

## **Rochambeau – The French International School**

### **Maplewood Campus**

### **Transportation Management Plan**

---

#### **INTRODUCTION**

The following document describes the transportation management strategies to be employed by the French International School (FIS) as part of its development of the proposed campus at 9650 Rockville Pike in Bethesda, MD. The school will implement a comprehensive Transportation Management Plan (TMP) starting in year one of its occupancy of the site (estimated to occur in 2022). The school will enroll a maximum of 700 students, composed of 200 nursery school students (ages 2-5) and 500 elementary school students (grades 1-5), with approximately 195 faculty/staff. The school recognizes that the consolidation of two (2) existing campuses to the new Rockville Pike campus will require its operations to be actively managed to minimize impacts on the surrounding roadway network.

To provide efficient and sustainable operations of the school and to minimize impacts to the surrounding roadway network, the overarching goals of the TMP are as follows:

- Minimize the number of vehicles entering and exiting the school during the peak periods by encouraging non-auto modes of transportation, increasing the number of passengers per vehicle, and dispersing school traffic over a longer time period.
- Efficiently utilize the site's internal roadway configuration, access points, and garage to safely and efficiently accommodate all pick-up/drop-off activity and parking demand on-site.
- Provide a safe and welcoming pedestrian environment for students and faculty/staff members who walk to school or walk from nearby transit service.
- Provide and enforce education programs for parents and faculty/staff members to encourage adherence to the TMP strategies.
- Provide on-site accommodations for bicycles.
- Monitor the TMP as the school continues to grow and make improvements, as necessary, in coordination with the Montgomery County Department of Transportation (MCDOT), the Maryland Department of Transportation State Highway Administration (MDOT SHA), and the Neighborhood Liaison Committee (NLC).

In order to address M-NCPPC, MCDOT, and MDOT SHA staff comments regarding the aggressive trip reduction program that the French International School Rockville Pike campus is proposing, the school will implement and monitor a Transportation Management Plan that will consist of the following elements:

- Transportation Demand Management (TDM) Plan to reduce and address the school's impact on the transportation network.
- Operations Management Plan to establish requirements related to site access, on-site parking, traffic circulation, special events, and deliveries and construction.
- Monitoring Plan to establish requirements related to the monitoring and reporting of the school's TMP performance.

## **TRANSPORTATION DEMAND MANAGEMENT (TDM) PLAN**

Transportation Demand Management (TDM) is the application of requirements and strategies used to reduce travel demand or to redistribute demand to other times of the day with reserve capacity. TDM focuses on reducing the demand of single-occupant, private vehicles during peak period travel times or on shifting single-occupant vehicular demand to off-peak periods. The TDM plan draws on effective practices of other schools located in Montgomery County and has been tailored to the specific needs of the French International School population at the Rockville Pike Campus.

### *TDM Strategies for Students:*

#### Before- and After-School Care Program

- Provide before- and after-school care programs at the school to spread out the times of vehicles arriving and departing the school.
- Market the school's Before and After-school care program:
  - This program benefits the local roadway network as before-school care runs from 7:00-8:30 AM, allowing parents to drop-off their child anytime in that time period, reducing the peak demand of drop-offs closer to the start of school.
  - After-school activities and care runs from the school dismissal of 3:30 PM to 7:00 PM, allowing parents the option of picking up their children at a convenient time after the workday.

#### School Bus Program

- Operate an extensive school bus program that provides service to all elementary, middle, and high school students in the French International School system. An intercampus shuttle service will be provided between the Rockville Pike Campus and the Forest Road Campus to reduce the number of vehicle trips to each school given the high percentage of siblings in the school system.
- At full occupancy of the school, a minimum of 17 school bus routes will be designated for student transportation. Each bus route will be determined based on addresses of students enrolled in the bus program. The operations of this robust bus program will reduce the number of personal vehicles entering and exiting the site during school hours.
- All students attending the Rockville Pike Campus will be required to participate and register in the school's bus program, with the following exceptions:
  - Students under the age of 5 in the nursery program are not required to take the bus;
  - Students walking and biking to school are not required to take the bus;

- Elementary students with a sibling enrolled in the nursery program are not required to take the bus;
  - Elementary students enrolled in the before and after school care program are not required to take the bus;
  - On a case-by-case basis, students who demonstrate a hardship based on special transportation needs are not required to take the bus; and,
- The listed exceptions are subject to change, in the event the school is required to implement additional measures to maintain the school's Trip Caps.

#### Outreach and Education

- Parents will be informed of the transportation management measures designed to make their student's journey to and from school a pleasant experience. Information packages will be sent to every parent at the beginning of the academic year and at the beginning of the spring semester. Parents will be educated on the site's access points and established traffic circulation. Parent communications will also highlight the following measures:
  - Making the southbound U-turn movement at Alta Vista Road from Rockville Pike after exiting the school is prohibited
  - Avoid making a U-turn movement on Alta Vista Road
  - Avoid using Maplewood neighborhood streets in the Maplewood<sup>1</sup> and Locust Hill<sup>2</sup> neighborhoods. Only drivers residing in these neighborhoods are allowed to use the neighborhood streets in these neighborhoods.
  - Dropping-off students along the site frontage on MD 355 is strictly prohibited
  - Obey all traffic laws including peak period turn restrictions.
- The approved TMP will be posted on the School's web page (<https://www.rochambeau.org/>). The TMP will be monitored, evaluated, and amended over time, in order to meet the needs of the School and the community, as circumstances change, and operating conditions warrant.
- Designate a School Transportation Coordinator (STC) who will be responsible for organizing, marketing, and accomplishing the tasks in the TDM plan and who will act as a liaison with M-NCPPC, MDOT SHA, MCDOT, and the NLC. The STC position may be part of other duties assigned to the individual. Create a transportation section on the school's website with up-to-date information regarding all existing and future transportation options available to students, parents/guardians, and employees, including but not limited to public transportation, FIS provided bus service, biking facilities and other amenities (including campus bicycle parking).
- All requirements concerning all access and circulation rules will be sent out annually in the school's enrollment contract and the code of conduct policy. They will also be posted on the website for all parents and personnel. All violators will be reprimanded, and repeat violators will be sanctioned according to the enforcement policy described in the plan below.

