

# Castilleja TDM Monitoring

Winter 2023

Prepared for:  
Castilleja School

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SJ23-2211

FEHR  PEERS

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# 1. Executive Summary

The TDM Monitoring Report satisfies the COA requirement related to monitoring the number of trips and travel conditions to and from Castilleja. The key findings are listed below:

- Castilleja completed updating their TDM Plan to comply with the City's Conditional of Approval ("COA") 20 that requires the preparation of a TDM Plan. The intent of the plan is to reduce AM peak hour and daily vehicle trips, and parking demand at the school.
- For the Winter 2023 monitoring period, the average weekday (Monday to Friday) daily trips of 929 trips is below the trip cap of 1,198 daily trips.
- During the 7:00 – 9:00 AM arrival period, the mode split was as follows:
  - 58 percent of the students use alternative transportation modes (bike, walk, school bus/shuttle, carpool).
    - 25 percent of students used the school's Caltrain shuttle or school buses to get to campus.
    - 9 percent of students walk to campus.
    - 9 percent of students rode bicycles to campus on the monitoring day.
    - 15 percent carpool (14 percent were dropped off and 1 percent carpool with a student and park on campus)
  - 42 percent of students arrived at campus in private vehicles by driving alone or being driven alone.
    - 50 percent of students were dropped off by private vehicles with an observed vehicle occupancy of 1.02 students per vehicle.
      - 36 percent were dropped off on their own and 14 percent were carpooling with other students.
    - 7 percent of students drove to campus by themselves or with other students and parked on campus.
      - 6 percent drove alone and 1 percent carpooled with other students.
- Parking demand at the school was determined based on the combined peak occupancy of the three on-campus parking lots and street frontages bordering the school. The daily peak parking demand was 120 vehicles. Therefore, the peak parking demand rate of 0.286 vehicles per student was calculated as 120 vehicles divided by the student enrollment (416 students).

## 2. Introduction

Castilleja School located in Palo Alto, California is an all-girls middle school and high school. The Castilleja campus is bordered by Embarcadero Road to the north, Kellogg Avenue to the south, Bryant Street to the east and Emerson Street to the west. The current enrollment is 416 students (Winter 2023) with an average daily headcount on campus of around 415 students. All students are currently attending classes in-person on-campus.

The school's Conditional Use Permit ("CUP"), an entitlement permit approved in the City of Palo Alto *Record of Land Use Action*, dated June 6, 2022 ("RLUA"), requires that Castilleja meets trip cap targets of 1,198 average daily trips (ADT) and 383 average AM peak hour trips, to avoid traffic impacts. The trip cap targets apply for the weekdays when the school is in session, excluding holidays, event days and non-school days (e.g., teacher work days).

Castilleja first adopted its Transportation Demand Management Plan ("TDM Plan") in 2013 and continues to update the TDM Plan to include programs and strategies to comply with these trip caps and other requirements in the CUP, reduce parking demand and minimize school-related disruptions and intrusions into the nearby residential neighborhoods. Castilleja will adhere to the trip cap beginning in the 2022-2023 academic school year and every year going forward. In addition, each year the school will adopt a TDM Operations Guide & Program Manual to ensure compliance with the TDM Plan.

This report documents the programs in the current Castilleja TDM Plan and the ongoing TDM monitoring results including the mode split, driveway volumes (trip caps), and parking for the Winter 2023 monitoring period (November 2022 to February 2023). The sections are organized as following:

- Section 3: TDM Plan
- Section 4: Driveway Volumes and Trip Cap Compliance
- Section 5: Mode Split
- Section 6: Parking
- Section 7: Conditions of Approval Matrix with Report Index



## 3. TDM Plan

Castilleja's TDM Plan has been updated to comply with the City's Conditional of Approval ("COA") 20 that requires the preparation of a TDM Plan. The intent of the plan is to reduce AM peak hour and daily vehicle trips, and parking demand at the school. The TDM plan serves as a publicly available resource to inform interested parties of the School's transportation-related requirements and activities to meet the requirements. The following sections summarize the scope of the TDM Plan. The complete *Castilleja Transportation Demand Management Plan* (December 2022) is included as **Appendix A**.

### 3.1 Scope of TDM Plan

The goal of the TDM Plan is to ensure that the school meets the average daily and average AM peak hour trip caps set by the City. Castilleja's TDM Plan describes the required mitigation strategies as well as other programs and activities the school uses to reduce vehicle trips. The major mitigation strategies include:

- Mode of Travel - The mode split mitigation strategies focus on developing incentive programs to encourage carpooling and non-vehicular travel modes, providing shuttle services, and not allowing juniors to drive.
- Communication and Education - Mitigation strategies such as increasing awareness of TDM programs through newsletters, assist in the development of carpools, provision of transportation alternatives by geographic area, and hosting events to encourage and promote the use of alternative modes included in the Plan.
- Traffic Operations and Management – Traffic operations mitigation strategies include registering student and faculty/staff cars, traffic control during the morning peak, and ongoing traffic and parking monitoring. Beyond the TDM strategies, the TDM Plan describes how the school plans to address violations and enforcement.
- Parking Management - Parking strategies consist of school policies related to assigning parking areas by user type and the use of off-site lots or satellite parking areas.
- Summer Camp and Event Traffic Management - Summer camp mitigation strategies build off the strategies used during the academic year such as school personnel to manage daily drop-off/pick-up and providing drop-off/pick-up instructions to families. Special event mitigations include use of Spieker field for parking, providing shuttles from off-site or remote parking, and using traffic control personnel where necessary.

The TDM Operations Guide and Program Manual is the tool used to implement the TDM Plan and documents the strategies used to successfully reduce the number of daily and AM peak hour trips and minimize the transportation effects on the neighborhood. The TDM Operations Guide and Program Manual will be updated annually and describes the TDM Plan strategies for a given year.



In addition to the programs discussed in the following chapters, the TDM Plan includes the following additional strategies:

- Develop a comprehensive incentive program for faculty, staff, and students for carpooling and using alternative means of transportation. (COA 25 a xxi, 21 a)
- Juniors are not allowed to drive to school, except that the School may make up to 5 exceptions at any given time. (COA 22m)
- At the beginning of *each semester*, Castilleja shall register all student cars, distribute I.D. tags, and review the traffic and parking policies with student drivers. (COA 25 a. x)
- At the *beginning of every school year*, Castilleja shall set aside scheduled time for all faculty and staff to register their cars, receive an I.D. tag and review the traffic and parking policies. (COA 25 a. ix)
- Provide bicycle safety education for students, parents, and staff to encourage students and staff to ride bicycles to and from school (MM 7a 16)
- Host school-wide bicycle encouragement events (such as competitions, incentives, and other fun events) to support biking, walking, carpooling, and transit use. (MM 7a 17)

## 3.2 TDM Monitoring and Reporting

The school is required to prepare monitoring reports for submission to the City of Palo Alto three times per academic school year until the school has reached maximum enrollment (or 5 students below maximum enrollment) for 2 years and has consistently met the average daily and AM peak hour trip caps. Once the school reaches maximum enrollment for two consecutive years and has consistently met the trip cap requirements, the school will only need to prepare monitoring reports twice a year. The schedule for conducting and submitting monitoring reports is shown in **Table 1**.

**Table 1: Future Monitoring Schedule**

Season	Period	Monitoring Report Due Date
<b>Report three times per academic school year</b>		
Fall 2023 <sup>1</sup>	July to October	December 15 <sup>th</sup>
Winter 2023 <sup>2</sup>	November to February	April 15 <sup>th</sup>
Spring 2023	March to June	August 15 <sup>th</sup>
<b>Report two times per academic school year<sup>3</sup></b>		
Winter	July to December	February 1 <sup>st</sup>
Spring	January to June	August 1 <sup>st</sup>

Note:

1. Analysis for Fall 2023 was conducted and submitted to the City of Palo Alto in December 2022.
2. This report due April 15, 2023, satisfies the monitoring requirements for Winter 2023.
3. The schedule for reporting two times per academic school year is dependent on Castilleja meeting maximum enrollment for two consecutive years and has consistently met the trip standards.

Source: Castilleja School TDM Plan, 2022.



Castilleja currently collects TDM program data using the following methods:

- Driveway Traffic Counts: permanent vehicle counter devices installed on all campus driveways that electronically track all vehicles entering and exiting the campus. The counters collect the data in 15-minute intervals and the information is stored electronically.
- Bike, School Bus/Shuttle Usage: daily counts are collected on the number of students using school bus/shuttle and the number of bikes on campus.

In addition to the ongoing monitoring, Castilleja contracted with Fehr & Peers to collect additional field data, evaluate ongoing trends, assess the success of TDM programs and prepare the monitoring reports. The data collection is listed below and described in more detail in Section 3 to 5 of the report.

- Campus driveway and neighboring street daily volume counts
- Mode split counts at campus driveways (observed)
- Parking occupancy counts (parking demand)

### 3.3 Special and Major Events

Castilleja hosts special events throughout the school year which range from school performances to sports events, school hosted holiday celebrations/events, commencements, and events for prospective or newly admitted students. Under the new CUP, the school is allowed to hold up to 50 special events and 5 major events per school year. Special events are events that attract 50 or more guests. Below is a list of general parking approaches based on the number of expected guests. A full list of events and associated parking strategies is listed in **Appendix B**.

- 50 – 100 guests: Campus lots, Campus curbside, 2-4 parking attendants
- 100+ guests: Spieker field, campus lots, campus curbside, 3-8 parking attendants
- Major events: Spieker field, Caltrain shuttle, campus curbside 7-10 parking attendants

During the monitoring period covered by this report, nine events occurred at the school. The events, dates and time, attendance, and parking strategy for these nine events are listed below in **Table 2**.

**Table 2: Castilleja Special Events from November to February**

Event Name	Event Date	Event Time	Estimated Count	TDM Parking Plan
Upper School Musical	Friday, November 11, 2022	7:30pm- 10:00pm	100+	Campus parking lots, campus curbside. 3 parking attendants.
Upper School Musical	Saturday, November 12, 2022	2:00pm- 4:30pm	100+	Campus parking lots, campus curbside. 3 parking attendants.



**Table 2: Castilleja Special Events from November to February**

Event Name	Event Date	Event Time	Estimated Count	TDM Parking Plan
Upper School Musical	Saturday, November 12, 2022	7:30pm-10:00pm	100+	Campus parking lots, campus curbside. 3 parking attendants.
Upper School Admissions Open House	Saturday, November 12, 2022	8:00am-1:00am	100+	Spieker field, campus lots, campus curbside. 10 parking attendants.
Grandparents Day	Friday, November 18, 2022	12:00pm-3:30pm	100+	Spieker field, admin lot, campus curbside, Caltrain shuttle. 6 parking attendants.
Winter Concert - Student Performance	Tuesday, December 06, 2022	7:00pm-9:00pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Middle School Admissions Open House/Campus Tour	Saturday, December 10, 2022	8:00am-1:00pm	100+	Spieker field, campus lots, campus curbside. 10 parking attendants.
Bourn Lab Season Kick-Off	Saturday, January 7, 2023	9:00am - 4:00pm	50-100	Campus lots, curbside parking.
Middle School Musical	Friday, January 20, 2023	7:30pm-10pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Middle School Musical	Saturday, January 21, 2023	7:30pm-10pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Middle School Musical	Saturday, January 21, 2023	2:00pm-6:30pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Arts with a Heart Performance	Friday, February 10, 2023	7:30pm-9:30pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Arts with a Heart Performance	Saturday, February 11, 2023	7:30pm-9:30pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Arts with a Heart Performance	Saturday, February 11, 2023	2:00pm-4:00pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Parent Outreach SEL	Tuesday, February 14, 2023	9:00am - 10:00am	100+	Spieker field, admin lot. 3 parking attendants.

Source: Castilleja School, 2023.



## 4. Loading Areas and Driveways

This section documents the pick-up/drop-off area operations and driveway volumes.

### 4.1 Pick-up/Drop-off Area

The existing student pick-up/drop-off loops are on Bryant Street and Kellogg Avenue along the school frontage and in the employee parking lot at the corner of Kellogg and Emerson. The two one-way loops are designated right turn-in and right turn-out driveways. School personnel monitor traffic entering and exiting the loops. The distribution targets for the pick-up/drop-off areas are: 43% on Bryant Street, 30% on Kellogg Avenue and 27% on Emerson Street.

All three loops have one-way circulation. The Bryant loop has one lane for unloading/loading and one lane for passing. The Kellogg loop has one lane for unloading/loading. The drop-off lanes on Bryant Street and Kellogg Street can accommodate five to six vehicles and the dwelling time for vehicles is approximately 5-10 seconds during the morning peak. In the afternoon, an average of three to four vehicles were observed to park for more than five minutes prior to the school bell. The vehicle queue in the drop-off lane is on average four vehicles and a maximum of seven vehicles for both drop-off loops. There was no queue spillover observed onto Bryant Street or Kellogg Street during the morning or afternoon peak periods.

#### 4.1.1 Pick-up/Drop-off Process

Each loop has a designated team of attendants to assist with traffic management during the AM and PM peak periods. All attendants wear yellow vests when managing traffic and are provided with a copy of the Traffic and Neighborhood Monitoring Guidelines. The following describes the pick-up/drop-off processes.

In Winter 2023, the class start time is 8:30 AM and end time is 3:15 PM. The drop-off and pick-up location are assigned based on grade. **Table 3** summarizes the designated drop-off location for students in each grade.

