

Transportation Demand Management Plan
for McKinley Elementary School

U-3386-
14-1



Approved

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Arlington
Public
Schools

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1 INTRODUCTION

This Transportation Demand Management Plan (TDM PLAN) was developed by Arlington Public Schools for McKinley Elementary School, in response to conditions #20.B.9, #27, and #47 of Use Permit U-3386-14-1 (Appendix A), which was approved by Arlington County Board on September 20th, 2014. Specifically, condition #47 states the TDM requirements. Some of the strategies included in the TDM Plan are required by the use permit, while others are not required but have been included because they help advance the overall goals of the TDM Plan and APS.

McKinley Elementary School, is located at 1030 North McKinley Road, Arlington, VA, in Arlington's Madison Manor section of Arlington County, Virginia. School frontage is directly off McKinley Road, to the south is 9th Street, to north is 11th Street. There is a main floor which contains the cafeteria, library, main office, and 16 classrooms, then a 3-Story addition with 12 classrooms and a gym. Totaling 102,000 square feet of building space. There are a total of 742 students, and 58 teachers.

Strategies addressing use permit conditions are binding and will be implemented for the life of the use permit. Amendments to the use permit condition language would require a use permit amendment by the County Board. Amendments to the implementation approach must be approved by the County Manager or designee. Strategies that do not address use permit conditions are not binding but are recommended to achieve the goals of the TDM PLAN.

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
	Required 47.	<p>Transportation Management Plan (Shell and Core Certificate of Occupancy) Arlington Public Schools agrees to submit to, and obtain review and approval from the County Manager of a Transportation Demand Management Plan (TDM Plan), prior to issuance of the Shell and Core Certificate of Occupancy, in order to achieve the following:</p> <ul style="list-style-type: none"> • The desired results of the Arlington County Transportation Demand Management (TDM) program; • Mitigation of 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; • Mitigation of traffic impacts generated by users of the Elementary School, including staff, students, parents of students, and other visitors. <p>Arlington Public Schools further agrees to implement the TDM Plan for the life of the use permit. Arlington Public Schools agrees to post the approved TDM on the web page for McKinley Elementary School.</p> <p>Arlington Public Schools agrees to develop, with the assistance of County staff, an Arlington Public Schools-division-wide TDM Master Plan ("TDM Master Plan ") for district-wide use, to serve as a framework for individual TDM Plans at each facility.</p> <p>TDM Strategies. The TDM Plan shall include, but not be limited to, the strategies set out below, provided, however, that the County Manager may, through the Administrative Change process, amend these strategy provisions to conform to the TDM Master Plan if she determines the amendments would achieve the goals noted above:</p>	Prior to the 1st COO and ongoing thereafter	APS & STC

1.1 EXISTING TRAVEL MODES AND USER GROUPS

Existing travel modes form a baseline against which TDM Plan implementation can be evaluated. For the purposes of this TDM Plan, existing travel modes are divided into two categories.

1. **SOV Modes**, including single occupancy vehicle (SOV) travel and travel in a family car which precludes non-family members, as would be the case, for example, if a parent or guardian drove their own child to school.
2. **Non-SOV Modes**, including school bus, public transit, taxi, carpool, vanpool, walking, bicycling, and other transportation modes not included in the SOV Modes category.

Existing travel modes are best understood and tracked in terms of user groups. For the purposes of this TDM Plan, there are three primary user groups.

1. **Staff**, including travel to and from the school by teachers, administrative staff, extended day staff, custodial staff, kitchen staff, and other APS staff members who travel to and from the school on a regular basis.
2. **Students/Parents**, including travel to and from school by students or for the purpose of conveying a student to and from school, such in a school bus or family car.
3. **Visitors**, including travel to and from school that occurs within school hours but is not related to staff work or to conveying a student to and from school.

Table 1 shows the current percentage of SOV Modes at McKinley Elementary School alongside the source and year from which the modal data has been derived.

Table 1: Percent SOV Travel by Category (McKinley Elementary School)

Category	% SOV Modes	Data Source and Year
Staff	93%	Teacher Transportation Survey (Fall 2013)
Student/Parent	32% at arrival, 32.5% at dismissal	Student Travel Tally (September 2015)
Visitor	81%	Visitor Survey (Fall 2012)

1.2 TDM PLAN GOALS

The goals of the McKinley Elementary School TDM Plan, specified in the use permit condition 47 preamble, 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 of traffic impacts generated by users of the Elementary School, including staff, students, parents of students, and other visitors.

An additional goal, specified in condition 47.b.vii is to:

4. Encourage students to use alternative transportation to travel to and from McKinley Elementary School with a goal of 20% reduction in drop-off/pick-up trips, proportional to school enrollment, in private vehicles compared with the school year prior to the year for which the first Certificate of Occupancy for educational use in the new addition is issued. The proportion of drop-off/pick up trips recorded in September 2015 is provided in Table 1.

1.3 TDM PLAN CONTACTS

TMP Role	Name	Telephone	Email
McKinley School Transportation Coordinator (STC)	Kathy Villareal, Administrative Assistant	703-228-5280	kathy.villareal@apsva.us
McKinley Drop-off/Pick-up Community Liaison	Kathy Villareal, Administrative Assistant	703-228-5280	kathy.villareal@apsva.us
APS Safe Routes to School Coordinator	Tom Norton	703-228-2132	tom.norton@aspva.us Lauren Hassel
APS Administrative Contact for TDM Incentives	Ann Irby	703-228-6600	ann.irby@apsva.us
Arlington Transportation Partners (ATP) Contact	Elizabeth Denton	703-247-9299	elizabeth.denton@transpartners.com
Arlington County TDM Planning Program Manager	Melissa McMahon	703-228-0651	Mmcmahon@arlingtonva.us

2 SCHOOL TRANSPORTATION COORDINATOR

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
	Required	<i>Arlington Public Schools agrees to appoint a School Transportation Coordinator (STC) to be a primary point of contact with the county and undertake the responsibility for coordinating and completing all TDM obligations for this use permit. The STC responsibilities will include overseeing the operation of the TDM, including the issuance of school parking permits, providing information on and establishing carpools, developing incentives for alternative transportation and coordinating with DPR. The STC shall work actively with the School's Principal, staff, students and their parents/guardians, and visitors to maximize the use of non-single occupant vehicle transportation to and from the school, including by bus, bicycle, walking and car/vanpools, and shall maintain records of employee Motor Free transportation options (bike/walk to work). Arlington Public Schools shall provide, and keep current, the name and contact information of the STC to Arlington County Commuter Services (ACCS) or successor. The STC shall be appropriately trained, per the Transportation Demand Management: Knowledge Standards for Appropriately Trained School Transportation Coordinators, Version: Schools (April 2014) or subsequent version, to provide rideshare, transit, and other information provided by Arlington County intended to assist with transportation to and from the site.</i>	Prior to the 1st COO and ongoing thereafter	APS & STC
		Arlington Public Schools has appointed a School Transportation Coordinator (STC), as indicated in 1.3 TDM PLAN Contacts. The ATP contact and the TDM Planning Program Manager will be notified within seven (7) days, if/when the STC or principal changes.		
		The STC shall be appropriately trained by Arlington Transportation Partners, or successor entity implement and administer the provisions of this TDM Plan. Prior to the first Certificate of Occupancy (COO), the STC, and all successive STCs, will read through this plan, including all attachments and establish a schedule or calendar for implementing the strategies according to the timeframes and frequencies indicated. The current STC will keep a copy of the TDM Plan on file, and will transfer it to her/his successor in the event of a change in personnel. The STC will be expected to understand his/her responsibilities and to be able to demonstrate the required knowledge (Appendix A) on demand.		

3 TDM STRATEGIES

The following sections specify the strategies APS will implement during the life of the use permit as part of the McKinley Elementary School TDM PLAN.

- Section 3.1 details strategies for reducing SOV modes for all user groups.
- Section 3.2 details strategies for reducing SOV modes for McKinley students.
- Section 3.3 details strategies for reducing SOV modes for McKinley staff.
- Section 3.4 details strategies for performance monitoring.
- Section 3.5 details strategies for provision of bicycle parking.

