

VOYAGER ACADEMY SCHOOLS 2012-2013 TRAFFIC MANAGEMENT PLAN

Background

Voyager Academy Schools (VAS) are located on the south side of the Ben Franklin Boulevard on Hock Parc Lane and Medical Park Drive in northern Durham, North Carolina. VAS is composed of Voyager Academy Elementary School (VAES), Voyager Academy Middle School (VAMS), and Voyager Academy High School (VAHS). VAS first opened in 2008 as a 500-student charter middle school (4th – 8th) before expanding in 2011 with the addition of the 400-student charter high school (9th – 12th). In 2012, VAS shall complete its expansion with the addition of the 400-student charter elementary school (K – 3rd).

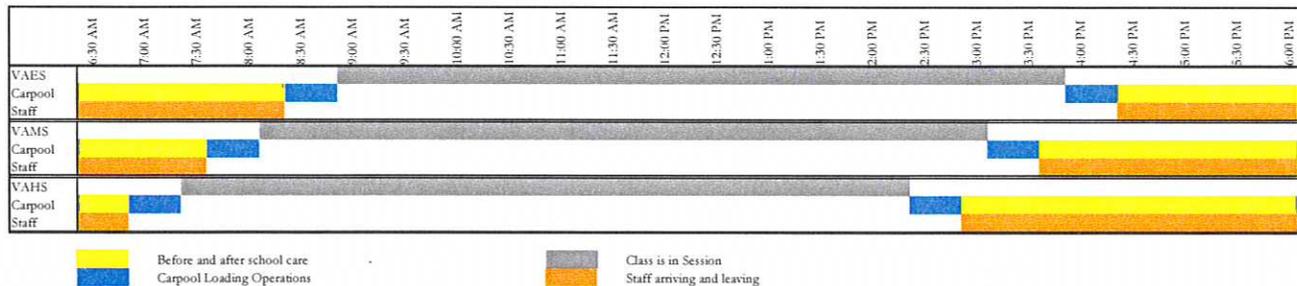
A traffic impact analysis (TIA) was completed by Martin/Alexiou/Bryson, PC (M/A/B) as part of the expansion process. This study determined that a Traffic Management Plan (TMP) needed to be completed to mitigate traffic between the three schools. M/A/B in conjunction with Voyager Academy School's administrative staff has completed a TMP for Voyager Academy Schools. The Traffic Management Plan is broken down into four (4) TMP's, one for each school and a general summary TMP. This particular TMP is a general summary for Voyager Academy Schools.

Student Handbook

This policy should be used in conjunction with each of the *Voyager Academy Schools Student Handbook*.

School Operational Times

	Voyager Academy Elementary K – 3 rd	Voyager Academy Middle 4 th – 8 th	Voyager Academy High 9 th – 12 th
Morning Drop-off	8:30 to 9:00 AM	7:45 to 8:15 AM	7:00 to 7:30 AM
Afternoon Pick-up	4:00 to 4:30 PM	3:15 to 3:45 PM	2:30 to 3:00 PM



Special School Operational Times

- School opening delays (all schools): If the opening of the schools is delayed, planned or unplanned, then the opening of the other schools must also be delayed by the same margin. For example, a one-hour inclement weather delay would have the schools opening as follows, VAES – 10:00 AM, VAMS – 9:15 AM and VAHS – 8:30 AM.
- School opening delays (one school): For one school to be delayed, planned or unplanned, there must be a minimum of 45 minutes separation from the opening of the other schools. If this separation in starting times cannot be achieved, then all schools must be delayed by the same time interval or school should be cancelled.
- School early dismissal (all schools): If the schools have an early dismissal, planned or unplanned, then the other schools should have the same early dismissal. For example, a one-hour early dismissal would

have the schools dismissing as follows, VAES – 3:00 PM, VAMS – 2:15 PM and VAHS – 1:30 PM.

- School early dismissal (one school): For one school to have an early dismissal, planned or unplanned, there must be a minimum of 45 minutes separation from the dismissal of the other schools. If this separation in dismissal times cannot be achieved, then all schools must be dismissed by the same time interval.

