

APS Master Transportation Management Plan

Long Set



Approved

Arlington Public Schools Superintendent
or designee:

Name: Catherine J. Lin

Signature: *Catherine J. Lin*

Date: September 20, 2022

Arlington County Manager

or designee:

Name: Dennis M. Leach

Signature: *Dennis M. Leach*

Date: October 4, 2022



ARLINGTON
VIRGINIA

THIS PAGE LEFT INTENTIONALLY BLANK

Table of Contents

1	Introduction	4
1.1	TDM Plan Contacts, System-wide	4
2	TDM Master Plan Strategies	5
3	Electronic Attachments.....	15
3.1	Transportation Demand Management: Knowledge Standards for Appropriately Trained School Transportation Coordinators, Version: Schools (September 2021, or most current version).....	15
3.2	Arlington County Transportation Information Display Standards Guide.....	15
3.3	School Specific Addenda	15
	Abingdon Elementary School.....	15
	Alice West Fleet Elementary School and Thomas Jefferson Middle School	15
	Arlington Traditional Elementary School.....	15
	Ashlawn Elementary School.....	15
	Cardinal Elementary School	15
	Discovery Elementary School and Williamsburg Middle School.....	15
	Dorothy Hamm Middle School.....	15
	The Heights	15
	Wakefield High School	15
	Washington Liberty High School and W-L Annex.....	15
	Yorktown High School	15

1 INTRODUCTION

In 2013, Arlington Public Schools (APS) established APS Go!, a comprehensive and long-term Transportation Demand Management (TDM) Plan for the district. TDM seeks to better utilize all aspects of the transportation network for travel to schools and involves a range of strategies designed to raise awareness and provide incentives, information, and encouragement to increase walking, biking, transit, car/vanpooling, and school bus travel to schools. APS Go! is the transportation demand management program for Arlington Public Schools. The program focuses on the transportation needs of all students, families, and staff, while also considering the broader interests of the communities located around APS sites.

In 2020-21, APS and Arlington County worked together to update use permit conditions for 33 existing schools. The requirements are broken down into two sets, a “Long Set” and a “Short Set”, and each of the 33 existing use permits were assigned one or the other. The “Long Set” of requirements, or successor, will be applied to new APS projects with Use Permits going forward. On March 20, 2021, the Arlington County Board approved this action. This TDM Plan was developed to provide specific guidance on how to implement the “Long Set” requirements. The numbering included in this plan reflects the numbering used in the board report (dated 3/8/21).

TDM Plan Goals

The goals of the TDM Plan, specified in the preamble to Long Set Requirement #3, are to:

1. Achieve the desired results of the Arlington County Transportation Demand Management (TDM) program.
2. Mitigate the potential adverse impacts of parking demand and disruption of parking patterns within affected neighborhoods that could result from the approved parking count and locations.
3. Mitigate the traffic impacts generated by users of the school, including staff, students, families, and other visitors.

Arlington Public Schools agrees to implement the TDM Plan for the life of the use permit and will provide links to the Master Transportation Management Plan (TMP) Plan and site-specific amendment on the individual school’s website.

1.1 TDM PLAN CONTACTS, SYSTEM-WIDE

The following contacts are current as of the approval date of this master plan and apply to all school site contexts.

Organization	Department	Title	Email
Arlington County Government	Department of Environmental Services, Commuter Services Bureau [includes Arlington Transportation Partners (ATP)]	TDM Program Manager	Eric Balliet - eballiet@arlingtonva.us
Arlington Public Schools	Facilities and Operations	TDM Specialist	ttmp@apsva.us

2 TDM MASTER PLAN STRATEGIES

The TDM implementation strategies described below address each requirement in the approved ““Transportation Demand Management Requirements for Arlington Public Schools Facilities v. 02/03/2021” and will be implemented for the life of the use permit.

Note: The requirements and strategies in the table below are organized by topic, not necessarily the exact order of the requirements document. Information that may be relevant to only a specific school is provided separately in addenda by school site.

Amendments to the implementation approach must be approved by the County Manager or designee.

