

November 4, 2016

PK# 3810-16.174

TRAFFIC MANAGEMENT REVIEW

Project:

Trinity Environmental Academy

In Dallas, Texas

Prepared for:

City of Dallas

On behalf of:

RMGM Developers



Steve E. Stoner

11/4/16

Prepared by:



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INTRODUCTION

The services of **Pacheco Koch** (PK) were retained by **RMGM Developers** to conduct a review of the existing traffic management conditions at the **Trinity Environmental Academy** (TriEA) located at 3837 Simpson Stuart Road on the campus of Paul Quinn College in Dallas, Texas. The review was requested by the City staff as part of the proposed zoning change for the Paul Quinn College (PQC) property. This review is site-specific for TriEA and relates to the peak traffic activity associated with pick-up and drop-off at the site.

PROJECT DESCRIPTION

Trinity Environmental Academy is a community-based, PreK-12th charter school focused on environmental education. The School opened in Fall 2015 with Grades K, 1st and 6th. The current enrollment (2016-2017) is summarized in the following table:

GRADE	STDUENTS
PreK	21
K	42
1 st	34
2 nd	39
6 th	51
7 th	55
TOTAL	242

The School provides a staggered release time for different grades. Current start and end times are listed below:

Primary School (Grades PreK-5th)

Start: 8:00 AM

End: 3:20 PM (M, Tu, Th, Fr), 1:55 (W)

Middle School (Grades 6th-8th)

Start: 8:00 AM

End: 3:50 PM (M, Tu, Th, Fr), 2:30 (W)

Approximately 20 students reside in the adjacent residential neighborhood and travel to/from the school in a “walking school bus”, which is safely lead by a school staff member along neighborhood streets.

The remainder of students are dropped off and picked up by private automobile, which travel through PQC campus to the school's "carline". The school has prepared "carline" procedures, which are available on the school website.¹ A copy of those procedures are attached for reference

NOET: During off-peak times, the campus driveways are access-controlled with gates. On school days the driveway gates are scheduled to be opened 45 minutes prior to the end of classes. Based upon PK's observations, a queue does NOT develop at the gates before the gates are opened.

OBSERVATIONS

PK conducted on-site traffic observations during the afternoon pick-up period on Wednesday, November 2, and Thursday, November 3, 2016. (School representatives confirmed that the morning traffic follows the same general protocol but is much less intense due to random arrivals and shorter duration for drop-offs, which is typical.)

All private vehicles enter and exit the School campus via the central Paul Quinn College driveway on Simpson Stuart Road as depicted in **Exhibit 1**. Vehicles are not allowed to drop-off or pick-up from Bishop College Drive. [Based upon PK's observations, no school-related vehicles were observed on Bishop College Drive.] All vehicles followed the school's "carline" procedures. A small number of vehicles opted to park in designated spaces in lieu of travel through the queue. For vehicles in the queue, students were loaded into vehicles safely and efficiently by school staff. At the peak conditions, the maximum car queue reached approximately 20 vehicles. The queue was contained entirely within the School/PQC campus and did not affect traffic operations on the public street.

For existing conditions, PK recommends no changes to the current procedures.

END OF MEMO

¹ <http://www.triea.org/parents/>

APPENDIX A – Trinity Environmental Academy “Carline” Procedures 2015-2016

(Prepared by Trinity Environmental Academy)



LEGEND

EXISTING:

	School Building
	Queue Line (Max Observed)
	Queue Line (Available Queue)
	Circulation Route
	Staff
	Traffic Cones
	Parent/Visitor Parking
	Walking School Bus

NOTE: This drawing is conceptual only and does not represent a detail design.

STRATEGIES
See "Trinity Environmental Academy Carline Procedures 2015-2016" in Memo Appendix.