Early Morning Drop-Off and Afterschool Activities

- Students can sign up for Voyager Academy’s “Before and After School Programs”. The programs should be coordinated with the school so that drop-off and pick-up times do not interfere with loading operations of any of the schools.
- All before and after school activities should be coordinated with the Voyager Academy Traffic Operations Manager to determine if there is a conflict with loading operations of the Voyager Academy Schools.

Morning and Afternoon Traffic Operations

See each individual school’s Transportation Management Plan for these procedures. Figure VAS – 1 shows morning traffic patterns for each school. Figure VAS – 1 shows afternoon traffic patterns for each school.

Vehicles should not be allowed to starting queuing for the afternoon carpool operation until 30 minutes prior to the school’s dismissal time.

Speed Limit

The maximum safe speed limit on Voyager Academy campus is 10 miles per hour.

Parking

Vehicles should only be parked in appropriate marked spaces. Vehicle not parked appropriately are subject to fines and towing at owners expense due to safety concerns and impeding traffic flow.

- VAES Staff parking: Located in the VAES Staff/Visitor Parking Lot, south of VAES building
- VAES Visitor parking: Located in the VAES Staff/Visitor Parking Lot located south of VAES building and adjacent to the VAES Student Loading Zone
- VAMS Staff parking: Located in the VAMS Staff Parking Lot 1 (north of VAMS building) and VAMS Staff Parking Lot 2 (east of VAMS building)
- VAMS Visitor parking: Located in the VAMS Staff Parking Lot 1 (east of VAMS building)
- VAHS Student parking: Located by permit only in the VAHS Student Parking Lot, located north of VAHS building. Student vehicles should be identified by passes hanging from the rear view mirror and parked in appropriate spaces. Refer to the Voyager Academy High School Student Handbook for more details on student parking.
- VAHS Staff parking: Located in the VAHS Staff/Visitor Parking Lot (south of VAHS building) and VAHS Side Parking Lot (east of VAHS building)
- VAHS Visitor parking: Located in the VAHS Staff/Visitor Parking Lot

Pedestrian Operations

Pedestrians should use sidewalks and crosswalks where provided.

Visitors/Parents with Students at Multiple Schools

- VAES and VAMS: Visitors/Parents with students at both VAES and VAMS would follow VAMS carpool procedures first, then VAES carpool procedures. Carpool traffic that stayed on campus would

need to go to the end of the VAES queue.

- VAES and VAHS: Visitors/Parents with students at both VAES and VAHS would follow VAHS carpool procedures first, then VAES carpool procedures. Carpool traffic would be encouraged to leave campus after VAHS carpool procedures and come back for VAES carpool procedures at the appropriate time. Carpool traffic that stayed on campus would need to go to the end of the VAES queue.
- VAMS and VAHS: Visitors/Parents with students at both VAMS and VAHS would follow VAHS carpool procedures first, then VAMS carpool procedures. VAHS Carpool traffic would have to exit to Ben Franklin Boulevard and return to campus for VAMS carpool procedures.
- VAES, VAMS, and VMHS: Visitors/Parents with students at VAES, VAMS and VAHS would follow VAHS carpool procedures first, then VAMS carpool procedures, and then VAES carpool procedures. VAHS Carpool traffic would have to exit to Ben Franklin Boulevard and return to campus for VAMS carpool procedures. After VAMS carpool procedures, visitors would follow VAES carpool procedures. Carpool traffic that stayed on campus would need to go to the end of the VAES queue.

Early Release Policy

Policy – If parents need to check their children out early (ex: appointment) they need to do so 30 minutes prior to the dismissal process begins. After this time, students will only be released to cars in the carpool line or by an approved pedestrian walk-up plan.

Afternoon School Pedestrian (Walkers/Bicyclists) Safety Policy

Any student not classified as a carpool rider shall be considered a “pedestrian” for this policy. Pedestrian dismissal shall require a written release form signed by a designated official before a student shall be released. The following conditions must be met before a release form can be processed:

- Students shall only be released with parent/guardian through the main doors near the office.
- Afternoon parent volunteers may sign out their student(s) when signing out for the day.
- Pedestrians, part of an approved walking plan, may be released before carpool.
- All other Pedestrian Release Forms shall be processed after loading operations are completed.