**Table 3: Castilleja School Student Arrival Time and Drop-Off Location**

Class	Drop-Off Location
Grade 6-8	Bryant driveway
Grade 9 -12	Kellogg driveway
Student Carpools	Staff Lot

Source: Castilleja, 2023.



The activities conducted by the school's traffic attendants:

- Morning Drop Off: Seven attendants manage drop off traffic from 8:10 AM to 8:30 AM. Three are located at Bryant Driveway (one at the entrance, one at exit, and one in the loading area), two are at Kellogg Driveway (one at the entrance and one at the exit), and one at Emerson driveway exit. The seventh attendant is not assigned to a specific location. Depending on the need, they are commonly positioned at the corner of Kellogg/Bryant, near the corner of Embarcadero/Bryant, or at the bus drop off point. Attendants stationed at the corners are monitoring that students/employees walking to campus were not dropped off or parked in the neighborhood.
- Daily Neighborhood Parking Monitor: Throughout the day school employees walk one block in each direction on Kellogg Ave, Bryant Street, and Emerson Street. The employees check for parked cars with Castilleja Stickers. If a student or employee is found parking in the neighborhood, they are instructed to move their car immediately and the incident is added to the school's infraction list.
- Afternoon Pick Up: Seven attendants manage drop off traffic from 3:05 PM to 3:25 PM. Three are located at Bryant Driveway (one at the entrance, one at exit, and one in the loading area), two are at Kellogg Driveway (one at the entrance and one at the exit), and one at Emerson driveway exit. The seventh attendant is stationed at the corner of Kellogg and Bryant to observe whether there are parents waiting or picking up students on the surrounding streets.

Castilleja maintains ongoing communication with parents that drop-off in the neighborhood is prohibited. The school has parking attendants who walk around the adjacent streets to monitor street drop-offs in the neighborhood. A parking attendant is posted at the corner of Bryant and Embarcadero to check with the patrolling parking attendants to confirm that there were not any drop offs in the neighborhood.

#### 4.1.2 Pick-up/Drop-off Location Distribution

**Table 4** summarizes the drop-off distribution for each street loading area based on average vehicle trips during the AM (7:00 AM – 9:00 AM) and PM (2:00 PM to 4:00 PM) peak periods. More than 50% of the students are dropped off at Bryant Street, and less than 15% of the students are dropped off on Emerson Street.



**Table 4: Castilleja School Student Drop-Off Vehicle Distribution**

Location	Target Drop-Off Percentage	AM Peak Period			PM Peak Period		
		Average AM Drop-Off Vehicles	Percentage	Delta	Average PM Drop-Off Vehicles	Percentage	Delta
Bryant Street Loop & Admin Lot	43%	104	56%	13%	103	58%	15%
Kellogg Avenue Loop & Staff Lot	30%	62	33%	3%	54	30%	0%
Emerson Street Senior Lot & Staff Lot Exit	27%	21	11%	-16%	21	12%	-15%
Total	100%	187	100%	-	178	100%	-

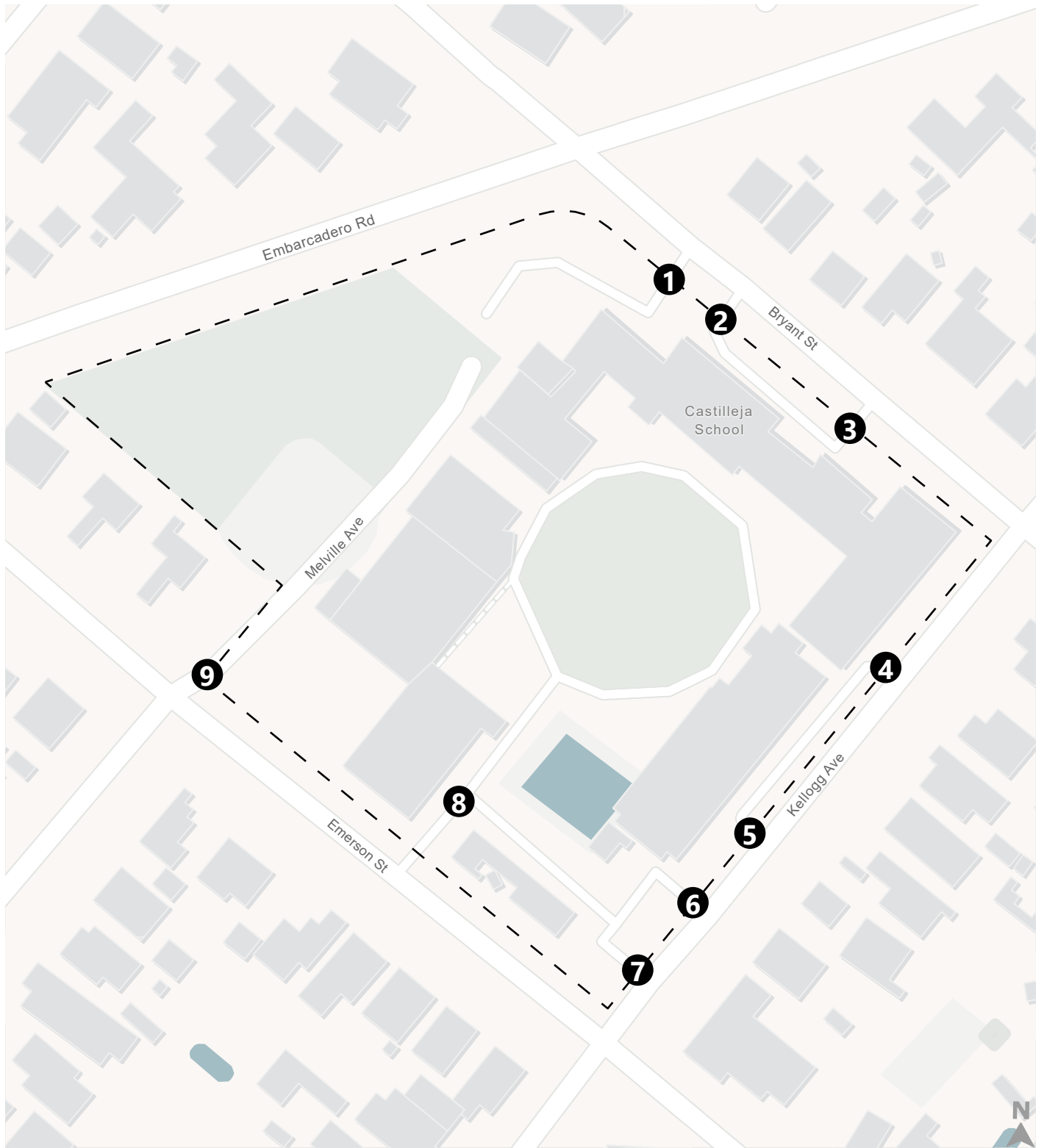
Source: Castilleja, 2023.

## 4.2 Driveway Volume

To monitor the driveway volume and evaluate the trip count compliance with the COA 22 requirement of ADT and AM peak hour trip cap, Castilleja installed automated counters at all campus driveways to collect vehicular volumes. Daily vehicle counts were collected at Castilleja School driveways (nine sensors in total), shown in **Figure 1**:

1. Bryant Street Admin Lot driveway (bi-directional)
2. Bryant Street loop driveway inbound
3. Bryant Street loop driveway outbound
4. Kellogg Avenue loop driveway inbound
5. Kellogg Avenue loop driveway outbound
6. Kellogg Avenue Staff Lot west driveway (bi-directional)
7. Kellogg Avenue Staff Lot east driveway (bi-directional)
8. Emerson Street Staff Lot exit-only driveway
9. Emerson Street Senior Lot driveway (bi-directional)





- # Driveway Counting Device Location
- - - - - Castilleja School



Figure 1  
Driveway Count Sensor Locations

#### 4.2.1 Automated Traffic Counting Devices

The automated counters are Sensys FlexMag sensors that are installed in the driveway pavement close to public right of way. The sensors use wireless magnetometer technology for vehicle detection and transmit real-time data to a central database. The devices are self-calibrating and require no ongoing maintenance until the batteries need replacement. The Sensys support team monitors the system daily via diagnostic tests and receives alerts when anomalies occur.

The vehicle volumes are collected and reported in 15-minute intervals, 24 hours a day. The raw count data is stored on the SNAPS Server database managed by Sensys. The data will be stored for three years and can be accessed as needed. Castilleja runs a daily report to download the data on Castilleja's server and uses the data for monitoring reports. Castilleja will post the monitoring report on its neighborhood portal three times a year on December 15<sup>th</sup>, April 15<sup>th</sup>, and August 15<sup>th</sup>. Castilleja will post the count data concurrently with the submittal of traffic monitoring report to the City.

For November 2022 to February 2023 period, the individual weekday driveway volumes by 15-minute intervals are attached electronically as **Appendix D**.

#### 4.2.2 Average Driveway Volume

The Winter 2022 monitoring period is from November 2022 to February 2023. The analysis considers the typical weekdays during the monitoring period. Per the CUP, weekends, holidays, non-school days (i.e., teacher work days), and scheduled event days are not included in the analysis. The 15-minute driveway volumes are aggregated into hourly and daily volumes for each typical weekday.

**Figure 2** shows the individual weekday daily total volume for the campus during the November 2022 to February 2023 monitoring period, excluding the event days and non-school days. The average number of daily trips during the monitoring period is required to be below the daily trip cap of 1,198 trips. During the monitoring period, the average number of weekday (Monday to Friday) daily trips is 929 trips, which is below the daily trip cap of 1,198 trips. As the figure shows, none of the individual weekdays exceeded the daily trip cap during this monitoring period. There were three special event days where the daily volumes exceed the daily trip cap. These occurred on November 18, 2022, December 6, 2022, and February 14, 2023. The special event dates are listed in Section 2.3 of this report.

#### 4.2.3 Roadway ADT

Per COA 24 b.ii roadway count equipment (pneumatic hoses) was installed to track weekday trips on street frontages per the City's request. However, the count equipment was damaged by City street cleaning vehicles and heavy rains. Despite two attempts, the counts could not be collected for this monitoring period. The City has provided the schools with a contact person to coordinate future data collection efforts and avoid damage from the street sweepers.



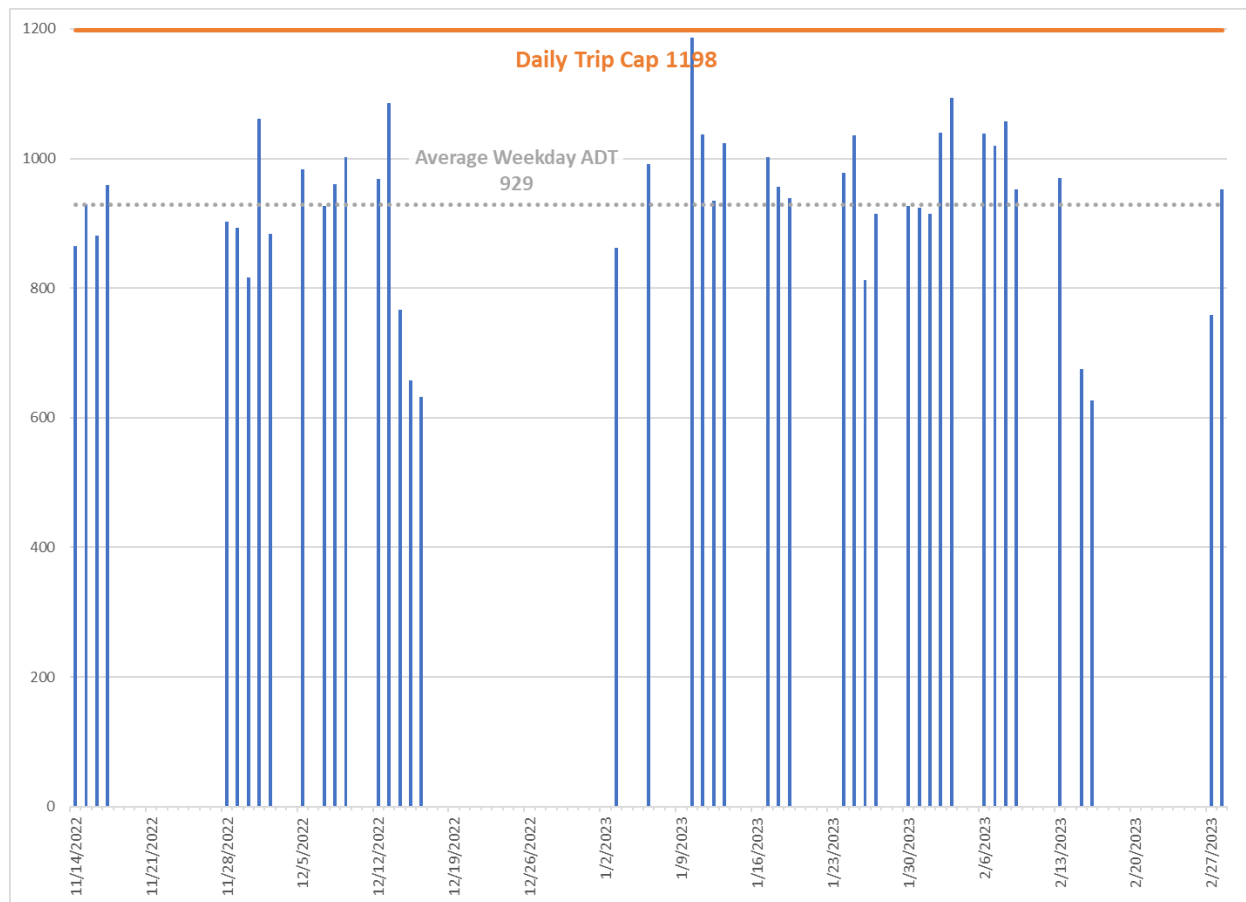


Figure 2: Daily Total Volume (Excluding Events/Holidays)

The individual weekday AM peak hour volumes are shown in **Figure 3**. The average AM peak hour volume was 197 vehicles which is below the AM peak hour trip cap of 383 trips. During the monitoring period none of the typical weekday AM peak hour volumes exceeded the trip cap threshold of 383 trips. In addition, none of the event-day AM peak hour volumes exceeded the AM peak hour trip cap.