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
3.A.1 Establish and maintain an active, ongoing relationship with Arlington Transportation Partners (ATP), or successor entity, on behalf of Arlington Public Schools, with a minimum of one face to face meeting each school year.	MAINTAIN RELATIONSHIP WITH ARLINGTON TRANSPORTATION PARTNERS (ATP): APS’ TDM Specialist will coordinate with ATP (or successor) on District-wide issues related to TMPs and transportation demand management for schools. Each school will designate a representative to serve as the site’s ATP contact.	APS TDM Specialist School Principal
3.A.2 Appoint a School Transportation Coordinator (STC) to be a primary point of contact with the county and undertake the responsibility for coordinating and completing the following TDM obligations: a. coordinating with the Department of Facilities and Operations, on the operation of the TDM program; b. promoting the formation of carpools; c. encouraging participation in APS’s TDM Benefit Program; d. coordinating with the Department of Parks and Recreation (DPR) where such	APPOINT SCHOOL TRANSPORTATION COORDINATOR: Arlington Public Schools (APS) will appoint and maintain a School Transportation Coordinator (STC) at each site to be a primary point of contact with the County and oversee implementation of this TDM Plan. The School Transportation Coordinator will participate in a kick-off meeting with ATP within one week of being appointed to gain a better understanding of the support ATP provides. Thereafter, the STC will meet with the ATP contact a minimum of once each calendar year and will stay subscribed to routine email communications that come from the ATP Schools program.	School Transportation Coordinator (STC)

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
coordination is deemed necessary due to the presence of shared transportation facilities between APS and DPR (if this duty is delegated to the STC by the Principal); e. working with the Principal, staff, students and their parents/guardians, and visitors to maximize the use of non-single occupant automobile transportation to and from the school; f. managing the bicycle parking facilities or delegating such management (pursuant to section B. Facilities); g. managing the transportation information display materials and access; h. meeting and participating in an annual site visit with Arlington County Commuter Services (ACCS) staff to review the implementation status of the TDM program.	The current and successive STCs will be required to read this TDM Plan, including all appendices and attachments. The current STC should be able to easily access the TMP and will transfer it to their successor in the event of a change in personnel. The STC will be responsible for ensuring the provisions of this TDM Plan are administered as required, including all responsibilities itemized in this requirement, 3.A.2. a-h. The designated STC for each school is specified in Electronic Attachments 3.3.1.	
3.A.3 Provide, and keep current, the name and contact information of the STC to ACCS or successor. The STC shall be trained, to the satisfaction of ACCS, to provide, transit, bike, walk, rideshare and other information provided by Arlington County intended to assist with transportation to and from the site.	If there is a change in the appointed STC contact, the school Principal will notify the APS TDM Specialist, the Arlington Transportation Partners (ATP) contact, and the Arlington County TDM Planning Program Manager within seven (7) days. ENSURE STC IS TRAINED BY ATP ATP will train the STC per the <i>Transportation Demand Management: Knowledge Standards for Appropriately Trained School Transportation Coordinators, Version: Schools</i> (Updated September 2021) or most current version (Attachment 3.1).	School Transportation Coordinator (STC)
3.A.4	UPDATE WEBSITES WITH TRANSPORTATION INFORMATION: In addition to ensuring the Master TMP and school-specific addendum are always available on the appropriate APS website	School Transportation Coordinator (STC)

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
Provide, under a “transportation information” heading on the APS website(s) regarding this facility: - Links to the most appropriate ACCS and/or external transportation-related web page(s), after obtaining confirmation of most appropriate links from ACCS. - Directions to the facility, with priority given to non-auto modes. - A description of key transportation benefits and services provided at the facility, pursuant to the facility’s TMP.	location, the STC will facilitate the addition of web links under a “transportation information” heading in coordination with the APS TDM Specialist, ATP, and any necessary website management personnel. Links may include: - CommuterPage.com - CommuterDirect.com - APS Commuter Benefits page (or Intranet information) - CarFree Near Me - Links to information on upcoming events (e.g., International Walk to School Day) and County advisories - The name and contact information of the STC	
3.B.1 Provide within the TMP a Bicycle Facilities Management Plan to support the exterior and interior secure and visitor bicycle parking requirements. This plan shall include a description of how the facilities will be managed and operated, including: - Identification of party(s) (person, agency, organization) responsible for managing the bicycle storage facility, including implementation of the plan for access and notification of facility. - A description of how the bicycle storage facility will be managed and operated, including: - Hours of operation or availability to users. - Methods to notify staff of the amenity at least two times per year, at or before the beginning of each semester.	BIKE FACILITIES MANAGEMENT PLAN The Bike Facilities Management Plan for each specific school is available in Attachment 3.3.5. STCs will monitor external bicycle parking areas to determine when additional bicycle parking may be required. The STC will submit a work order to APS’ Maintenance office if additional bike parking is needed and serve as the point of contact for installation.	School Transportation Coordinator (STC)