Each section includes a table with five columns.

1. This first column indicates the strategy number. This number is used in cross-references.
2. The second column indicates whether the strategy is required by the use permit. If the strategy is required, a reference to the use permit condition number is provided.
3. The third column provides a description of the strategy and implementation guidance. If the strategy is required, the use permit language is copied verbatim at the top of the cell and rendered in ***bold italics***.
4. The fourth column indicates the timeframe and frequency of implementation.
5. The fifth column indicates the lead coordinator for each strategy. The lead coordinator is the person or entity with primary responsibility for implementing the strategy.

3.1 STRATEGIES FOR REDUCING SOV TRAVEL—ALL USER GROUPS

The McKinley STC will be responsible for coordinating implementation of the strategies. If the strategy is required, the use permit language is copied verbatim and rendered in ***bold italics*** in the strategy description field.

Table 2: Strategies for Reducing SOV Travel--All User Groups

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.1.1	Required 47.(a)i.	<p><i>APS agrees to maintain an ongoing relationship with Arlington Transportation Partners ("ATP").</i></p> <p>The STC will arrange a meeting with the ATP contact prior to the COO 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. ATP will be notified within seven (7) days of changes in the contact holding the STC role at each school.</p>	Prior to the 1st COO and ongoing thereafter	STC
3.1.2	Required 47.(b)ii.	<p><i>Provide an information display(s), the number/content/design/location of which shall be approved by ACCS / ATP, to provide transportation-related information to staff and visitors. Arlington Public Schools shall keep display(s) stocked with approved materials at all times.</i></p> <p>The STC will seek approval from the TDM Planning Program Manager to identify an appropriate information display and to determine a strategic location or locations within the school for the information display(s). Upon approval by the TDM Planning Program Manager, and prior to the start of the 2016-2017 school year, the STC will coordinate the purchase and installation of the information display(s). The STC will also coordinate with the ATP Contact to determine what transportation-related information will be distributed through the display(s) and the STC will check the display(s) on a weekly basis to ensure they are fully stocked.</p>	Prior to occupancy, and ongoing thereafter	STC

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.1.3	Required 47.(b)vii.	<p><i>Arlington Public Schools agrees to provide website hotlinks to CommuterPage.com™ under a "transportation information" heading, or other heading as approved by the County Manager, from the school's website regarding this school.</i></p> <p>Prior to the issuance of the Shell & Core Certificate of Occupancy, the STC and APS will seek approval from the TDM Planning Program Manager regarding the types and locations of transportation links to be displayed on the school's website.</p> <p>Links to be added will include, at a minimum:</p> <ul style="list-style-type: none"> • http://www.carfreediet.com/pages/arlington-urban-villages/westover/getting-around/ • CommuterDirect.com • CarFree Near Me-- http://www.carfreenearme.com/ • APS Commuter Connections Ridesharing website, SchoolPool-- https://schoolpool.commuterconnections.org/mwcogschoolpool/ • A link to a map developed by APS Facilities and Operations showing pedestrian and bicycle infrastructure, crossing guard locations, and suggested walking and bicycling routes around the site • Links to information on upcoming events (e.g., International Walk to School Day) and County advisories (e.g., Ozone Action Days) • The name and contact information of the STC and the drop-off/pick-up community liaison 	Prior to occupancy, and ongoing thereafter	STC
3.1.4	Required 47.(b)x.	<p><i>Arlington Public Schools agrees to cooperate with and assist Arlington County Commuter Services ("ACCS") in implementing a transit-advertising program that distributes information four times per year to all employees, students and/or their parents, and visitors.</i></p> <p>The STC will cooperate with and assist Arlington County Commuter Services in distributing information per the website links listed above, through email, and from the kiosk display in the school main lobby, about transportation options four times per year to employees, students and/or their parents, and visitors. These will be sent in September, December, March, and June.</p>	Four times within the 1st year after the 1st COO and four times per year thereafter	STC

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.1.5	Required 43.(b)xi	<i>Arlington Public Schools agrees to participate in regionally sponsored clean air, transit, and traffic mitigation promotions by posting notice of such promotions in locations within the school building.</i> When prompted by the County or ATP, the STC will post notice of these promotions, including Bike to Work Day (Strategy 3.3.11), Bike to School Day and Walk to School Day (Strategy 3.2.6), and others, inside the school building main lobby, as a way of encouraging participation in these events among staff, students, parents, and visitors.	Within 1st year after 1st COO and ongoing thereafter	STC
3.1.6	Not required by use permit	Invite the ATP and SRTS contacts to Back to School Night and other school events, as appropriate. The STC will invite the ATP and SRTS contacts to attend Back to School Night and other school events, as appropriate, such as open houses and health fairs. The STC will ensure that the ATP and SRTS contacts are provided with a table to distribute materials during these events.	Within 1st year after 1st COO and every year thereafter	STC

3.2 STRATEGIES FOR REDUCING SOV TRAVEL—STUDENTS/PARENTS

These strategies are designed to achieve the goal stated in use permit condition 47.(b)-vii which is stated verbatim in ***bold italics*** in the 3.2 strategy description field below.

Table 3: Strategies for Reducing SOV Travel—Students/Parents

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe & Frequency	Lead Coordinator
3.2	Required 47.(b)vii.	<i>Arlington Public Schools agrees to encourage students to use alternative transportation to travel to and from the subject school with an initial goal of 20% reduction in drop-off/pick-up trips, proportional to school enrollment, in private vehicles compared with the school year prior to the year for which the first Certificate of Occupancy for educational use in the new addition is issued.</i> The School aims to achieve this 20% reduction in drop-off/pick-up trips one (1) year after the issuance of the first Certificate of Occupancy for educational use in the new addition. These trips will be measured by the annual surveys described in Strategies 4.4.2 - 4.4.4	Prior to the 1 st COO and annually thereafter	STC
3.2.1	Related to 47.(b)vii.	<i>Distribute a package of materials to parents encouraging the use of non-SOV modes for student transportation to and from school, and providing pedestrian, bicycle, and car driver safety information.</i> At minimum the package will include: <ul style="list-style-type: none"> • A map, developed by APS Facilities and Operations, showing pedestrian and bicycle infrastructure, crossing guard locations, and other relevant information for walking and bicycling. • Pedestrian and bicycle safety tips. • Information on SchoolPool for coordinating carpools, walking school buses, and bicycle trains. • Drop-off and pick-up procedures. • Other materials that may be suggested by the APS Safe Routes to School Contact. 	Prior to occupancy, and prior to the 1st day of school every year thereafter	STC
3.2.2	Related to 47.(b)vii.	<i>Encourage non-SOV modes and pedestrian and bicycle safety in regular communications with parents.</i> In addition to the package of materials discussed in 3.2.1, non-SOV modes and pedestrian, bicycle, and car safety will be encouraged through regular messaging to parents and students. Potential mediums for delivering these messages include announcements during school-wide events such as Back to School Day, the school newsletter, emails to parents, flyers, and PA announcements. Pedestrian, bicycle, and car safety messages will be delivered prior to any event intended to encourage walking and bicycling to school.	Within 1 year after 1 st COO and ongoing thereafter	STC