---

<sup>1</sup> Maplewood Neighborhood boundary defined as the area encompassed by W Cedar Lane, Old Georgetown Road, 495, and Rockville Pike.

<sup>2</sup> Locust Hill Neighborhood boundary defined as the area encompassed by W Cedar Lane, Rockville Pike, and 495.

- The school's weekly newsletter will include transportation updates reminding parents and staff of requirements as necessary.
- Provide outreach and education events to stress the importance of using non-auto modes of transportation and make information readily available. Outreach and educational events could include:
  - Hold a "Transportation to School" event at the beginning of each school year, stressing the importance of public transportation, carpooling, and busing.;
  - Participate in Montgomery County's Safe Routes to School Program – The program encourages students and their parents to walk and bicycle to school by examining conditions around schools and conducting projects and activities to improve safety and accessibility. The program also provides pedestrian and bicycle safety training in the classroom;
  - Host four (4) Walk to School/Bike to School Days each year;
  - Promote walking/biking in communication with parents; and
  - Add bicycle education into the general physical education curriculum for students.

### *TDM Strategies for Faculty/Staff:*

#### Work Schedule

- As part of the school's continual efforts to reduce its impact on the surrounding roadways, a policy has been enacted for staff/faculty that limits the time they can arrive and depart in relation to the commuter peak periods. From year one, staff/faculty will be instructed to arrive outside of the 7:30-8:30 AM , resulting in fewer inbound vehicles on the local roadway network during that period. Staff/faculty will also be instructed to depart outside of the 3:00-4:00 PM school dismissal hour, reducing the impact of departing vehicles on the local roadway network during that period. These arrival and departure restrictions will be reiterated in employee briefings at the beginning of the school academic year, as well as at the beginning of the spring semester, and also will be contained in any employee manuals delivered to staff and teachers.

#### Incentives

- Provide a minimum of five (5) conveniently located parking spaces reserved for carpools.
- Provide a bike maintenance facility and bicycle parking in the garage or other easily accessible area for faculty and staff. Make showers and lockers available to faculty/staff who walk, jog, or bike to school.
- Allow employees to set aside \$260/month in pre-tax funds (or current amount legally allowed under Federal law) through their paycheck for transit or vanpool expenses.
- Inform staff of the transportation management measures designed to make their journey to and from the school a pleasant experience. Information packages will be sent to every staff member at the beginning of the academic year and at the beginning of the spring semester that promote safe and efficient routes to and from the school. Staff will be educated on the site access points, particularly to avoid making the southbound U-turn movements along

Rockville Pike, to not use Maplewood neighborhood streets unless they live within the Maplewood or Locust Hill neighborhoods, and to obey all peak period turn restrictions.

## **OPERATIONS MANAGEMENT PLAN**

In addition to the TDM plan, the French International School Rockville Pike campus will implement an Operations Management Plan to govern all access, parking, pick-up/drop-off and safety procedures. The components of the plan will ensure a safe environment for students with minimal impacts to the surrounding neighborhood.

### *Typical School Day Schedule*

The combined 700-student campus will operate a school day schedule from 8:30 AM to 3:30 PM. In addition to the regular school day, the Rockville Pike campus will offer a before- and after-school care program. Before-school care runs from 7:00-8:30 AM. All Elementary students participating in the before school program must arrive before 8:00 am. Bus service is not provided to students utilizing the before-school care program. Students required to be bused must ride the bus unless attending the before school care program or after school care program when bus service is not provided.

The school will offer after school activities following the 3:30 dismissal until dismissal at 5:30 PM. Bus service is provided for the after-school activities at 5:30 PM. After-school care runs from the 5:30 PM dismissal to 7:00 PM. Bus service is not provided for the after-school care program.

### *School Transportation Coordinator (STC)*

The French International School Rockville Pike campus will appoint one (1) member of staff as the School Transportation Coordinator (STC) to enforce and implement the TMP. The STC's contact information will be posted on the school website and communicated to the parents of students and staff/faculty at the beginning of the academic year.

The STC will be tasked with administering vehicle registration for families and faculty/staff drivers, including the registration process, parent and staff license plate data management, and maintenance of current registration records. The STC will be the primary point of contact for all matters related to traffic and parking.

The STC and/or the Transportation Manager will develop bus routes based on student's home locations and will assign routes for all students participating in the mandatory busing program.

The STC will manage the platform used by the school to manage vehicles coming on and off campus. This platform is described in the next section. The STC will maintain a log of all violations, number of offenses, enforcement actions, and communication regarding traffic and parking issues. The STC will submit this log to the Head of School on a monthly basis.

### *Operations Management Platform*

The French International School will utilize a digital technology platform to manage vehicles and buses arriving and departing the Rockville Pike campus property. The platform will use license plate cameras to monitor activity. The platform will also be utilized by the French School at the Forest Road campus to ensure both schools are in compliance with this TMP. The license plate data will help the school achieve the goals laid out in this TMP and include the following:

- Automate the pick-up and drop-off of students by alerting classrooms when the vehicle registered to each student arrives or departs campus.
- Track the number of trips coming to and from the campus.

- Track vehicles registered by the French international School families and staff utilizing Alta Vista Road after departing the Rockville Pike Campus.
- Alert the school of vehicles violating the TMP.
- Monitor students utilizing the bus system.
- Allow for efficient and timely reporting of vehicular activity associated with the Rockville Pike campus.
- Traffic count monitoring data will be posted on the School's website within 48 hours of the close of the daily activities recorded.

### *School Bus Operations*

The French International School operates a robust school bus program to transport students from all over the Washington, D.C. metropolitan area to its existing three campuses. In addition to the Rollingwood and Bradley campuses, the Forest Road Campus serves grades 5 through 12 and is located approximately one (1) mile west of the Rockville Pike site. The consolidation of the Rollingwood and Bradley campuses at the Rockville Pike site will result in the bus service transporting students to the Forest Road and Rockville Pike campuses only.

Each student required to ride the bus will be assigned a designated route. Students' attendance on the bus routes will be tracked by the platform described above. This will ensure parents are not misusing the shuttle system and will restrict parents from using the Forest Road campus as a pick-up and drop-off location to avoid using the bus route designated for their student.

