

# TRAFFIC MANAGEMENT PLAN

Z212-261



A handwritten signature in blue ink that reads "Hunter W. Lemley".

DISD Henry W. Longfellow Career Exploration Academy  
CITY OF DALLAS

## Introduction

The services of **Pacheco Koch** (PK) were retained by **Masterplan** on behalf of **Dallas Independent School District (DISD)** to prepare a Traffic Management Plan (TMP), as requested by the City of Dallas, for the existing DISD Henry W. Longfellow Career Exploration Academy described below. The school has an existing enrollment of 449 students and is anticipated to remain after improvements are complete. Students arrive by bus at the subject school from their "home" schools. Students will have the option to arrive by parent (estimated 20%).

As described in Appendix A6 of the City of Dallas *Street Design Manual*, a school Traffic Management Plan is a "site-specific plan providing guidelines to coordinate traffic circulation during school peak hours. TMPs should promote strategies to manage all modes of transportation and maintain student safety paramount at all times. An effective plan requires continual planning, renewed understanding and coordinated efforts by city staff, school administration and staff, neighbors, parents, and students.

This TMP was prepared by registered engineers at Pacheco Koch who are experienced in transportation and traffic engineering (the "Engineer"). Pacheco Koch is a licensed engineering firm based in Dallas, Texas, that provides professional engineering and related services.

The engineer performed most recent on-site dismissal field observations on Tuesday, January 11<sup>th</sup> and Tuesday, March 22<sup>nd</sup> during morning and afternoon periods that validates all information in this report.

## 1. TMP EXHIBIT

(See attached Exhibit 1 - Traffic Management Plan)

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## 2. SCHOOL LOCATION AND DESCRIPTION

- **School site location:** 5314 Boaz Street, Dallas, Texas
- **Description of adjacent roadways:**
  - Adjacent Streets:
    - Inwood Road:
      - Cross-section: Six lanes, two-way operation, median-divided.
      - Sidewalk connectivity evident along frontage of school.
      - Speed Limit: 35 mph
    - Boaz Street:
      - Cross-section: Two lanes (additional lane for right-turn eastbound onto W Greenway Boulevard), two-way operation, undivided.
      - Sidewalk connectivity evident along frontage of school. *[School Zone]*
      - Speed Limit: 30 mph *[School Zone of 20 mph]*
    - W Greenway Boulevard:
      - Cross-section: Two lanes, two-way operation, undivided.
      - Sidewalk connectivity evident along frontage of school. *[School Zone]*
      - Speed Limit: 30 mph *[School Zone of 20 mph]*
    - Glenwick Lane:
      - Cross-section: Two lanes, two-way operation, undivided.
      - Sidewalk connectivity evident along frontage of school.
      - Speed Limit: 30 mph

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- **Adjacent Intersections:**

- Inwood Road and Boaz Street - Marked crosswalks on southbound and westbound approaches, barrier free ramps provided on all corners.
- Boaz Street and W Greenway Boulevard - Marked crosswalks on northbound and eastbound approaches, barrier free ramps provided on all corners.
- Inwood Road and Glenwick Lane - Marked crosswalks on southbound and westbound approaches (faded), barrier free ramps provided only on northeast and southeast corners.
- W Greenway Boulevard and Glenwick Lane - Marked crosswalks on all approaches, barrier free ramps provided on all corners.

NOTE: It is generally recommended that all applicable crosswalks/barrier free ramps/sidewalks comply with current ADA accessibility requirements. Pacheco Koch is not certified to provide a full ADA compliance inspection, which is performed by licensed inspectors during the design and permitting process. All pavement markings, traffic signs, school zones, and pedestrian infrastructure improvements are recommended to be upgraded at permitting as applicable and meet current city and TMUTCD standards.

