

CUP The Help Group Item # 65

The Traffic Management Plan is designed to safely and efficiently Drop Off and Pick Up (DO/PU) all students on the subject site without backup onto Washington Blvd and without any parking by staff, cabs, or parents in the surrounding neighborhood during the day or during PU/DO times. It is also designed to ensure that all vehicles entering or exiting the campus do so utilizing the correct entrances, exits, and right or left turns.

Specifically, The Help Group (THG) has implemented multiple steps to insure compliance with the general goals as stated above.

- 1- THG made physical plant improvements including:
 - a. Constructed a wrought iron fences which outline the foot traffic of students to and from the appropriate DO/PU areas.
 - b. Installed motorized crossing arms to safely and efficiently control the flow of foot traffic and auto traffic on campus.
 - c. Installed lighted crosswalks for safe movement of foot traffic.
 - d. Installed signage to direct parents and cabs to their respective areas for PU/DO.
 - e. Constructed a Security Kiosk near the entrance to Washington Blvd.
 - f. Installed Speed Bumps to control speed of traffic on campus.
- 2- THG has installed a separate phone "Hot Line" provided to the neighbors'. The number is (310)751 1481.
- 3- THG has issued Staff Parking Permits for employee vehicles.
- 4- THG has hired a second Traffic/Security guard to assist with Traffic Management.
- 5- THG has made the necessary changes in policy and procedure with staff and tenants to allow for the use of the parking structure by cabs during the PU/DO times. This doubles the available space and provides ample parking

for both parents and cabs to temporarily park during the PU/DO of students.

6- Prior to the implementation of the TMP and on an annual basis, THG conducted the following trainings:

- a. Met with Yellow cab administration and drivers to provide instruction on all appropriate policies and procedures to be used when transporting students. This included the policy that precludes all parking on neighboring streets.
- b. Met with school administration to develop policies and procedures to implement the TMP. This included the policy that precludes all parking on neighboring streets.
- c. Assigned specific duties and trained staff in these duties relative to implementation of the TMP. THG has assigned staff to monitor the entrances at Washington Blvd to insure that there is no back-up onto Washington Blvd. Staff has also been positioned at key points in the route of vehicles entering and exiting the campus to insure a steady flow and avoid any back-up in the traffic on campus.
- d. Sent a letter home to parents instructing them about PU/D/O procedures.
- e. Instructed visitors such as vendors and school district personnel who may visit about the appropriate areas to park.
- f. Conducted "practice sessions" with students educating them about the appropriate areas to load and unload, and follow safe entry and exit procedures.
- g. Conducted "practice sessions" with cab drivers to ensure that they know the appropriate entrances, exits, and which way to turn at both entry and exit.

7- During the first week of each school year, administration has and will meet after school to review any problems and make any necessary procedure adjustments or staff assignments. The taxi transportation provider and will have additional supervisors on campus during the first week of school to ensure driver compliance.

8- After the TMP had been fully implemented and during the school year on a quarterly basis, school administration has and will monitor the interior of the campus and surrounding streets during PU/DO to make sure that the TMP is being followed by all concerned parties.

THG- WEST
4160 GRANDVIEW BLVD
LOS ANGELES, CA 90066

BRIDGEPORT
EARLY CHILDHOOD ED
SUNRISE
TRANSITION
VILLAGE GLEN

January 7, 2014

Dear Parents,

Happy New Year! As we look forward to the coming year, one of the major events will be the opening of the nearly completed new education building. As part of that process, effective Tuesday, January 21, 2014, we will be implementing a new traffic flow plan on campus for those parents who transport their children. Below is a description of the new plan.