The students will be accommodated by 17 bus routes when the school is at full occupancy, broken out as follows:

- 13 routes will be owned and operated by the school, covering routes serving students in Maryland.
- Four (4) routes will be operated by private contractors. These contracted buses will serve students in Washington, D.C. and Virginia. They will only go to the Forest Road campus and will not service the Rockville Pike campus.
- FIS will own an additional two (2) spare buses for a total of 15. All 15 buses will be stored at the Rockville Pike campus.

All of the buses are 32.5 feet long and each bus can accommodate up to 65 students. Ridership on each bus, both those contracted and those within the School's fleet, will be limited by Rochambeau to 55 students per bus in order to avoid overcrowding, resulting in a maximum ridership of 935 students, i.e., 17 buses x 55 students/bus.

Four (4) of the buses operated by the school will double as shuttle routes between the Rockville Pike and Forest Road campuses. This service eliminates unnecessary trips by parents with children at both the Forest Road and Rockville Pike campuses to drop-off and pick-up students at both campuses.

The shuttles traveling from the Forest Road campus to the Rockville Pike campus will utilize the route that begins on Beech Avenue and heads east, turns left on Linden Avenue, turns right on Pooks Hill Road, and turns right on Rockville Pike. The shuttles traveling from the Rockville Pike campus to the Forest Road will utilize the route that begins at the Rockville Pike driveway and heads south, turns right on Cedar Lane, turns right on Old Georgetown Road, and turns right on Beech Avenue. All other bus routes will avoid Maplewood neighborhood streets unless a stop is needed to pick-up and drop-off students within these neighborhoods.

During morning operations, buses follow this pattern:

- The 13 school-owned buses will depart the Rockville Pike campus between 6:30 and 7:15 AM to their destinations. The 13 routes will service areas in Maryland.
- The four (4) contract buses will arrive at the Forest Road campus between 7:50 and 8:15 AM, and drop off all students from Washington, D.C. and Virginia and return to their home base. Students dropped off at the Forest Road campus headed to the Rockville Pike campus will transfer to the intercampus shuttles described below.
- The 13 school-owned buses will arrive at the Rockville Pike campus between 7:45 and 8:30 AM and drop off all students. Nine (9) of the 13 buses will park and remain on campus.
- The first four (4) school-owned buses to arrive at the Rockville Pike Campus generally serve the shortest routes. These buses will operate the intercampus shuttle routes between the Rockville Pike and Forest Road campuses.
- Between 7:45-8:15 AM, the four (4) school-owned shuttles will depart for the Forest Road campus every five (5) minutes with students on board, including Forest Road students dropped off at Rockville Pike who have a sibling at the nursery or elementary school.
- Between 7:55-8:10 AM, the four (4) school-owned shuttles will drop off secondary school students at the Forest Road campus and pick-up Rockville Pike campus students who were on one of the contracted bus routes, walk or bike to the campus, or were dropped off by parents with siblings in the secondary school. These buses depart every five (5) minutes and drop off the Rockville Pike campus students by 8:30 AM.

The 13 school-owned buses remain in the bus queueing area at the Rockville Pike campus throughout the school day until 3:00 PM when afternoon operations commence, as follows:

- At 2:50 PM, four (4) buses operated by FIS depart for the Forest Road Campus to commence shuttle operations and four (4) contracted buses arrive at the Forest Road campus and wait.
- Following the 3:30 PM dismissal, students at the Rockville Pike campus are grouped by bus route. At the Forest Road campus, the secondary students either begin to board the four (4) contracted buses for Washington, D.C. and Virginia or board the four (4) school-owned shuttle buses to the Rockville Pike campus.
- At 3:40 PM, the 13 school-owned buses depart the Rockville Pike campus for their assigned routes.
- Between 3:45-3:50 PM, four (4) routes that departed the Rockville Pike campus stop at the Forest Road campus to drop off elementary school students that live in the area or need to get on the contracted routes to Washington, D.C./Virginia.
- By 3:50 PM, all buses have departed the Forest Road campus.
- For after-school activities ending at 5:30 PM, the bus itinerary is similar to the afternoon dismissal plan.
- No bus service is provided for the before-school care or late after-school care.

Bus operators of the intercampus shuttles and school buses will be required to follow the designated routes as detailed and shared with operators at the beginning of each school year. The detailed trip generation for the bus routing to the Forest Road and Rockville Pike Campuses as described above are detailed in Table 1.

**Table 1: Bus and Shuttle Trip Generation**

French International School Bus and Shuttle Trip Generation							
Time of Day	Time Period	Forest Road Campus Buses			Rockville Pike Campus Buses		
		In	Out	Total	In	Out	Total
<b>Morning Arrival</b>	Before 7:00 AM	0	0	0	0	10	10
	7:00-7:30 AM	0	0	0	0	3	3
	7:30-8:00 AM	4	2	6	4	4	8
	8:00-8:30 AM	4	6	10	13	0	13
	8:30-9:00 AM	0	0	0	0	0	0
	9:00-9:30 AM	0	0	0	0	0	0
	<b>AM Total</b>	8	8	16	17	17	34
<b>3:30 PM Dismissal</b>	3:00-3:30 PM	8	0	8	0	4	4
	3:30-4:00 PM	4	12	16	4	13	17
	4:00-4:30 PM	0	0	0	0	0	0
	4:30-5:00 PM	0	0	0	13	0	13
<b>Late Dismissal</b>	5:00-5:30 PM	8	0	8	0	4	4
	5:30-6:00 PM	4	12	16	4	13	17
	6:00-6:30 PM	0	0	0	0	0	0
	6:30-7:00 PM	0	0	0	13	0	13
	7:00-7:30 PM	0	0	0	0	0	0
	<b>PM Total</b>	24	24	48	34	34	68

The school is anticipated to phase enrollment at the campus with 500 students anticipated at the opening. Bus routes will be provided to meet the needs of the school based on the strict requirement that all students attending the Rockville Pike Campus will be required to participate in the school's bus program, with the following exceptions:

- Students under the age of 5 in the nursery program are not required to take the school bus;
- Students walking and biking to school are not required to take the school bus;
- Elementary students with a sibling enrolled in the nursery program are not required to take the school bus;
- Elementary students enrolled in the before and after school care program are not required to take the school bus; and,
- On a case-by-case basis, students who demonstrate a hardship based on special transportation needs are not required to take the school bus.