BACKGROUND:

Event Information	
Approving Agency:	City of Dallas (Z156-342)
Event/Type:	Charter School
Event Organizer:	Trinity Environmental Academy
Event Time(s)/Date (s):	Weekday morning & evenings (seasonal)
Event Frequency:	[Recurring] / Occasional / One-Time

	Total Available Linear Feet (No. of vehicles)	OBSERVED *MAX. UTILIZATION
Linear Feet of Queuing Area	(1) 1650' (72)	24 vehicles ('550') (on-site)
	(2) 1150' (50)	
	(3) 1400' (60)	
	Total 3500' (153) (on-site)	
Parking Space	26 (on-site)	~20 (on-site)

*@ 23 feet per vehicle

Description	Current Enrollment	Schedule
Primary School (Grades: Pre K-5th)	136	Start: 8:00AM
		End: 3:20PM (MTRF), 1:55PM (W)
Middle School (Grades: 6th -8th)	106	Start: 8:00AM
		End: 3:50PM (MTRF), 2:30PM (W)
Total	242	Note: Campus security gates open 45 min. prior to release time

CERTIFICATION STATEMENT

I certify, as required by the Engineering Division of the City of Dallas Sustainable Development and Construction Department, that the Strategies contained in this Traffic Management Plan (TMP) will, if properly implemented, improve safety, increase efficiency, and reduce traffic congestion during periods of peak traffic demand associated with the subject Event based upon my assessment of the projected conditions.

NOTE: Implementation of the TMP Strategies is the responsibility of the School and/or other party as indicated. Changes to the TMP Strategies and Recommendations may be made at the discretion of the School under the terms described in the TMP Report.



11-4-16
Steve E. Stoner

EXHIBIT 1 Z156-342(SH)
Traffic Management Review
Trinity Environmental Academy,
Dallas, Texas

PK #3810-16.174
(HWL: 11/04/16)

Trinity Environmental Academy Carline Procedures 2015-16

Morning Carline (Monday-Friday)

All grades 7:15am-7:55am (classes begin promptly at 8:00am)

Afternoon (M, T, Th, F)

Grades K-1 3:00-3:45 (gates open as early as 3:00; scholars will begin to release at 3:20)

** Scholars who have not been picked up will be escorted to the holding area at 3:45

Grade 6 3:50-4:20 (scholars will begin to release at 3:50)

**Scholars who have not been picked up will be escorted to the holding area at 4:20

Afternoon (Wednesday)