A.M. Drop-off - Parents transporting their child to school in the morning will make a right turn from Washington Blvd (Note – No left turn permitted) into the driveway between Summit View School and the new education building and proceed forward, then turn left onto the Summit View playground area and proceed to the marked parking spaces. After your child exits the car, you will proceed to exit from the drop-off area and travel east along the driveway between the parking structure and the neighbors' homes on the north. You will make a right turn from this driveway (Note- No left hand turn permitted) onto Inglewood Blvd and then proceed to your destination. **The above directions are for student drop-off only. If you need to go into the school, then please park in the designated parent parking area of the parking structure.**

P.M. Pick-up – Enter and exit in the same manner as in the a.m. The only difference is that you will park your car and wait for the students to be dismissed. Please stay near your car and exit promptly as your child is dismissed from school. If you need to go into the school for any reason, please use the designated parent parking in the parking structure.

Your cooperation with this new plan will help to ensure a smooth and safe transition to this new traffic management plan.

Effective the same day, January 21, the majority of students transported by cabs will be dropped-off and picked up on the ground level of the parking structure. Between now and the start date, we will have "practice runs" with the students so they are familiar with the new plan. By utilizing this additional space, it will allow us to safely and efficiently move students in and out of the school grounds. Should you have any questions, please feel free to contact us.

Sincerely,

Martha Jimenez
Asst. Head of School
310-751-1164

Nata Preis
Head of School
310-751-1137

Tom Komp

From: Tom Komp
Sent: Thursday, December 12, 2013 6:24 PM
To: Nancy Rosenfelt; Pam Clark; Randy Kissel; Andrew Kissel; Glinda Vallow; Martha Jimenez; Nata Preis; Bradley Shahine
Subject: Traffic Management
Attachments: Traffic Man Plan, Implementation- YC.xls
Importance: High

The Culver City construction project of The Help Group, is nearing completion. The Conditional Use Permit(CUP) which allows for an additional 200 students on the campus, requires the implementation of the approved Traffic Management Plan. Our compliance with this document is an essential element of opening the new building which is scheduled for late January.

The attached file provides the basic dates of implementation.

The first meeting with **Yellow Cab** will be **Wed Jan 8 at 9:30 am** to review the plan with Kia, Jan, Anthony and the lead drivers. We will meet in the lobby of Summit View School. The meeting will last approximately one hour. One representative from THG, West and SVS should attend.

There will be a **trial run with all drivers** on the following schedule:

For **THG, West drivers** **Thurs Jan 9 at 9:30 am** - we will meet in the small multipurpose room right after drop off of students. The meeting and rehearsal will last approximately 60-90 minutes.

For **Summit View Drivers- Thurs Jan 16 at 1 pm** - The meeting will take place in a room yet to be determined. The meeting and rehearsal will last approximately 60-90 minutes.

There will be a **trial run with all students and staff** on the following schedule:

For **THG, West students** - **Thurs Jan 9 at 11 am** - Staff and students will practice moving from the classrooms to the pick-up and drop-off area

For **SVS, West Students** -- **Thurs Jan 16 - 11 am** - Staff and students will practice moving from the classrooms to the pick-up and drop-off area

School administrators will be responsible for training students and teachers about the new plan prior to the dry runs.

Please contact me with any questions you may have. Thanks for your help in making this transition a successful one.

Tom

Traffic Management Plan Implementation

NOTES

DATE	TASK DESCRIPTION
10-Dec	First Planning meeting with school administrators
Dec 12-19	Write letters to be sent to parents
Dec 23- Jan 6	Winter Break
6-Jan	Pupil Free Day; staff works.
7-Jan	First letter sent home to parents by principals
8-Jan	Meeting with administrators and Yellow Cab
13-Jan	Second letter sent home to parents
1/9 and 1/16	Taxi dry runs
1/9 and 1/16	Students' dry run
17-Jan	Minimum Day
20-Jan	Agency Holiday
21-Jan	Implement Traffic Management Plan

Roles and Responsibilities

Principals	Send letters to parents
Andrew/Randy	Develop plan for positioning of staff, movement of students into cabs
Glinda Valow/TK	Address any facilities eg Car fumes
	Coordinate with Yellow cab