### *Site Access and Circulation*

All access to the campus by school buses, faculty/staff and parents of pick-up/drop-off students will take place from the single site driveway on Rockville Pike. Vehicles and buses will have separate drop off/pick up loops. The separation of buses from passenger cars will ensure efficient and safe operations. The campus will be secured with gates located 735' feet for vehicles and 135' for buses into the site, thus resulting in no inbound vehicles or buses queuing onto Rockville Pike. The gates will open 30 minutes prior to and after the school arrival and dismissal times. The access gates will be opened with staff badges and a bell contacting the front desk at all other times. Access is presented in Figure 1.



### *Pick-up/Drop-off*

Pick-Up and Drop-Off activities will be conducted on the campus, utilizing the site's interior roadway network to mitigate queueing. All vehicles entering the school will utilize the driveway along Rockville Pike, and pass through a security gate that will remain open during morning arrival and afternoon dismissal periods to facilitate pick-up/drop-off access. Pick-Up/Drop-Off operations for elementary students will be consolidated at the circle adjacent to the main entrance to the school. This loop will allow for easy entry and exit for parents as they drop-off/pick-up their children. For nursery student parents who prefer to park and walk their young students inside, they may do so by parking in the garage, where staff will be present to meet the student and walk them into the school. After pick-up/drop-off of students is complete, vehicles will exit the loop and depart for Rockville Pike.

The following protocol is in effect for pick-up/drop-off operations:

- All parents/guardians of students requiring pick-up/drop-off will register their vehicles with the school to automate the pick-up and drop-off process.
- All parents/guardians of students that do not require pick-up/drop-off services will register their license plate that will allow them access to the campus outside arrival/dismissal times<sup>3</sup>.
- Pick-up/drop-off for the youngest nursery students will be in the parking garage.
- All other pick-up/drop-off operations will take place in the loop adjacent to the front entrance.
- FIS staff members will be stationed at each drop-off/pick-up location to direct traffic and to assist loading students into the appropriate vehicle.
- The platform utilized by the school will monitor vehicle license plates entering the school and will alert the school staff of the parent's arrival. Staff at the school will then direct students to the arriving vehicles once the vehicle enters the pickup area.
- Under no circumstances will drop-off/pick-up be permitted on the following streets: Rockville Pike, Pooks Hill Road, Alta Vista Terrace, Alta Vista Road, the Pooks Hill Towers parking lot, and the Bristol Square community, and this restriction will be underscored in all information provided to parents, staff, and teachers.
- FIS Rockville Pike staff will perform routine patrols stationed along the perimeter of the campus to ensure pick-up/drop-off activity is not taking place outside of designated areas within the campus.

These requirements concerning all access and circulation rules are sent out annually in 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 repeat violators will be sanctioned according to the enforcement policy described in the plan below.

The French International School Rockville Pike campus will provide on-site support during the hours of operation to manage the morning drop-off and afternoon pick-up operations. Up to eight (8) staff members will be on-site and assist with pick-up and drop-off operations. Up to two (2) staff members will be present at the pick-up/drop-off loop, one (1) staff member will be present at the entrance to the parking garage, and four (4) staff members will be located on the ground floor of the parking garage to assist vehicles in moving forward and exiting the garage. An additional staff member will observe the entrance to the site driveway to manage the incoming/outgoing vehicles and pedestrian traffic.

---

<sup>3</sup> Arrival time period is defined as the time between 7:30-8:30 AM. Dismissal times are defined as 3:00 to 4:00 PM.

Any vehicle that has restricted site access during the regular pick-up and drop-off times, 7:30 to 8:30 AM in the morning and 3:00 to 4:00 PM in the afternoon, will be flagged by the platform monitoring vehicles entering the campus and will be issued a violation of the TMP following the enforcement plan detailed below.

All on-site pedestrian infrastructure will include clearly marked crosswalks and wayfinding signs to guide students, parents, and staff/faculty to the school entrance. All pick-up and drop-off operations will occur curbside either within the pick-up/drop-off loop or the ground floor of the parking garage on the passenger (right) side of the vehicle, minimizing pedestrian-vehicle interactions. Passenger pick-up/drop-off and pedestrian operations will be separated from the bus operations, eliminating any bus-student conflicts.

### *Parking*

Parking is only permitted on the FIS Rockville Pike campus in designated and strictly enforced areas:

- 22 administrative and visitor surface parking spaces adjacent to the pick-up/drop-off loop
- 33 visitor parking spaces surrounding the East Building
- 15 administrative spaces under the East Building
- 216-space parking garage
  - 136 for faculty/staff
  - 50 for Nursery School parents
  - 30 for visitors/remaining parents

A map of parking areas is presented in Figure 2.