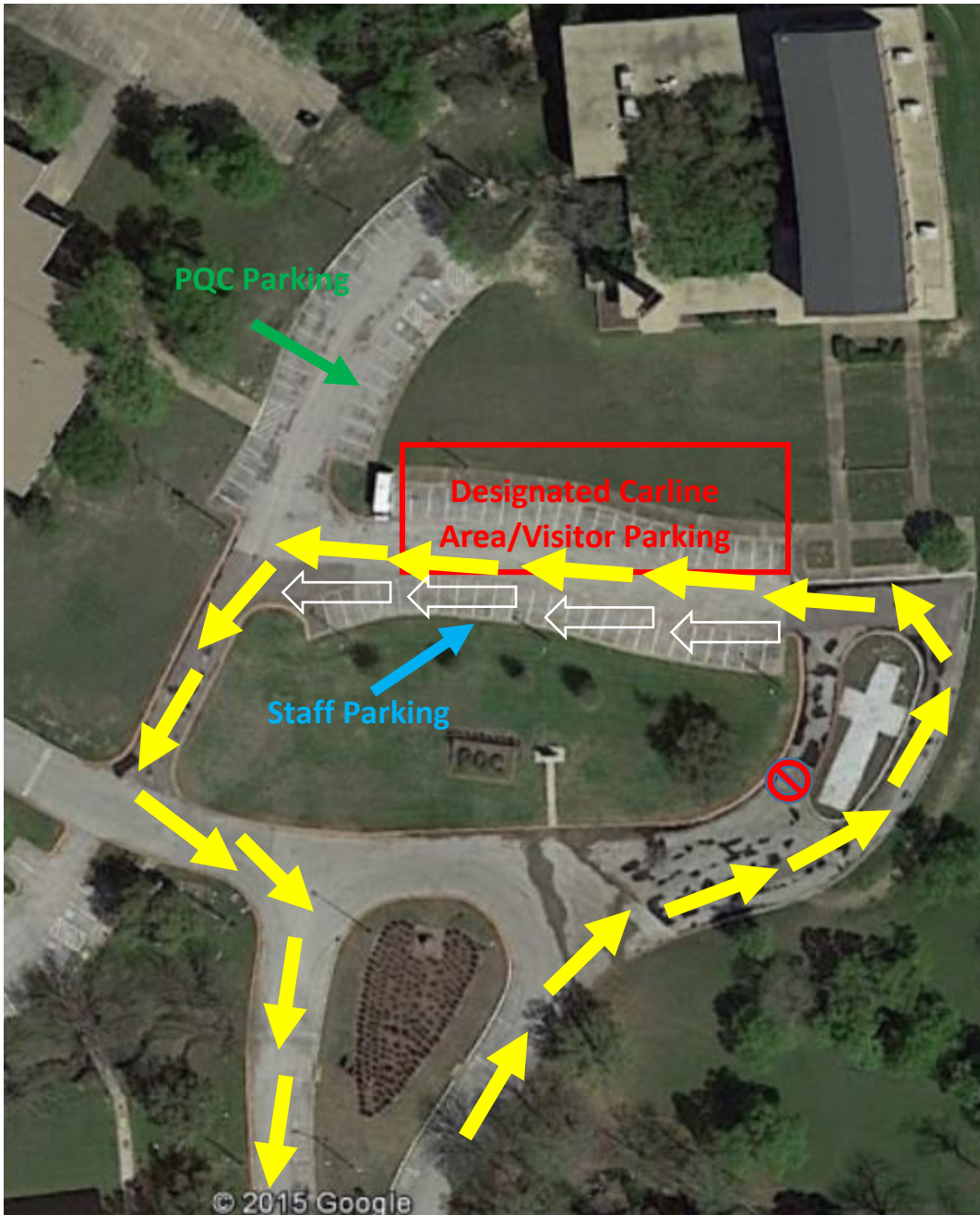
Grades K-1 1:55-2:30 (gates will open as early as 1:35; scholars will begin to release at 1:55)

** Scholars who have not been picked up will be escorted to the holding area at 2:30

Grade 6 2:30-2:50 (scholars will begin to release at 2:30)

**Scholars who have not been picked up will be escorted to the holding area at 2:50

Carline Map:



**If car line is too long, a second lane will form to expedite the process of dropping/picking up scholars (white arrows)

All scholar dismissal procedures riding in cars:

All parents/guardians that will be picking up their scholar will be given a front window decal that will identify the student and classroom they are located in. If a parent/guardian has failed to display the front window decal, you must park in the visitor's parking space and pick up the scholar through the front office.

Each parking tag will be associated with their grade level and student. (For example: K-17; 1-56; 6-91)

Teachers will hold all scholars in the classroom until their parking tag number has been called via walkie talkie. Once called, a scholar will be released from the classroom to exit through the main hallways where faculty/staff will assist scholar to their appropriate car.

All scholar dismissal procedures for walking/riding the bus:

Parents/guardians must complete and submit a walker/bus rider form. Scholars will be given a tag that denotes they will be walking off campus or riding the bus.

