



MEMORANDUM

To: Myron Kong
Summit Public Schools

From: Mike Mowery, P.E.
Kimley-Horn and Associates, Inc.

Date: August 18, 2016

Subject: Draft Final Recommended Vehicle Drop-Off and Pick-Up Plan

Summit Public Schools: Denali is moving its existing Sunnyvale campus to 539 E Weddell Drive in Sunnyvale, CA. Residents near the new campus expressed concern about potential traffic congestion, especially during the school's morning drop-off and afternoon pick-up periods. Summit Public Schools: Denali has decided to develop vehicle drop-off and pick-up procedures to limit its impact on traffic along E Weddell Drive. This memorandum presents a recommended vehicle drop-off and pick-up plan for the new campus.

BACKGROUND

The new Sunnyvale campus is located at 539 E Weddell Drive in Sunnyvale, CA. Surrounding the new campus are mostly residential land uses, with church facilities located directly west of the campus. E Weddell Drive is a collector roadway which connects Ross Drive on the west to Fair Oaks Avenue on the east side. There are bicycle lanes on E Weddell Drive between Morse Avenue and Fair Oaks Avenue. The speed limit on Weddell Drive is 35 miles per hour.

During its first year, Summit Public Schools: Denali will enroll students from grades 6 to 9, with a maximum enrollment of 400 students. After the first school year, the school will enroll students from grades 6 to 8, with a maximum enrollment of 300 students.

VEHICLE DROP-OFF AND PICK-UP PLAN

Summit Public Schools: Denali will implement a vehicle drop-off and pick-up plan to limit its impact on traffic on E Weddell Drive during the morning drop-off and afternoon pick-up periods.

Attachment A shows recommended on-site signage to facilitate smooth operation during drop-off and pick-up periods. It is recommended that the on-site parking spaces west of the school be signed as staff-only parking. Parents that wish to park for drop-off and/or pick-up may utilize the on-site parking spaces on the north side of the school or utilize the New Hope Church parking lot located at 521 E Weddell Drive.

During drop-off and pick-up periods, it is recommended that the on-site parking spots on the west side of the school be coned off. This will prevent vehicles from trying to park in these spots, as well as

create a single lane for vehicles to travel through and prevent vehicles from trying to pass one another. Around the northwest corner, the travel way will open to two lanes. A sign will direct vehicles going to the loading area to stay in the right lane, while vehicles trying to park will move into the left lane.

GENERAL GUIDELINES

During both drop-off and pick-up periods, it is important that drivers obey the following guidelines:

- Vehicles should practice safe driving. Drivers should be aware of their surroundings. No texting, calling, etc. while driving.
- No stopping or parking is allowed along E Weddell Drive. Any vehicle drop-off or pick-up must be done within the school parking lot.
- Vehicles should not block traffic on E Weddell Drive. If the queue spills onto E Weddell Drive, vehicles will be directed to wait in the New Hope Church (521 E Weddell Drive) parking lot where they should wait for 2 minutes then return to the queue.
- Vehicles picking up students from multiple grades should arrive after the second dismissal time.

MORNING DROP-OFF PROCEDURES

Parking lot configuration

Cones should be placed 30-45 minutes before the morning bell as shown in **Attachment A**. The cones should be removed 15-30 minutes after the morning bell.

Staffing location and responsibilities

During the morning drop-off period, staff/volunteers should be stationed at two locations as shown in **Attachment A**.

School Entrance

One staff/volunteer should be stationed at the school entrance to ensure that the queue does not spill onto E Weddell Drive. If the queue begins to spill onto E Weddell Drive, the staff/volunteer will direct vehicles to the New Hope Church parking lot to wait until the queue clears.

Loading Area

Multiple staff/volunteers should be stationed at the loading area to assist students exiting vehicles or to direct vehicles entering or leaving the loading area.

Drop-off procedures

The morning drop-off procedure would consist of:

1. Vehicle will enter school parking lot.
2. Near the northwest corner, vehicles going to the loading area will stay in the right lane, while vehicles going to park will enter the left lane.

3. Vehicles in the loading area will pull up as far as possible to allow for the maximum number of vehicles to drop-off at once.
4. Once the vehicles have stopped in the loading area, student(s) will unload from the curb-side door as quickly as possible. Drivers must stay in their car.
5. After the student(s) has left the car, the vehicle will pull out of the loading area.
6. Vehicle will exit the parking lot slowly and safely.