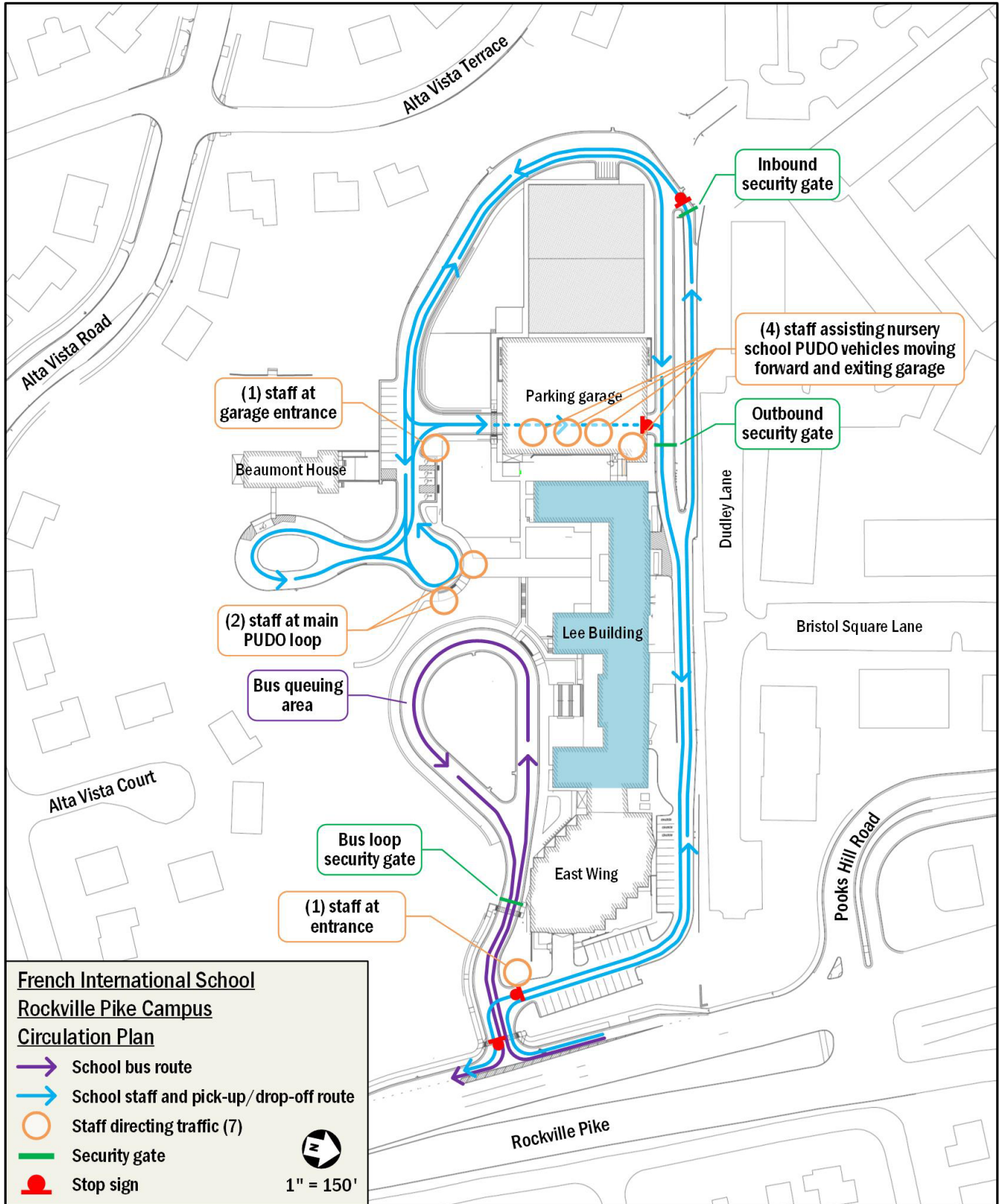


Figure 1: School Circulation Plan

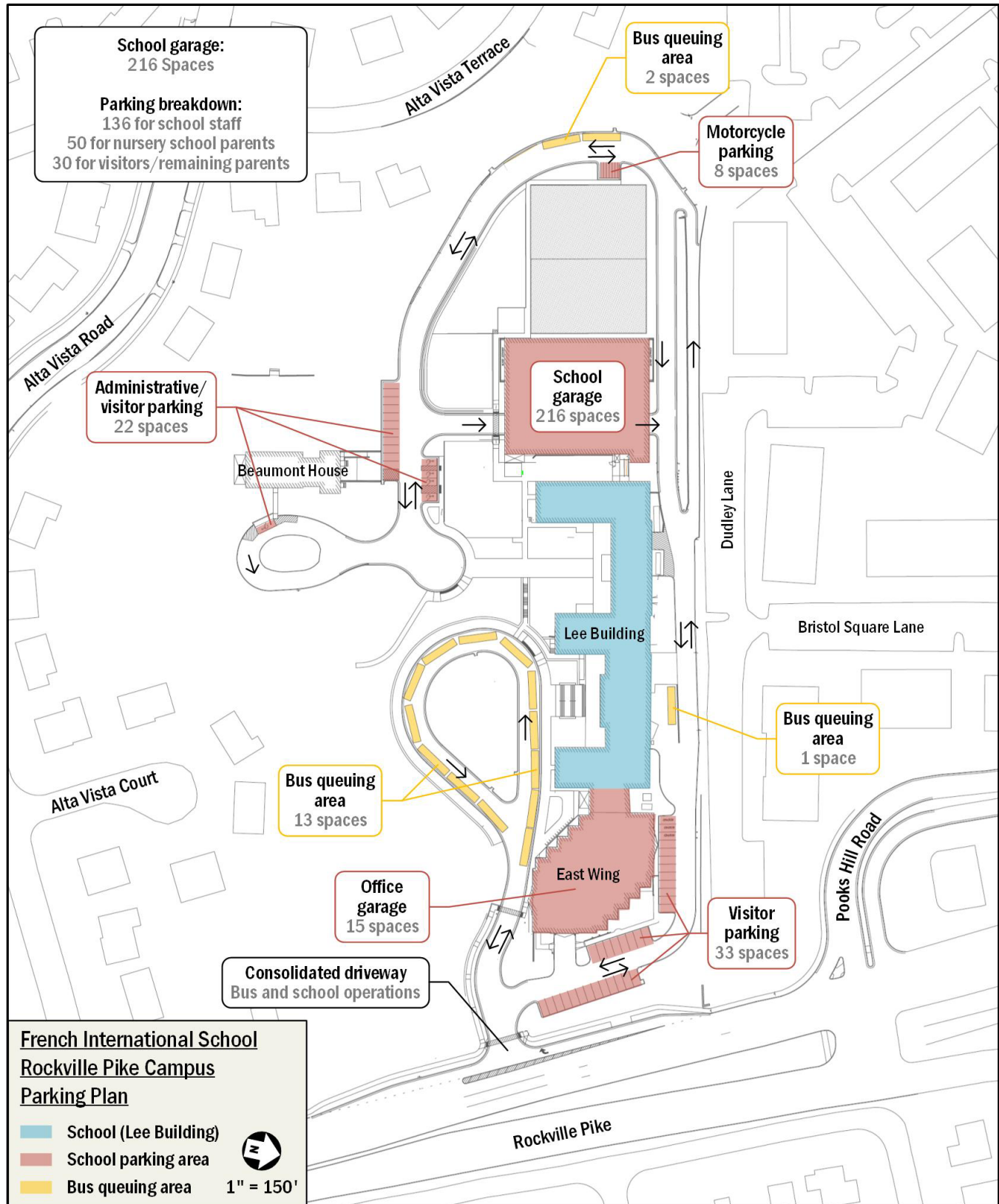


Figure 2: School Parking Plan

### *Driver Operations*

The school will utilize a digital technology platform to monitor license plates entering and exiting the school property as well as along Alta Vista Road. At the beginning of each academic year, all families of students and faculty/staff will be required to register their vehicle(s) with the School Transportation Coordinator (STC). Vehicles will be registered for times they are allowed on campus during pick-up/drop-off operations as well as if they live within the Maplewood or Locust Hill neighborhoods. Parents and staff will be instructed to not use Maplewood neighborhood streets unless they live within the Maplewood or Locust Hill neighborhoods. Written agreement to abide by the conditions set forth in the TMP will be a condition of enrollment for the families of the school and a condition of employment for faculty/staff.

### *Delivery and Service Vehicles*

All delivery and service vehicles accessing the school site will do so using the Rockville Pike driveway. In order to prevent conflicts with vehicular site traffic, all loading, and trash operations will be coordinated to take place outside of the arrival and dismissal periods. Scheduled loading and service activity will be coordinated to take place after 8:30 AM and before 3:15 PM. Similarly, coordination with the waste removal and recycling companies will be requested to schedule operations before 7:30 AM, between 8:30 AM and 3:15 PM, or after 7:00 PM.

### *Community Coordination*

The French International School Rockville Pike campus will continue its best efforts to be a good neighbor and maintain communication and coordination with the nearby residential neighborhood. To that end, the school will establish a Neighborhood Liaison Committee (NLC) in order to maintain open communication between the school and its surrounding neighbors. The NLC will be comprised of the following:

- One (1) representative from the Maplewood Citizens Association
- One (1) representative from the Alta Vista Terrace residents
- One (1) representative from the Alta Vista Court residents
- One (1) representative from the Alta Vista Road residents
- One (1) representative from the Bristol Square Condominium Association
- One (1) representative from Bethesda Crest Homeowners Association
- Three (3) representatives from the French International School, one of which will be the STC
- One (1) representative from Montgomery County DOT
- One (1) representative from MDOT SHA

An alternate representative may attend a meeting in place of an official representative who is unable to attend. The school will collaborate with the NLC in the following ways:

- Hold quarterly meetings to discuss issues of mutual concern. One of these quarterly meetings will be a joint meeting between the NLCs of both the Rockville Pike and Forest Road campuses.
- Present any necessary amendments to the TMP for comment prior to implementation.
- Discuss and decide on mutually agreed upon days for quarterly trip counts to be collected.



- Provide quarterly trip counts, quarterly STC violation log, and annual Monitoring Report (as detailed below).
- Prohibit parking, standing, or stopping on surrounding streets and other parking lots, and cooperate with those groups established to increase vehicular and pedestrian safety on neighborhood streets.
- List and discuss scheduled evening functions after school hours in the school's annual calendar that will be shared every fall and spring with the NLC. The school will continue its policy of working with neighboring organizations to exchange spare parking capacity for special events.