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe & Frequency	Lead Coordinator
3.2.3	Related to 47.(b)vii.	<p>Register school on the SchoolPool website and promote the use of SchoolPool to coordinate carpools, walking school buses, and bicycle trains.</p> <p>Promotional efforts will include, but not be limited to, inclusion of information on SchoolPool in the parent outreach package.</p>	Prior to 1 st COO and ongoing thereafter	STC
3.2.4	Related to 47.(b)vii.	<p>Encourage formation of walking school buses and bicycle trains for trips to and from school and walking school buses for trips to and from school bus stops and public transit stops.</p> <p>Such encouragement may include, but is not limited to:</p> <ul style="list-style-type: none"> Promoting use of the SchoolPool website for coordinating walking school buses and bicycle trains. Incorporating walking school buses and bicycle trains into special events, such as Walk to School Day and Bike to School Day. Establishing one or more off-campus meet-up locations and regularly operating a walking school bus or bicycle train from that location to the school. <p>For additional guidance on coordinating walking school buses and bicycle trains, see The Walking School Bus: Combining Safety, Fun, and the Walk to School and Bicycling Together: A Bike Train Planning Guide on the National Center for Safe Routes to School website.</p>	Within 1 year after 1 st COO and ongoing thereafter	STC
3.2.5	Related to 47.(b)vii.	<p>Establish frequent walker, biker, and bus rider incentive program.</p> <p>The STC will coordinate creation of a simple record keeping system to track student walking, biking, and school bus ridership, and students will receive rewards based on how frequently they use these modes for travel to school. Rewards may include small incentive items or enhanced privileges.</p>	Within 1 year after 1 st COO and ongoing thereafter	STC
3.2.6	Related to 47.(b)vii.	<p>Participate in Walk to School Day every October and Bike to School Day every May.</p> <p>The STC will register the school in Walk to School Day and Bike to School Day events at http://walkbiketoschool.org/. The STC will use this website, WalkArlington and Bike Arlington, in addition to other resources, and work with the SRTS Coordinator to promote and plan these events.</p>	Within 1 year after 1 st COO and every year thereafter	STC

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe & Frequency	Lead Coordinator
3.2.7	Related to 47.(b)vii.	<p>Conduct a bicycle rodeo and/or provide instruction on bicycle safety.</p> <p>The STC will coordinate a bicycle rodeo. Bicycle rodeos are single-day events that promote bicycle safety and skills. Organizations that may be able to assist with implementing the bike rodeo include BikeArlington, Arlington County Police Department, and Washington Area Bicycle Association (WABA).</p> <p>Bicycle safety curriculums help students develop bicycle safety skills over a series of lessons. Potential curricula include Bike Smart Virginia or Bikeology, which was developed through a collaboration between NHTSA and Shape America.</p>	Within 2 years after the 1 st COO and every year thereafter	STC
3.2.8	Related to 47.(b)vii.	<p>Integrate content into the school curriculum that enables students to explore the practicalities, safety considerations, and benefits of walking, biking, and riding the bus for school travel.</p> <p>Potential activities might include but are not limited to:</p> <ul style="list-style-type: none"> • Mapping the best walking and bicycling routes from students' homes to school or bus stops. • Calculating the greenhouse gas reduction benefits of using green transportation options for school travel. • Reviewing the health benefits of daily physical activity and recommended daily physical activity levels. 	Within 2 years after 1 st COO and yearly thereafter	STC

3.3 STRATEGIES FOR REDUCING SOV TRAVEL—STAFF

If the strategy is required, the use permit language is copied verbatim and rendered in ***bold italics*** in the strategy description field.

Table 4: Strategies for Reducing SOV Travel—Staff

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.3.1	Required 47.(b)i.	<p><i>All dollar denominated rates shall be adjusted annually for inflation by the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) Inflation Calculator from the date of use permit approval.</i></p> <p>APS Human Resources will adjust incentive payments provided to staff use of non-SOV modes annually for inflation based on the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) from the date of use permit approval (9/20/14).</p>	Annually after date of use permit approval	APS Human Resources

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.3.2	Required 47.(b)iii.	<p><i>Each employee who participates in a carpool or vanpool will be entitled to such incentive as established by the Superintendent of Schools for the subject school specifically, or based on the TDM Master Plan, for each person in the pool, and preferred/reserved parking, except two-person pools, whose participants will receive a 50% incentive.</i></p> <p>The carpool and/or vanpool space(s) locations are indicated in Appendix B. Additional nearby spaces will be reserved for carpools or vanpools as demand increases over time. McKinley Elementary will use as a reference the County's policy on Carpools/Vanpools (Appendix B) in the context of managing this parking program.</p> <p>Staff will be notified of the program at least twice each school year, once at the beginning of the new school year and then midterm by newsletter and email. 8.5 x 11 size signs announcing the program will be posted in the office, teachers' lounge, and any other area where staff congregates. The signs will include the contact information of the STC.</p> <p>In order to use a ridesharing space, participants in a carpool or vanpool must register their names and contact information with the STC. Any rideshare vehicle that has previously informed the building management of their intent to carpool or vanpool, is entitled to park at the rate specified in the site plan/use permit. Verification is at the discretion of the STC and may be accomplished by telephone or email contact with the registered carpool/vanpool members or their employers. McKinley Elementary will provide monthly parking pass hangers/stickers/decals and incentives to the participants.</p> <p>School staff will monitor the rideshare parking spaces regularly to ensure that only registered carpools and vanpools park there, and will tow vehicles out of these spaces if they are not registered rideshare vehicles.</p>	Prior to occupancy, and ongoing thereafter	STC

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.3.3	Required 47.(b)iv.	<p><i>Each employee who participates in a carpool with a non-APS employee and who does not use APS parking facilities will be entitled to an incentive as established by the Superintendent of Schools for the subject school specifically, or based on the TDM Master Plan.</i></p> <p>The incentive for employees who carpool/vanpool with non-APS employees and those who do not use an APS parking lot will be equivalent, and will be established by the APS Superintendent of Schools for McKinley Elementary School or based on the TDM Master Plan.</p>	Prior to occupancy, and ongoing thereafter	STC
3.3.4	Required 47.(b)iii.	<p><i>Each employee who participates in a carpool with non-APS employees and who uses a parking space at the subject school will be entitled to a monetary incentive equal to a 2-person carpool and will be entitled to preferred/reserved parking. Non-APS employees will be required to register with the STC.</i></p> <p>The incentive for employees who carpool/vanpool with non-APS employees and who use an APS parking lot will be equivalent to a 2-person incentive. Preferred parking will be provided in these cases, as long as they use carpool transportation for at least 50% of their commute trips.</p>	Prior to occupancy, and ongoing thereafter	STC
3.3.5	Required 47.(b)iv.	<p><i>Employees who participate in carpools and vanpools will be informed of the Guaranteed Ride Home program to assist with rides home when personal emergencies or emergency work requirements make using the carpool or van pool arrangements impossible.</i></p> <p>The STC will inform persons electing to participate in carpools and van pools of the "Guaranteed Ride Home" program managed by Commuter Connections. The STC will be responsible for promoting the Guaranteed Ride Home program and all other Motor Free transportation options and incentives. Staff will be notified of the program at least twice each school year, once at the beginning of the new school year and then midterm by newsletter and email. 8.5 x 11 size signs announcing the program will be posted in the office, teachers' lounge, and any other area where staff congregates. The signs will include the contact information of the STC.</p>	Prior to occupancy, and ongoing thereafter	STC

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.3.6	Required 47.(b)v.	<p><i>Metrorail, metro bus, and ART bus incentives as established by the Superintendent of Schools for the subject school specifically, or based on the TDM Master Plan, will be issued monthly to participating employees on the first day of each month in the form of a SmarTrip card or equivalent fare media provided by APS or issued in the employee's name. To the extent permitted by law, such incentives will be paid for by APS and/or drawn from pre-tax funds issued to or paid by the employee.</i></p> <p>All staff who use mass transit will be eligible to receive APS subsidized SmarTrip transit passes for their use in going to and coming home from work. APS will subsidize the cost of the employee's commute at a level currently up to a maximum commuting cost of \$60 per month (this amount is subject to annual review by the Superintendent of Schools). Employees will be issued subsidies based only upon their needs as determined by a direct and efficient route between their home address and worksite. Fare will be distributed by the first of each month. Staff will be notified of the program at least twice each school year, once at the beginning of the new school year and then mid-term by newsletter and email. 8.5 x 11 size signs announcing the program will be posted in the office, teachers' lounge, and any other area where staff congregates. The signs will include the contact information of the STC. See below for more information about tracking.</p>	Prior to occupancy, and ongoing thereafter	STC
3.3.7	Required 47.(b)vi.	<p><i>Arlington Public Schools shall report on usage of the incentive programs to the Arlington Public Schools Human Resources Department, which will be responsible for maintaining payroll records sufficient to compensate persons enrolled in incentive programs and arranging for the establishment of taxable and no-tax incentive payments to employees. Supervisors of employees will be responsible for the enforcement of employee honesty in completing enrollment forms.</i></p> <p>The STC will collect and maintain these records for all participating staff and will provide data to APS Human Resources. The STC will provide these records on demand to the County TDM Planning Program Manager for inspection.</p>	Ongoing after first COO	APS Human Resources