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
iii. Management of registration of persons and bicycles using the Class 1 facility. iv. Management of locker assignments, and re-assignments, to bicycle commuters. v. Policy for abandoned bicycles.		
3.B.2 Provide a transportation information display(s), the number/content/design/location of which will be approved by ACCS. APS agrees that the required transportation information displays shall meet the Arlington County Neighborhood Transportation Information Display Standards in effect on the date of approval of this condition, or equivalent as approved by the County Manager. Changes or upgrades to such displays over time shall occur in consultation with ACCS.	PROVIDE AND STOCK TRANSPORTATION INFORMATION DISPLAY AT EACH SCHOOL: APS will place one display in the lobby of each school to provide transportation-related information to staff and visitors. The exact location of the display is provided in Attachment 3.3.2. APS will order and install displays per the Arlington County Transportation Information Display Standards Guide 2021 Update or successor (Attachment 3.2). The STC will work with ATP to understand and document the process for ordering materials for the display and will check regularly to determine if more supply is needed and to restock as necessary with the most current available information from APS and Arlington County.	School Transportation Coordinator (STC)
3.C.1 Employees Based on the annual budget available as established by the School Board, allocate available funds toward incentives for the following options to not drive alone: a. public transit b. bicycling c. walking d. carpools or vanpools e. other modes, as appropriate	TRANSPORTATION BENEFIT PROGRAMS: If the School Board allocates funds for the APS TDM benefits program, APS staff will administer and promote the program. The APS TDM Specialist and APS Human Resources Department will notify staff of APS transportation benefit programs at the beginning of each school year. The benefit amount could change based on available funds but may include transit/bike/walk/carpool or incentives for other non-SOV modes.	APS TDM Specialist APS Office of Human Resources

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
	Staff will enroll in these commute benefits annually if they desire to participate regardless of whether they were enrolled the previous year. APS will report to ATP and ACCS which benefits are being offered each year (as the targets of the year's budget and promotion may change according to need) and provide an annual report of final enrollment numbers to Arlington County in January.	
3.C.2 Employees Promote use of the pre-tax transportation benefit program, offered by APS.	PROMOTE PRE-TAX BENEFIT Transit Flexible Spending Accounts (Transit FSA) allow employees to deduct money from their paycheck into a Transit FSA. This money is not subject to payroll taxes, resulting in payroll tax savings. This program is managed by the APS TDM Specialist and APS Human Resources Department. Information is currently available on the APS HR intranet pages	APS TDM Specialist APS Office of Human Resources
3.C.3 Employees Employees who regularly participate in non-drive alone options to get to work will be informed of the Metropolitan Washington Council of Government's Guaranteed Ride Home program to assist with rides home when personal emergencies or emergency work requirements make their typical commute arrangements impossible.	NOTIFY STAFF OF GUARANTEED RIDE HOME PROGRAM: The Metropolitan Washington Council of Governments (MWCOC) Commuter Connections "Guaranteed Ride Home" (GRH) program provides commuters who regularly (twice a week) carpool, vanpool, bike, walk or take transit to work with a FREE and reliable ride home when unexpected emergencies arise. Commuters may take advantage of GRH up to four times per year to get home for unexpected emergencies such as a personal illness or a sick child. GRH can also be used for unscheduled overtime if a supervisor requires a staff member to stay late.	School Transportation Coordinator (STC)

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
	ATP will send the STC electronic communications promoting the program at least twice each school year (once in the fall and once in the spring). The STC will provide follow up communication with their respective school staff to reinforce the program and provide their own contact information. Follow up communication method will be at the discretion of the STC and may include email, signage in the school office, teacher’s lounge, etc.	
3.C.4 Employees Distribute an employee information package (digital or otherwise) which includes APS-wide and, if applicable, site-specific ridesharing, transit, walking, and biking information provided by Arlington County and APS with support from Arlington Transportation Partners or successor, to each new or returning employee, no later than the first day of school each year.	PROMOTE TRANSPORTATION OPTIONS TO EMPLOYEES: ATP will send the STC electronic information on transportation options to distribute to all employees (new hires included) before the first day of school, as well as distribute a newsletter throughout the year in which transportation options and programs are promoted. Programs included in communications may include: • APS’s TDM Benefits programs • Commuter Connections’ ride matching program • APS’s Transit FSA program • Guaranteed Ride Home • ART, Metrobus, and Metrorail options that serve the school • CarFreeNearMe.com • Other materials that may be suggested by the ATP Contact or APS TDM Specialist The STC will provide follow up communication with their respective school staff to reinforce the programs and provide their own contact information. Follow up communication method will be at the discretion of the STC and may include email, signage in the school office, teacher’s lounge, etc.	School Transportation Coordinator (STC)