This policy is intended to reduce the potential for child pedestrian/vehicle accidents, reduce the parent congregation near the front of the school, and improve the safety of every student by reducing distractions, and allowing the school system personnel to do their job while under the responsibility and care of the school system.

Campus and Driveway Restrictions during Loading Operations

- The Student Loading Zones should clearly be identified via paint markings, signs, and/or cones (see Figure: Typical Student Loading Zone).
- The Extra Time Loading Areas should clearly be identified via paint markings, signs, and/or cones.
- The VAMS SLZ Loop Road shall be coned off between Hock Parc Lane and VAMS Loop Road during afternoon carpool operations (see Figure VAMS 2).
- Hock Parc Lane at Ben Franklin Boulevard shall be restricted to right-in/right-out operations during morning and afternoon VAMS carpool operations.
- The southwest entrance to VAHS Staff/Visitor Parking Lot shall be coned off during afternoon carpool operations (see Figure VAHS 2).
- All exiting traffic from the VAHS Student Parking Lot shall be restricted to making right-turns onto Medical Park Drive during loading/unloading operations.
- VAES afternoon carpool traffic shall be restricted to a single queue along Hock Parc Lane and Voyager Connector Road during VAMS afternoon carpool operations until the VAMS queue reaches the VAMS SLZ Loop Road, traffic cones have been removed, and coordination between VAES and VAMS has occurred.

Staff Requirements for Traffic Control during Loading Operations

– Voyager Academy Traffic Operations Manager

The Voyager Academy Traffic Operations Manager is responsible for overseeing all traffic operations at the three schools. They are responsible for 1) safety and 2) management and efficiency of travel between the schools. This shall include management of afterschool and before school programs. The schools' campuses are close together; it is essential that traffic from afterschool activities do not interfere with the afternoon loading operations. Scheduled programs/events should occur after all loading operations are complete.

– VAES/VAMS Coordination Team Members

The Team Members are responsible for coordination between VAMS's and VAES's afternoon loading operations. The two school's afternoon loading operations overlap on Hock Parc Lane and require coordination between the schools to avoid traffic conflicts.

i) VAMS Coordination Team Member: Responsible for coordination with VAES by 1) removing the traffic barricades on the VAMS SLZ Loop Road after the end of the VAMS afternoon traffic queue has reached the VAMS SLZ Loop Road, i.e. no longer circles the pond and 2) informing the VAES Coordination Team that the VAMS traffic pattern has changed and VAES can start their double queue along Hock Parc Lane and Voyager Connector Road. Note: Can be dual role position with VAMS Advanced Team Member C.

ii) VAES Coordination Team Member: Responsible for coordination with VAMS by not allowing vehicles to double queue along Hock Parc Lane and Voyager Connector Road during the VAMS afternoon loading operations until the VAMS Coordination Member has communicated with them. Then the VAES Team Member will double queue the VAES afternoon queue along Hock Park Lane and Voyager Connector Road until the intersection with VAES SLZ Loop Road. Note: Can be dual role position with VAES Traffic Director.

– Voyager Traffic Director

A traffic director may need to be located at the intersection of Medical Park Drive and Voyager Connector Road/ VAHS SLZ Loop Road. If congestion/confusion occurs at this point, then a traffic director should be implemented at this location to assist motorists.

– VAES Traffic Director

A traffic director should be implemented at the intersection of VAES SLZ Loop Road and Voyager Connector Road/ VAHS SLZ Loop Road during Loading Operations at the Elementary School to assist with traffic operations.

– SLZ Manager (ALL SCHOOLS)

The SLZ Manager is located at the Student Loading Zone. The SLZ Manager is responsible for 1) safety and 2) management and efficiency of the loading process. The SLZ Manager shall also direct vehicles that require additional loading time to the Extra Time Loading Area.