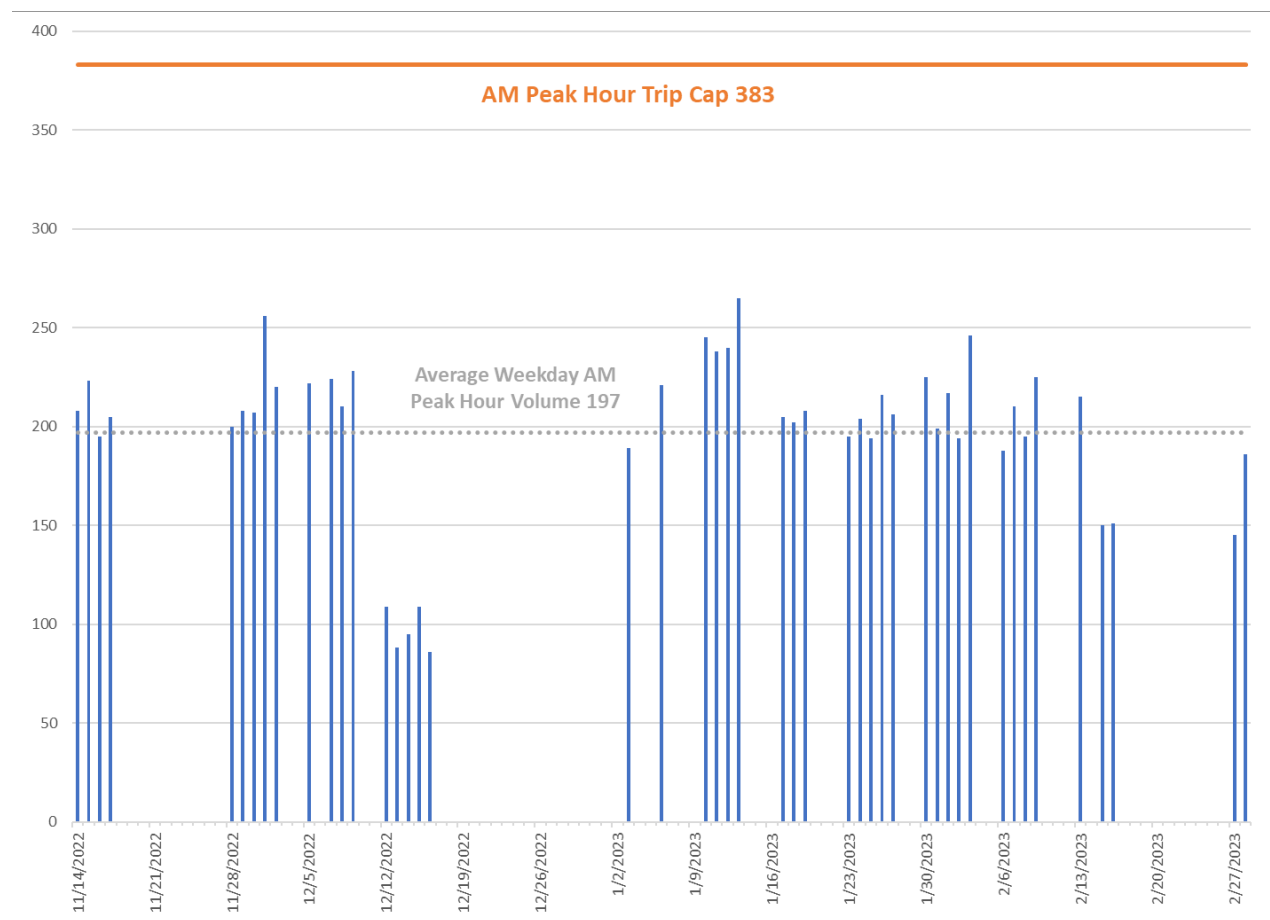


Figure 3: Daily Total Volume (Excluding Events/Holidays)

#### 4.2.4 Calibration of Automated Counts

To calibrate the automated driveway count, Fehr & Peers collected driveway counts at the same nine locations from 7:00 AM to 7:00 PM during which most of the daily activities occur. The volumes were collected on Monday February 13<sup>th</sup>. These daily counts were compared to the automated Sensys counts for the day for the period 7:00 AM to 7:00 PM. On Monday, the comparison showed that the automated counts were 3% higher than the calibration counts and on Tuesday automated counters were 1% higher than the calibration counts. An error rate of between 1% to 3% is well within the margin of error of the count equipment. Further, the Sensys counts were slightly higher than the calibration counts, or in other words the Sensys results are more conservative.



## 5. Mode Split

This section describes the mode split for student arrival to campus from the February 2023 field data. Based on the counts and shuttle ridership provided by the school. Approximately 58 percent of the students use alternative transportation modes (carpools, bike, walk, school bus/shuttle).

### 5.1 Campus Mode Split

Fehr & Peers used a third-party vendor Traffic Data Service to conduct field counts at Castilleja. Surveyors observed the morning drop-offs and recorded the number of students per vehicle. The overall student arrival mode split was estimated from field observations, vehicle counts of inbound autos, buses, pedestrians, and bicycles during the morning school arrival period (7:00 AM-9:00 AM) on Monday February 13<sup>th</sup>. The raw count data is included as **Appendix C**. Surveyors were instructed to collect information on the following items:

- Number of vehicles entering and exiting the school at each driveway and on-street drop-off/pick-up points, and occupancy of each vehicle
- Number of Castilleja students exiting from each car (drop-offs)
- Number of student bicyclists and pedestrians entering and exiting the school
- Estimated number of riders on each shuttle entering or exiting the campus

As shown in **Table 5**, during the 7:00 – 9:00 AM arrival period, the highest mode split (50 percent) was drop-off by private vehicle at Castilleja. The observed vehicle occupancy for dropped off trips was 1.02 students per vehicle. Another 7 percent of Castilleja students drove to campus by themselves or with other students and parked on campus. In total, 57 percent of students arrived at campus in private vehicles. The breakdown of students arriving in private vehicles were as follows:

- 15 percents carpooled (14 percent were dropped off and 1 percent drove and parked) and
- 42 percent were either solo drop-offs (36 percent) or drove-alone (6 percent) to the campus.

Another 25 percent of students used the school's Caltrain shuttle or school buses to get to campus. The Caltrain shuttle (operated by the school) provides service between the Palo Alto Downtown Caltrain Station and campus. The trips are timed based on the scheduled arrival times in AM peak period and departure time in PM peak period. The Castilleja school buses provide service between designated pick-up locations and the school. During the monitoring periods, there were three school bus routes that serve students living in Los Altos, San Carlos, Woodside, Stanford Hills, and Burlingame. There were an additional three school shuttle routes that serve students in Menlo Park, East Palo Alto, and Portola Valley.



**Table 5: Castilleja School Morning Arrival Mode Share**

Mode	Students <sup>1</sup>	Percent
Drop-Off	185	50%
<i>Single Student</i>	134	36%
<i>Carpool</i>	51	14%
Drive & park on Campus	26	7%
<i>Drive alone</i>	22	6%
<i>Carpool</i>	4	1%
Drive and Park on Street	0	0%
Walk	33	9%
Bike	34	9%
Shuttle / Bus	98	25%
<b>Total</b>	<b>376</b>	<b>100%</b>

Notes:

1. The average number of student arrivals counted during the 7:00 AM – 9:00 AM arrival period may be different than total enrollment on any given day.

Source: Fehr & Peers, 2023.

On average, approximately 9 percent of students walk to campus and 9 percent of students rode bicycles to campus on the monitoring day. 15 percent carpooled by either being dropped off (14 percent) or driving and parking on campus (1 percent). In total, about 58 percent of the students use alternative transportation modes (bike, walk, school bus/shuttle, carpool).

## 5.2 Bike Usage

Castilleja provides 100 bike parking spaces throughout the campus and collects bike counts on a daily basis. The February monitoring counts described in the previous section show that an average of 34 students bike to school during the AM peak period. The daily counts collected by the school in the period between November 2022 and February 2023, showed that an average of 42 people biked to campus on a typical weekday. Therefore, the bike supply is sufficient to serve the demand. The school also provides bicycle repair facilities to encourage bicycle use and increase convenience. In addition, the school offers bicycle repair clinics during the school year, although no clinics were provided during the November to February monitoring period. The next clinic is scheduled for April 2023. The bike count data is available electronically.



# 6. Parking

## 6.1 Parking Supply & Operations

Currently Castilleja provides on-site, curbside (on street frontage), and off-site parking for students, staff, and visitors. **Figure 4** shows the parking locations for the campus. On-site parking includes the administrative lot, staff lot and senior lot. The total on-site parking supply for the lots are Admin lot 24 spaces, Senior lot 26 spaces, and Staff lot 31 spaces. In addition, there are about 60 spaces along the school frontage where students and visitors can park. Other vehicles not related to the school can also park in these curb spaces. Street parking used by the school include the following areas:

- South side of Bryant Street between Embarcadero Road and Kellogg Avenue
- West side of Kellogg Avenue between Bryant Street and Emerson Street
- North side of Emerson Street along Castilleja frontage

In addition to the adjacent street frontages, there are a number of street frontages in the neighborhood that the school has monitored in the past. These areas are called the Expanded Study Area and include the following areas:

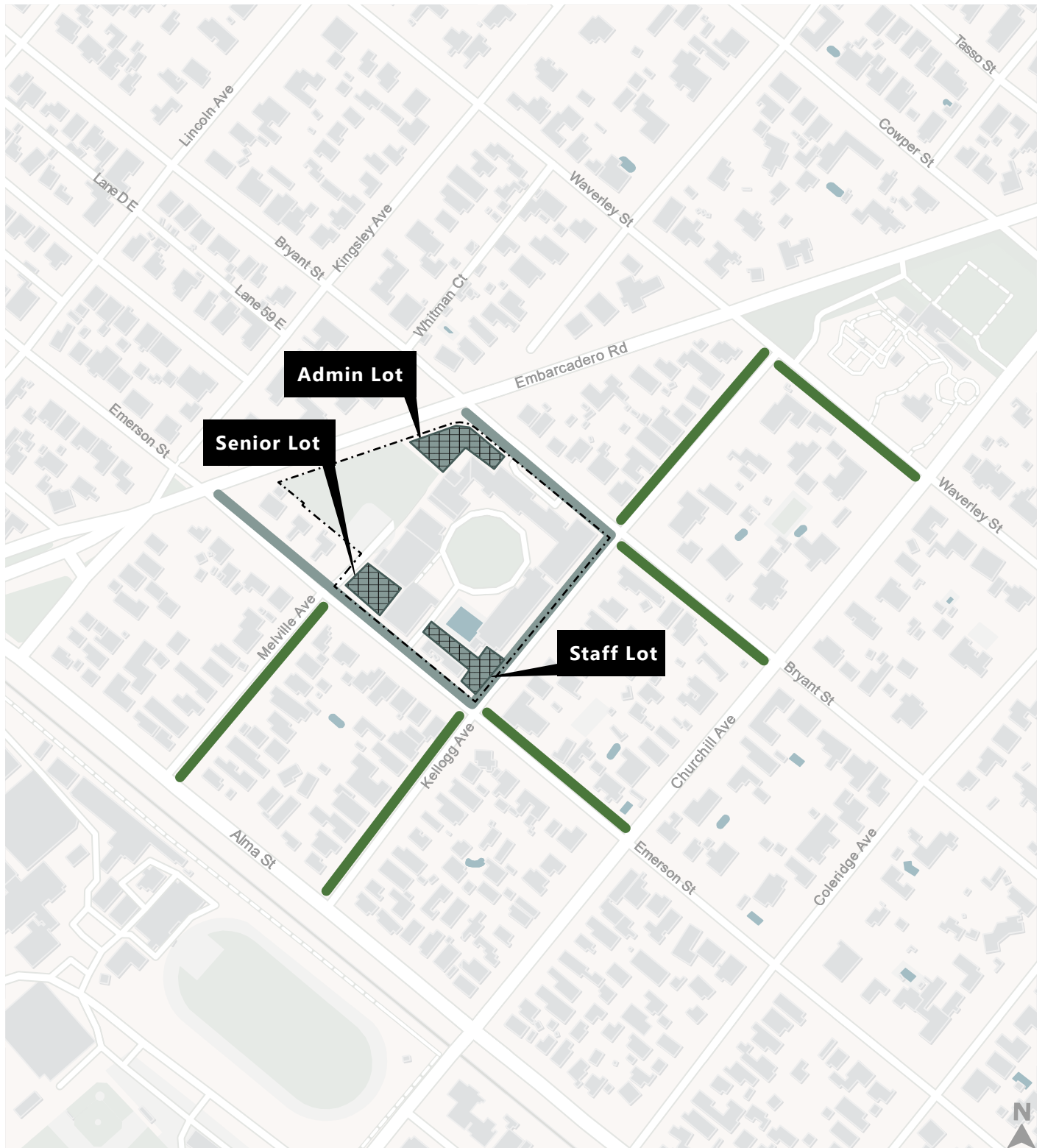
- West side of Kellogg Avenue between Bryant Street and Waverley Street
- South side of Waverley Street between Kellogg Avenue and Churchill Avenue
- South side of Bryant Street between Kellogg Avenue and Churchill Avenue
- North side of Emerson Street between Kellogg Avenue and Churchill Avenue
- West side of Kellogg Avenue between Emerson Street and Alma Street
- East side of Melville Avenue between Emerson Street and Alma Street

## 6.2 Parking Demand Monitoring

Parking occupancy counts were conducted in the on-site campus parking lots and along the street frontages on Monday February 13<sup>th</sup>, 2023. On-street parking demand was analyzed for both of the areas described above:

- Adjacent Streets (Frontages) – Counts on Emerson Street, Kellogg Avenue, and on Bryant Street along Castilleja frontages. Parking occupancy on the blocks along the perimeter of the school is included in the demand estimate.
- Expanded Study Area – Counts along segments of Kellogg Avenue, Waverley Street, Bryant Street, Emerson Street and Melville Avenue.









