



**Lycée Rochambeau
French International School**

**Transport Management Plan --*Forest Road campus*
January 2008**

1. ACCESS AND CIRCULATION OF VEHICULAR TRAFFIC

See Appendix – Map of Vehicular Traffic – page 5

CARS

- Primary access to the campus by carpooling parents, and as many as 128 faculty, student and administrative staff drivers is via Montgomery Drive. Some faculty arrive via Forest Road to access the faculty parking area in the southwest corner of the property.
- Visitor, bus and temporary pick-up access to campus is via Forest Road.
- Drop-off and pick-up on campus:
 - At the shelter on Access Road.
 - Drop-off occurs between 8:00 AM and 8:30 AM
 - Pick-up occurs twice daily, first at the 3:20 PM dismissal, and second at the 5:30 PM dismissal.
 - Drivers enter via Montgomery Drive, remain in their cars, and wait in the queuing lines along Access Road. Security guards direct cars into the queuing lines where drivers drop-off or wait for students to arrive at the shelter for pick-up. If drivers prefer to park, they do so in the parking lot adjacent to the shelter. There are 54 parking spots in this lot.
 - No students are to be dropped off on surrounding streets.
- Security officers and staff direct and manage traffic circulation during the morning 7:45 to 8:45 AM drop-off and the 3:20 PM pick-up to ensure the smooth flow of traffic. Active-duty, off-duty or retired police officers will regularly be assigned to manage traffic circulation.
- A minimum of 1 school staff member is present to assist security officers and guards in managing circulation and are present daily.
- No right turn onto Forest Place is permitted upon exiting the campus.
- These guidelines concerning all access and circulation rules are sent out annually with the school's enrollment contract and the code of conduct policy. They are also posted on the website for all parents and personnel. All violators are reprimanded and repeated violators will be sanctioned according to the enforcement policy described in this plan.

BUSES

- Drop off and pick up via buses is done around the central circle for all students who ride buses. Buses enter and depart the central circle from Forest Road.
- Shuttle bus: After a brief stop for students who meet morning rides on Access Road the bus proceeds to drop students on the circle.
- Field trips: Buses enter via Forest Road for pick-up and drop-off in front of the appropriate buildings and exit via Forest Road. Field trips, using bus transportation, which have a late evening (after 8 PM) or very early morning (prior to 6 AM) departure or return will originate and terminate at an off-campus location.

2. PARKING CONDITIONS AND POLICIES ON CAMPUS

BUSES

- No buses are parked on the school premises.

CARS

- Parking is only permissible on the school campus in four (4) specific and strictly enforced areas:
 1. 17 administrative and visitor parking spaces, in front of the administration building
 2. 54 south lot parking spaces (between the soccer field and Access Road), for long term staff & student drivers
 3. 53 faculty parking lot spaces (adjacent to middle school) for staff & faculty
 4. In front of high school there are 4 spaces for visitors and staff
- All faculty, staff and student carpool drivers register their cars and are issued a visible parking tag, displayed in vehicles parked on campus.
- A limited number of senior students are eligible to request south lot parking privileges if they live outside the bus service areas, and are approved student carpool drivers.
- Parents receive written reminders of the parking regulations twice a year.
- The school monitors on-site parking and sanctions unauthorized vehicles.
- The School is responsible for the activities of parents/guardians and students on neighborhood streets and prohibits the dropping of trash or other debris in the neighborhood as well as prohibits parking and student drop-off or pick-up on surrounding streets at all times.

BIKES

- Since the bike trail and construction have been completed, the School has seen an increase in bike usage among the student population. There are bike racks for approximately 25 bikes.

SPECIAL EVENTS

- Evening functions are scheduled after school hours in the school's annual calendar which is shared each fall with the Neighborhood Liaison Committee. The school will continue its policy of working with neighboring organizations such as the YMCA, Bethesda Country Day School and St Jane de Chantal to exchange spare parking capacity for special events.
- During any special event, an additional 17 parallel parking spaces can be made available on Access Road, to enable extra special event parking.

EXCEPTIONAL EVENTS

- The school will continue its policy of securing off-site parking for its annual school fair and other exceptional events involving the entire school community, for parents and members of the public. The school will run a shuttle service from the off-site parking to the Forest Road campus. Faculty and parents helping with the events will be permitted to park on site.

3. ENFORCEMENT

The French International School requires parents to agree to policies stated in the Transport Management Plan (TMP) and register their vehicles with the School during the annual enrollment process. A parent or family member found to be in violation of the TMP will be subject to the following steps:

1. First violation: warning with file documentation of the traffic/parking incident and a reminder of TMP rules.
2. Second violation: mandatory meeting with Transportation Coordinator and/or Chief Administrative Officer.
3. Third violation: mandatory meeting with the Proviseur and a final violation letter.
4. Fourth violation will be grounds for expulsion.

4. TRAFFIC MITIGATION

The school continues to encourage and promote carpooling and the very high usage of the bus service. The School operates the most extensive and highest use service of all private schools in the Washington-Baltimore area with owned and contracted buses. The school currently transports over 55% of its total enrollment.

As of September 2002, the school has put in place a very efficient bus trip policy, whereby group pick up and drop off points have been established. Transfer points have been developed at the Forest Road and Rollingwood campuses to maximize bus usage at all times.

The school continues to have a Transportation Coordinator whose job is to promote and pursue the policy of carpooling, and to maintain and enhance the bus usage as follows:

- Sending out an information package with each new enrollment or re-enrollment containing information on carpooling, on the school's extensive bus service, on public transportation access to the campus.
- Encouraging carpooling by staff, faculty and students.
- Ensuring that carpool information is kept up to date.
- Establishing and updating a list of potential carpool users.
- Assigning extra staff to ensure and supervise the transfer and safe loading of students on buses.
- Designing the bus routes to maximize ridership and to serve the largest number of users.

5. COMMUNITY RELATIONS

The NLC is comprised of the following:

- 1 representative from the Maplewood Citizens Association
- 2 representative from the Forest Place, Forest Road and Edgeley residents
- 1 representative from the Montgomery Drive residents
- 1 representative from the Maplewood Park Homeowners Association
- 3 representatives from the French International School
- Martin Klauber, Montgomery County People's Counsel, ex-officio

An alternate representative may attend a meeting in place of an official representative who is unable to attend.

The School works and communicates with the NLC in the following ways:

- Holds quarterly meetings to discuss issues of mutual concern.
- Presents any necessary amendments to the TMP for comment prior to implementation.
- Provides an annual TMP compliance report.
- Prohibits parking on surrounding streets and other parking lots and cooperates with those groups established to increase vehicular and pedestrian safety on neighborhood streets.

APPENDIX – Map of Vehicular Traffic Pattern