– VAMS Queue Coordinator (VAES & VAMS)

The Queue Coordinator is located at the stop bar where they shall direct/assign vehicles from the dual queue lanes to the single-lane Student Loading Zone. The Queue Coordinator shall process five to six (5 to 6) vehicles from one row at a time then, alternating between the two lanes

– Advanced Identification Team (VAES & VAMS)

The Advanced Identification Team is placed within the queue and student staging area to identify students with vehicles as part of the Advance Identification Process given below.

- i) Team Member(s) A: Located within the queue approximately one cycle (five vehicles) back. They are responsible for identifying the vehicle with student(s) and relaying that information to Team Member(s) B within the Staging Area.
- ii) Team Member(s) B: Located in the Staging Area and are responsible for finding the student(s) indentified by Team Member A and getting them to the correct bay within the Student Loading Zone.
- iii) Team Member(s) C: Located within the queue a few cycles back and at the office intercom system. Team member 1 is responsible for identifying the vehicle with student(s) and relaying that information to team member 2 at the school's intercom system. They then announce over the intercom for the appropriate students to report to the Student Staging Area.

Advanced Identification Loading Procedure

Advanced Team Member(s) A shall identify each vehicle via an identification card located in the windshield with student name(s) and grade level(s). The Advance Team Member A shall designate a corresponding bay number/color to that vehicle depending on its location. The Advance Team Member A shall relay that bay number/color to the driver and the student name(s), grade, and bay number/color to the Advanced Team Member(s) B located at the student staging area via radio or other communicating device. The Advance Team Member B shall find the corresponding student(s) and get them to the appropriate loading bay. This process should be coordinated with the Queue Coordinator's rotation of lanes.

Example using figure to illustrate (see Figure VAES – 2):

1. Advance Team Member A (ATMA) identifies dotted vehicle 1 in first queue and relays info to Advance Team Member B (ATMB). This process is repeated through dotted vehicle 5.
2. ATMB finds students of dotted vehicles and gets them to their respective loading bays.
3. ATMA then proceeds to second queue of vehicles, crosshatched vehicles, and identifies crosshatched vehicle 1 and relays info to ATMB. This process is repeated through crosshatched vehicle 5
4. ATMB finds students of crosshatched vehicles and gets them to their respective loading bays. Crosshatched students shall be waiting behind waiting line.
5. Queue Coordinator releases dotted vehicles to Student Loading Zone where waiting dotted student(s) load.
6. As dotted vehicles leave queue area:
 - a. Striped vehicles take their place. ATMA identifies the vehicle with student(s) as they pass and relays information to ATMB.
 - b. ATMB finds students of striped vehicles and holds them until dotted vehicles are finished loading, then releases them to loading bay waiting area.
7. When dotted vehicles reach their respective loading bay, students shall load into their vehicle. A Loading Bay Team Member shall provide assistance, if needed, by opening/closing of car door.
8. As dotted vehicles leave SLZ:
 - a. Crosshatched students shall step up to loading area,
 - b. ATMB releases striped students to loading zone waiting area,
 - c. Queue Coordinator releases crosshatched vehicles to SLZ,
 - d. ATMA identifies the vehicle with student(s) as they pass and relays information to ATMB,
 - e. ATMB finds students of dotted vehicles and holds them until crosshatched vehicles are finished loading, then releases them to loading bay waiting area.
9. This process (steps 5 through 8) is repeated until all students have been loaded.