### 3. INGRESS/EGRESS POINTS OF ACCESS

- **Vehicular Ingress/Egress Points:**

- Boaz Street:
  - Existing – two (one in, one out)
  - Proposed – one (two-way)
- W Greenway Blvd:
  - Existing – one (two-way, service only)
  - Proposed – one (two-way service/dock only)
- Glenwick Lane:
  - Existing – none
  - Proposed – one (one-way bus only)
- Inwood Road: One Driveways (outbound)
  - Existing – two (one in, one out)
  - Proposed – one (in + out)

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- **Student (Building) Ingress/Egress Points:**

- Main student pedestrian access is located at the main entrance on the north side of the school building (existing main entrance is also on the north side of the existing building).
- Secondary access for parent drop-off and pick-up will be to the north of the school building (proposed).

## 4. QUEUING SUMMARY TABLE

The following table presents the projected queuing vehicle accumulation for the subject campus. The calculations for vehicle accumulation and parking are based upon estimated ratios – estimated linear feet of queue per student – along with the assumptions provided by DISD for this campus have been validated by on-site dismissal observations conducted on Tuesday, January 11<sup>th</sup> and Tuesday, March 22<sup>nd</sup>. All information provided in the table below is strictly for the afternoon student pick-up release period.

See Section 12(b) for specific information on the methodology and calculations used in the table below. Specific separation of modes of transportation was provided by DISD and is provided in Section 6.

Table 1. Queuing Summary Table

Dismissal Period (Loading Zone)	Grades	Start/End Times	Total Enrollment		Maximum Vehicle Accumulation	(On-Site) Storage Capacity (veh)	Surplus /Deficit (veh)
			Existing	Proposed			
1A	6 <sup>th</sup> – 8 <sup>th</sup> Grade	8:20 AM – 3:55 PM	450	450	20 (20)	42 (24)	+22 (+4)

## 5. CIRCULATION

This section provides on-site traffic circulation, including any temporary traffic control devices.

### Description of Existing Conditions

#### - On-Site Circulation:

- 6<sup>th</sup> – 8<sup>th</sup> Grade:

Parent traffic enters the area traveling via adjacent streets (Inwood Road, Boaz Street, W Greenway Boulevard, and Glenwick Lane). Parent traffic queues/stands in the queuing recessed area on-site along Boaz Street, north of the existing building. Parent vehicles also queue/stand on the northbound and southbound curbsides of W Greenway Boulevard.

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Traffic exits the queueing area after the vehicle has sufficiently unloaded/loaded the student(s) exiting/entering the vehicle.

- School Buses

School bus(s) queue along the eastbound curbside of Boaz Street and loads/unloads students during release period for 80% of the students. School buses are staggered to arrive at various times within the dismissal period in order to accommodate street capacity.

- Staff and visitors

Parking lots are provided on the north and west of the site.

**- Temporary Traffic Control Devices:**

- Temporary traffic control devices were not utilized in order to facilitate drop-off/pick-up operations.

**Description of Proposed Conditions**

**- On-Site Circulation:**

- 6<sup>th</sup> – 8<sup>th</sup> Grade:

Parent traffic will enter and exit from the proposed driveway on Boaz Street. Queueing and loading will occur on site.

- School Buses:

School buses will unload and load in a similar system (Monitored Non-Sequential Loading System) as the parent loading. approach the site from the east on Glenwick Lane and enter the site via the bus-only driveway on Glenwick Lane. Buses are not to make a left-turn onto Boaz Street or Glenwick Lane. Student unloading and loading will occur along the internal curbside in the west parking lot with school staff supervision. Buses will stack along Glenwick Lane as buses enter the site. According to DISD representatives, up to 16 buses may be queued on site and arrive staggered. Students are to be dismissed onto sidewalk on right hand side of bus queue onside and along Glenwick Lane. During loading, each student will be assigned a specific bus number to allow for an efficient bus loading process by finding the bus with supervision. With the school being attended by Middle School aged students, buses will be loaded simultaneously in the loading period as the buses arrive on site. Buses will exit the site onto Inwood Road by right-turn-only and exit to the north as the buses scatter to the final destination of the route. An attachment of the current bus route schedule is at the end of this report along with an exhibit for an illustration of the immediate routes.