-  Castilleja School Boundary
-  Parking Lots on Campus
-  Parking Area on Frontage Streets
-  Parking Area on Frontage Streets in Expanded Study Area



Figure 4  
Castilleja Parking Locations

The on-street parking demand assumed for the school includes all vehicles parked adjacent to Castilleja School. No attempt was made to assess whether the parked vehicles were driven by Castilleja students, staff, or visitors. As a result, total parking demand and rates may capture parking that was not generated by Castilleja School.

Parking demand at the school was determined based on the combined peak occupancy of the three on-campus parking lots and street frontages bordering the school. The daily peak parking demand was 120 vehicles. Therefore, the peak parking demand rate of 0.286 vehicles per student was calculated as 120 vehicles divided by the student enrollment (416 students). **Table 6** summarizes parking demand for both the on-campus and on-street spaces observed during this round of counts.

Peak parking demand typically occurs in the middle of the day, when the majority of faculty, staff, students, and visitors are on site. The staff and visitor parking lot on Bryant Street was at its highest occupancy (80 percent occupied) at 9:00 AM. The staff/utility parking lot on Kellogg was at its highest occupancy (82 percent occupied) at 2:00 PM. The student (senior) parking lot on Emerson Street reached was at its highest occupancy (100 percent occupied) at 1:00 PM.

Including the expanded study area (labeled *Expanded Study Area* on **Figure 4**), 151 vehicles were counted during the parking demand peak hour. Similar to demand patterns on campus, the peak parking demand for adjacent streets and the expanded study area typically occurs in the late morning, from 10:00 AM to 12:00 PM. Parking demand on adjacent streets and the expanded study area remains low (less than 55 cars) in the morning before 7:00 AM and after 5:00 PM.

**Table 6: Castilleja School Daily Peak Parking Demand<sup>1</sup>**

	On-Campus	On-Street	Aggregate
Parked Vehicles	67	53	120
Demand Rate – vehicles per student	0.160	0.126	0.286

Notes:

1. School parking lots and block faces adjacent to school.

Source: Fehr & Peers, 2023

## 6.3 Parking Compliance

Parking compliance is monitored by Castilleja's Traffic attendants following the school's Traffic Monitoring Guidelines. Traffic, pick-up/drop-off, or parking violations are reported via email or text to Castilleja.

When an Upper School student parking on campus is documented to have violated parking standards, a Minor Infraction Form is filled out and the student's name and form is added to the Parking/Traffic Infractions sheet. In addition, an email is sent to the student, grade level dean, and division head. Once the email is received by the Upper School Dean of Students, the infraction will be added to the Upper



School Minor Infraction Report Tracking Document. The Upper School Dean of Students and Grade Level Dean follows this enforcement process:

1. First Infraction: Class Dean pulls the student from Class/Activity to move the car and has an extended conversation with the student.
2. Second Infraction: Class Dean pulls the student from Class/Activity to move the car and the Upper School Dean of Students meets with the student and informs the parent/guardian of the infractions. The student must complete a restorative process determined by the Upper School Dean of Students.
3. Third Infraction: Upper School Dean of Students and Head of Upper School meet with the student and the student's parents/guardians. Driving privileges suspended for 2 weeks.
4. Fourth Infraction: Driving privileges revoked for the remainder of the school year.

For Middle School students who do not drive themselves to school but carpool with a person who receives an infraction; their name is also added to the Parking/Traffic Infractions spreadsheet and an email will be sent to the student, grade level dean, and division head. If there are multiple infractions for the same student. Castilleja's transportation manager will send an email to the Head of Middle School. The Head of Middle School follows this enforcement process:

1. The first infraction is a warning.
2. Second violation: The Head of Middle School will talk with the student.
3. Third infraction: There will be a conversation with the Head of Middle School, the student, and the parent.

Parents or guardians who are caught violating school's traffic, pick-up/drop-off, or parking requirements are added to the Parking/Traffic Infractions tracking document and the parent or guardian is emailed. The enforcement process for parents/guardians is as follows:

1. First Infraction: The parent/guardian receives email explaining drop-off and pick-up procedures and rules.
2. Second Infraction: The parent/guardian receives a stern warning and is notified that the next infraction will come with a fine.
3. Third Infraction: The parent receives a \$50 fine from the school.

Castilleja sends copies of mailings to families regarding the parking/traffic/pick-up/drop-off policy, including traffic management for special events. The copies of mailings are included as **Appendix E**.



## 7. COA Matrix

**Table 7: Castilleja CUP Monitoring Requirements**

COA/MMRP	Requirement	Index
<b>Data and Metrics</b>		
COA 24.b.i	Driveway volume counts by 15-minute increments	Appendix C and Appendix D
COA 24.b.ii	<i>Driveways &amp; Loading Zones</i> - Average weekday AM peak trips and average weekday daily trips for the monitoring period, excluding construction trips, Special Event and Major Event dates and non-school days; summer school shall be separately reported and not averaged with the academic year.	Section 4.2.2
COA 24.b.iii	<i>City Streets (Frontages)</i> - Total average daily weekday trips and AM weekday peak trips during the week at the campus frontage street segments. The average daily weekday traffic volumes on the campus frontage City street segments (except Embarcadero)	Section 4.1.2
	The dates and number of times the average weekday daily trips and/or AM weekday peak trips exceeded	N/A
COA 24.b.v	AM weekday peak and/or ADT exceedance threshold, including any special, limited circumstances such as trips during construction.	Section 4.2.2
COA 24.b.vi	Rates of use of alternative transportation (% of mode split between bicycle, pedestrian, shuttles, etc.).	Section 5.1
COA 24.b.vii	Parking conditions (number of spaces within the garage used, number of spaces within surface lots used, extent (counts) of on-street parking adjacent to the school and in the expanded parking study area).	Chapter 6
COA 24.b.viii	Bicycle parking counts (supply and demand) and dates, times, & attendance of bicycle repair clinics.	Section 5.2
COA 24.b.ix	Student drop-off/pick-up location counts and percentages by driveway.	Section 3.2 and Section 4.1.2
	An electronically transmitted appendix to the report containing the raw data from the driveway counting devices for the monitoring period. (RLUA 24 b x)	Appendix D
COA 24.f	Information on compliance with parking and drop-off requirements, including parking or drop-off in the surrounding neighborhood.	Section 6.3
MMRP 7a	Drop-off lane discharge rates, and the average and maximum lengths of ingress and egress queues in the four 15-minute increments prior to the first bell and the 15-minute increment following that bell.	Section 4.1
<b>Data and Metrics</b>		



COA/MMRP	Requirement	Index
COA 24.c	How and where counts were conducted including any off-site data collected by an independent traffic engineering company.	Section 4.2.1 and Section 4.2.3
COA 24.d	Installation, calibration methods, function and proposed maintenance of permanent traffic counting devices.	Section 4.2.3
COA 24.d	How records of traffic counts are to be preserved electronically	Section 4.2.1
COA 24.d	Frequency of posting of traffic count data to the School's website for accessibility to City officials and the public.	Section 4.2.1
COA 24.e	Detailed explanation of the pick-up and drop-off process as well as target pick-up/drop-off distribution percentages.	Section 4.1.1
COA 24.i	Provide a map of each parking study area, and description of methodology employed to capture off-campus parking.	Section 6.2 and Figure 4
<b>Monitoring and safety operations</b>		
COA 24.g	The number of daily (while school is in session) onsite traffic attendants (COA 24 g)	Section 4.1.1
COA 24.h	Use of traffic safety warning devices. (COA 24 h)	N/A
COA 24.j	On and off campus Parking Management Strategies, Traffic Circulation Management Strategies and Event Traffic Procedures. (COA 24 j)	Section 3.3
MMRP 7a	Traffic Monitor Staff are required to report any excessive vehicle queues, safety concerns, or other concerns or recommendations to improve safety and circulation to the administration. (MMRP 7a)	Section 6.3
<b>TDM strategies</b>		
COA 24.l	Other programs provided by the school. (COA 24 l)	Section 3.1
COA 24.k	Identify scope and breadth of TDM measures utilized. (COA 24 k)	Section 3.1
<b>Additional information</b>		
COA 24.n	List the dates of special events that occurred in the period covered by the report, including times, attendance, and parking/traffic management efforts and results. (COA 24 n)	Section 3.3 and Appendix B
COA 24.m	Provide the number of enrolled students for the period covered by the report. (COA 24 m)	Section 2
COA 24.o	Copies of mailings to families regarding the parking/traffic/pick-up/drop off policy, including traffic management for special events. (COA 24 o)	Appendix E
COA 24.p	List of disciplinary consequences for students and parents who do not cooperate with the parking requirements. (COA 24 p)	Section 6.3



COA/MMRP	Requirement	Index
MMRP 7a	Traffic Monitor Staff reports and Castilleja's response to each shall be summarized in the traffic monitoring reports. (MMRP 7a)	Section 6.3



# Appendix A: Castilleja TDM Plan

# Castilleja School

## Final Transportation Demand Management Plan

December 2, 2022

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# Castilleja School

## Final Transportation Demand Management Plan

### **1. Introduction.**

Castilleja School is an independent school for girls in grades six through twelve, located in Palo Alto, California. Castilleja is the only non-sectarian all-girls middle and high school in the San Francisco Bay Area. It seeks to expand enrollment gradually as facilities are redeveloped for increased safety, sustainability, and programmatic space.

In connection with the School's Conditional Use Permit ("CUP"), an entitlement permit approved in the City of Palo Alto Record of Land Use Action, dated June 6, 2022 ("RLUA"), the School is held to an average daily trip (ADT) standard of less than 1,198 and an AM peak trip standard of less than 383, to avoid traffic impacts. This Transportation Demand Management Plan ("TDMP") includes vehicle trip strategies to assist in complying with these trip thresholds. In addition, successful TDM outcomes generally serve to reduce parking demand and minimize school-related disruptions and intrusions into the nearby residential neighborhoods.

As required by Conditional of Approval ("COA") 20, this TDMP "compiles all applicable transportation-related requirements of the Record of Land Use Action into a cohesive, well-organized and indexed document." The intent of the plan is to reduce vehicle trips to, and parking demand at, the school. This plan will also serve as a publicly available resource to inform interested residents of the School's transportation-related expectations and requirements. For reference purposes, attached as Appendix A is a matrix which provides all traffic and parking related COA's and Mitigation Measures.

Per COA 21, the TDMP incorporates various requirements from several source documents, summarized as follows:

- The School's transportation demand management plan on file with the City of Palo Alto;
- All applicable Mitigation Measures from the Certified Final EIR<sup>1</sup>, particularly Mitigation Measures 4a and 7a;
- All applicable conditions included in this Record of Land Use Action;
- Applicable sections of the Palo Alto Municipal Code regarding TDM programs, monitoring, reporting and penalties; and

<sup>1</sup> Per COA 27, "to the extent that there is any inconsistency between [a] COA and Mitigation Measures, the more restrictive conditions shall govern." In most instances throughout this TDMP, the COA's are more stringent than the Mitigation Measures and will control.

- The TDM supplement submitted by the applicant and prepared by the transportation firm Nelson Nygaard, dated June 17, 2019, which includes updated monitoring report requirements and introduces new TDM strategies. (COA 21 e)

This TDMP will set forth the transportation performance measures and criteria set forth in the RLUA. In addition it will provide the implementation strategies to effectuate the intent of the TDMP, in order to ensure compliance. **The specific sub-sections of the TDMP include the following:**

- Performance Standards
- Data Collection Methodology
- Reporting
- Required Mitigation Strategies
- Fees for City Monitoring
- Violations and Enforcement
- Future Oversight

Additionally, each academic year, the school intends to draft a TDM Operations Guide and Program Manual to ensure compliance with the TDMP. ***See Appendix B for the 2022-23 TDM Operations Guide and Program Manual.***

Castilleja is committed to implementing this TDMP in order to comply with the RLUA.