VOYAGER ACADEMY SCHOOLS

101 Hock Park Lane
Dusham, North Carolina 27704

**Traffic Control &
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2012-2013**

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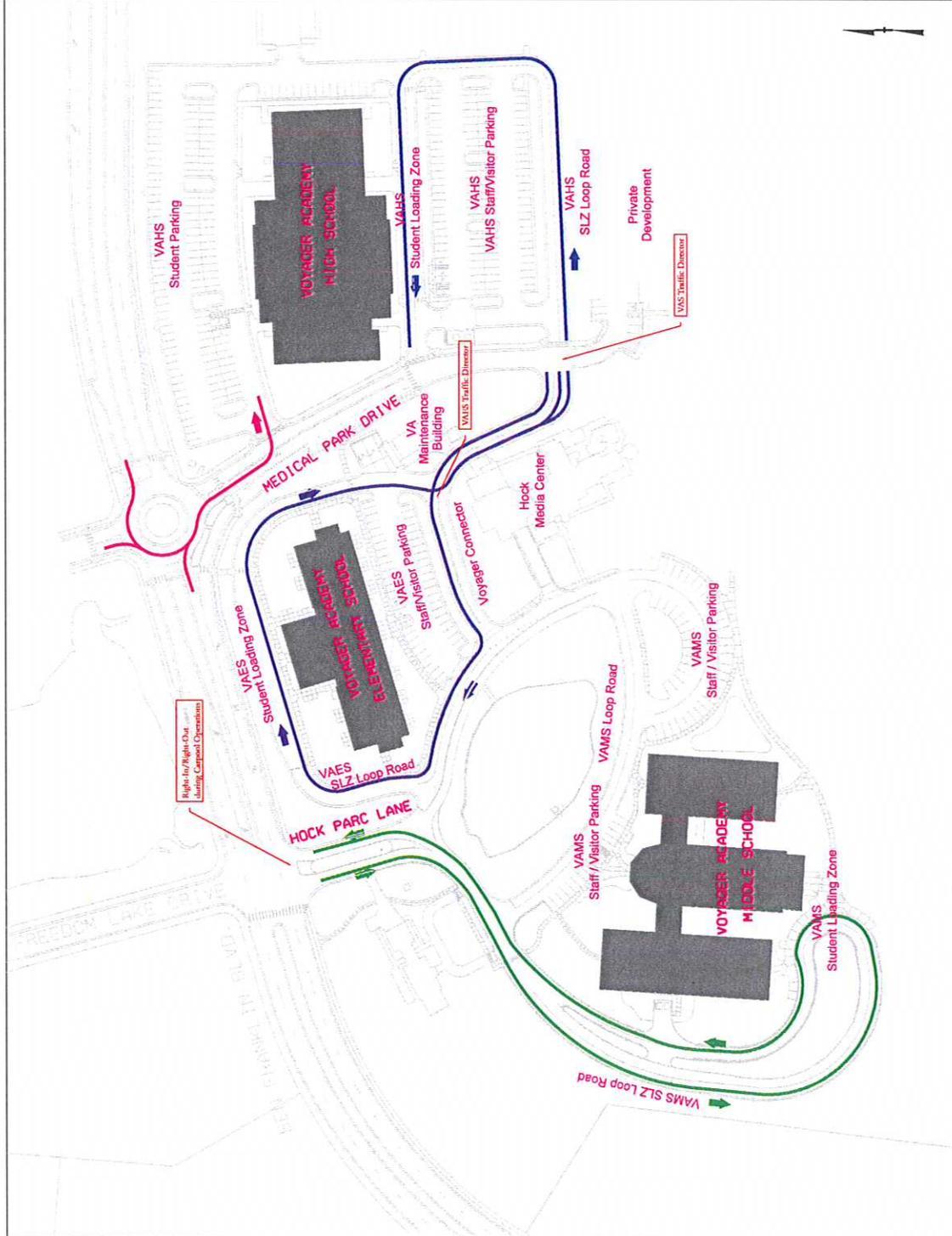
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**Figure VAS - 1:
Carpool - Morning Operations**

-  VAMS morning carpool pathway - 7:25 - 8:00 AM
-  VAMS morning carpool pathway - 8:25 - 8:55 AM
-  VAMS morning carpool pathway - 9:00 - 9:30 AM
-  VAMS morning student pathway
-  Direction of Traffic

DATE: AUGUST 15, 2011

SCALE: 1" = 120'