### *Special Events Operations*

The French International School will host Special Events that are typical of a public or private nursery and elementary school. Due to the broad international character of the student body at the School, it will have a rich program of events and cultural experiences for the students and for the School community. Because of the size of assembly space in the new academic setting, the School can conduct large school community events at the Rockville Pike Campus.

All events will utilize the 216 parking spaces within the parking garage and additional parking elsewhere on the campus for a total of 286 spaces on site. If additional parking is anticipated to be needed, shuttles will be provided to the Grosvenor Metro Station.

### *Saturday Classes*

Saturday classes offered on campus are intended for children not attending the French International School to fully develop their written and oral French language skills. The enrollment of the Saturday classes is projected to be approximately 400 students with 25 staff when the school first opens. The program is projected to grow to a maximum of 700 students with 50 staff within the five (5) to ten (10) years. The classes will begin at 8:30 AM and end at 5:00 PM with students attending the morning session, afternoon session, or both sessions. The school is committed to the same hourly trip generation caps for the Saturday School as the typical school day. The busing and carpool programs for the Saturday school will be implemented as necessary to ensure that the resulting trip generation falls at or below the trip generation caps in place for a typical school day. Once enrollment for the Saturday classes reaches 150 students, the program will commit to busing at least 25% of its students. The Saturday classes will follow the same monitoring and enforcement program detailed in this TMP for the typical school day.

### *Summer Camp*

A Summer Camp will be offered on campus for both children attending and not attending the French International School with the intent to fully develop their written and oral French language skills. The Summer Camp would be a new program for the French International School and is projected to grow to a maximum of 700 students with 50 staff. The school is committed to the same hourly trip generation caps for the Summer Camp as the typical school day. The busing and carpool programs for the Summer Camp will be implemented as necessary to ensure that the resulting trip generation falls at or below the trip generation caps in place for a typical school day. Once enrollment for the Summer Camp reaches 150 campers, the program will commit to busing at least 25% of its campers. The Summer Camp will follow the same monitoring and enforcement program detailed in this TMP for the typical school day.

### *Enforcement*

The TMP plan will be incorporated into the student contract. Families who do not comply with the TMP plan will risk student's loss of privileges, such as eligibility to participate in extracurricular activities and before-/after-school programs, at the

Rockville Pike campus, and families with a record of repeated non-compliance risk the student's suspension. The platform utilized by the school monitoring vehicles arriving and departing the campus as well as traveling on Alta Vista Road will notify both the violator as well as the school of the offense. The STC will be responsible for following up regarding the violation and do so within two (2) school days of the offense.

Violations of the TMP are defined as the following:

- Dropping-off/picking-up students outside of the designated areas within campus or along the MD 255.
- For students required to ride the bus, being dropped-off/picked-up from Forest Road campus instead of riding assigned school bus.
- Arriving or departing school outside of designated times.
- Parking on-site without a tag or staff pass.
- Traveling on Alta Vista Road and not being registered as living within the Maplewood or Locust Hill neighborhoods.
- Making the southbound U-turn movement at Alta Vista Road from Rockville Pike after exiting the school.

