

3.3: School-Specific Addendum

School Name: Alice West Fleet Elementary School and Thomas Jefferson Middle School

Use Permit Number: U-3480-17-1

Approved	
Arlington Public Schools Superintendent or designee: Name: <u>Catherine J Lin</u> Signature: <u><i>Catherine J Lin</i></u> Date: <u>September 20, 2022</u>	Arlington County Manager or designee: Name: <u>Dennis M. Leach</u> Signature: <u><i>Dennis M. Leach</i></u> Date: <u>October 4, 2022</u>

Introduction

3.3.1 School Transportation Coordinator Contact (Condition #3.A.2)

Organization/Role	Name	Telephone	Email
Alice West Fleet Elementary School Transportation Coordinator	Flora Perez	703-228-5820	Flora.perez@apva.us
Thomas Jefferson Transportation Coordinator	Jeremy Siegel	703-228-5900	jeremy.siegel@apsva.us

3.3.2 Transportation Information Display Location (Condition #3.B.2)

A Transportation Information Display kiosk is installed in the lobby of Alice West Fleet Elementary School, however in the case of Thomas Jefferson Middle School, this school will provide a wall-mounted transportation information display that meets current County standards, in order to provide staff, students, and visitors with information about the transportation options available to the site. The final location will be referenced here in a revision as soon as the display has been procured and installed.

3.3.3 Outdoor Bike Parking Requirements (Condition #1)*

of students in second through fifth grades (average) for FES, and in design assumption at use permit approval for TJMS: 397 (FES) + 1086 (TJMS)
Required Visitor Bike Parking Spaces: 20 (FES) + 109 (TJMS) = 129
Provided Visitor Bike Parking Spaces: 148

- 3.3.4 Secure Bike Parking, Shower, and Locker Requirements (Condition #2)*
 # of Staff in design assumption at use permit approval: 103 (FES) + 128 (TJMS)
 Required Secure Bike Parking Spaces: 11 (FES) + 13 (TJMS) = 24
 Provided Secure Bike Parking Spaces: 20**
 Required Lockers: 11 (FES) + 13 (TJMS) = 24
 Provided Lockers: 28
 Required Showers: 2 (FES) + 2 (TJMS) = 4
 Provided Showers: 6

*Facilities are shared between Alice West Fleet Elementary School and Thomas Jefferson Middle School.

** APS understands that 4 secure bike parking spaces are missing at this property and will work with ACCS to develop a plan for adding these spaces (either within the existing bike room or at another location within the garage).

3.3.5 Bike Parking Management Plan (Condition #3.B.1)

BIKE FACILITIES MANAGEMENT PLAN

The following plan will be in place to manage the on-site bicycle facilities, showers, and lockers:

Management responsibility:

Operation of bicycle facilities will be managed by the School Transportation Coordinator of Alice West Fleet Elementary School. The STC for Alice West Fleet and Thomas Jefferson will coordinate access to these facilities.

Access and hours of operation:

All school staff will have access to the showers, and the storage lockers using their school-issued swipe cards. The showers and storage lockers are available on a first-come, first-serve basis. The storage lockers will not be equipped with built-in locks; staff are required to provide their own padlocks/combination locks. Staff may store belongings in lockers 24/7 to support active commuting.

Access to the bike parking room will be given to staff who have registered their bicycles with the STC and shall be reviewed and renewed as needed every school year. Access is provided by electronic card reader.

Staff awareness:

The STC will notify staff members via email at least twice a year, once before each semester, about the availability of the bicycle lockers, showers, and storage lockers. The STC will also encourage all bike parking users to register their bicycles with the Arlington County Police Department, for added security in the event that the bike is stolen. Notifications regarding the facilities may be bundled into the other staff transportation promotion and incentive information distributed per the schools' TDM Plan.

Policy for abandoned bikes and trash cleanup:

The STC will check with the bike parking users at least quarterly to ensure that only bicycles are stored there and will arrange to remove any non-bicycle items from both indoor and outdoor bike parking locations. The STC will ensure school maintenance and custodial staff are aware of their responsibility for maintenance and cleaning of the bike parking facilities, including the bike parking area, showers and storage locker room as applicable.