(NOTE: May not reflect future year bus routes and are subject to change)

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- Staff and visitors

Parking lots are provided to the north and west of the site.

**- Temporary Traffic Control Devices:**

- Temporary traffic control devices are proposed to be utilized in order to facilitate drop-off/pick-up operations.
  - Cones are to be placed within the internal site parking lot to help separate and define the intended parent traffic circulation route.

## **6. DROP-OFF/PICK-UP COORDINATION**

This section provides proposed student drop-off/pick-up coordination information.

- **Subject School Recommended Loading System:**

- Administered Non-Sequential Loading System

**DEFINITIONS:**

An “Administered Sequential Loading System” refers to a managed system that enforces a prescribed policy for picking up students at a specific release time. Passenger loading and vehicle departures are sequential and consecutive order based upon order of arrival. During a prior coordination phase, drivers are provided with some form of identification that school personnel observe upon arrival so that the corresponding passenger is prepped for loading before the vehicle arrives at the designated loading area. This system is the preferred method, specifically for elementary schools, however is not always the most feasible.

An “Administered Non-Sequential Loading System” refers to a more commonly used managed system, typically middle schools, that includes a passively supervised protocol that monitors and discourages unsafe activity along the perimeter of the site. This protocol manages students that wait to exit the building at parent vehicle arrival to get to their destination as staff walks student to parent vehicle. Passenger loading and vehicle departures are considered non-consecutive to allow drivers to circulate through the area on a more random, but structured basis. For the case of separate dismissal locations, parents will be informed prior to pick-up on the correct location to queue.

An “Unmanaged Loading System” refers to an unmanaged protocol where students are not monitored or supervised during the loading period. Vehicle arrivals are non-consecutive and circulate through the area on a more random basis without the supervision of school staff.

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- **Separation of modes of transportation:**

- Bus: 80%
- Walk: 0%
- Picked Up by Parent: 20%

NOTE: Information provided by DISD and validated with field observations

- **Staggered times:**

- 8:20 AM – 3:55 PM (6<sup>th</sup> – 8<sup>th</sup>)

## 7. SCHOOL STAFF ASSISTANCE

- Number:

- Observed: 3
- Desired: 3-5

- Location:

- Observed: North of the school building along Boaz Street
- Desired: North of the school building along Boaz Street and west of the school building along Inwood Road

- Staff Requirements and expectations:

- Staff assistance shall be present to allow students to enter and exit the school building in a safe and efficient manner.

## 8. ADULT SCHOOL CROSSING GUARDS AND/OR OFF-DUTY DEPUTIZED OFFICERS

- Number:

- Observed: 0
- Desired: 0

- Location:

- Observed: N/A
- Desired: N/A

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## 9. SCHOOL ADMINISTRATION INPUT STATEMENT

The engineer collaborated with both the School District personnel and on-site staff/principal and Student Transportation Services as needed, before and during the process of creation of the Traffic Management Plan.

The site engineer, the architect and the traffic engineer have collaborated the traffic patterns of parent routes, bus routes, and recommendations of the TMP with the on-site and District personnel. The onsite and District personnel have completed a thorough review and any changes that have been discussed have been applied to this version of the plan.

### REVIEW AND COMMITMENT

This school traffic management plan (TMP) for DISD Henry W. Longfellow Career Exploration Academy was developed with the intent of optimizing safety and efficiently accommodating vehicular traffic generated during the school's typical student drop-off and pick-up periods. This plan was developed with direct input from individuals familiar with the general characteristics of the traffic needs of the school. It is important to note that a concerted and ongoing effort by and the full participation of the school administration are essential to accomplish these goals.

By the endorsement provided below, the school administration hereby agrees to implement, adhere to, and support the strategies presented in this TMP for which the school is held responsible until or unless the City of Dallas deems those strategies are no longer necessary or that other measures are more appropriate.