AFTERNOON PICK-UP PROCEDURES

Parking lot configuration

Cones should be placed as shown in **Attachment A**. It is recommended that 30 minutes prior to the first afternoon dismissal time, staff should cone-off the entrance to the school. This will prevent parents from arriving too early at the campus early and allow staff/volunteers time to set up for afternoon dismissal. While the school entrance is closed, parents may wait in the New Hope Church (521 E Weddell Drive) parking lot. The cones at the entrance may be removed 5 minutes before the first school dismissal time.

Staffing location and responsibilities

During the afternoon pick-up period, there should be staff/volunteers stationed at two locations as shown in **Attachment A**.

School Entrance

The staff/volunteer stationed at the school entrance is responsible for identifying which students are being picked-up and ensuring that the queue does not spill onto E Weddell Drive.

Vehicles picking up students will need to display the students name on their passenger side visor. The staff/volunteer at the entrance will read the name and communicate via walkie-talkie to the staff/volunteer in the loading area who will notify the student(s) and prepare the student(s) for pick-up.

If the queue begins to spill onto E Weddell Drive, the staff/volunteer will direct vehicles to the New Hope Church parking lot to wait until the queue clears.

Loading Area

There should be at least two staff/volunteers stationed at the loading area during the afternoon pick-up period.

One staff/volunteer will communicate with the staff/volunteer at the school entrance by walkie-talkie. This staff/volunteer will help match the students with the vehicle that is picking them up.

The other staff/volunteer will direct students to the proper vehicle and direct vehicles entering or leaving the loading area. In addition, this staff/volunteer will facilitate any pedestrian crossings in the parking lot occurring between the parking field and the pickup area.



Pick-up procedures

Drivers will need to display the name(s) of the student(s) being picked up. The school will provide a laminated name tag that drivers can display on the passenger side visor for staff/volunteers to read.

The afternoon pick-up procedure would consist of:

1. Vehicle will enter school parking lot. Drivers should display the name of the student(s) they are picking up on the passenger side visor.
2. Staff/volunteer will read name displayed and notify staff/volunteer at the loading area via walkie-talkie.
3. Staff/volunteer at the loading area will prepare student(s) for pick-up.
4. Near the northwest corner, vehicles going to the loading area will stay in the right lane, while vehicles going to park will enter the left lane.
5. Vehicles in the loading area will pull up as far possible to allow for the maximum number of vehicles to pick-up at once.
6. Once the vehicles have stopped in the loading area, the staff/volunteer will match the student to the vehicle. Students will not be allowed to cross the loading area to a car in the passing lane.
7. After the student(s) have entered the car, the vehicle will pull out of the loading area.
8. Vehicle will exit the parking lot slowly and safely.

INFORMATIONAL HANDOUTS

It is recommended that the school provide handouts about drop-off and pick-up procedures to parents. **Attachment B** is a draft handout the school can distribute to parents. It is highly recommended that the school frequently review these procedures and make adjustments if necessary.