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Lead Coordinator
3.3.8	Required 47.(b)ix.	<p><i>Arlington Public Schools agrees to distribute a new-employee package which includes site-specific ridesharing and transit-related information provided by Arlington County to each new employee no later than the first day of employment at the school.</i></p> <p>The package will include information on:</p> <ul style="list-style-type: none"> • APS's Motor Free incentive programs • APS's Commuter Connections ride matching program • APS's Transportation FSA program • Guaranteed Ride Home • Nearby ART, Metrobus, and Metrorail service • CarFreeNearMe.com and CarFreeAtoZ.com • The map developed by APS Facilities and Operations showing pedestrian and bicycle infrastructure, crossing guard locations, and suggested walking and bicycling routes around the site • Other materials that may be suggested by the ATP Contact or APS Facilities and Operations. 	Prior to occupancy, and no later than an employee's 1st day of employment at the school thereafter	STC
3.3.9	Not required by use permit	<p>Provide a monetary incentive for staff who walk and bicycle for travel to and from work.</p> <p>All staff who walk, bike, or Segway to work will be eligible to receive a taxable subsidy, which is presently \$60 per month. Staff will be notified of the program at least twice each school year, once at the beginning of the new school year and then mid-term by newsletter and email. 8.5 x 11 size signs announcing the program will be posted in the office, teachers' lounge, and any other area where staff congregates. The signs will include the contact information of the STC.</p>	Prior to occupancy, and ongoing thereafter	STC
3.3.10	Not required by use permit	<p>Host a presentation for staff members regarding available transportation benefits.</p> <p>The STC will invite the APS Benefits Administrator to deliver a presentation to staff members covering available benefits and support for non-SOV travel. The STC will encourage all staff members to attend this presentation.</p>	Prior to October 1 every year	STC
3.3.11	Not required by use permit	<p>Encourage staff to participate in Bike to Work Day (May).</p> <p>The STC will encourage staff to participate in Bike to Work Day by sending an email to staff with the Bike to Work Day registration link and posting 8.5 x 11 size signs announcing Bike to Work Day in the office, teachers' lounge, and any other area where staff congregates.</p>	Within 2 years after the 1st COO and every year thereafter	STC

3.4 STRATEGIES FOR PERFORMANCE MONITORING

The McKinley STC will take the lead in implementing these strategies with support from the administrations of each school, APS Facilities and Operations, and the APS SRTS Coordinator. Strategy 3.4.1 is required by the use permit. Use permit language is included verbatim in *bold italics*.

Table 5: Performance Monitoring

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Implementation Coordinator(s)
3.4.1	Required 47(c)	<p><i>Arlington Public Schools agrees to participate in a transportation performance monitoring study at two (2) years, five (5) years, and (at the County's option) every subsequent fifth year after the issuance of the First Certificate of Occupancy for educational use. The County may conduct the study, in which case Arlington Public Schools agrees to reimburse the County for the cost of the study within 30 days of notice of cost, or request that Arlington Public Schools conduct the study. In the latter case, the County would specify the timing and scope of the study, which may include average vehicle occupancy, daily vehicles trips to and from the site, parking availability by time of day for the site, pedestrian traffic, a seven (7) day count of site-generated vehicle traffic, and a voluntary mode-split survey. Arlington Public Schools agrees to notify, assist, and strongly encourage participation by students, parents, faculty, and employees to participate in mode-split surveys, which may be on-line or by email. Arlington Public Schools agrees to produce and submit to the County a report in the form specified by the County for every transportation performance monitoring study it undertakes.</i></p> <p>The STC and APS will work with ACCS to conduct the transportation performance monitoring studies as specified in this condition. The County may at its option conduct the studies, use a contractor to conduct the studies, or require APS to conduct the studies. APS will be responsible for the expense of these mandated studies, and will include the cost of the studies in their fiscal budget plan for each year in which a study will be due.</p> <p>As part of these transportation performance monitoring studies, the building owner or the property management company will assist and encourage resident/guest/employee participation in mode split surveys via email, written memo and verbally; at the County's request. The STC will save a copy of the emails or written memos as proof of compliance.</p>	At two (2) years, five (5) years, and (at the County's option) every subsequent fifth year after the issuance of the First Certificate of Occupancy for educational use.	STC & APS Facilities and Operations

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Implementation Coordinator(s)
3.4.2	Related to 47(c)	<p>Conduct a mode split survey of students.</p> <p>A mode split survey of students will be conducted annually each fall. APS will be responsible for the expense of these surveys. The STC will confirm the format and content of this survey with the APS SRTS Coordinator and the TDM Planning Program Manager each year prior to administration of the survey. Potential survey instruments include, but are not limited to, the National Center for Safe Routes to School's Student Travel Tally.</p> <p>The Student Travel Tally is a teacher or volunteer-administered classroom survey. The survey is designed to collect self-reported data to help communities approximate the number students arriving and departing from school by various travel modes (walk, bicycle, school bus, car, etc.). The survey enquires about travel to school over a two or three day period to provide a snapshot of school travel modes for that particular timeframe. The Student Travel Tally form can be downloaded from the National Center for Safe Routes to School.</p>	Prior to November 1 every year	STC
3.4.3	Related to 47(c)	<p>Conduct a mode-split survey of staff and parents.</p> <p>A mode split survey of staff will be conducted annually. APS will be responsible for the expense of these surveys. The STC will confirm the format and content of this survey with the Arlington TDM Planning Program Manager each year prior to administration of the survey. Potential survey instruments include, but are not limited to, the APS GO! online staff survey or similar survey developed with input from the Arlington TDM Planning Program Manager. The STC will distribute the survey to all staff members, including part-time and Extended Day, and will follow up, as necessary, to ensure a high level of participation.</p>	Within 1st year after 1st COO and every year thereafter	STC

3.5 STRATEGIES FOR PROVISION OF BICYCLE PARKING, LOCKERS, AND SHOWERS

APS Facilities and Operations will be responsible for providing the facilities described in strategies 3.5.1 & 3.5.2. The STC will be responsible for implementing the Plan for Bicycle Facility, Shower, and Locker Operations described in strategy 3.5.3. All strategies are required by the use permit. Use permit language is included verbatim in ***bold italics***.

Table 6: Strategies for Provision of Bicycle Parking, Lockers, and Showers

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Implementation Coordinator(s)
3.5.1	20.B.9)	<p><i>Outdoor Bicycle Facilities</i> <i>a. A minimum of 1 bicycle space per 20 students, conveniently located throughout the site, under weather cover where possible, as approved by the County Manager. All bicycle racks shall meet the Arlington Bicycle Parking standards or be substantially equivalent.</i></p> <p>Arlington Public Schools will work with the TDM Planning Program Manager and/or the Bicycle and Pedestrian Coordinator to accomplish this task, and ensure the bicycle parking facilities conform to the current County standards at the time of installation.</p> <p>According to the ratios in use permit condition 20.B.9, with 684 students, the school is required to provide 35 class II/III bicycle parking spaces for students' use. These racks are located north and south of the 3-story addition and in front of the main office. There are 36 Class III spaces in total. Abandoned bikes will be checked on a monthly basis by STC. See attached Appendix C Bike Rack Locations diagram.</p>	Prior to 1 st COO	APS Facilities and Operations
3.5.2	27	<p><i>Bicycle Storage Facilities (Footing to Grade Permit)</i> <i>Arlington Public Schools agrees to submit to, and obtain approval of the County Manager for, indoor bicycle storage facilities, showers and lockers prior to issuance of the Footing to Grade Permit. The bicycle facilities, showers and lockers shall be shown on the architectural drawings depicting their location and access within the context of the floor(s) on which they are located; the layout of the facilities; and the details of the enclosure, security elements, bicycle racks, showers, lockers, and other elements of the facilities. Arlington Public Schools agrees to provide the following:</i></p> <ul style="list-style-type: none"> <i>(1) A minimum of one (1) bicycle space per 10 staff in Class I secure facilities, which shall meet the standards for Class I storage space as defined in the Arlington Bicycle Parking Standards in effect on the date of approval of the final building permit;</i> <i>(2) A minimum of one (1) shower per gender; and</i> <i>(3) A minimum of one (1) clothes storage locker for each required staff bicycle parking space.</i> 	Prior to issuance of Foot and Grade Permit	APS Facilities and Operations