  
\_\_\_\_\_  
Principal Signature

12/21/2022

\_\_\_\_\_  
Date

Name: **M. Scott Tatum**

Title: **Principal**

\_\_\_\_\_  
Police Department Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
DISD Transportation Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_



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## 10. ENGINEER SEAL

This report is signed, stamped, and dated by a licensed Professional Engineer in the State of Texas with specific expertise in transportation and traffic engineering.

## 11. REPORT FORMAT

This report follows the City of Dallas Traffic Management Plan format as described in Appendix A6 of the City of Dallas *Street Design Manual*.

## 12. OTHER ITEMS WHERE APPLICABLE

- a) School Bus Operations: (See Section 5)
- b) Methodology:
  - a. Engineer Recommended Rate: 5.12 linear feet per student
  - b. Average Length of Vehicle: 23.5 feet
  - c. Separation of modes of transportation:
    - i. Bus: 80%
    - ii. Walk: 0%
    - iii. Picked Up by Parent: 20%

NOTE: Information provided by DISD and validated with field observations

  - d. Projected maximum vehicle accumulation: 20
  - e. Projected on-site storage capacity: 42
  - f. Surplus/Deficit: +22
- c) Proposed Pedestrian Routes: The pedestrian routes will be/are based on the attendance zone map when finalized. The attendance zone was not provided at the time of this study and/however, the anticipated (and observed) pedestrian routes only include internal patterns.
- d) Proposed Parking Management Strategies:
  - a. On-Street Parking Restrictions: No parking or standing at anytime along the eastbound and westbound curbside of Boaz Street.
  - b. Faculty Parking: North of the proposed school building
  - c. Visitor Parking: West of the proposed school building

It was observed that 28 of 31 parking spaces were occupied in the northern lot and 11 of 50 parking spaces were occupied in the west parking lot.
- e) Recommendations (if applicable) for walking/biking: (See **Exhibit 1**)

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- a. Glenwick Lane to be converted to on-way westbound during school hours. Signs, Markings and all other required/applicable items to be implemented concurrently.
- b. "Do Not Enter" and "No Turning" signs (during school hours) to be installed on westbound approach at the intersection of Inwood Road and Glenwick Lane to discourage vehicles entering Glenwick Lane from Inwood Road.
- c. "No Parking During School Hours" Signs to be installed along north curbside of Glenwick Lane.
- f) Other Recommendations: (See **Exhibit 1**)

NOTE: Current loading system for delivers in loading deck will not have any effect on Traffic Management Plan as loading will occur outside of peak student pick-up and drop-off times.

END OF MEMO

TMP MANAGEMENT STRATEGIES  
 Student ID System: *Administered Non-Sequential Loading System*  
 # of Staff Assistance: 3-5  
 # of Crossing Guards and/or Off-Duty Deputized Officers: 0



# LEGEND

- Queue Area
- School Bus Loading/Unloading
- Pedestrian Access Point
- Crosswalk
- Pedestrian Route
- Traffic Cones
- School Zone
- Traffic Signal
- Staff Assistance

## GENERAL NOTES:

- The subject school administration shall issue a formal communication that summarizes the intent of the Traffic Management Plan at least once every school year.
- Parent drop-off activity in the morning has a similar protocol as the parent pick-up in the afternoon. Generally, excessive traffic delays and queuing were not evident during the morning peak.
- This drawing is conceptual only and does not reflect a detailed design. Site plan designed and provided by others.
- Driveway on Glenwick Lane to be used for buses only.