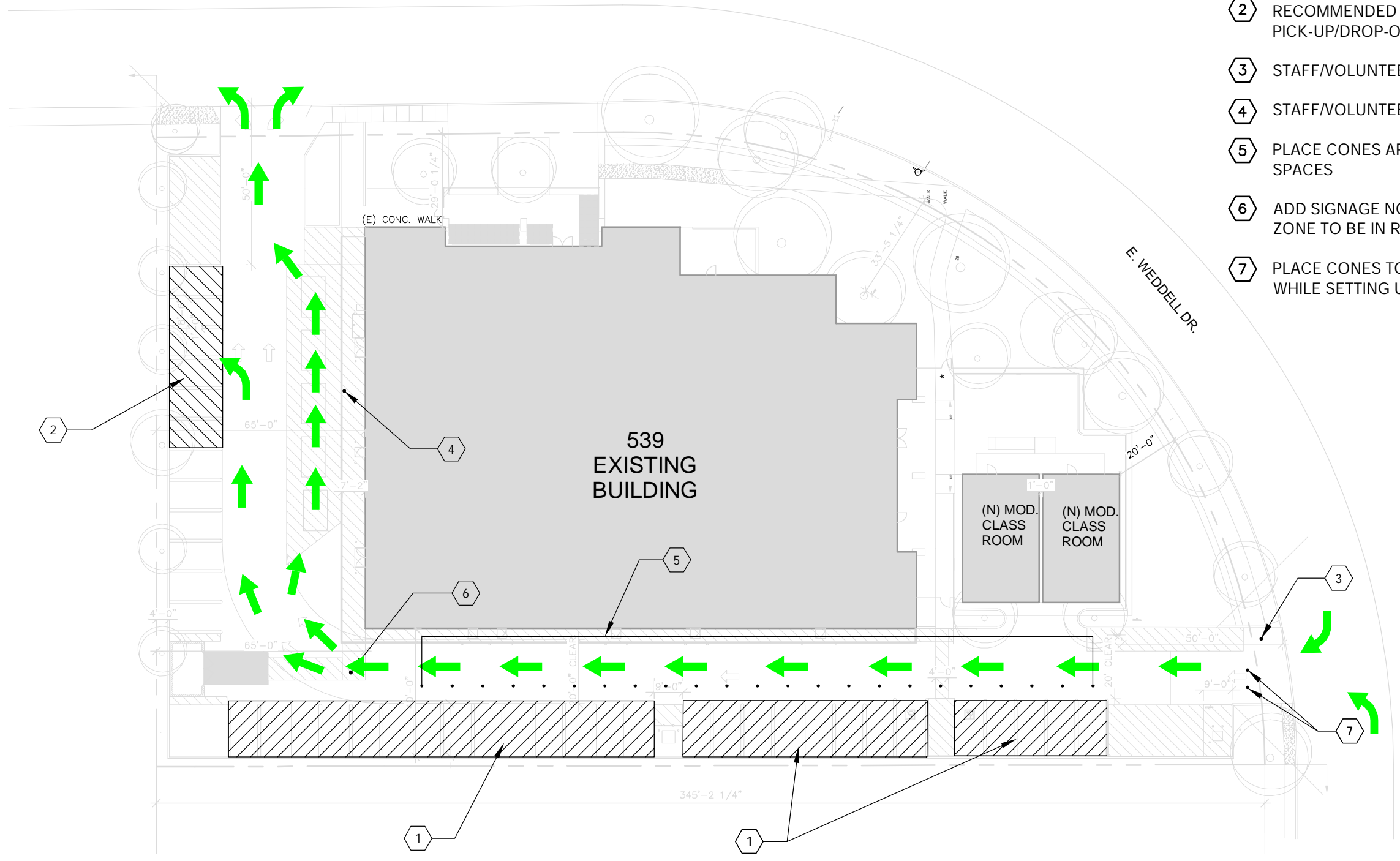
Attachment A – Recommended On-site Striping and Signage