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
3.C.1 Students & Other Users Based on the annual budget available as established by the School Board, allocate available funds toward incentives, and establish programs to encourage the following options to not drive alone: a. public transit b. bicycling c. walking d. carpools or vanpools e. other modes, as appropriate	TRANSPORTATION BENEFIT PROGRAMS: If the School Board allocates funds for TDM incentives for students and other users (visitors), APS will work with ATP and ACCS to develop programming and promote the incentives with the appropriate audiences.	APS TDM Specialist
3.C.2 Students & Other Users Participate in annual Walk and Bike to School Day events, and other similar programs, with support from ACCS.	PARTICIPATE IN TRANSPORTATION EVENTS The STC will work with APS’ SRTS Coordinator with potential support from WalkArlington and BikeArlington, to participate in annual walk and bike to school events. The STC may work with school staff to create on-going bike/walk to school programs such as ‘Feet First Fridays’ or ‘Walk and Roll Wednesdays’ to encourage walking and biking to school throughout the school year.	School Transportation Coordinator (STC)
3.D.1 Arlington Public Schools agrees to monitor and report back to the County ACCS staff on facility transportation performance on a recurring basis, with the following elements, techniques, and timing: a. Student mode split, annually, through two-day in-classroom student tallies of all grades (including 11 and 12) b. Transit benefit program staff participation rates, annually, through benefit program registrations	FACILITATE PERFORMANCE MONITORING: Arlington Public Schools agrees to conduct transportation performance monitoring and reporting consistent with bullets under 3.D.a-c. The APS TDM Specialist and Facilities and Operations Department will ensure the data that are collected under this predefined scope are transmitted to ACCS in a timely fashion. The STC will facilitate necessary access to the site for purposes of APS collecting this data.	APS TDM Specialist School Transportation Coordinator (STC)

Use Permit Requirement	TDM Implementation Strategy	Persons Involved
c. Student/parent, staff, and 11th and 12th grader school commute mode split, triennially, through the systemwide APSGO!, or successor, Survey results, or equivalent	ATP and ACCS will support the APS TDM Specialist in best practices in data management to enable useful lessons learned from the results and the potential for cumulative analysis.	
3.D.2 Arlington Public Schools agrees to coordinate with ACCS staff to ensure the minimum required scope elements are met and data is provided in an acceptable format for potential future analysis. The STC will notify, assist, and strongly encourage participation by students, parents, and employees in all mode-split surveys and travel data collection.	COORDINATE DATA AND ENCOURAGE PARTICIPATION ACCS staff will work with APS to ensure that data meets County standards. The STC will work together with their principals to notify, assist, and encourage employees, students, and parents to participate in mode split surveys as described.	School Transportation Coordinator (STC) APS TDM Specialist
3.D.3 Arlington Public Schools will compare performance monitoring data collection results against known relevant benchmarks, such as: a. Pre-construction Traffic Impact Analysis projections for new facilities b. Comparable schools/facilities (location, size, student age range, etc)(may just be at initial study) c. Systemwide averages d. The same school/facility, over time These comparisons may be achieved in a template developed in conjunction with ACCS, but may be required as part of the performance monitoring reporting no more often than during APSGO!, or successor, survey years.	COMPARE PERFORMANCE MONITORING DATA APS TDM Specialist will work with ACCS staff to create a template for performance monitoring data management and comparisons, and together, they will refine that data management tool over the coming years.	APS TDM Specialist