"NO PARKING DURING SCHOOL HOURS" SIGNS TO BE INSTALLED ALONG NORTH SIDE OF GLENWICK LANE

PK 5095-21.675 (LHC: 12/21/22)

**EXHIBIT 1** **Z212-261**  
**Traffic Management Plan**  
 DISD Henry W. Longfellow Career Exploration Academy  
**Pacheco Koch**

VEHICLE ACCUMULATION CAPACITY		
6TH - 8TH GRADE	6TH - 8TH QUEUE	NOTES
PROJECTED ENROLLMENT:	450	STUDENTS
DEDUCTIONS:		
BY SCHOOL BUS (80%):	360	STUDENTS
STUDENTS BY PICK-UP/DROP-OFF:	90	STUDENTS
ENGINEER RECOMMENDED RATE:	5.12	IF OF MAX. QUEUE PER STUDENT
AVERAGE LENGTH OF VEHICLE:	23.5	IF/VEH (PACHECO KOCH OBSERVED)
*PROJECTED MAXIMUM VEHICLE ACCUMULATION:	20	VEHICLES (461 LF)
PROJECTED OFF-STREET CAPACITY:	42	VEHICLES (989 LF)
SURPLUS/DEFICIT	+22	

\* INFORMATION PROVIDED BY SCHOOL DISTRICT. SCHOOL BUSES ARE STAGGERED TO ARRIVE AT VARIOUS TIMES WITHIN THE DISMISSAL PERIOD IN ORDER TO ACCOMMODATE STREET CAPACITY.