Attachment B – Vehicle Drop-off and Pick-Up Procedure Handout

DRAFT

GENERAL NOTES

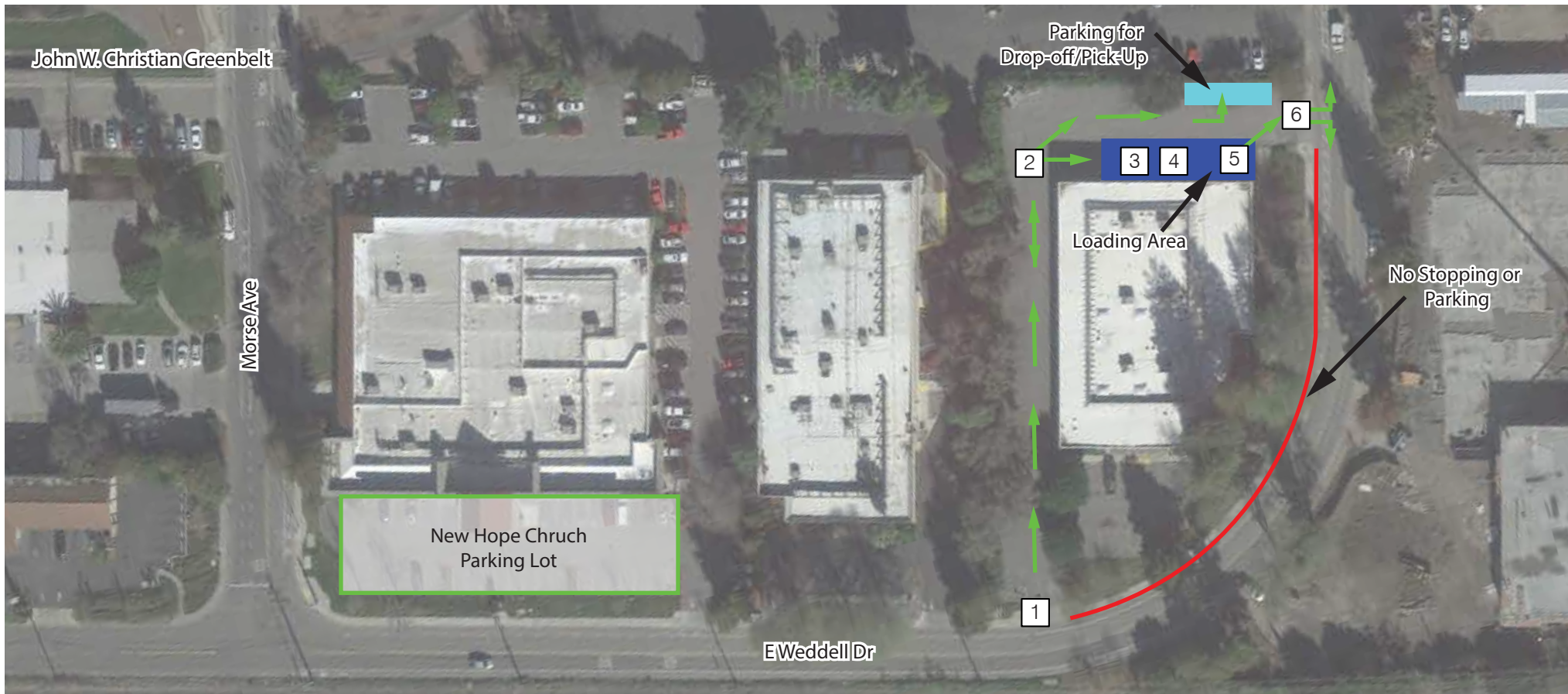
- ① ADD SIGNAGE: PARKING FOR STAFF ONLY
- ② RECOMMENDED PARKING SPOTS DURING PICK-UP/DROP-OFF PERIODS
- ③ STAFF/VOLUNTEER STATIONED AT SCHOOL ENTRANCE
- ④ STAFF/VOLUNTEERS STATIONED AT LOADING ZONE
- ⑤ PLACE CONES APPROXIMATELY 4 FEET FROM PARKING SPACES
- ⑥ ADD SIGNAGE NOTIFYING DRIVERS GOING TO LOADING ZONE TO BE IN RIGHT LANE, PARKING IN LEFT
- ⑦ PLACE CONES TO PREVENT CARS FROM ENTERING WHILE SETTING UP FOR AFTERNOON DISMISSAL



SOURCE: CODY ANDERSON WASNEY ARCHITECTS



Vehicle Drop-off and Pick-Up Procedures



General Guidelines

Practice safe driving. Be aware of your surroundings.
No texting, calling, etc. while driving.

No stopping or parking along E Weddell Drive. Any drop-off or pick-up must be done within the school parking lot.

Please do not block traffic on E Weddell Drive. If the queue spills onto the E Weddell, please wait in the New Hope Church (521 E Weddell) parking lot until more vehicles can enter the school parking lot.

The school entrance will be coned off 5-30 minutes prior to the afternoon dismissal. During this time, please wait in the New Hope Church (521 E Weddell) parking lot.

Drop-off Procedures

- 1 Enter school parking lot
- 2 Near the northwest corner, vehicles going to the loading area stay right, while vehicles going to park should enter the left lane
- 3 Vehicles in the loading area should pull up as far as possible; this allows multiple vehicles to drop-off at once.
- 4 Once stopped, student(s) will unload from the **curb-side** door as quickly as possible. Please do not get out of your car.
- 5 Pull out of the loading zone
- 6 Exit the parking lot slowly and safely

Pick-Up Procedures

- 1 Enter school parking lot. Make sure to display students' names on the passenger side where staff/volunteer can see
- 2 Near the northwest corner, vehicles going to the loading area stay right, while vehicles going to park should enter the left lane
- 3 Vehicles in the loading zone should pull up as far as possible; this allows multiple vehicles to pick-up at once
- 4 Someone will bring you student(s) to your car. Students will not be allowed to cross the loading zone to a car in the passing lane
- 5 Pull out of the loading zone
- 6 Exit the parking lot slowly and safely