All staff and faculty cars and cars dropping off or picking up students must be registered. Thank you.

Woods Academy – Vehicle Registration Information		
Make/Model	Color	License Plate Information

I/We have reviewed and agree to abide by The Woods Academy’s Guide for Drivers.

Signature: _____ Date: _____

Name (print) _____

Signature: _____ Date: _____

Name (print): _____

XVIII. APPENDIX B: TRANSPORTATION MANAGEMENT PLAN-ENFORCEMENT PROCESS INCLUDING: INFRACTION RECORDING, REPORTING, AND ASSESSMENT PROCEDURES:

(a) Introduction

The following outlines the Transportation Management Plan's (TMP) infraction recording, reporting, and assessment procedures. These functions will be the responsibility of the School Transportation Coordinator ("STC") in conjunction with the CLC. The STC will maintain a log of the Forms for Recording TMP Infractions and prepare and present the TMP Reporting Form for each CLC meeting. The CLC will use the Report as a platform for discussing the effectiveness of the TMP, transportation issues of current concern, and any needed actions.

This quarterly assessment will serve several broad objectives including but not limited to:

- Mechanism for recording reported infractions of the TMP and School's response to reported infractions;
- Quarterly summary of community transportation concerns and School's actions taken to address concerns; and
- Benchmark for assessing effectiveness of the TMP and determining whether revisions are needed to ensure the TMP goals are met.

(b) TMP Infraction Recording Procedures

The *Form for Recording TMP Infractions* allows for consistent recording and subsequent reporting of information regarding TMP violations. The information should be recorded as completely as possible. It is, however, recognized that certain parents, faculty/staff, or community members may not want to be identified as reporting infractions. In these cases, reports may be made anonymously and therefore, the reporting individual shall be listed as unidentified parent, community member, or faculty. Similarly if there is a dispute, uncertainty, or other special consideration (delivery vehicles, non-Woods community member vehicle, etc.,) regarding the infraction, this information should be reflected in the infraction description and elsewhere on the form as appropriate. The information contained in the form will be summarized for the purposes of reporting to the school administrators, the Woods Academy's Board of Trustees, the Community Liaison Council and the Montgomery County Planning Board.

Instructions for completing the TMP Infraction Record Form are as follows:

- Column 1: Input sequential reference number (allows for tracking and identifying infractions);
- Column 2: Input date (date required), and time (am or pm at minimum) of the infraction;
- Column 3: Input name of violator (name required) and car identification information (color, model, type, license plate number - if known);
- Column 4: Input name of person reporting the infraction (name is optional and may be listed as unidentified parent, community member or faculty), date and time (date

optional - am or pm required at a minimum), and contact information (optional telephone or email);

Column 5: Input brief description of infraction (making left hand turn, speeding, turning around in neighbor's driveway, parking on prohibited areas etc.);

Column 6: Input First, Second, or Third etc. for number of repeat infractions;

Column 7: Input remedial measure taken by school to address violators (Conference, Letter, or Fine) and date taken;

(c) TMP Reporting Form

The STC will prepare this Report quarterly and present the current results at each CLC meeting. The Report summarizes information regarding: 1) Carpooling by families (and bus usage if busing is implemented); 2) recorded infractions of the TMP; 3) remedial measures taken to address infractions; 4) nature of infractions; 5) number of repeat violators; 6) feedback from/issues raised by the community; and 7) school's response to community feedback/issues. In addition, the Report compares the current results to those of the previous Report as a means to assess the effectiveness of the TMP and the school's performance in addressing TMP infractions and community concerns.

Form For Recording TMP Infractions

Woods Academy

Prepared by

School Transportation Coordinator

Form Last Revised 11/1/2007

(1) Ref No.	(2) Date and Time	(3) Name and Car Identification Information	(4) Name, Date, and Contact Info of Person Reporting Infraction	(5) Description of Infraction	(6) First Infraction or Repeat Infraction	(7) Remedial Measure to Address Violators
1						
2						
3						
4						

TMP REPORTING FORM
Woods Academy
Prepared by School Transportation Coordinator
Form Last Revised 2/4/2008

Reporting Component	Previous Reporting Period			Current Reporting Period			Percent – Increase (Decrease)		
Date of Reporting Periods							NA		
Carpooling (annual survey)									
Number/Percentage of Parents Carpooling (2+ students per car)									
Busing (Number/percentage of students/families participating)									
TMP Infractions									
Number of Infractions reported by Parents, Community Members, and Faculty									
Number TMP Infractions									
Nature of Infractions									
Remedial Measures Taken to Address TMP Violators									
Number of Conferences, Letters, and Fines									
Repeat Violators									
Number of Repeat Violators During Current Reporting Period									
Community Feedback/Issues and School Response Reporting									
Feedback From/Issues Raised by the Community on TMP-Related Issues In Previous Reporting Period (Bullet List):									
School's Response to Community Feedback/Issues Raised In Previous Reporting Period (Bullet List).									
Quarterly CLC Evaluation of School's Compliance with TMP (include topics evaluated and comments):									