BUSES TO NOT COMPLETE A SOUTHBOUND LEFT-TURN FOR ACCESS TO BOAZ

BOAZ STREET

INWOOD ROAD

DRUID LANE

W GREENWAY BOULEVARD

"DO NOT ENTER" SIGNS TO BE INSTALLED

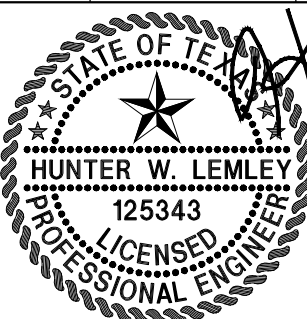
BUSES ONLY

GLENWICK LANE

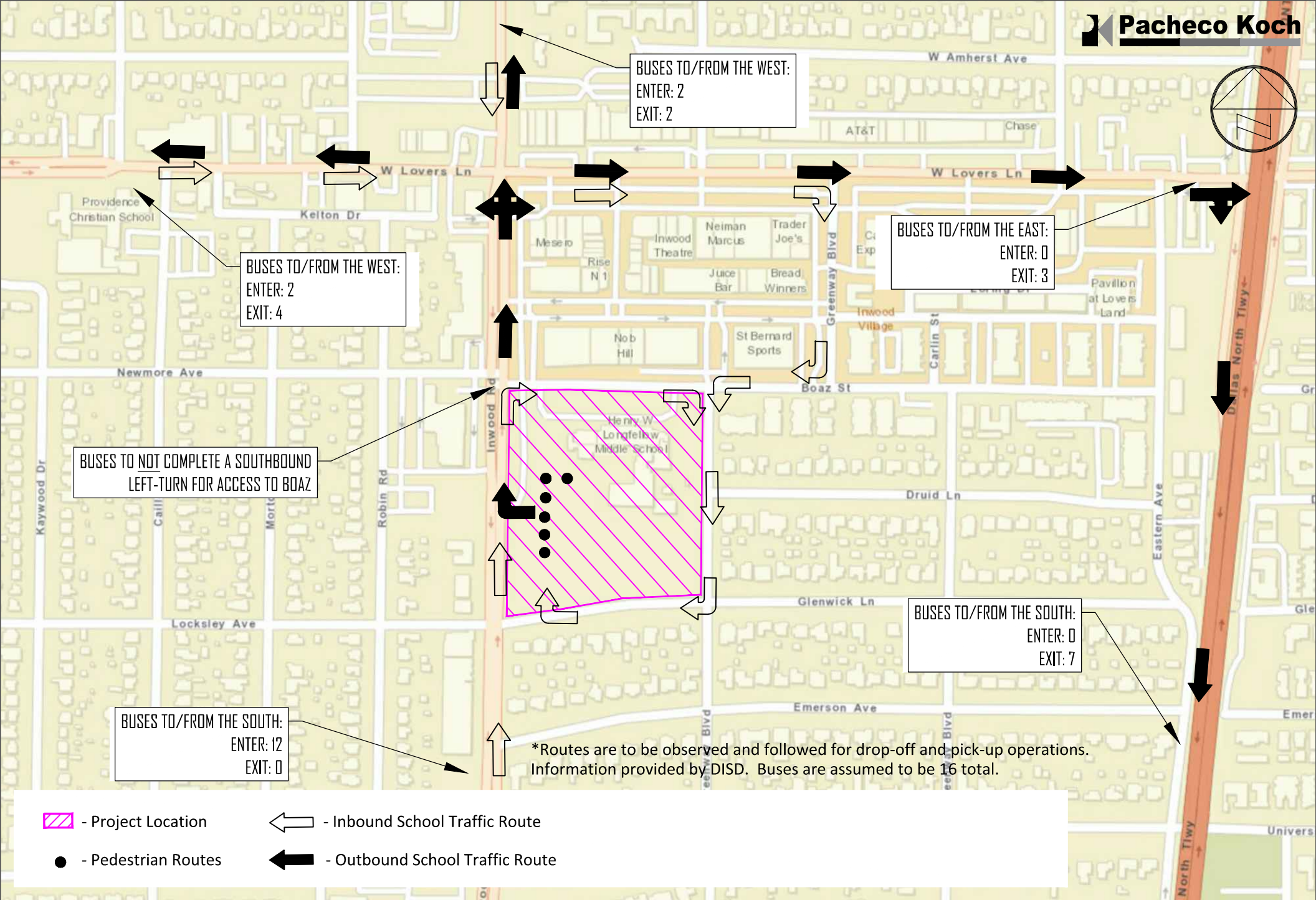
GLENWICK LANE TO BE ONE-WAY WESTBOUND DURING SCHOOL HOURS

"DO NOT ENTER" SIGNS FOR ENTERING GLENWICK LANE TO BE INSTALLED

"NO RIGHT TURN" SIGN TO BE INSTALLED



THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY HUNTER W. LEMLEY, P.E. 125343 ON 12/21/22. ALTERATION OF A SEALED DOCUMENT WITHOUT PROPER NOTIFICATION TO THE RESPONSIBLE ENGINEER IS AN OFFENSE UNDER THE TEXAS ENGINEERING PRACTICE ACT.



# Bus Circulation Map

DISD Henry W. Longfellow Exploration Academy, Dallas, Texas

PK #5095-21.675 (HWL: 12/20/22)



<b>2022-2023</b> <b>Henry W Longfellow Career Exploration Academy</b>				<b>Early Release</b> <b>December 16 -</b> <b>December 21</b>
ROUTE	AM PICK-UP TIME	STOP(s) PICK-UP & DROP-OFF LOCATION	PM DROP-OFF	
1023	6:45 AM	BLAIR	5:24 PM	3:04 PM
	6:57 AM	CUELLAR	5:12 PM	2:52 PM
	7:02 AM	ANDERSON	5:06 PM	2:46 PM
	7:07 AM	PLEASANT GROVE	5:00 PM	2:40 PM
	7:13 AM	RUNYON	4:56 PM	2:36 PM
	<b>8:05 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
	<b>8:13 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:10 PM</b>	1:50 PM
1030	7:05 AM	WILMER HUTCHINS	5:09 PM	2:49 PM
	7:21 AM	WEISS	4:56 PM	2:36 PM
	7:36 AM	HOLLAND	4:42 PM	2:22 PM
	<b>8:05 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
	<b>8:10 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:10 PM</b>	1:50 PM
1062	6:38 AM	SEAGOVILLE NORTH ES	5:13 PM	2:55 PM
	6:47 AM	KLEBERG ES	5:03 PM	2:45 PM
	6:56 AM	MOSELEY ES	4:53 PM	2:35 PM
	7:10 AM	GONZALEZ ES	4:41 PM	2:21 PM
	<b>8:00 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
	<b>8:10 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:10 PM</b>	1:50 PM
1102	7:10 AM	TATUM ES	5:27 PM	2:57 PM
	7:17 AM	BLANTON ES	5:20 PM	2:50 PM
	7:25 AM	RICHARDSON ES	4:37 PM	2:17 PM
	<b>8:05 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
	<b>8:10 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:10 PM</b>	1:50 PM
2056	7:06 AM	GILL	5:07 PM	2:27 PM
	7:15 AM	KIEST	4:59 PM	2:19 PM
	7:23 AM	REINHARDT	4:50 PM	2:10 PM
	7:31 AM	MATA	4:41 PM	2:01 PM
	7:36 AM	MT AUBURN	4:37 PM	1:57 PM
	<b>7:58 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:10 PM</b>	1:50 PM
	<b>8:05 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:05 PM</b>	1:35/1:45 PM
	7:03 AM	HIGHLAND MEADOWS	4:53 PM	2:35 PM
	7:17 AM	HEXTER	4:43 PM	2:25 PM