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Implementation Coordinator(s)
		<p>Showers and lockers shall meet the following criteria:</p> <ul style="list-style-type: none"> (1) The lockers shall be installed adjacent to the showers in a safe and secured area. (2) The lockers shall be a minimum size of 12 inches in width, 18 inches in depth and 36 inches in height, and shall be available 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; (3) The showers and lockers may be provided in conjunction with the gymnasium; and <p>Both the showers and lockers shall be available to all school staff.</p> <p>Prior to issuance of the Footing to Grade Permit, Arlington Public Schools will work with the TDM Planning Program Manager and or the Bicycle and Pedestrian Coordinator to accomplish this task, and ensure that the bicycle parking facilities conform to the current County standards at the time of installation.</p> <p>According to the ratios in use permit condition 27, with 77 staff members, the school is required to provide a minimum of 8 class I bicycle parking spaces, 8 lockers per gender, and 1 shower per gender for staff use. The showers and lockers are located on the gym level by the gym offices. There are 10 lockers for each gender with combination locks provided by the STC.</p>		
3.5.3	27	<p>Plan for Bicycle Facility, Shower, and Locker Operations (Shell and Core Certificate of Occupancy). Arlington Public Schools agrees to obtain, prior to the Issuance of the Shell and Core Certificate of Occupancy or, if no Shell and Core Certificate of Occupancy is required the First Certificate of Occupancy for educational use, the County Manager's review and approval of a plan for the operation of the Indoor bicycle storage facility, showers and lockers if she finds that, at a minimum, the plan includes the following elements:</p> <ul style="list-style-type: none"> (1) 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. <p>The STC, as well as the School Assistant principal, Dr. Eileen Wentzel, shall be responsible for managing the bicycle storage facilities and exterior bike racks. Primary responsibility shall be by the STC with oversight by the assistant principal. They will work school staff and be</p>	Prior to Shell and Core Certificate of Occupancy or First Certificate of Occupancy for Educational Use, and ongoing thereafter	STC, as well as the School Assistant Principal

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Implementation Coordinator(s)
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assisted by the APS Go Coordinator. They will also oversee the implementation of the plans for access and notification to school staff about the bicycle parking facilities.

(2) A description of how the bicycle storage facility will be managed and operated, including:

(a) Hours of operation or availability to users.

All on-site employees will be eligible to register to use the bicycle storage room, lockers and showers. These facilities will be accessible to registered users only. During the school year, the facilities will be accessible from 6:00am in the morning until the building is closed at 10:30pm, and until 3:30pm daily during the summer holidays. Registered users will access the facilities through an electronic fob.

(b) Methods to notify staff of the amenity at least two times per year, at or before the beginning of each semester.

School Staff will be notified of the provided amenities at the first staff meeting at the beginning of each school year. New teachers to the school will be notified of the amenities during the new teacher orientation week at the beginning of each school year. Staff will also be notified periodically during staff meetings, 8.5" by 11" flyers in the teachers' lounge and other common employee areas, and via the school staff newsletter distributed monthly to all staff. These notifications will include information about how to register to be granted access the facilities, along with the Administrative Assistant's contact information.

(c) Management of registration of persons and bicycles using the Class 1 facility.

All Staff members will register their bicycles at the general office with the STC identified above. After a staff person has registered with the STC, s/he will be provided with a key fob to the facilities. The STC will maintain an up to date keep a log of all staff bicycles registered at the school, which will be made available upon request to the TDM Planning Program Manager. The STC shall monitor the cleaning and maintenance of the bike storage facility, lockers, and showers by the school custodial staff on a daily basis.

Strategy Number	Required by Use Permit?	Strategy Description and Implementation Guidance	Timeframe and Frequency	Implementation Coordinator(s)
		<p>(d) Management of locker assignments, and re-assignments, to bike commuters.</p> <p>Bicycle commuters will be given priority for locker assignments. The STC shall assign all lockers to staff on a first come first serve basis. Locker users will be asked quarterly if they still need the locker to facilitate re-assignment. The STC will reassign unused lockers to the next staff in line. The STC shall maintain a log of all locker assignments, which will be made available upon request to the TDM Planning Program Manager or designee.</p> <p>(e) Policy for abandoned bicycles.</p> <p>The STC or other persons assigned shall inspect the bike storage room for bicycles that have been abandoned every 6 months. Any bicycle that cannot be identified as owed by an APS staff member shall be considered abandoned. Bicycles that are parked in the bike storage room and noticed to be unused for 6 months shall be considered abandoned and shall be removed.</p> <p>Arlington Public Schools agrees to implement the approved plan for the life of the use permit.</p>		

4 APPENDICES

4.1 APPENDIX A: KNOWLEDGE STANDARDS FOR APPROPRIATELY TRAINED SCHOOL TRANSPORTATION COORDINATORS

4.2 APPENDIX B: CARPOOL VANPOOL SAMPLE POLICY AND CARPOOL RESERVED SPACE LOCATIONS

4.3 APPENDIX C: BICYCLE PARKING FACILITY LOCATIONS



ARLINGTON COUNTY COMMUTER SERVICES

Arlington Transportation Partners | The Commuter Store |
CommuterPage.com | CommuterDirect.com | Bike/Walk Arlington |
Car-Free Diet | Mobility Lab | Capital Bikeshare

Knowledge Standards for Appropriately Trained School Transportation Coordinators (STC)

Version: August, 2016

School Transportation Coordinators (STC) help implement TDM strategies in Arlington County, Virginia by delivering on-site information and resources to tenants and employees. STCs are expected to be knowledgeable about the following concepts, in no particular order:

Transit Options

- The STC should know closest stops, route information, and how to obtain passes (including bulk ordering) for relevant regional transit systems:
- Metrobus
- Metrorail
- ART, including the iRide program for youths
- VRE Commuter Rail

Other Transportation Options

- The STC should be able to provide information on other nearby transportation options:
- Bicycle routes near the building, and how to access on-site bicycle facilities
- Capital Bikeshare: what it is, location of closest stations, and how to join
- Carsharing: What it is, location of closest stations, and how to join
- Currently in Arlington: Zipcar, Enterprise CarShare, Car2Go
- Taxi companies such as Red Top Cab, Yellow Cab, etc. and, other ridesharing services such as Uber, Lyft, etc., and how to contact each
- Services for persons with disabilities, including STAR and MetroAccess

On-Site Transportation Resources

The STC should be knowledgeable about transportation services at the property, where applicable:

- How employees can enroll in a sustainable commute benefit (either pre-tax contribution or employer subsidy)
- Secure and visitor bicycle parking
- Building carpool and vanpool incentives, and how employees can enroll
- Commuter Connections' rideshare matching service and Guaranteed Ride Home
- Building-provided shuttles to Metrorail, airports, or other transportation hubs
- How to manage and restock the on-site transportation information display

Online Tools

The STC should be familiar with the following online tools provided by Arlington County Commuter Services:

- Car Free Near Me – Real time car free options by address
- Car Free A to Z – Multimodal trip-planner
- Arlington's Urban Villages: Getting Around – Transportation options available in each of Arlington's "Urban Villages"
- Commuter Page – A one stop shop for transportation information

ARLINGTON COUNTY COMMUTER SERVICES

Arlington Transportation Partners | The Commuter Store |
CommuterPage.com | CommuterDirect.com | Bike/Walk Arlington |
Car-Free Diet | Mobility Lab | Capital Bikeshare

**Carpool and Vanpool Program Policy for Arlington Buildings with
Transportation Demand Management Conditions
Version: February 2016**

Arlington County site plans for non-residential uses typically have carpool and vanpool conditions similar to:

- Provide reserved, signed, spaces for carpools and vanpools conveniently located with respect to main entrances/elevators serving the building.
- Provide two-person carpools with a parking subsidy equal to one-third the single-occupant vehicle monthly rate.
- Provide three-person (or more) carpools with a parking subsidy equal to two-thirds the single-occupant vehicle monthly rate.
- Provide registered vanpools with free parking.