## **2. Performance Standards.**

As mandated by COA 22, Castilleja School is held to the following trip performance standards:

- Average Daily Trips (ADT) Standard: The School's Average Daily Trips (ADT) shall not exceed 1198 trips. (COA 22 a)
- AM Peak Trips Standard: The School's AM Peak trips shall not exceed 383 trips. (COA 22 c)
- Per COA 24 b ii and 34c, exclusions to the to Performance Standards include:
  - Construction trips
  - Special and Major Events dates
  - Non-school days
  - Summer School shall be separately reported and not averaged with the academic year

## **3. Data Collection Methodology.**

- The School shall install permanent vehicle counter devices at the entrance/exit of all drop off locations on campus, surface parking lots, and

the subterranean garage to:

- count the number of vehicle trips arriving to the campus and exiting each day (COA 22 e); and
  - calculate Average Daily Trip (ADT) and AM Peak Trip Counts (COA 22 b, 22 d).
- For both ADT and AM Peak Trip counts the following exclusions will apply: (COA 24 b ii and 34 c)
    - Construction trips
    - Special and Major Events dates
    - Non-school days
  - ADT and AM Peak Trip Counts while summer school is in session will be reported separately and not averaged with the academic year (COA 24 b ii)
  - The School shall install temporary vehicle counter devices in the public right of way at locations (Emerson, Bryant, and Kellogg) determined by the Director for each TDM monitoring report.
    - Data shall be collected for no less than seven consecutive days, determined by the Director, for each reporting period. (COA 22g) (COA 24 b iv) (COA 31)
    - The data collected by the counters shall be:
      - included in the TDM monitoring reports, and
      - used for ongoing monitoring and not to determine a violation of the CUP
    - The data collected from the temporary counter devices may inform future action regarding possible adjustments to the TDM plan. (COA 22 g)
    - After 15 years of monitoring, the Planning and Transportation Commission shall review whether this condition is still necessary. (COA 31)
  - The School will preserve permanent vehicle counter data electronically for a period not less than three years. (COA 22 e)
  - The vehicle counting devices shall be kept in working order. Malfunctioning devices shall be promptly fixed. (COA 22 e)

#### **4. Reporting.**

TDMP monitoring reports shall be prepared by the School and submitted to the Director of Planning and Development Services three times per academic year until:

- the school has reached maximum enrollment, or within 5 students below maximum enrollment, for two consecutive years, and
- has consistently met the average peak hour and average daily trip rate standards. (COA 23, MM 7a)

Until the school reaches the maximum enrollment and has consistently met the trip standards, the reports will be provided to the City according to the following schedule (COA 23 a):

Start of Monitoring Period	End of Monitoring Period	Due Date
July	October	December 15
November	February	April 15
March	June	August 15

Once the school reaches maximum enrollment for two consecutive years and has consistently met the trip standards, only two monitoring reports per academic year shall be required. (COA 23) The monitoring reports shall be provided to the City according to the following schedule (COA 23 b):

Start of Monitoring Period	End of Monitoring Period	Due Date
July	December	February 1
January	June	August 1

After 15 years of monitoring, the Planning and Transportation Commission shall review whether COA 23, summarized above, is still necessary.

#### **Monitoring Report Requirements:**

- Describe all monitoring report requirements, including TDM Plan goals and performance measure targets and data collected. (COA 24 a)
- A simplified, easy to read compliance review matrix (COA 24 q)
- The following **data and metrics**:
  - Driveway volume counts by 15-minute increments (COA 24 b i)
  - Average weekday AM peak trips and average weekday daily trips for the monitoring period, excluding construction trips, Special Event and Major Event dates and non-school days; summer school shall be separately reported and not averaged with the academic

- year. (COA 24 b ii)
  - Total average daily weekday trips and AM weekday peak trips during the week that the campus frontage street segments are evaluated by the City (COA 24 b iii)
  - The average daily weekday traffic volumes on the campus frontage City street segments (except Embarcadero) – raw data provided to the City according to the reporting schedule (COA 24 b iv)
  - The dates and number of times the average weekday daily trips and/or AM weekday peak trips exceeded AM weekday peak and/or ADT exceedance threshold, including any special, limited circumstances such as trips during construction. (COA 24 b v)
  - Rates of use of alternative transportation (% of mode split between bicycle, pedestrian, shuttles, etc.). (COA 24 b vi)
  - Parking conditions (number of spaces within the garage used, number of spaces within surface lots used, extent (counts) of on-street parking adjacent to the school and in the expanded parking study area). (COA 24 b vii)
  - Bicycle parking counts (supply and demand) and dates, times, & attendance of bicycle repair clinics. (COA 24 b viii)
  - Student drop-off/pick-up location counts and percentages by driveway and target distribution percentages. (COA 24 b ix, COA 22 j)
  - An electronically transmitted appendix to the report containing the raw data from the driveway counting devices for the monitoring period. (COA 24 b x)
  - information on compliance with parking and drop-off requirements, including parking or drop-off in the surrounding neighborhood. (COA 24 f)
  - Drop-off lane discharge rates, and the average and maximum lengths of ingress and egress queues in the four 15-minute increments prior to the first bell and the 15-minute increment following that bell. (MM 7a)
- The following **descriptions of methodology**:
  - How and where counts were conducted including any off-site data collected by an independent traffic engineering company. (COA 24 c)
  - Installation, calibration methods, function and proposed maintenance of permanent traffic counting devices. (COA 24 d)
  - How records of traffic counts are to be preserved electronically (COA 24 d)

- Frequency of posting of traffic count data to the School's website for accessibility to City officials and the public. (COA 24 d)
- Detailed explanation of the pick-up and drop-off process as well as target pick-up/drop-off distribution percentages. (COA 24 e)
- Provide a map of each parking study area, and description of methodology employed to capture off-campus parking. (COA 24 i)
- The following **descriptions of monitoring and safety operations**:
  - The number of daily (while school is in session) onsite traffic attendants (COA 24 g)
  - Use of traffic safety warning devices. (COA 24 h)
  - On and off campus Parking Management Strategies, Traffic Circulation Management Strategies and Event Traffic Procedures. (COA 24 j)
  - Traffic Monitor Staff are required to report any excessive vehicle queues, safety concerns, or other concerns or recommendations to improve safety and circulation to the administration. (MM 7a)
- The following **descriptions of TDM Strategies**
  - Identify scope and breadth of TDM measures utilized. (COA 24 k)
  - Other programs provided by the school. (COA 24 l)
- The following additional information:
  - The number of enrolled students for the period covered by the report. (COA 24 m)
  - List the dates of special events that occurred in the period covered by the report, including times, attendance, and parking/traffic management efforts and results. (COA 24 n)
  - Copies of mailings to families regarding the parking/traffic/pick-up/drop off policy, including traffic management for special events. (COA 24 o)
  - List of disciplinary consequences for students and parents who do not cooperate with the parking requirements. (COA 24 p)
  - Traffic Monitor Staff reports and Castilleja's response to each shall be summarized in the traffic monitoring reports. (MM 7a)
  - The School shall provide real time driveway counter data to the City, as directed by the Planning Director or the Office of Transportation. (COA 24 r)

**Enrollment:**

- Prior to March 1<sup>st</sup> each year, the school will provide the Director of Planning and Development Services a letter from an independent auditor attesting to the number of students enrolled at the school, at the time of the audit, for the academic year. (COA 5)
- Prior to exceeding an enrollment of 450 students the school will demonstrate that at least 40% (+/-2%) of its students reside within a 5 mile radius of the campus. (COA 4 c, 22 n)

**Major and Special Event Reporting:**

- Castilleja will post on their website and report to the city all Major and special events annually. (COA 21 a)

## **5. Required Mitigation Strategies.**

***Transportation Mode Mitigations:***

- Develop a comprehensive incentive program for faculty, staff, and students for carpooling and using alternative means of transportation. (COA 25 a xxi, 21 a)
- Provide roundtrip shuttle service to Caltrain stations for students and employees, with no less than two round-trips to Caltrain station for each schedule. (COA 22 h)
- Communicate shuttle schedules to volunteers coming to campus for committee meetings. (COA 25 a xviii)
- Juniors are not allowed to drive to school, except that the School may make up to 5 exceptions at any given time. (COA 22 m)

***Parking Mitigations:***

- School-related parking exclusively on campus, at designated off-site lots, and on the School side of adjacent streets. (COA 22 k, 25 a vi)
- Develop guidelines for use of satellite parking. (COA 22 o)
- Castilleja to experiment with an assigned parking program with designated areas for certain types of parking (i.e. student, employee, visitor). (COA 25 a xiii)
- Designated Visitor Parking Zone in the Administration Building lot. (COA 25 a xiv)
  - When visitors check in at the Administration Building they will be asked where they are parked and redirected to the visitor's zones if necessary. (COA 25 a xiv)
- Parking plans for School committee meetings which bring volunteers to the campus. (COA 25 a xviii)
- The School will be excluded from any future Residential Parking Permit

(RPP) Program. (COA 22 k)

***Operations Related Mitigations:***

- At the beginning of *each semester*, Castilleja shall register all student cars, distribute I.D. tags, and review the traffic and parking policies with student drivers. (COA 25 a x)
- At the *beginning of every school year*, Castilleja shall set aside scheduled time for all faculty and staff to register their cars, receive an I.D. tag and review the traffic and parking policies. (COA 25 a ix)
- Traffic entering or exiting the project site driveways on Bryant Street shall be restricted to right-turns. (MM 7a)
- Routinely monitor and reassess drop-off/pick-up assignments to balance traffic flows. (COA 22 j)
  - If vehicle queues are causing spillover into the public right of way on Bryant Street, Castilleja will modify the drop-off procedures and TDM program to include greater staggering of bell schedules or other strategies that would decrease vehicle trips or otherwise spread out the number of peak hour vehicle trips accessing the underground garage. (MM 7a 15)
- Parking Monitoring.
  - Once per day, School personnel shall monitor parking onsite and on surrounding public streets. (COA 25 a v)(COA 25 a vi)
  - Offenders shall be instructed to move their car and where to park.(COA 25 a v) (COA 25 a vi)
  - Monitors are responsible for traffic control, enforcing no parking/drop-offs in unauthorized streets/areas, and monitoring of streets around school for student parking or drop-offs. (COA 22 l)
- Traffic Monitoring.
  - Provide traffic monitors during peak drop-off, pick-up and for some special events. (COA 25 a iv, 22 l)
  - Monitors to educate students and parents and enforce the circulation related conditions of approval to keep surrounding streets clear of congestion. (COA 25 a iv)
  - Traffic monitor responsibilities:
    - wear a highly visible safety vest. (COA25 a iv)
    - direct vehicle and pedestrian movements into, within, and exiting the garage. (MM 7a)
    - direct cars to maintain a constant flow of traffic to avoid queueing on public streets (COA 25 a ii)
    - instructed parents to move out of the driveway if their

daughter is not at the pick-up location and others are waiting.  
(COA 25 a xx, MM 7a)

- report any excessive vehicle queues, safety concerns, or other concerns or recommendations to improve safety and circulation to the administration. (MM 7a)
- Other.
  - The School's adjacent Emerson Street residential properties shall not be used for any School related purpose, including but not limited to, additional parking, deliveries or student pick-up or drop-off. (COA 13)
  - The School will coordinate with the Director of Planning and Development Services and the Chief Transportation Official to identify a traffic safety warning device to be used at the garage exit that will not generate excessive noise audible at neighboring residential properties to the greatest extent feasible. (COA 12 c)
  - Following the construction of the Academic Building, all deliveries and bus pick-ups and drop-offs shall be accomplished within designated pick-up/drop-off areas on campus. (COA 10)

***Communication & Education Mitigations:***

- Continuous education of staff, students, and families regarding the importance of an efficient and safe student drop-off operation to prevent excessive queuing in the garage. (MM 7a, COA 19)
- The School shall update its transportation and parking handbook/portal and distribute it annually to the parents of enrolled students in advance of the upcoming academic year. The handbook must contain all of the requirements in COA 25 a including the following information: (COA 25, 19)
  - Updated parking/traffic/pick-up/drop-off policy. (COA 25 a)
  - Parents shall be instructed not to double-park on street nor drop-off or pick up students in undesignated areas. (COA 25 a i)
  - Except for exiting the parking garage onto Emerson, parents shall be instructed not to make left turns in or out of driveways at peak times. Signs shall be posted to indicate these turning rules (COA 25 a iii)
  - Castilleja students and parents shall be instructed to park exclusively either on campus, at designated off-site lots made available for School use, or on the School side of adjacent streets where parking is permitted. (COA 25 a vi)
  - Disciplinary consequences for students and parents who do not cooperate with the parking requirements. (COA 25 a vii)
- The Parent/Student Handbook shall be incorporated into the Castilleja School long range planning efforts and made part of the Board Policies and Procedures Manual. (COA 25)
- There must be a bi-annual communication to parents reminding them of the

- importance/purpose of the School's TDM strategies. (COA 21 a)
- Castilleja shall continue its major transportation campaign with families to emphasize carpools and use of Castilleja buses and shuttles, Caltrain and other alternative means of transportation. Every Castilleja family shall receive information promoting carpooling and providing information to facilitate car/vanpooling in their immediate geographic area. (COA 25 a xii)
- Regular newsletters to parents will include a TDM section with any relevant updates to the TDM Policy or event parking requirements. (COA 25 a & MM 7a)
- Committee Meetings (COA 25 a xviii):
  - At the beginning of School committee meetings, a reminder of parking policies shall be announced to all attendees.
  - Anyone not following the policy shall be requested to move their car.
  - When meeting notices are sent to committee members, a parking reminder and shuttle schedule shall be included.
- Provide bicycle safety education for students, parents, and staff to encourage students and staff to ride bicycles to and from school (MM 7a 16)
- Host school-wide bicycle encouragement events (such as competitions, incentives, and other fun events) to support biking, walking, carpooling, and transit use. (MM 7a 17, Nyguard June 17, 2019)
- The transportation demand management program monitoring reports will be posted to the School's website. (COA 16 d)
- The School will have a dedicated phone number and email address to be answered by someone affiliated with the School who will immediately respond to complaints regarding noise, special events, athletic competitions, traffic and parking or other neighborhood disturbances. (COA 17)
  - Communication regarding this phone number, email address, and a link to these COA's, will be sent to all property owners and tenants within 600 feet of the School at the start of each academic year. (COA 17)

***Summer Camp Mitigations:***

- Drop-off and pick-up shall be conducted on-site. (COA 25 a xix)
- Castilleja personnel shall facilitate getting campers into vehicles and ensure all policies are followed. (COA 25 a xix)
- Castilleja shall give all summer camp families written instructions for a drop-off/pick-up procedure at the beginning of each camp session. (COA 25 a xix).
- Director of Summer Camp responsible for enforcing policies with parents. (COA 25 a xix)

***Major and Special Event Parking Mitigation Measures: (COA 6 j)***

Castilleja will adhere to the following parking mitigation measures for our Major and Special Events.