2057	7:27 AM	RODGERS ES	4:33 PM	2:15 PM
	7:31 AM	HOTCHKISS	4:27 PM	2:09 PM
	7:46 AM	LOWE	4:18 PM	1:58 PM
	<b>8:05 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
2064	7:13 AM	RHOADS	5:03 PM	2:42 PM
	7:21 AM	URBAN PARK	4:52 PM	2:32 PM
	7:39 AM	MILAM	4:31 PM	2:11 PM
	7:50 AM	MAPLE LAWN	4:20 PM	2:00 PM
	7:57 AM	ARRIVE @ LONGFELLOW MS	4:10 PM	1:50 PM
	8:05 AM	ARRIVE @ WILLIAMS ES	4:05 PM	1:35/1:45 PM
3039	7:22 AM	MARTINEZ	4:55 PM	2:29 PM
	7:31 AM	DEZAVALA	4:41 PM	2:17 PM
	7:44 AM	KNIGHT	4:26 PM	2:02 PM
	<b>7:57 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:10 PM</b>	1:51 PM
	<b>8:15 AM</b>	<b>ARRIVE @ WILLIAMS MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
3073	7:10 AM	BURNETT	5:11 PM	2:45 PM
	7:18 AM	CAILLET ES	5:05 PM	2:40 PM
	7:25 AM	MARCUS	4:54 PM	2:29 PM
	7:37 AM	WITHER ES	4:39 PM	2:17 PM
	7:49 AM	PERSHING	4:29 PM	2:00 PM
	<b>8:00 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:10 PM</b>	1:51 PM
	<b>8:15 AM</b>	<b>ARRIVE @ WILLIAMS MS</b>	<b>4:05 PM</b>	1:35/1:45 PM
3094	7:00 AM	JUNKINS ES	5:19 PM	2:53 PM
	7:12 AM	FRANK ES	5:05 PM	2:40 PM
	7:23 AM	BUSH ES	4:56 PM	2:32 PM
	7:32 AM	CHAPEL HILL ES	4:49 PM	2:24 PM
	7:45 AM	NATHAN ADAMS ES	4:36 PM	2:13 PM
	<b>8:06 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:05 PM</b>	1:35/1:45 PM
	<b>8:15 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:15 PM</b>	1:54 PM
3128	7:48 AM	LIPSCOMB ES	4:40 PM	2:18 PM
	<b>8:08 AM</b>	<b>ARRIVE @ WILLIAMS ES</b>	<b>4:05 PM</b>	1:35/1:45 PM
	<b>8:15 AM</b>	<b>ARRIVE @ LONGFELLOW MS</b>	<b>4:15 PM</b>	1:55 PM
4068	7:24 AM	STARKS	4:51 PM	2:28 PM
	7:33 AM	BUDD ES	4:41 PM	2:19 PM
	7:39 AM	BOTELLO ES	4:32 PM	2:13 PM

[illegible]

