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Purple Magpie Mandarin
Child Care Center
11132 – 11136 Washington Boulevard
Culver City California
Traffic Management Plan
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INTRODUCTION

Armen Hovanessian Transportation Consulting (AHTC, Inc.) has prepared a Traffic Management Plan (TMP) for the proposed Purple Magpie Mandarin Childcare Center at 11132 – 11136 Washington Boulevard in Culver City, California. The TMP establishes procedures related to the student drop-off and pick-up operation.

The proposed project site is in an existing two-story 3,750 gross-square-foot office building. The building is currently vacant. The project proposes modifying the existing building footprint to convert to a new 60-student capacity childcare center.

Figure 1 is an aerial view of the project site location:

Figure 1 – Project Area Map

PROJECT DESCRIPTION

The new childcare center will have 4,063 gross square feet after the modifications to add 313 square feet to the second floor of the building. No on-site vehicle parking is provided as part of this project. The alley adjacent to the east side of the building will be the primary access point for pickup and drop-off of the students by their parents. Washington Blvd will not be considered as part of the childcare's pickup and drop-off TMP. Parking for staff will be arranged at the surrounding businesses within walking distance. One such location is the Elks Lodge parking lot. Two short-term and two long-term bicycle parking spaces will be provided on the project site with bicycle racks and bicycle lockers.

DAYCARE OPERATION AND TRAFFIC DATA ANALYSIS

Daycare Hours of Operation

The project proposes to operate 5 days a week starting at 7 am to 6 pm as shown in the Table 1 below:

Table 1 – Operating Hours

DAY	am	pm
Monday to Friday	7:00	6:00

Operational Characteristics

The daycare is proposing staggered hours by class for start time and end time hours. Table 2 below depicts the staggered hours for drop-off and pick-up by class and the number of students in each class:

Table 2 – Staggered Hours

	GRADE	NUMBER OF STUDENTS	DROP OFF TIME	PICK UP TIME
1	Class 1	15	7:00 - 7:30 am	4:00 - 4:30 pm
2	Class 2	15	7:30 - 8:00 am	4:30 – 5:00 pm
3	Class 3	15	8:00 - 8:30 am	5:00 - 5:30 pm
4	Class 4	15	8:30 - 9:00 am	5:30 - 6:00 pm
	Total	**60**		

Site Access and Circulation

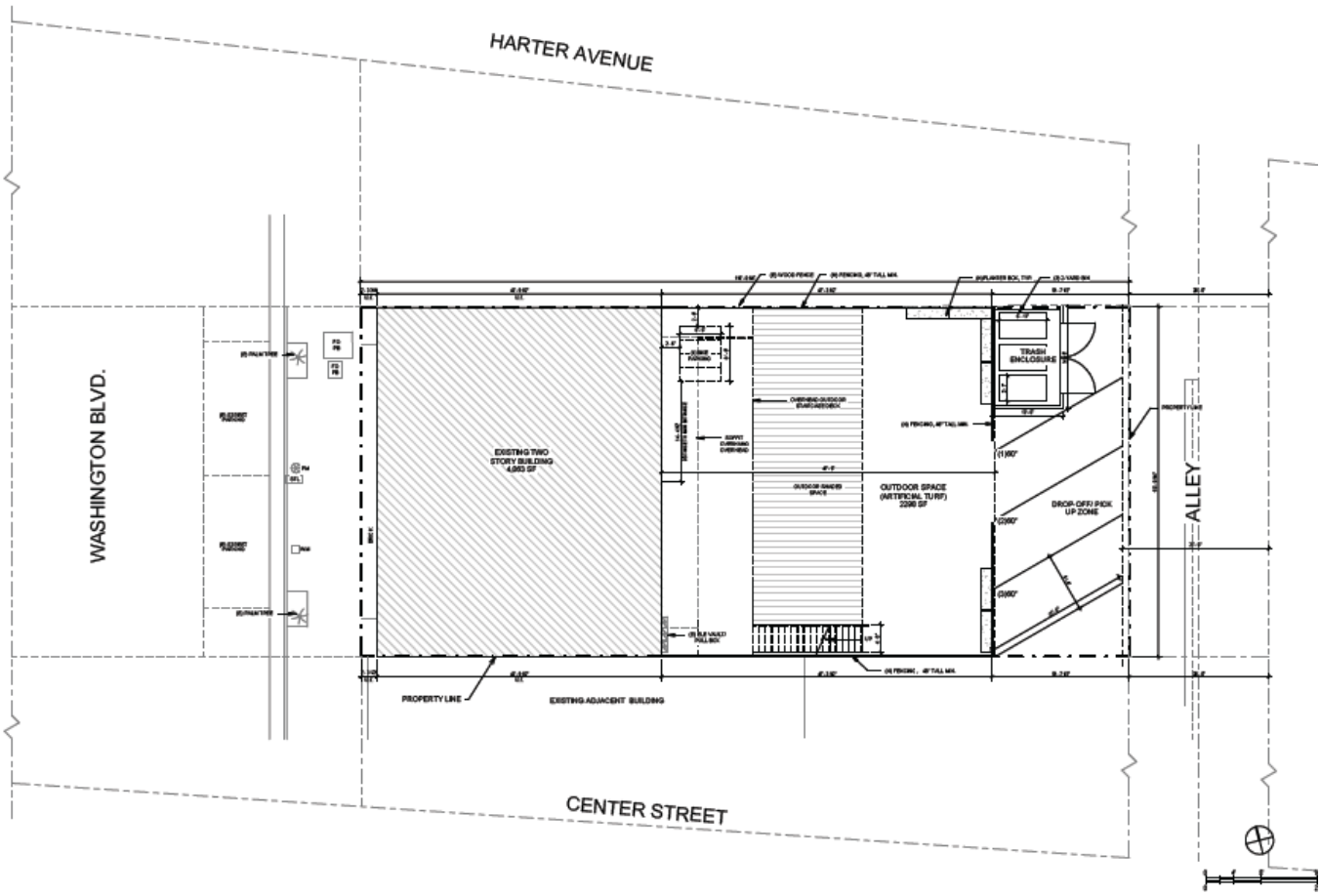
The proposed project site is located on the east side of Washington Boulevard, north of Center Street, and south of Harter Avenue. An alley runs on the east side of the building between Center Street and Harter Avenue. The following are the characteristics of these surrounding roadways:

