



## MEMORANDUM

**Date:** February 26, 2014  
**To:** Scott Prisco  
**Organization:** Arlington Public Schools  
**From:** Diane Lambert, Senior Planner and Alia Anderson, Deputy Director of Planning, Toole Design Group  
**Project:** APS GO! Transportation Demand Management Master Plan  
**Re:** Task 2, Section 2.4: APS Policy Review

### Introduction

As part of the development of the Arlington Public Schools (APS) APS GO! Transportation Demand Management (TDM) Master Plan, Toole Design Group was tasked with researching and reviewing existing policies within APS which may impact travel to school. This task was not intended to identify specific policy recommendations, but to gain an understanding of the existing policy framework available to support TDM strategies, and identify possible areas of opportunity for APS. Specific policy recommendations will follow APS's identification of desired goals and performance targets for the APS GO! TDM Master Plan.

According to the APS website, Arlington Public Schools is governed by School Board Policies and Policy Implementation Procedures (PIPs). These policies, available at <http://www.apsva.us/domain/177>, were reviewed and specific subsections either directly or indirectly impacting transportation were identified.

A summary of policies reviewed and key takeaways are presented below.

### Section 2.4.1: Overview of APS Policies Identified

A review of all APS policies identified multiple policies directly related to staff and student transportation, as well as policies related to health and wellness, APS facilities, or general APS goals and priorities that could indirectly impact transportation. Policies reviewed include:

- I. **10 School Board**
  - o Arlington Public Schools' Priorities (10-2)
  - o Advisory Council on School Facilities/Capital Programs (10-6.2)
  - o School Health Advisory Board (10-6.4)
  - o School Plan Advisory Committee (10-6.6)
  - o Community Engagement (10-9)

- II. **20 Instruction**
  - Field Trips (20-2.5.000)
  - Program Differentiation (20-3)
- III. **25 Student Services**
  - Enrollment and Transfers for Schools and Programs (25-2.2)
  - Support for Students – Wellness (25-3)
  - Student ID Badges (25-5)
- IV. **30 General Administration**
  - Boundaries (30-2.2)
- V. **35 Human Resources**
  - Employee-Employer Communications (35-4.2)
  - Employee Advisory Committee (35-4.2)
  - Other Benefits (35-6.4)
  - Telecommuting (35-8.6)
- VI. **40 Finance and Management Services**
  - Travel Reimbursement (40-1.16)
  - Employee Expense Reports (40-1.15)
  - Local Travel (40-1.17)
- VII. **50 Operations, Facilities and Equipment**
  - Goals, Transportation (50)
  - Construction and Maintenance, Capital Program Goals, Modified Use Permit, Communication with the Community (50-1)
  - Transportation Demand Management, Staff Transportation Demand, Student Transportation Demand, Relationship to Neighbors (50-1.1)
  - Transportation Demand Management, Parking Provided (50-1.1 Policy Implementation Procedures)
  - Signs on School Property (50-1.8)
  - Plant Operations (50-2)
  - Snow Removal (50-2.5)
  - Student Safety (50-3.1)
  - Student Incident Reporting (50-3.2)
  - Environmental Safety and Health (50-3.3)
  - Employee Safety (50-3.4)
  - School Safety Audits and Security (50-3.8)
  - Operations During Hazardous Conditions/Air Quality Alerts (50-3.13)
  - Transportation (50-5)
  - Pupil Transportation (50-5.1)
  - Staff Use of School Board Vehicles (50-5.2)

In addition to existing policies, Toole Design Group reviewed the 2013-2022 APS Capital Improvement Plan, the 2013-2023 Enrollment Projections and Capacity Utilization Chart, and the 2011 Transportation Efficiency Study completed for APS in November of 2011. These studies and plans will continue to provide important context for the APS GO! project.

#### **Section 2.4.2: Summary of Key Takeaways from APS Policy Review**

The policies in Section 1 were reviewed for language to indicate inclusion of multimodal transportation, statements that would inhibit or encourage various transportation modes, and details on processes behind the policies – for example, is the management structure for policy implementation clear?

Generally, it was found that APS has a strong existing policy framework related to Transportation Demand Management. No major policy barriers were identified and APS has policies that address multimodal

transportation in several areas, including student and staff wellness and TDM policies, school safety, pupil transportation (including transit), staff telecommuting and local travel reimbursement policies and school boundary policy. In addition, School Board priorities and the charge of several Councils and Committees provide top-down structures to support multimodal transportation among students and staff.

While policy recommendations will be made in a later stage of this project (to support specific goals and performance targets identified by APS), research in this phase of the project identified high-level opportunities to improve policies related to multimodal transportation. Priority, high-level policy opportunities for APS GO! include:

- Improve clarity and ease-of-use by streamlining and consolidating policies related to transportation and TDM
- Expand *Pupil Transportation* and *Transportation Services* policies to address all modes of transportation
- Integrate TDM and active transportation as core values in APS policy
- Define and consolidate staffing and oversight for policy implementation
- Add policy to enhance student and staff transportation data collection/evaluation
- Encourage transit in local travel policy

These high-level policy recommendations will be refined as APS defines the goals and performance targets for the APS GO! project. Toole Design Group will work with APS to develop policy recommendations that relate to the specific proposed strategies included in the final Plan.