The following procedure will be followed for the school, Saturday classes, and Summer camp:

1. First Violation

- a. School Day: A first violation will result in a warning with documentation of the incident and a reminder of the TMP requirements.
- b. Saturday Class: A first violation will result in a warning with documentation of the incident and a reminder of the TMP requirements.
- c. Summer Camp: A first violation will result in a warning with documentation of the incident and a reminder of the TMP requirements.
- d. Staff: A first violation will result in a meeting with the STC and a verbal warning.

2. Second Violation

- a. School Day: A second violation will result in a mandatory meeting with the School Transportation Coordinator (STC) and a violation letter.
- b. Saturday Class: A second violation will result in a mandatory meeting with the Director of Saturday Classes and a violation letter.
- c. Summer Camp: A second violation will result in a mandatory meeting with the Director of Summer Camp and a violation letter.
- d. Staff: A second violation will result in a meeting with the STC and with a written confirmation in their personnel file.

3. Third Violation

- a. School Day: A third violation will result in a meeting with the Head of School and 3-day suspension from extracurricular activities and before-/after-school programs.

- b. Saturday Class: A third violation will result in a meeting with the Director of Saturday Classes and 1-Saturday suspension from the program.
- c. Summer Camp: A third violation will result in a meeting with the Director of Summer Camp and 1-day suspension from the program.
- d. Staff: A third violation will result in meeting with the Head of School (Director of Saturday Classes or Summer Camp) and written warning in their personnel file.

4. Fourth Violation

- a. School Day: A fourth violation will result in a 3-day suspension from school.
- b. Saturday Class: A fourth violation will result in a 3-Saturday suspension from the program.
- c. Summer Camp: A fourth violation will result in a 3-day suspension from the program.
- d. Staff: A fourth violation will result in a meeting with the Head of School (Director of Saturday Classes or Summer Camp) and a 3-day suspension without pay.

5. Fifth Violation

- a. School Day: A fifth violation will result in expulsion from school.
- b. Saturday Class: A fifth violation will result in expulsion from the program.
- c. Summer Camp: A fifth violation will result in in expulsion from the program.
- d. Staff: A fifth violation will result in a meeting with the Head of School (Director of Saturday Classes or Summer Camp) and a 5-day suspension without pay.

## MONITORING PLAN

The French International School Rockville Pike campus will monitor vehicles coming to and from the campus as well as vehicles registered with the school exiting the campus and traveling on Alta Vista Road on an ongoing basis. The monitoring will ensure compliance with the TMP plan. This information will ensure compliance with the Trip Caps during the AM, school PM, and Commuter PM peak hours for the School Year, Saturday, and Summer programs. The results will be provided to the M-NCPPC Transportation, MDOT SHA, and MCDOT Staff and the neighborhood groups. If necessary, the School will take additional management and operational steps, as appropriate, to ensure prompt compliance with the TMP, which may include, but not necessarily be limited to, one or more of the following:

- Adjust the on-site vehicular circulation plan;
- Identify additional staff and/or law enforcement officers to manage traffic during school morning and afternoon arrival and dismissal periods;
  - Efforts will be made to ensure activities related to additional staff and law enforcement support are contained on-site;
- Increase efforts and provide incentives to increase the average number of students per vehicle and/or expand bus ridership; and,
- Provide additional parent education on safe routes to and from the school.



### *Peak Hour Vehicle Trip Caps*

- The French International School agrees that, beginning with year one of operations at the Rockville Pike campus and continuing in perpetuity for subsequent academic years thereafter, it will take all necessary steps to ensure that, except in the event of unplanned school closings due to inclement weather or other unforeseen circumstances, it will not generate more than the following trips:
  - 330 trips in the morning arrival hour of 7:00 to 8:00 AM,
  - 117 trips in the school dismissal hour of 3:00 to 4:00 PM, and
  - 139 trips in the commuter afternoon hour of 5:00 to 6:00 PM.
  - The French International School agrees that during the Saturday school and Summer Camp, it will not generate more than the following trips:
    - 330 trips in the morning arrival peak hour between 7:00 to 9:00 AM,
    - 117 trips in the school dismissal peak hour between 2:00 to 4:00 PM, and
    - 139 trips in the commuter afternoon peak hour of 5:00 to 7:00 PM.
    - For the purposes of determining the single highest hour during the periods outlined above, the single highest hour is described as any four consecutive 15-minute periods resulting in the highest combined inbound and outbound hourly volumes.
- The school is committed to limiting the number of vehicles and buses traveling on the Maplewood neighborhood streets and agrees to the following:
  - The shuttles traveling from the Forest Road campus to the Rockville Pike campus will utilize the route that begins on Beech Avenue and heads east, turns left on Linden Avenue, turns right on Pooks Hill Road, and turns right on Rockville Pike. The shuttles traveling from the Rockville Pike campus to the Forest Road will utilize the route that begins at the Rockville Pike driveway and heads south, turns right on Cedar Lane, turns right on Old Georgetown Road, and turns right on Beech Avenue.
  - Parents and staff will be instructed to not use Maplewood neighborhood streets unless they live within the Maplewood or Locust Hill neighborhoods. All parent and staff vehicle license plates will be registered with the school. The school will monitor and issue violations to those leaving the school and traveling on Alta Vista Road if they do not live within the Maplewood or Locust Hill neighborhoods.
- The school agrees that it will notify and discuss with the NLC prior to implementing any new schedule changes for parents, faculty, staff and/or buses. Furthermore, the school agrees that no schedule changes will be made without consideration of an adjustment or expansion of the peak periods of travel.
- Beginning with year one of operations and continuing for subsequent academic years thereafter, the school agrees to implement and maintain a trip reduction program that requires busing of elementary school students and eligible nursery school students. It is understood that there may be instances where elementary school students may be driven to school if their sibling is a nursery school student. The decision whether to require busing for a particular family or student will be at the School's discretion as detailed in previous sections of the TMP.