1. Washington Boulevard is a designated 76-foot north-south Boulevard I roadway with two travel lanes in each direction, separated by a painted 2 way left turn lane in the middle from Harter Avenue to Center Street. The speed limit is 35 MPH with parking allowed on both sides with 2 hours limit from 8 AM to 6 PM.
2. Center Street is a 36-foot east-west collector street with no center line. Parking is allowed on both sides. Center Street is controlled by a stop sign at its intersection with Washington Boulevard.
3. Harter Avenue is a 40-foot east-west collector street with no center line. Parking is allowed on both sides. The intersection of Harter Street and Washington Boulevard is a signalized intersection.

The childcare center's student drop-off and pick-up location will be accessible from thefoot-wide alley behind the building. The alley connects to Center Street to the south and Harter Avenue to the north.

Figure 2 illustrates the project's proposed site plan depicting the proposed drop-off and pick-up area. A copy of the site plan is provided in Attachment 1.

Figure 2 – Project Site Plan



Proposed Drop-off and Pick-up Zone

The project proposes to provide three (3) 60-degree-angled drop-off-and pick-up stalls in the project site abutting the alley on the rear of the project site for loading and unloading of students.

Estimated Traffic Volume

Based on information provided by the daycare staff, the daycare drop-off and pick-up operations is staggered in 4-time intervals by class. Based on historical student enrollment, approximately 20% of the families will enroll two or more students at the school. The following tables analyze the total number of estimated traffic volume during the drop-off and pick-up hours. Tables 3 and 4 estimate the total number of vehicles arriving at the daycare during the drop-off and pick-up times, respectively:

Table 3 – Staggered Times for Drop-Off

GRADE(S)	NUMBER OF STUDENTS	DROP-OFF BEGINS	20% SIBLING	TOTAL NUMBER OF VEHICLES ARRIVING
Class 1	15	7:00 am	3	12
Class 2	15	7:30 am	3	12
Class 3	15	8:00 am	3	12
Class 4	15	8:30 am	3	12

Table 4 - Staggered Times for Pick-Up

GRADE(S)	NUMBER OF STUDENTS	PICK-UP BEGINS	20% SIBLING	TOTAL NUMBER OF VEHICLES ARRIVING
Class 1	15	4:00 pm	3	12
Class 2	15	4:30 pm	3	12
Class 3	15	5:00 pm	3	12
Class 4	15	5:30 pm	3	12

Student Loading and Unloading

During the staggered drop-off and pick-up times for each staggered time interval the maximum anticipated number of vehicles arriving at the daycare is approximately 12 vehicles. Additionally, a few parents may choose to walk to the daycare to drop-off or pick-up. However, this report provides analysis for the worst-case scenario of 12 vehicles for each staggered period.

During the drop-off and pick-up hours 3 vehicles will have access to the loading zone at one time. Therefore, the passenger loading zone for each class would require to turnover (12/3=4) 4 times per the 30-minute time interval. Therefore, each vehicle will have approximately (30/4=7.5) 7.5 minutes to pull up to the designated loading zone, drop-off or pick-up and drive away.