*Major Event Mitigation (500+ guests per COA 6)*

- Provide appropriate parking and shuttle service to CalTrain. (COA 25 a xvii)
- The CalTrain shuttle schedule and parking plan shall be included with other event information and shared with potential attendees. (COA 22 I, 25 a xvi, a xvii)
- For certain events as needed, make every effort to arrange off-site parking with nearby parking lots and provide shuttle service to the parking locations. The availability of these lots is dependent on events and cooperation from lot owners. (COA 25 a xvii)
- Maximize on-site parking and use tandem parking and assisted or valet parking whenever feasible. (COA 25 a xvi)
- Provide traffic monitors and direct as much traffic as possible onto the school site, using tandem parking, and assisted or valet parking, allowing students to use all lots after hours, using the day-time loading zones for parking, and utilizing all resources to minimize impact to street parking. (COA 25 a xvii)
- Use traffic monitors to make sure that all vehicles park legally and safely when parking on the street. (COA 25 a xvi)

*Special Event Mitigation (51-500 guests per COA 6)*

- Special Event provisions in TDM plan shall apply to special events (COA 22 i)
- Provide roundtrip shuttle service for all special events to encourage attendees to use transit or a park and ride service. (COA 22 i)
- The CalTrain shuttle pick-up/drop-off locations and schedule, and parking plan shall be included with other event information and shared with potential attendees . (COA 22 i)
- Use Spieker Field for overflow parking as needed. (COA 25 a xi)
- A parking plan must be identified and listed on the event list provided to the City and posted to the website. (COA 6 i)

Per MM 4a Castilleja will follow parking mitigation measures related to major and special events per the following table: (COA 6 h, i)

<b>Time of Day</b>	<b>No of Guests</b>	<b>Parking Plan</b>	<b>Monitors **</b>	<b>Shuttle Service</b>
Instructional Hours*	50-80	X		
Instructional Hours	>80	X	X	X

Outside Instructional Hours	>160	X	X	X
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\*Instructional hours= 7:00 a.m. - 6:00 p.m.

\*\* Seven traffic monitors required for all events with more than 75 guests.

- Castilleja will continue to refine its calendaring process to plan school functions so special events with more than 100 attendees coming to campus do not fall on consecutive nights or weekends. (COA 25 a xv).

## **6. Fees for City Monitoring.**

Before the start of each academic year and upon receipt of an invoice from the City, , the School shall fund the City's installation of temporary vehicle traffic counter devices t. (COA 31)

In addition, within 30 days of receipt of an invoice from the City:

- Castilleja will deposit \$15,000 with the City of Palo Alto to cover all City costs associated with periodic review of the school's compliance with these conditions of approval.
- The deposit amount shall be replenished within 30 days after receiving notice from the City that the deposit balance is \$5,000 or less. (COA 30)

## **7. Violations and Enforcement.**

As more specifically outlined in COA 28, a violation of any term of the RLUA is a violation of the Palo Alto Municipal Code and the City has the right to initiate civil and/or criminal enforcement and/or abatement proceedings, or after notice and public hearing, revoke the approvals set forth in the RLUA or alter the COA's/mitigation measures. In addition, in the event of a violation, the City may take appropriate enforcement actions, including but not limited to the imposition of administrative financial penalties. (COA 28)

The City may require Castilleja to suspend enrollment increases or reduce maximum enrollment if it finds the school in violation of any conditions of approval, including but not limited to the approved transportation demand management plan, anticipated student drop off distribution, or environmental mitigation measures, subject to the following criteria (COA 29)

After the initial notice of violations	Castilleja has 45 days to take corrective action and demonstrate compliance to avoid a suspension in enrollment
Any determination to reduce or suspend increases in enrollment from the Director of Planning and Development Services	Must be made within 60 days of the initial notice
An appeal to a determination to reduce or suspend increases in enrollment	May be appealed in writing within 14 days and would be subject to applicable fees
A final determination* to suspend increases to or reduce enrollment made after the start of the academic year and prior to March 1	Shall apply to the next academic year regardless of whether the School has remedied any violations that were the cause of the suspended enrollment.
Violations of ADT and AM Peak Trip thresholds	May also be enforced according to Mitigation measure 7a and COA 4 (Enrollment) and COA 34 (summarized below)

*\*The term final determination used in this context includes the time to process an appeal, if filed.*

**Between CUP approval and attainment of enrollment of 535 students (5 students below maximum enrollment of 540 students), for 2 consecutive years, any violation of the AM Peak or ADT thresholds will be subject to the following schedule: (COA 34 a)**

<b>Violation</b>	<b>Consequence</b>
1st report showing Average AM Peak (383) or ADT (1198) thresholds exceeded	Add an additional TDM measure as determined by Castilleja
2nd consecutive report showing Average AM Peak (383) or ADT (1198) threshold exceeded	Add an additional TDM measure as determined by the Director of Planning and Development Services in consultation with the Chief Transportation Official and Castilleja

3rd consecutive (and for each consecutive violation thereafter) report showing Average AM Peak (383) or ADT (1198) threshold exceeded	Reduce enrollment by at least 5 students or more as reasonably determined necessary by the Director of Planning and Development Services in consultation with Chief Transportation Official to ensure attainment in the next admissions cycle
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**Following attainment of the maximum enrollment or within 5 students below maximum enrollment, for two consecutive years, violation of the average AM Peak or ADT thresholds provided in Condition #22 shall be subject to the following schedule: (COA 34 b)**

Violation	Consequence
1st report showing Average AM Peak (383) or ADT (1198) thresholds exceeded	Additional TDM measures shall be required as determined by the Director of Planning and Development Services in consultation with the Chief Transportation Official.
2nd consecutive report showing Average AM Peak (383) or ADT (1198) threshold exceeded	Additional TDM measures shall be required as determined by the Director of Planning and Development Services in consultation with the Chief Transportation Official.
3rd consecutive (and for each consecutive violation thereafter) report showing Average AM Peak (383) or ADT (1198) threshold exceeded	Reduce enrollment by at least five (5) students or more as reasonably determined necessary by the Director of Planning and Development Services in consultation with Chief Transportation Official to ensure attainment in the next admission cycle.
If one report in a calendar year (February or August) showing average AM Peak (383) or ADT (1198) threshold exceeded and one or two reports in the next calendar year showing an exceedance of the same thresholds	Implement more intensive TDM measures as determined by the Director of Planning and Development Services in consultation with the Chief Transportation Official.
If one report in a calendar year (February or August) showing average AM Peak (383) or ADT (1198) threshold exceeded and three consecutive reports in the next two calendar	Reduce enrollment by up to 5% in the next admission cycle or by up to 10% over the next two admission cycles combined as reasonably determined by

years (February, August, February) showing an exceedance of the same thresholds	the Director of Planning and Development Services in consultation with Chief Transportation Official to ensure attainment of the AM Peak Hour and ADT standards
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### ***Restoration of Student Enrollment. (COA 34 b v)***

To restore student enrollment:

- Castilleja must demonstrate compliance with AM Peak and ADT thresholds for three consecutive reporting periods.
- Upon successful compliance, the Director of Planning and Development Services will determine the restoration schedule.
- The increase in enrollment shall not exceed the lesser of 25 students or the total number of reduced student enrollment.
- Following the restoration of enrollment, Castilleja's enrollment increases can continue with 25 students per year.

### ***Driveway Device Counter Maintenance.***

- A device that is out of order or provides inaccurate data for more than 10 consecutive days shall be considered a violation of condition COA 22 e. (COA 22 e)

If Castilleja is in violation of trip rate standards, it may implement some or all of the following measures sufficient to attain the peak hour and trip rate standards. (MM 7a)

- Late afternoon shuttle departures
- Off-site drop-off/pick-up area
- Expanded carpool/trip planning program
- Additional off-site parking
- Parking/Carpool Incentives program for employees
- Alternative transportation information
- Bike tune-up day and on-site repair stations
- Guaranteed Ride Home Program
- On-Site car or bike sharing program
- Provide transit passes
- Mandatory ridesharing

## **8. Oversight.**

### ***Planning and Transportation Commission Oversight.***

After 15 years of monitoring:

- The Planning and Transportation Commission will review whether temporary vehicle devices in the public right of way are still necessary. (COA 31)

- The Planning and Transportation Commission will review whether the TDM Monitoring report is still necessary. (COA 23)

***Director of Planning and Development Oversight.***

- After implementation of the TDMP, the Director of Planning and Development Services may, based on empirical data or other information that would reasonably impact the effectiveness of the TDMP, determine that one or more of the TDM strategies has become infeasible or ineffective. Upon such determination, the School shall propose an alternative measure(s) in consultation with the Director to achieve the intended performance of the replaced strategy or strategies. (COA 25)
- From time to time, the City may require supplemental traffic counts or studies to be funded by the School to assess and possibly redistribute student drop-off/pick-up to further limit impacts on surrounding streets. (COA 26)

***Neighborhood Committee Requirements & Oversight.*** (COA 33)

- The City Council shall appoint a 3-person Neighborhood Committee that shall have advisory responsibility to review TDM reports and TDM plan performance.
- The Neighborhood Committee will convene within 30 days of submission of a TDM report and as needed to review other issues within its purview.
- The Neighborhood Committee will provide any recommendations to the planning and Development Services Director within 14 days of meeting.
  - If the Committee is unable to convene or provide a recommendation within the timelines above, the Planning and Development Services Director may act without the recommendations of the Committee.
  - Meetings of the Neighborhood Committee shall be subject to the Brown Act.
- The Neighborhood Committee members shall live within 500 feet of the school and serve two year terms.

***Castilleja Oversight for the Transportation Demand Management Plan.*** (COA 25 a viii)

- Oversight for the Transportation Demand Management Plan shall be the responsibility of the Head of School
- Other staff may be assigned responsibilities regarding the daily operations and enforcement of the plan.
- At the beginning of each year Castilleja will provide the neighbors and the City with a list of individual contacts with emails and phone numbers of the staff members assigned this

responsibility. (COA 17)

- A log will be kept of all communication and expressed concerns which are received and the School staff will review the log for trends and respond to remedy any problems.
- Neighbors who feel their concern was not properly responded to, can contact the number the School publishes for complaints.

## **Appendix A:**

### **Transportation and Parking Related COA's and Mitigation Measures**

Transportation Demand Management Plan	Condition of Approval (COA) or Mitigation Measure (MM)		
<b>Introduction</b>	<b>COA 20, 21</b>	<b>COA 21 e</b>	<b>COA 27</b>
<b>Performance Standards</b>			
ADT and AM Peak Standards	COA 22 a, c		
Exclusions	COA 24 b ii	COA 34 c	
<b>Data Collection Methodology</b>			
Permanent Vehicle Counter Devices	COA 22 b, d, e		
Summer School Trip Counts	COA 24 b ii		
Temporary Vehicle Counter Devices	COA 22 g	COA 31	COA 24 b iv
Preservation of Permanent Vehicle Counter Data	COA 22 e		
Maintenance of Vehicle Counting Devices	COA 22 e		
<b>TDM Reporting</b>			
Monitoring Periods and Deadlines	COA 23 a,b		
Reporting Requirements	COA 24 a,b, f, g, q	MM 7a	COA 22 j
Methodology	COA 24 c - f	COA 24 i	
Monitoring and Safety Operations	COA 24 g, h, j	MM 7a	
TDM Strategies	COA 24 k, l		
Additional TDM Reporting Requirements	COA 24 m - p, r	MM 7a	
Reporting Enrollment	COA 22 n	COA 4 c	COA 5
Special Event Reporting	COA 21 a		
<b>Required Mitigation Strategies</b>			
Comprehensive Incentive Program	COA 25 a xxi	COA 21 a	
Roundtrip Caltrain Shuttle Service	COA 22 h		
Committee Meetings Parking	COA 25 a xviii		
Juniors Driving to Campus	COA 22 m		
Campus Parking Guidelines	COA 22 k	COA 25 a vi	
Satellite Parking Guidelines	COA 22 o		
Assigned Parking Program	COA 25 a xiii		
Designated Visitor Parking	COA 25 a xiv	COA a xviii	
Exclusion From Future Residential Parking Permit Programs	COA 22 k		
Car Registration	COA 25 a ix	COA 25 a x	
Balancing Drop-off and Pick-up	COA 22 j	MM 7a - 15	
Daily Parking Monitoring	COA 25 a v, vi	COA 22 l	MM 7a
Limited Turning	MM 7a	COA 25 a iv	