### ***Monitoring Process***

The school will utilize a platform monitoring vehicles arriving and departing campus on a daily basis. The monitoring will also include tracking vehicles associated with the school departing the campus and traveling on Alta Vista Road. This platform allows for real-time monitoring and enforcement of the TMP. The school will provide quarterly trip cap reports to the NLC for the typical School Day, Saturday classes, and Summer camp.

In addition to the quarterly trip cap reporting to the NLC, an annual report will be summarized in an audited report describing busing, transit, and parking efforts along with the data associated with these efforts. The report will contain the following:

- Current and projected enrollment of the school for the year.
- Number of buses providing service to the school including average number of students participating daily in the school bus program.
- Number of students participating in the before school care program, after school activities, and after school care program.
- Number of faculty and staff parking permits issued.
- Any transportation-related issues observed on-site and entering and exiting the school driveway within the past 12 months, including observed pick-ups or drop-offs along MD 355 or vehicles observed making the southbound U-turn movement at Alta Vista Road from Rockville Pike after exiting the school.
- A list of efforts by the school to keep vehicle travelers to the school, both parents and faculty/staff, informed about traffic matters in order to minimize impacts on the surrounding transportation network.
- A queue study at each drop-off/pick-up location on the Rockville Pike Campus to determine the length of the queues and to ensure that the queues do not spillback onto Rockville Pike.
- Site driveway counts.
- Vehicle crashes within the site.
- Vehicle crashes accessing and exiting the site at the Rockville Pike entrance.
- Number of students, faculty, and staff riding bicycles to school.
- Number of students, faculty, and staff walking to school.
- Number of students, faculty, and staff arriving to school via public transportation.
- Number of vehicles associated with the school departing and traveling on Alta Vista Road that are in violation of the TMP and not permitted to travel on Alta Vista Road. Vehicles associated with the school living within the Maplewood or Locust Hill neighborhoods will be permitted to travel on Alta Vista Road. The number of families and staff living within the neighborhoods will also be reported.

Traffic counts for the annual report shall be reported during the Fall Semester on a typical weekday<sup>4</sup> for the school, on a typical weekday during the Summer camp, and a typical Saturday<sup>5</sup> at the driveway to the school.

The number of trips determined in the morning, school dismissal, and commuter afternoon peak hours shall not exceed the Trip Caps established in the Peak Hour Vehicle Trip Cap section above.

### ***Sequencing of Monitoring Studies***

Beginning in Year 1, the monitoring study shall be conducted during the Fall Semester each year and during the Summer Camp period. If the Trip Caps are not met during the Fall Semester, a second study must be conducted during the Spring Semester of that year or within thirty (30) calendar days during the Summer. If the School fails to meet the Trip Caps in the Spring Semester or one month later during the summer, the school will promptly implement corrective measures and a second set of traffic counts covering the non-complying peak hour(s) shall be taken within thirty (30) calendar days of such corrective measures. The results of the counts, analysis, and all related studies shall be provided to the M-NCPPC, MDOT SHA and MCDOT Staff, the NLC, and the Board of Appeals. If the second set of counts indicates that the Trip Caps are still being exceeded, the School shall conduct an emergency meeting of the NLC to discuss and identify practical means of addressing the issue and to agree on an implementation plan to address School and/or community concerns, or as directed by the State or County.

The School shall arrange to conduct monitoring studies triennially once ninety-five percent (95%) enrollment has been reached and compliance with the Trip Caps has been reached for three (3) consecutive years. If the School fails to meet the Trip Caps during the Fall Semester or Summer, the school shall be required to monitor compliance again in the Spring Semester of such year or within thirty (30) calendar days of the Summer and shall thereafter resume annual monitoring studies until such time as the annual monitoring study demonstrates that the School has met the Trip Caps for two (2) consecutive years. At such time, triennial studies shall resume for seven (7) years or until such time as two consecutive triennial studies demonstrate compliance, whichever is later.

In the event the school fails to comply with the applicable Trip Caps, the school shall require the requisite number of students to ride the bus to school in order to comply with the Trip Caps, adding such buses and/or bus routes as necessary to comply with the Trip Caps. The school shall work with M-NCPPC, MCDOT, and MDOT SHA Staff to identify which of the foregoing remedial revisions to the TMP will be used to ensure compliance. Additional TDM measures that the school could consider include the following:

- Provide transit/alternate commute incentives to encourage faculty/staff to use non-auto modes of transportation to travel to school. Incentives would include:
  - Offer \$135 monthly SmarTrip cards for faculty/staff who take public transportation;
  - Enroll in Guaranteed Ride Home, which provides employees who regularly take transit, vanpool, carpool, walk, or bike to work with a reliable ride home when an unexpected emergency arises; and
  - For faculty/staff who do not drive or take public transit to school, provide \$240 in annual subsidies to those who bike (or current amount allowed tax-free under Federal law) OR provide bikeshare or car share.

---

<sup>4</sup> Typical weekday defined as a Tuesday, Wednesday, or Thursday day that does not have special events occurring such as a holiday, severe weather, construction, or other events that would influence travel patterns at the school or on the local roadway network.

<sup>5</sup> Typical Saturday defined as a day that does not have special events occurring such as a holiday, severe weather, construction, or other events that would influence travel patterns at the school or on the local roadway network.

- Provide a shuttle to the Grosvenor Metro station to encourage faculty and staff to utilize public transportation.
- Host bike safety, education, and maintenance classes.
- Establish inter-class and inter-grade competitions with incentives and prizes for the classes that take transit, walk, and bike the most.
- Provide carpool matching assistance to increase the Average Vehicle Occupancy (AVO) for both the FIS Rockville Pike and Forest Road campuses for parents of students not participating in the school bus program and for staff. Assistance programs could include:
  - Creation of an online, interactive map for parents and staff to see what other FIS families and staff live near them and are interested in carpooling, as well as provide contact information.
  - Register with and promote the school carpool program to assist parents/staff in finding other parents/staff in their neighborhood to form carpools, walking groups, or biking groups.
  - Actively promote carpooling by providing links to the carpool matching website on the School's Homepage and by providing fliers, emails, and/or other informational pieces at least once per semester.