VOYAGER ACADEMY SCHOOLS

101 Hook Park Lane
Durham, North Carolina 27704

**Traffic Control &
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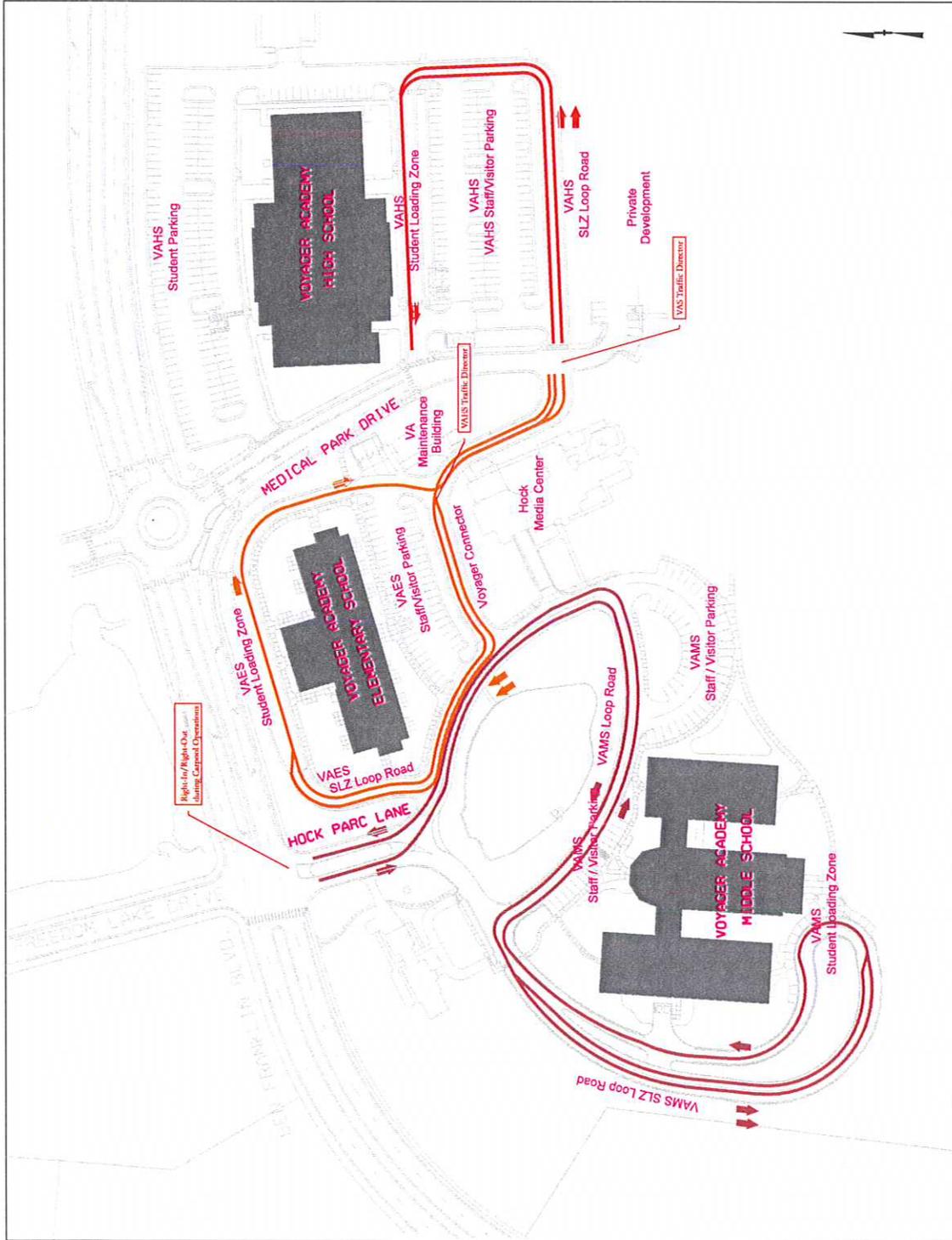
**Figure VAS - 2:
Carpool - Afternoon Operations**

- VAS afternoon carpool pathway - 2:30 - 3:00 PM
- VAS afternoon carpool pathway - 3:00 - 3:30 PM
- VAS afternoon carpool pathway - 3:30 - 4:00 PM
- VAS afternoon carpool pathway - 4:00 to 4:30 PM