All Deliveries and Buses at Designated Areas on Campus	COA 10		
Parking Monitor Responsibilities	COA 25 a v, vi	COE 25 a i,xx	MM 7a, COA 22 I
Traffic Monitor Responsibilities	MM 7a, COA 22 I	COA 25 a ii-iv, vi	COA 25 a xx
Use of Adjacent Housing Properties	COA 13		
Safety Warning Device	COA 12 c		
<b>Communications and Education</b>			
Parking and Traffic Rules	COA 25 a i-iii	MM 7a	COA 25 a vi, vii
Schoolwide Bicycle Encouragement Events	MM 7a - 16, 17		
Student Parent/Guardian Handbook	COA 25, 25 a	COA 19	
Student Parent/Guardian School TDM Communications	COA 25 a, a xii	COA 24 o	COA 21 a
Posting of the Monitoring Reports to the Website	COA 16 d		
Dedicated Phone Number and Email and Communication to Neighbors	COA 17		
<b>Event Mitigations</b>			
Major Event Parking	COA 25 a xvi, xvii	COA 6 a	
Special Event Parking	MM 4a, 7a	COA 22 i, 25 a xi	COA 6 h-j
Special Event Caltrain Shuttle	COA 22 i	COA 25 a xviii	
Special Event Calendar Process	COA 25 a xv		
<b>Summer Camp</b>			
Summer Camp Parking	COA 25 a xix		
<b>Fees for City Monitoring</b>			
Fees for City Monitoring	COA 30	COA 31	
<b>Violations and Enforcement</b>			
Violations and Enforcement	COA 28	COA 29	COA 34 a, b
Restoration of Enrollment	COA 34 b v		
Vehicle Counting Devices Monitoring	COA 22 e		
Potential Additional TDM	MM 7a		
<b>Oversight</b>			
Planning and Transportation Commission	COA 31	COA 23	
Director of Planning and Development Services	COA 25	COA 26	
Neighborhood Committee	COA 33		
Castilleja School	COA 25 a viii	COA 17	COA 25

**Appendix B:**

Castilleja School 2022-23 TDM Operations Guide & Program Manual

# Castilleja School

2022-23

## Transportation Demand Management Operations Guide & Program Manual

*An annual consolidation of Castilleja School TDM mitigation practices & requirements*



## **TDM CONDITIONS OF APPROVAL and MM REQUIREMENTS**

This Castilleja 2022-23 Transportation Demand Management (TDM) Operations Guide and Program Manual (“Operations Guide”) enumerates all aspects of the School’s TDM program for the 2022-23 school year. This Operations Guide was developed in the context of the City of Palo Record of Land Use Action (“RLUA”) dated June 8, 2022 and the Final TDM Plan required by the Conditions of Approval and the Mitigation Measures. *[Note: A reference summary of TDM related Conditions of Approval (COA’s) and the Mitigation Measures is provided in Table A, attached to this Operation Guide].*

## **OVERVIEW OF TDM PROGRAMS & OPERATIONS MANAGEMENT**

This Operations Guide provides an overview of the planned mitigation strategies for the 2022-23 academic year to achieve our AM peak trip threshold of 383 trips and our Average Daily Trip (ADT) threshold of 1198. It contains appropriate measures and elements consistent with other Palo Alto, Santa Clara County, and regional commute programs, as well as the required COA’s and Mitigation Measures required by the RLUA. The goal is that by implementing the strategies listed in this Operations Guide, Castilleja will successfully reduce trip counts and impact to the neighborhood.

### **The Operations Guide is categorized in the following sections:**

- I. Modes of Transportation
- II. Communication and Education
- III. Traffic and Parking Management
- IV. School Operations
- V. Monitoring and Reporting

## Modes of Transportation

### CARPOOLING

Castilleja actively encourages carpooling for employees, students, and parents/guardians. For employees, we offer cash incentives to those who commute with two or more in a car not in the same family. For students and parents/guardians we have programs in place to support the matching of families. In addition, Castilleja offers carpoolers in electric vehicles priority in using chargers in the employee parking lot.

- **Student Carpool Facilitation:** Castilleja's student carpool matching efforts include a parent representative who contacts households that live near an active carpool or live near other homes to help foster a carpool arrangement between these families. Parents looking for a carpool match can fill out the online form located on our website. A member of our parent community uses the survey results to help facilitate carpool matching.
- **Carpool Facilitator Parties:** Castilleja will organize small, informal carpool matching parties in neighborhoods where a high concentration of families live at the start of every school year.
- **Employee Carpool Facilitation:** Castilleja has a spreadsheet for employees on the Employee Transportation Portal for employees wishing to find a carpool partner.

### WALKING AND BIKING

Castilleja actively encourages walking and biking to school for both students and employees that live within a 2-mile radius of campus. For employees we offer a cash incentive for walking or biking to school. For employees and students, we provide on-site bike repair equipment and conduct bike safety and maintenance clinics.

- **Bicycle and Pedestrian Connections:** Bicycling and walking are an alternative to the private automobile. They are also zero-emission modes of transport and, therefore, every trip converted from a car to a bike or walk helps our air quality. Castilleja supports and encourages biking and walking programs. Our new campus will incorporate bicycle lanes and paths to promote bike commuting and walking.

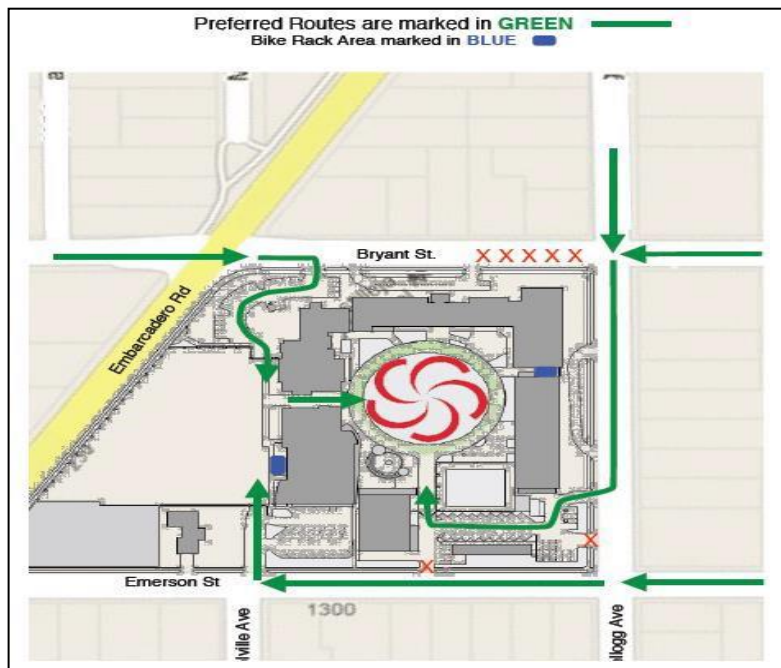


• **Bicycle Parking:** Castilleja provides more than 100 secure bicycle facilities which is currently more than enough bike parking for all of our students and employees who wish to commute to Castilleja by bicycle. For our campus remodel Castilleja plans to install 140 Class II secure bicycle parking facilities for bicycle commuters. Castilleja counts bicycle parking daily. As the demand for bicycle facilities expands, Castilleja will add more racks to accommodate the growing number of bicycle commuters.

- **Bicycle Repair Fix It Station:** Castilleja has a bicycle Fix-it station in the maintenance office. The bike Fix-it station includes an air compressor and a bike repair kit. We have staff that will assist any students or employees that need help with maintaining their bike.
- **Bicycle Tune Up Day:** Castilleja hosts two free events during the school year with a local bicycle shop or mobile service to provide free bicycle mini-tune-up or maintenance checks for all students, faculty, and staff. Tune-up events help promote the Bike-to-School Days campaign.
- **Bicycle Safety Education:** Castilleja hosts a bicycle safety education class taught by staff or a local bicycle advocacy organization twice per year. The bike safety workshop will review bike riding basics, family biking tips, and general bike mechanics.
- **On-Campus Bikeshare:** Castilleja currently has two school-owned bicycles for employees to use for lunchtime recreation or daytime errands.

- **Walking or Biking to Campus Guidelines:** Castilleja provides safe route mapping for biking and walking to school to students and employees. According to WalkScore.com, Castilleja rates a 72 out of 100 as a "very walkable" location. Shown below are guidelines for walking or biking to campus.

#### BIKING AND WALKING SAFE ROUTES MAP



#### TRANSIT, VAN, AND SHUTTLES.

- **Free School Bus and Van Service:** Castilleja offers free school bus and van service from Burlingame, San Mateo, Woodside, Portola Valley, the Los Altos region, East Palo Alto, and Menlo Park. This free service is available to students and employees. The school bus routes are listed on the Castilleja transportation resource portal, [Castilleja.org/transportation-portal](https://Castilleja.org/transportation-portal).
- **Caltrain Shuttle Van:** Castilleja operates three to four last-mile van pick-up services for students and employees traveling to and from school via Caltrain. The van picks students and employees up at the Palo Alto University Avenue Caltrain Station in the morning and provides return service to the station after school. The Caltrain shuttle schedule can be found on our transportation portal [Castilleja.org/transportation-portal](https://Castilleja.org/transportation-portal).

- **Student Parent/Guardian Incentive Program:** We currently offer our school bus/van and shuttle services free of charge to our students and employees. We will continue to monitor our current routes and look for opportunities to add routes as needed.

## Communication and Education

### CASTILLEJA TDM RESOURCE PORTAL WEBPAGE

- **Castilleja Commuter Resource Webpage (Portal):** Castilleja maintains web pages containing transportation resources and policy information for parents/guardians, students, and employees. Traffic reduction is a priority for the school. All school community members must abide by the school's TDM plan, posted on the Employee, and Parent/Guardian portals. The portals include instructions regarding all parking, car registration, and traffic circulation guidelines and the expectations that students, parents, and employees make every effort to reduce their transportation impact.
- **Employee Portal TDM Webpage:** Our employee transportation and parking TDM webpage contains some of the following information:
  - Parking requirements for employees who bring a car to campus
  - Information about our loaner bicycles
  - TDM pledge and trip reduction policy
  - Describes our 2022/23 employee incentive program
  - Links to: Bus/Van/Shuttle Schedules and Vehicle Registration
- **Parent/Guardian Portal Transportation Webpage:** Our parent/guardian transportation portal page contains some of the following information:
  - Traffic and trip reduction policy
  - Parking guidelines
  - Who can drive to campus (Seniors only)
  - Our van/bus shuttle program and links to the schedule
  - Link to our vehicle registration form

### STUDENT PARENT TDM COMMUNICATIONS

- **Student TDM Communications:** At the start of each semester Castilleja will remind Seniors that they must register all cars that will be driven to campus and review the traffic and parking policies.

- **Student Parent/Guardian School TDM Communications:** Castilleja sends out letters, emails, flyers, and our weekly newsletter communications to inform students and parents/guardians of the following:
  - Upcoming commuter fairs
  - Commuter policies
  - Transportation & free bus/shuttle services
  - Parking updates and information
  - Annual survey's
  - School traffic TDM requirements
  - Alternative options to consider such as biking, walking, carpooling or using the free bus/shuttle service
- **Student Parent Traffic Reduction Policy:** At the start of each school year and the second semester families receive communication about the importance of limiting the school's traffic impact on the surrounding neighborhood through transportation marketing materials, the handbook, and our TDM Transportation portal page. All students and parents are encouraged to carpool, ride Caltrain, and use the school's buses and shuttles. Students who live near campus are encouraged to walk or ride a bike to school.
- **Student Parent Handbook TDM Information:** At the start of each school year students and parents/guardians are provided a handbook with our traffic rules and consequences for non-compliance. All students and parents/guardians are required to sign a form attesting that they have received and read the handbook.

#### CASTILLEJA NEWS TRANSPORTATION SECTION NEWSLETTER

- **Castilleja's Weekly Newsletter:** CastiNews is Castilleja's weekly newsletter and includes information about events, parking, and traffic minimization. CastiNews goes to all students, parents/guardians and employees and includes a transportation and parking section. This section is used to provide traffic and parking updates for special events or any general updates as needed.

## Traffic and Parking Management

### PARKING RESTRICTIONS

- **Restrict Student Driving and Parking on Campus:** Juniors are prohibited from driving and parking on or around campus however 5 exceptions to this rule are allowed at any given time for students that have extenuating circumstances.
- **Campus Parking:** Students, parents/guardians, visitors and employees are informed that they may only park on campus, in the schools remote lots, and on the school side of the street around campus.
- **Designated Student and Employee Parking Program:** The school has created dedicated student parking in the senior lot and employee parking in the Kellogg/Emmerson lot. In addition, Castilleja has reserved EV Parking for employees that carpool and drive an Electric Vehicle. All visitors to campus are instructed to use the Admin Lot.
- **Visitor Parking Lot:** The area in front of the Administration Building has been designated as the visitor parking zone. All visitors to campus are instructed to use this parking lot.

### OFF-CAMPUS PARKING

- **Remote Parking Facilities:** Castilleja currently leases 25 parking spaces at First Presbyterian Church for use by employees allowing them to park and walk to campus. Castilleja also currently leases 15 parking spaces at University AME Zion Church for students and employees. There is a shuttle that runs between the church and the school in the morning and multiple times in the afternoon.
- **Rules for parking at the off-campus lots:**

#### First Presbyterian Church

- ❖ Parking is allowed 6:30 a.m. - 6:00 p.m.
- ❖ No moving your car to campus during the school day
- ❖ Be respectful of the neighborhood: Keep quiet when returning to your car.

### AME Zion Church

- ❖ Parking is allowed 6:00 a.m. – 8:00 p.m.
- ❖ Sign up the day before to schedule shuttle service
- ❖ Be respectful of the neighborhood: Keep quiet when returning to your car or waiting for the shuttle.