This language intends that any carpool or vanpool that has registered to participate in the program is entitled to park at the rate and in the reserved location specified by the site plan.

Definitions:

Carpool: a group of two or more people commuting to work

Vanpool: a group of four or more people commuting in a vehicle that seats at least six passengers (not including the driver)

- Who carpool or vanpool for their commute to and from work on a regular basis, which is defined as at least two days a week, on average, over the course of each one-month period
- Who are tenants of [XX Building] or nearby buildings; provided however, the carpool/vanpool permit holder must be employed in the [XX Building]
- Whose members have registered with [XX Building] Property Management and/or Parking Management
- Who agree to adhere to all rules and regulations of the parking garage and the permit agreement

Program Management:

- It is reasonable (though not necessary) to require that the person obtaining the reduced-rate parking pass work in the building.
- It is reasonable to require that carpool or vanpool riders' names and contact information be registered with the Property Transportation Coordinator or garage operator for periodic verification.
- It is reasonable to allow more than one vehicle to be registered for a given pool group, in case the primary vehicle breaks down and a different member of the pool has to fill in.
- It is reasonable to outline explicit accommodations for pool vehicles parking within secure buildings. For instance, riders without clearance may be dropped off nearby, instead of riding into the secure garage.
- It is reasonable to require carpool or vanpools to display a hangtag or other marking to identify the participating vehicle.

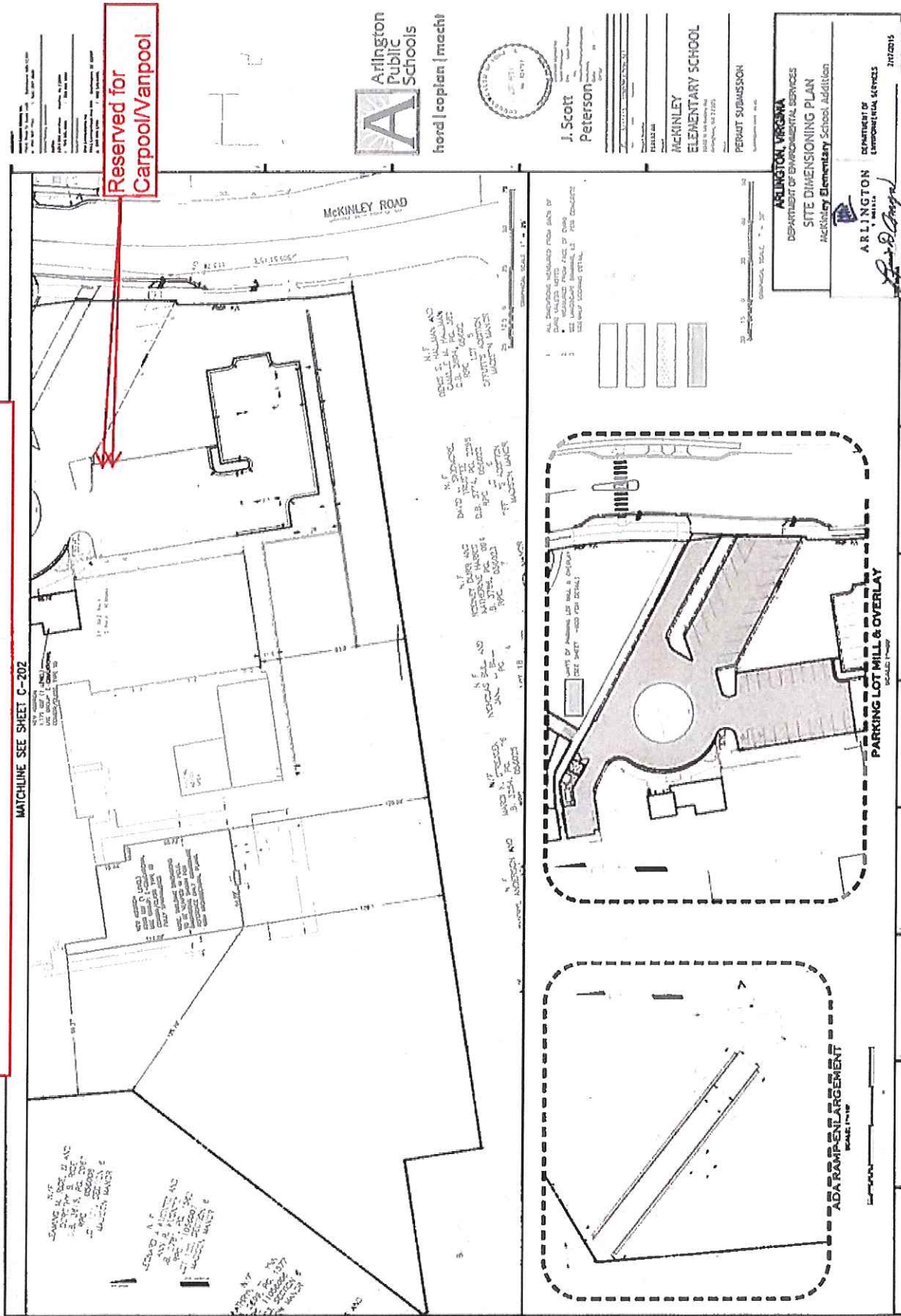
Minimum Required Promotion:

- Reduced parking rates for carpools and vanpools should be posted in the same public manner that all regular rates and charges are posted.
- Clear and attractive signs promoting the program and registration instructions should be posted in garage elevator lobbies serving the building, and in other locations where building tenants routinely obtain information about building operation (e.g., websites, break room bulletin boards, locker rooms, etc.)
- The Property Transportation Coordinator should send a reminder to tenant HR contacts about the availability and benefits of this program on a regular basis, consistent with other routines for building information announcements.

For more detailed policy and administrative templates, as well as promotional materials and information about IRS tax benefits for vanpooling, please work with your Arlington Transportation Partners representative.

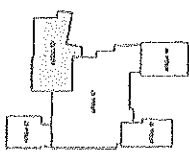
Appendix 4.2 - Carpool/Vanpool Location Diagram

MATCHLINE SEE SHEET C-202



PROJECT: ACHENEY ELEMENTARY SCHOOL
 LOCATION: 10000 N. 100th Ave., Minneapolis, MN 55438
 OWNER: ACHENEY PUBLIC SCHOOLS
 ARCHITECT: [Faint text]
 DATE: [Faint text]