School staff will be available during drop-off and pick-up hours (estimated to be 7:00 AM to 9:00 AM for drop-off, and 4:00 PM to 6:00 PM for pickup) to meet parents and assist with the loading and/or unloading of the students. At least one staff member will be present for each vehicle loading space. Based on the experience of the traffic engineer and applicant, it is estimated that the average vehicle load time will be 90 seconds with staff member assistance.

Between the hours of 9 AM and 4 PM, parents may temporarily idle their cars in the loading zone to bring students to the designated teacher or staff member in the outdoor playground or their respective classroom before returning to their cars. It is estimated that the average load time here will be 3 minutes.

Each family will have an assigned drop-off and pick-up time window and any request for a temporary or permanent deviation from the schedule assigned at enrollment must be communicated by the parents to the school Director in writing and is subject to approval or denial based on availability.

Staff will be equipped with phones or handheld radios that will allow for real-time coordination to assist with pickup and drop-off. Parents will be able to communicate with staff by text or using an app like ProCare or Brightwheel to alert staff of their arrival times for pickup and drop-off and to any changes to their usual schedule.

Daycare Traffic Circulation

The vehicles arriving at the school will travel in the southbound direction from Harter Avenue towards Center Street. Upon arriving at the school drop off zone, drivers will pull into the angle spaces head in. After loading or unloading of the student, the driver will back out and drive in the southbound direction in the alley towards Center Street.

CONCLUSION

Based on our experience with similar operations and the analyzed data for the loading and unloading of students the project will not have any major impacts on the traffic circulation and safety in the area.

TRAFFIC MANGEMENT PLAN

The purpose of the Traffic Management Plan (TMP) is to establish operational procedures for traffic flow around the daycare for student drop-off and pick-up operations. Establishing traffic operational procedures helps to improve traffic circulation, student safety, maximize the efficiency of drop-off and pick-up operations, and reduce delays during those time periods. The analysis summarized in this report identifies critical elements of the TMP such as passenger loading zone, and circulation patterns for the daycare during the drop-off and pick-up.

The daycare proposes to execute many traffic-management steps during the drop-off and pick-up periods to minimize the impacts to the adjacent roadway, including using staff to assist in loading and unloading students from vehicles so that parents do not have to exit the vehicle.

The daycare should strive for improving efficiency of the drop-off and pick-up operations by continually training and educating the staff on the procedures and distributing the traffic management information to the parents. This will help avoid disruptions to background traffic flow around the daycare.

Recommendations for Drop-off and Pick-up Operations

1. Drop-off Process

a. The daycare should assign a minimum of three staff members at the student unloading area at least 15 minutes prior to the start of drop-off time to ensure the passenger loading zone is clear.
b. Each staff member should have a working communication device to communicate in real-time with other staff and parents.

c. Each staff member should manage the vehicle spaces by asking the parents to safely move the vehicles forward to empty spots to enhance the efficiency of the available spaces.
d. Parents must remain in the vehicle during drop-off.
e. Students must remain in their seats in the vehicle until a staff member approaches the vehicle and prompts the student to exit the vehicle. The staff member will help the student to safely exit the vehicle and make their way into the gated play yard and daycare building.
f. Parents must have the student(s) gather their belongings and be ready to exit the vehicle.
g. As soon as the student(s) is safely out of the vehicle, the parents should drive away to vacate the spaces.
h. U-turns and double parking are not allowed on any street or alley around the project site; parents who are observed violating this rule will be counseled by the daycare staff.
i. Parent must respect neighbors and refrain from speeding, blocking, or turning in their driveways.

2. Pick-up Process

a. The daycare should assign a minimum of three staff members at the student unloading area at least 15 minutes prior to the start of pick-up time to ensure the passenger loading zone is clear.
b. Each staff member should have a working communication device to communicate in real-time with other staff and parents.
c. Each staff member should manage the vehicle spaces by asking the parents to safely move the vehicles forward to empty spots to enhance the efficiency of the available spaces.
d. Parents must remain in the vehicle during pick-up.
e. Students must be accompanied by a daycare staff member to the parent's vehicle; the staff member will remain with the student(s) until the student(s) is safely onboard the vehicle with the doors closed.
f. Parents must ensure that the student(s) are safely buckled in prior to moving the vehicle.
g. As soon as the student(s) is safely buckled in, the parents should drive away to vacate the spaces.
h. U-turns and double parking are not allowed on any street around the daycare, parents who are observed violating this rule will be counseled by the daycare staff.
i. Parent must respect neighbors and refrain from speeding, blocking, or turning in their driveways.

Attachment 1