Direction of Traffic

DATE: AUGUST 15, 2011

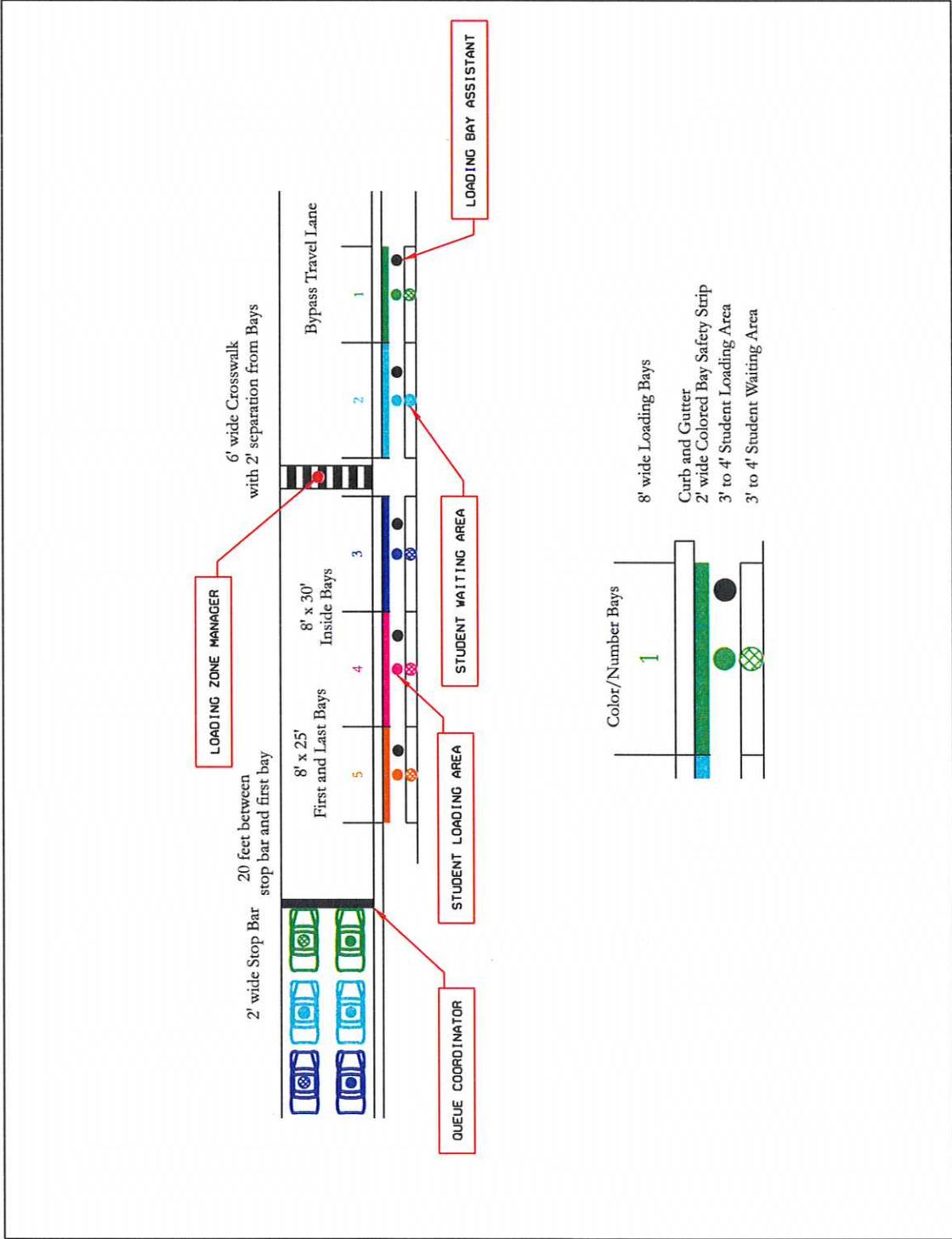
SCALE: 1" = 120'





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Figure VAS -3:
Student Loading Zone



DATE: AUGUST 15, 2011

SCALE: 1" = 40'