ACHENEY
 ELEMENTARY
 SCHOOL
 10000 N. 100th Ave.
 MINNEAPOLIS, MN 55438



Arlington
 Public
 Schools

hard copy/soft media

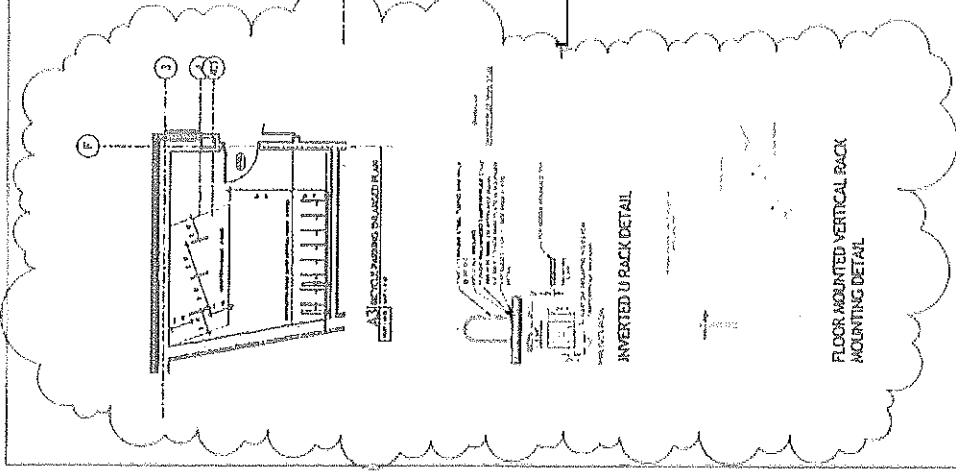
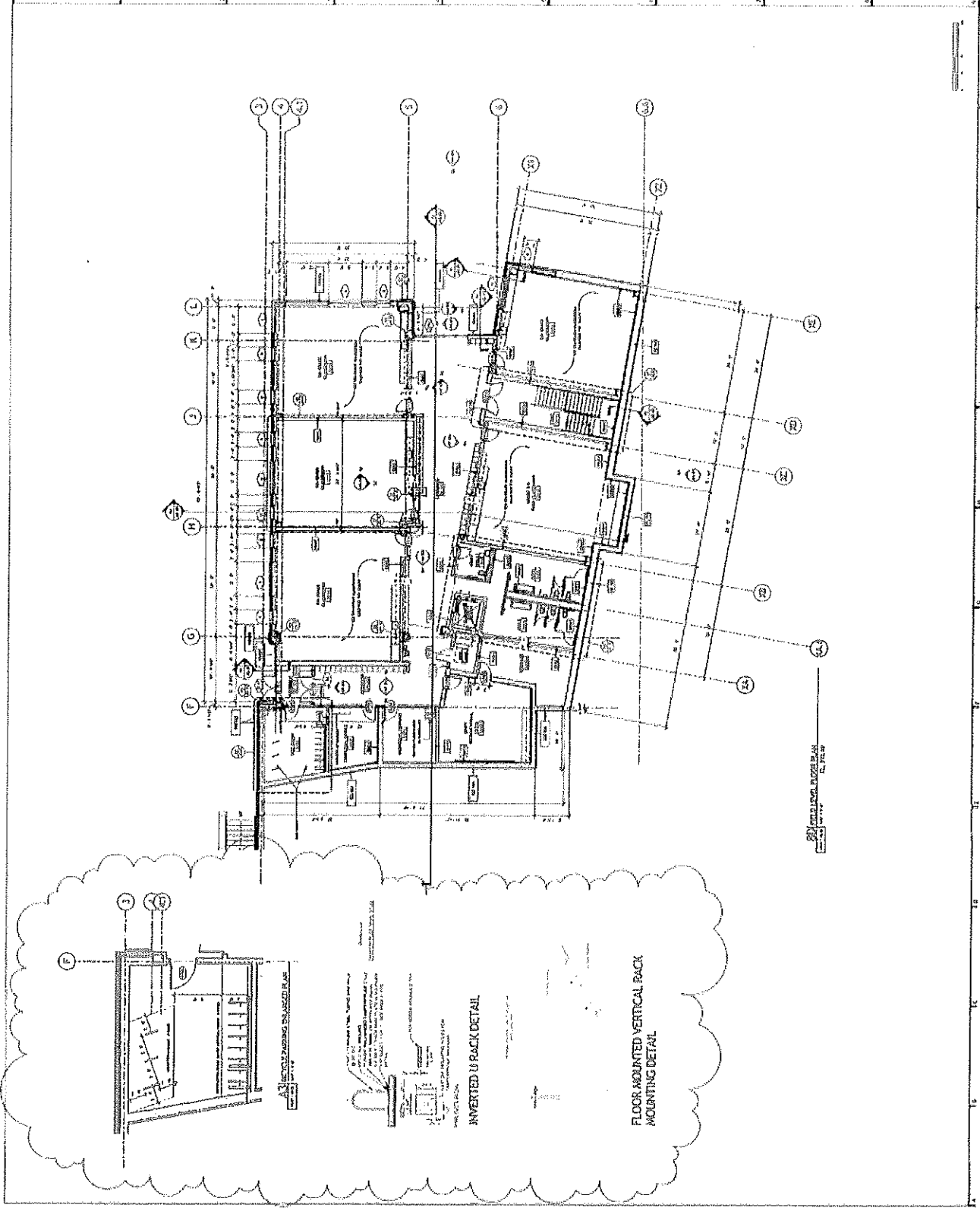
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NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMIT	10/1/00
2	ISSUED FOR CONSTRUCTION	10/1/00
3	ISSUED FOR CONSTRUCTION	10/1/00
4	ISSUED FOR CONSTRUCTION	10/1/00
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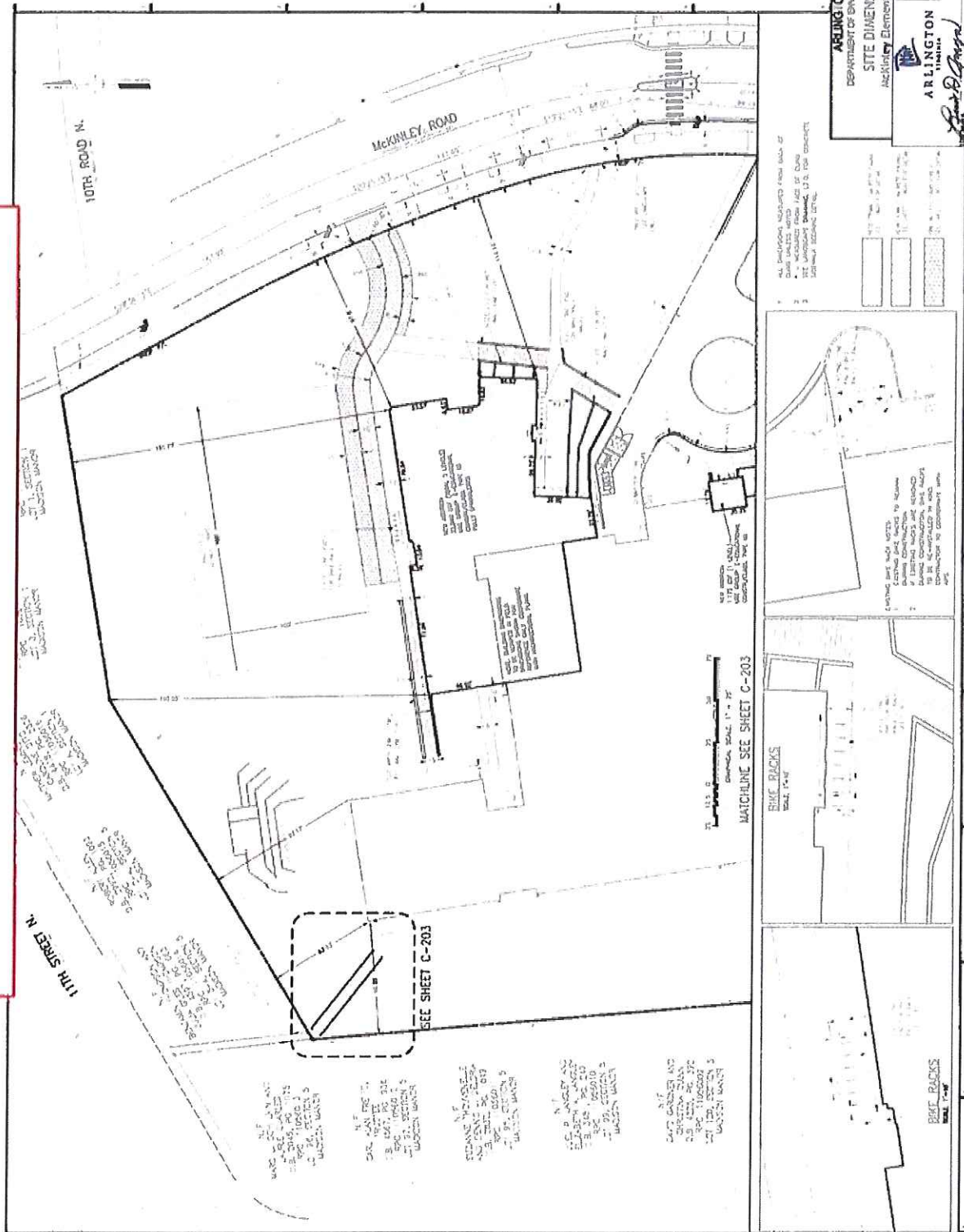
FIELD LEVEL FLOOR PLAN
 AREA D

