

3.3: School-Specific Addendum

School Name: The Heights (HB Woodlawn & Shriver Program)

Use Permit Number: U-3468-17-1

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
The Heights Transportation Coordinator*	Graham McBride	703-228-6363	Graham.McBride@apsva.us

*School Transportation Coordinator for the Heights will be a member of HB Woodlawn staff, who will coordinate across programs with the Shriver Program as needed for the fulfillment of the use permit conditions.

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

A Transportation Information Display is located within the lobby outside the administrative suite.

3.3.3 Outdoor Bike Parking Requirements (Condition #1)

of students in design assumption at use permit approval: 775
Required Visitor Bike Parking Spaces: 76
Provided Visitor Bike Parking Spaces: 80

3.3.4 Secure Bike Parking, Shower, and Locker Requirements (Condition #2)

of Staff in design assumption at use permit approval: 117
Required Secure Bike Parking Spaces: 12
Provided Secure Bike Parking Spaces: 10
Required Lockers: 10
Provided Lockers: 16
Required Showers: 2
Provided Showers: 2

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.

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. Staff may store belongings in lockers 24/7 to support active commuting.

Access to the bike lockers will be given to staff who have registered their bicycles with the STC and shall be reviewed and renewed as needed every school year. After registering for a bike locker, staff are required to provide their own padlocks/combination locks.

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.