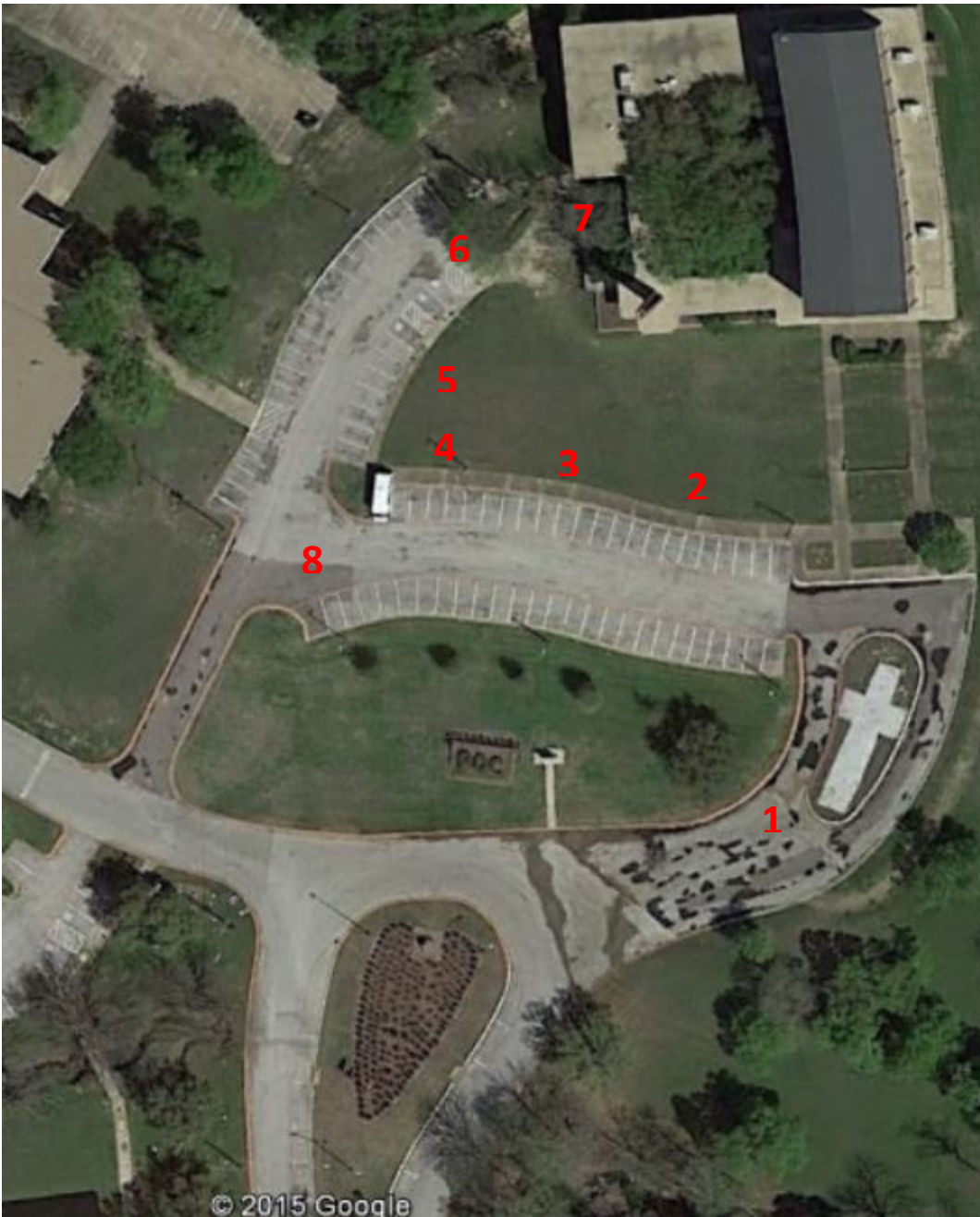
A faculty/staff member will meet all walkers/bus riders in a designated area to which the group of scholars will be escorted to the front gate. Once exited from the front gate, the scholar may not reenter.

All scholar dismissal procedures for After Care:

Primary scholars will be picked up individually at each classroom by an aftercare worker/volunteer at 3:20. Scholars will be taken to the aftercare classroom in which scholars will proceed in an extended education program.

Secondary scholars will be picked up individually at each classroom by an aftercare worker/volunteer at 4:15. Scholars will be taken to the aftercare classroom in which scholars will proceed in an extended education program.

Carline Duty Map:



Positions:

- 1- Calls numbers of parking tag as car approaches car line
- 2- Escorts scholar to car and ensures scholar gets in car safely
- 3- Escorts scholar to car and ensures scholar gets in car safely
- 4- Escorts scholar to car and ensures scholar gets in car safely
- 5- Escorts scholar to next faculty/staff
- 6- Escorts scholar to next faculty/staff
- 7- Helps identify scholar to parking tag number called
- 8- (if needed) direct traffic from two lanes to one lane