A2.01
 Construction Set



20' MILLION INCHES
 1/4" = 1'-0"

Bike Rack Locations

Arlington
Public
Schools

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ELEMENTARY

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21. **Therapeutic**

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TDM Pre-Certificate of Occupancy Checklist

Project: U-3386-14-1 MCKINLEY ELEMENTARY

The updated checklist was provided to Ms. Robin Cook-Project Manager-Arlington Public Schools-Design and Construction-2770 S Taylor Street, Arlington, Virginia 22207-Cell: 703-872-9175-E-Mail: robin.hodges@apsva.us, Villareal, Kathy (STC) kathy.villareal@apsva.us; Elizabeth Denton Elizabeth Denton Elizabeth.denton@transpartners.com on 10/21/2016

This original checklist was provided to Steven Stricker (steven.stricker@apsva.us) & Ajibola Robinson (ajibola.robinson@apsva.us), on 02-11-2016 Current contact staff: Robin Hodges, robin.hodges@apsva.us, (703)-228-5280

ACCS Staff assigned: Hemant Patel, Office: 703-228-3394, Mobile 571-969-0074 Email: hpatel@arlingtonva.us

Task #	Site Plan Condition Ref	Pre CO Task: Condition Excerpts, Description & Steps	Documentation/Deliverables	Status
1	47.preamble	<p><i>"submit...a Transportation Demand Management (TDM) Plan..."</i></p> <ol style="list-style-type: none"> 1. Submit electronic Word document draft(s) of TDM Plan, include the details and a schedule of implementation, as well as the continued operation of all elements in the plan. 2. Incorporate ACCS comments/edits to drafts. 3. Once ACCS staff emails the final approvable version of the, print 3 originals on the company's letterhead, sign them and send to ACCS staff. 	<ul style="list-style-type: none"> • Provide ACCS staff with final approved printed originals. 	<p>12/2/16 approvable version sent to APS for signatures</p>
2	20.B.9) & 27	<p><i>"Outdoor Bicycle Facilities" and "Bicycle Storage Facilities"</i></p> <p><u>Minimum requirements:</u></p> <ul style="list-style-type: none"> 8 required class I secure bicycle parking spaces 35 required class II visitor bicycle parking spaces (under weather cover where possible) 1 required showers 8 required lockers <ol style="list-style-type: none"> 1. Schedule ACCS staff on-site inspection(s) of rack types and layouts, prior to installation. 2. Install bicycle facilities in approved locations. 3. Final ACCS staff inspection. Facilities must be operational and cleared of debris. 4. Create promotional materials. <u>(ATP)</u> 	<ul style="list-style-type: none"> • Provide ACCS staff with plans showing bicycle facilities specs and locations. • ACCS staff on-site inspections and photos. • Provide ACCS staff with electronic versions of promotional materials. 	<p>Finished shower and lockers. 11/22/16</p> <p>11/28/16 Finished secure bike room and outdoor racks</p>
3	47.(a). i. & 47. (a).ii.	<p><i>"Maintain...relationship with Arlington Transportation Partners (ATP)..."</i></p> <p><i>"Appoint a School Transportation Coordinator (STC)..."</i> <u>(ATP)</u></p> <ol style="list-style-type: none"> 1. Designate STC. 2. Schedule meeting with ATP for an orientation and PTC training. <u>(ATP)</u> 	<ul style="list-style-type: none"> • Provide ACCS staff with the PTC's contact information. • ATP to provide ACCS staff with written confirmation 	<p>10/31/16 – Complete. HRM</p>

TDM Pre-Certificate of Occupancy Checklist

Project: U-3386-14-1 MCKINLEY ELEMENTARY

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Elizabeth Denton Elizabeth Denton Elizabeth.denton@transpartners.com on 10/21/2016

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ACCS Staff assigned: Hemant Patel, Office: 703-228-3394, Mobile 571-969-0074 Email: hpatel@arlingtonva.us

Task #	Site Plan Condition Ref	Pre CO Task: Condition Excerpts, Description & Steps	Documentation/Deliverables	Status
4	47.b) ii.	<p>"Provide an information display(s)..."</p> <ol style="list-style-type: none"> 1. Obtain approval from ACCS staff on information display specs and location(s). 2. Purchase information display(s). <u>[ATP]</u> 3. Schedule ACCS staff inspection to approve facilities. 	<p>that the meeting & training occurred.</p> <ul style="list-style-type: none"> • Provide ACCS staff with plans showing information display specs and location(s). • Provide ACCS staff with receipt(s) of purchase. 	10/31/16 – Arranged for kiosk from ATP. 12/1/16 photo of installed location
5	47.b) iii. 47.b) iv. 47.b) iii. 47.b) iv.	<p>Set up carpool vanpool program for employees who park on site, off site, and for those who carpool/vanpool with non APS employees.</p> <p>"Employees...will be informed of the Guaranteed Ride Home program"</p> <ol style="list-style-type: none"> 1. Obtain direction from ACCS staff on parking space location(s). 2. Stripe and install approved signage for parking space(s). 3. Schedule ACCS staff inspection to approve facilities. 4. Create enrollment forms to provide parking incentives. 5. Create promotional materials. <u>[ATP]</u> 	<ul style="list-style-type: none"> • ACCS staff on-site inspection and photos. • Provide ACCS staff with plans showing location(s) of reserved spaces. • Provide ACCS staff with electronic versions of enrollment forms and promotional materials 	12/2/16: program approved in TMP; signage in phase 5 with parking area.
6	47.(b)ix.	<p>"...distribute a new-employee package which includes site-specific ridesharing and transit-related information..." <u>[ATP]</u></p> <p>o Plan and create packages, with <u>[ATP]</u> assistance, to be ready to hand out upon first day of work.</p>	<ul style="list-style-type: none"> • Provide ACCS staff with photos of assembled welcome packages. 	10/31/16 – Complete. HRM

TDM Pre-Certificate of Occupancy Checklist
Project: U-3386-14-1 MCKINLEY ELEMENTARY

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ACCS Staff assigned: Hemant Patel, Office: 703-228-3394, Mobile 571-969-0074 Email: hpatel@arlingtonva.us

Task #	Site Plan Condition Ref	Pre CO Task: Condition Excerpts, Description & Steps	Documentation/Deliverables	Status
		o Packages should have information on: bike storage facilities, SmartTrip cards (task #10), car/vanpool parking and incentives (task #7); sustainable commute benefit (task #11).		
7	47.(b)v. & 47. (b)vi.	<p>"Metrorail, metro bus, and ART bus incentives as established by the Superintendent of Schools for the subject school specifically, or based on the TDM Master Plan, will be issued monthly to participating employees on the first day of each month in the form of a SmartTrip card..."</p> <p>Arrange "for the establishment of taxable and no-tax incentive payments to employees."</p> <ol style="list-style-type: none"> 1. Purchase at least 50% of anticipated amount of SmartTrip cards with required amount of metro fare. <u>(ATP)</u> 2. Set up and provide ACCS staff with information regarding ongoing monthly transit benefit incentive program. 3. Create promotional materials. <u>(ATP)</u> 	<ul style="list-style-type: none"> • Provide ACCS staff with total # of anticipated residents [AND/OR] employees. • Provide ACCS staff with receipt(s) of purchase. • Provide ACCS staff with electronic versions of benefit request forms and promotional materials. 	10/31/16 Complete. HRM
8	47.(b)viii.	<p>"...provide website http://mckinley.apsva.us/ "transportation information" heading.... from the school's website"</p> <ol style="list-style-type: none"> 1. Obtain direction from ACCS staff regarding locations of Transportation Information section. 2. Link to include: http://www.carfreediet.com/pages/arlington-urban-villages/westover/getting-around/ 	<ul style="list-style-type: none"> • Notify ACCS staff when website is live. 	10/31/16 – Complete. HRM

Please refer to the official approved site plan language for more details on your TDM requirements. This checklist is a guide to the pre-CO process only; any errors herein do not preclude necessary compliance with Board-approved conditions.

TDM Pre-Certificate of Occupancy Checklist

Project: U-3386-14-1 MCKINLEY ELEMENTARY

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Target date for Shell & Core is 11-28-2016.