Bicycle Parking Requirements		
1. Outdoor Bicycle Facilities (For applicable March 2021 use permit amendments, installation confirmed prior to 2021 school year opening date; otherwise, design by Footing to Grade Permit, installation by First Certificate of Occupancy for educational use) A. A minimum of one (1) bicycle space per 20 students in second through fifth grade for elementary schools, and a minimum of one (1) bicycle space per 10 students for middle schools, high schools, and adult learning centers. Major geographic barriers such as steep topography may be considered as factors to reduce initial required bicycle parking; however, after the school begins operations, the County Manager may require bicycle parking supply be increased up to the above standard if demand exceeds supply. B. Outdoor bicycle parking shall conform to Class II or Class III Arlington County bicycle parking standards in effect on the date of use permit approval, or as approved by ACCS in the Civil Engineering Plan as substantially equal to, that shown in the standards. Such facilities shall be installed at exterior locations that are highly visible to, and within 50 feet of, primary building entrances, unless there are physical obstructions that cannot be changed or moved to accommodate the bicycle parking within the 50-foot distance, in which case they shall be sited as close to the 50-foot distance as physically possible. Such facilities shall not encroach on any area in the public right-of-way intended for use by pedestrians or any required fire egress.	OUTDOOR BIKE PARKING Each school is required to provide and maintain a minimum amount of outdoor bicycle parking for use by students and visitors to the school. See Attachment 3.3.3 for bike parking amounts, locations, and management plans specific to each school.	School Transportation Coordinator (STC)
2. Secure Bicycle Parking, Shower and Locker Facilities (For applicable March 2021 use permit amendments, installation confirmed prior to 2021 school year opening date; otherwise, design by Footing to Grade Permit, installation by First Certificate of Occupancy for educational use) Arlington Public Schools agrees to provide, as a part of the project and at no charge to the user, secure bicycle parking, shower, and locker facilities as described below. A. Design of Class I Secure Bicycle Parking, and Shower and Locker Facilities (Footing to Grade) 1) The secure bicycle parking, shower and locker facilities shall comply with the standards below as part of the applicable architectural floor plans, prior to issuance	SECURE BIKE PARKING, LOCKERS, SHOWERS Each school is required to provide and maintain a minimum amount of secure bicycle parking for use by school staff. See Attachment 3.3.4 for bike parking amounts, locations, and management plans specific to each school.	APS Design & Construction Office

of the Footing to Grade Permit for that building. If no secure bicycle facilities for a building are located below grade, then approval shall be obtained prior to the issuance of the Final Building Permit for that building. If the secure bicycle parking is provided in a location outside of the building, it must be reviewed and approved as a part of the Civil Engineering Plan and Landscape Plan pursuant to those conditions, above. 2) All bicycle parking shall meet Arlington County Bicycle Parking Standards, 2018 Update, or subsequent revision in effect on the date of use permit approval or be approved by ACCS as equal to that shown in the Standards. 3) Provide a minimum of one (1) bicycle space per 10 staff, at least half of which must be Class I and the balance Class II. 4) Provide a minimum of one (1) clothes storage locker for each required staff bicycle parking space, and a minimum of two (2) showers at the school to serve bicycle or walking commuters. Showers and lockers shall meet the following criteria: a. The lockers shall be installed adjacent to the showers or the staff bicycle parking in a safe and secured area; b. The clothes lockers shall be a minimum size of 12 inches in width, 18 inches in depth and 36 inches in height, and shall be accessible to bicycle commuters during normal building operating hours; provided, however, that bicycle commuters shall be permitted to use the lockers for storage 24 hours per day, 7 days per week; c. The showers and lockers may be provided in conjunction with a gymnasium; and d. The showers and lockers shall be available to all school staff who register as bicycle or walking commuters. B. Installation of Secure Bicycle Parking, Shower and Locker Facilities (First Certificate of Occupancy for educational use) Arlington Public Schools agrees that all secure bicycle parking, shower and locker facilities on the site, as described above, shall be fully installed and operational prior to the issuance of the First Certificate of Occupancy for educational use.		
---	--	--

3 ELECTRONIC ATTACHMENTS

3.1 [TRANSPORTATION DEMAND MANAGEMENT: KNOWLEDGE STANDARDS FOR APPROPRIATELY TRAINED SCHOOL TRANSPORTATION COORDINATORS, VERSION: SCHOOLS \(SEPTEMBER 2021, OR MOST CURRENT VERSION\)](#)

3.2 [ARLINGTON COUNTY TRANSPORTATION INFORMATION DISPLAY STANDARDS GUIDE](#)

3.3 SCHOOL SPECIFIC ADDENDA

Abingdon Elementary School

Alice West Fleet Elementary School and Thomas Jefferson Middle School

Arlington Traditional Elementary School

Ashlawn Elementary School

Cardinal Elementary School

Discovery Elementary School and Williamsburg Middle School

Dorothy Hamm Middle School

The Heights

Wakefield High School

Washington Liberty High School and W-L Annex

Yorktown High School