## SPECIAL EVENT PARKING MANAGEMENT

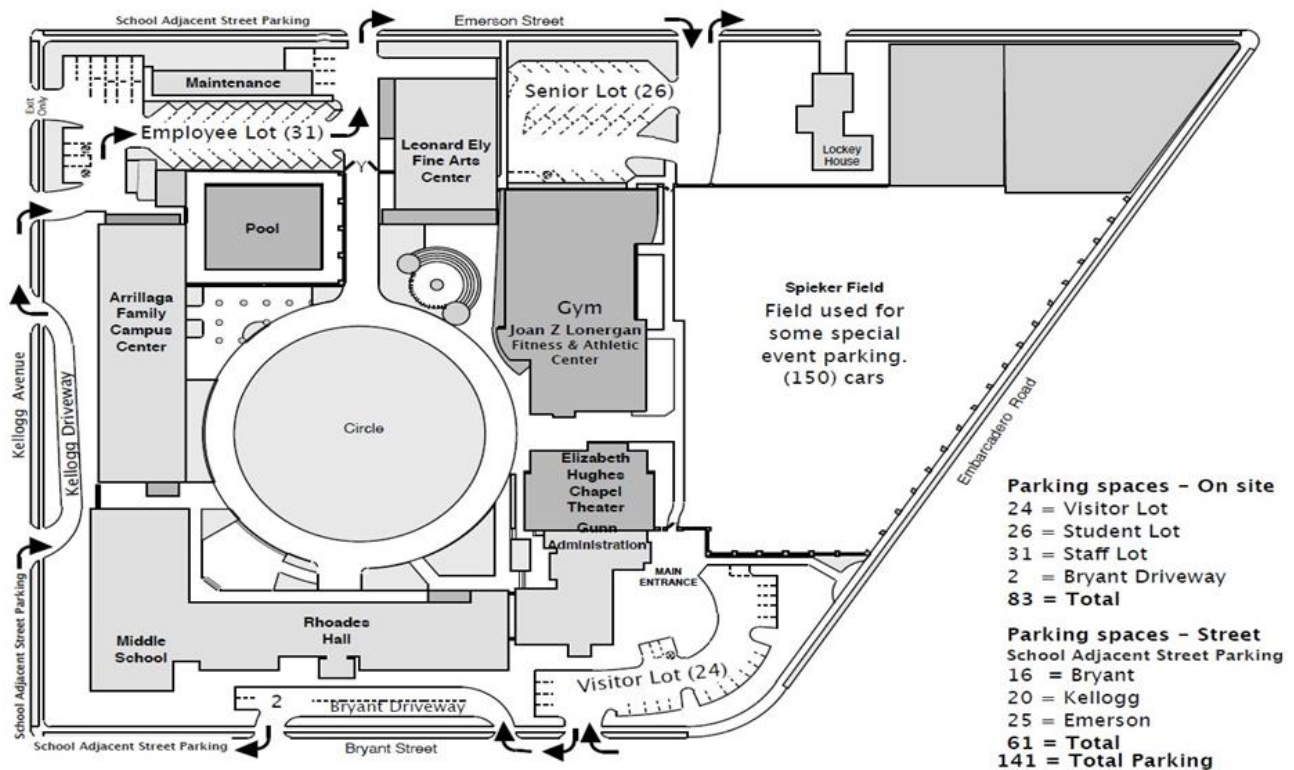
- **Special Event Parking and Traffic Management:** Castilleja will review the parking and traffic requirements for each special event included in our special event list provided to the City at the start of the school year.

Castilleja will implement our special event parking management mitigation measures (listed below) for events that fall into the following categories,

1. Major Events
2. Special Events taking place 8:30 a.m. - 2:30 p.m., with greater than 100 guests
3. Special Event taking place outside of instructional hours with greater than 160 guests

- **Special Event Parking Mitigation Measures:**
  - ✓ Provide traffic monitors to make sure that all vehicles park legally and safely.
  - ✓ Provide shuttles to Caltrain and publish the shuttle schedule in Casti News.
  - ✓ Make every effort to arrange off-site parking with nearby parking lots and provide shuttle service to and from the parking locations. The availability of these off-site parking locations will be communicated to attendees via Casti News Transportation section.
  - ✓ Use the athletic field for overflow parking when needed.

A nighttime and weekend supervisor lives in housing near the school to supervise traffic and parking during evening and weekend events. The employee is also on call should an unforeseen disruption occur. Below is an event parking map.



Rev 2/22/23

- Parking for School Committee Meetings:** For school committee meetings Castilleja will coordinate a parking plan and shuttle schedule. The parking plan and shuttle schedule will be communicated included in committee member communications. At the start of these meetings leaders will be instructed to remind guests of our parking policies and ask guests that are not parked in an approved location to move their cars.

## SUMMER CAMP PARKING AND TRAFFIC MANAGEMENT

- Summer Camp Parking Mitigation Measures:** Summer camp drop-off and pick-up will be conducted on campus. Camp employees will facilitate getting campers into vehicles and ensure all parking/traffic policies are being followed. It will be the responsibility of the Director of Summer Camp to enforce the policies with parents.

## TRAFFIC RULES, ENFORCEMENT, MONITORING AND MANAGEMENT

- Daily Traffic Management:** Castilleja uses school employees and security guards to help enforce all of our traffic rules. Castilleja traffic monitors will be identified by wearing a highly visible safety vest. During peak traffic times in the morning and afternoon Castilleja uses a total of eight attendants to enforce the following rules and safety measures:

- Right turn only rule into and out of campus driveways and parking lots
  - Make sure cars do not back up on Kellogg, Bryant, Emerson or Embarcadero
  - No double parking in the neighborhood
  - No drop-off/pick-up of students outside of approved drop-off locations
  - No blocking the neighbor driveways at any time.
  - Maintain traffic flow in driveways. Drivers are directed to circle the block and return if their student is not at the pick-up location.
  - Monitor the exit onto Bryant street to assure that the bike route is kept safe upon exiting.
- **Traffic Monitor Training:** At the beginning of the school year school traffic monitors are trained on the above procedures as well as being instructed to report any excessive vehicle queues, safety concerns, or other concerns or recommendations to improve safety and circulation.
- **Daily Onsite and Surrounding Public Street Parking Oversight:** At least once per day traffic attendants will monitor parking onsite and on surrounding public streets. Any offenders are notified to move their car and added to our violation list for follow up if necessary.
- **Student Drop-off and Pick Up Distribution:** Castilleja has multiple drop-off and pick up locations. Morning drop-offs and afternoon pick-ups are positioned in separate locations depending on grade level, carpool, and multi grade level families. Families who carpool use the priority loading area in the Employee Lot located by the pool. Castilleja attempts to distribute a portion of users at drop-off/pick-up areas (43% Bryant St, 30% Kellogg Ave, and 27% Bryant St. onto Emerson St.) to manage peak-hour traffic more efficiently. Castilleja will routinely monitor and reassess the drop-off/pick-up assignments to balance traffic flow and mitigate any back up onto the surrounding streets.

## School Operations

**Transportation Coordinators:** Castilleja has designated two staff members to support the school's transportation facilities and programs. One staff person has a primary responsibility to oversee and manage transportation programs for the school. A second staff member aids and supports the transportation coordinator.

**Vehicle Registration and Permitting:** Vehicle registration and permitting are required for all students, parents/guardians, and employees. The Transportation Portal, under the Vehicle Registration link, completes the registration process. Upon registration a parking sticker is issued which must be affixed to the lower right-hand corner of the car's windshield.

## EMPLOYEE TDM POLICY

- **Start of School Year Employee TDM Communication:** At the start of each school year Castilleja sets aside time for employees to register their cars, receive their I.D. tags and review the traffic and parking policies.
- **Employee TDM Handbook:** At the beginning of each school year, all Castilleja employees receive an Employee Policy Handbook. The handbook contains a section that describes the TDM rules employees are expected to follow to comply with the TDM related COA's and Mitigation Measures. All employees are encouraged to walk, ride a bike, carpool, take the train, or use the various Castilleja shuttles to campus and abide by all transportation demand programs outlined in the Transportation Section of our Employee Portal and Employee Handbook.
- **Employee TDM Reduction Pledge – Mandatory Participation:** For the 2022-23 school year we are asking all employees to commit to doing one of the following, at least four times a week:
  1. Commute by means other than a car (walk, bike, take the train, or use Castilleja van/bus transportation)
  2. Carpool with two or more non-family members
  3. Park in one of the remote parking lots

Employees who cannot fulfill one of the options above at least four days a week, are required to sign up to help with traffic duty on days when they need to park on campus.

- **Employee TDM Commitment Survey:** All employees are sent a survey at the beginning of the school year and asked to identify which of the above options they plan to commit to. When employees check-in to our school's computer system each morning they are asked a survey question regarding their mode of transportation for that day. We use this information to monitor TDM compliance and to calculate incentives for using alternative forms of transportation.
- **New Employee TDM Orientation Packet:** As new employees arrive at Castilleja, they are supplied with a TDM Orientation Packet. This packet covers commuting to campus, preferred transport modes, commuting by car limitations, TDM monitoring and participation, and the importance of the TDM Requirements.
- **Employee Transit Benefits:** Employees can elect Commuter Transit benefits. Castilleja will provide employees up to \$92.50 per pay period (maximum of \$185 a month) towards their commute costs when they use public transportation to commute to and from Castilleja at least 4 days a week. Funds will be issued directly to a debit card

by our administrator, HRPro and spending deemed to be commuter funds would be limited to the purchase of a Clipper Card, or SamTrans or BART passes or transit parking.

- **Employee Incentive Program:** Castilleja actively encourages carpooling and alternative means of transportation to school. Employees earn \$2.50 for each day they bike, walk, park remotely, carpool, or take public transportation. Employees must record their daily mode of transportation via the VisitU app. We use this data to calculate our TDM incentives and for TDM Plan Reporting.
- **Employee TDM Expense Reimbursement:** Employees are eligible for a \$50 annual employee reimbursement to defray the cost of their TDM compliance. The reimbursement covers bike tires, inner tubes, rain boots, helmets, bike gear, bike tune-ups, transit costs, walking shoes, or fuel costs for carpool or vanpools.

## Monitoring and Reporting

- **Permanent Vehicle Counter Devices:** Castilleja installed permanent vehicle counter devices at the entrances and exits of drop-off locations, surface parking lots, and garages. Castilleja will monitor the number of vehicle trips to and from campus during the peak morning hours.
- **Temporary Vehicle Counter Devices:** From time to time, Castilleja will install temporary vehicle counter devices in the public right of way at locations determined by the City Planning Director.
- **Annual Student Travel Mode Assessment Transportation Survey:** Annually, Castilleja will conduct an online survey of students and parents to understand better commute patterns and programs that might encourage them not to drive alone to campus. The findings of each survey will help inform the selection of strategies that may have the most significant impact on reducing future vehicle trips to campus and parking demand. The academic year-end Castilleja TDM Monitoring Report will include the annual student (parent and employee) travel mode survey data.
- **City Costs Associated with Annual Compliance Review:** Castilleja will deposit \$15,000 with the city to cover all city costs associated with the annual review of the school's compliance report.
- **Monitoring Report:** Compiled TDM and travel data will generate a descriptive monitoring report for the City, according to the below chart. However, only the academic year-end monitoring report will include the annual student, parent, and employee commuter survey and mode-use survey data.

**Appendix A:**

**Transportation and Parking Related COA's and Mitigation Measures**

Transportation Demand Management Plan	Condition of Approval (COA) or Mitigation Measure (MM)		
Introduction	COA 20, 21	COA 21 e	COA 27
Performance Standards			
ADT and AM Peak Standards	COA 22 a, c		
Exclusions	COA 24 b ii	COA 34 c	
Data Collection Methodology			
Permanent Vehicle Counter Devices	COA 22 b, d, e		
Summer School Trip Counts	COA 24 b ii		
Temporary Vehicle Counter Devices	COA 22 g	COA 31	COA 24 b iv
Preservation of Permanent Vehicle Counter Data	COA 22 e		
Maintenance of Vehicle Counting Devices	COA 22 e		
TDM Reporting			
Monitoring Periods and Deadlines	COA 23 a,b		
Reporting Requirements	COA 24 a,b, f, g, q	MM 7a	COA 22 j
Methodology	COA 24 c - f	COA 24 i	
Monitoring and Safety Operations	COA 24 g, h, j	MM 7a	
TDM Strategies	COA 24 k, l		
Additional TDM Reporting Requirements	COA 24 m - p, r	MM 7a	
Reporting Enrollment	COA 22 n	COA 4 c	COA 5
Special Event Reporting	COA 21 a		
Required Mitigation Strategies			
Comprehensive Incentive Program	COA 25 a xxi	COA 21 a	
Roundtrip Caltrain Shuttle Service	COA 22 h		
Committee Meetings Parking	COA 25 a xviii		
Juniors Driving to Campus	COA 22 m		
Campus Parking Guidelines	COA 22 k	COA 25 a vi	
Satellite Parking Guidelines	COA 22 o		
Assigned Parking Program	COA 25 a xiii		
Designated Visitor Parking	COA 25 a xiv	COA a xviii	
Exclusion From Future Residential Parking Permit Programs	COA 22 k		
Car Registration	COA 25 a ix	COA 25 a x	
Balancing Drop-off and Pick-up	COA 22 j	MM 7a - 15	

Daily Parking Monitoring	COA 25 a v, vi	COA 22 l	MM 7a
Limited Turning	MM 7a	COA 25 a iv	
All Deliveries and Buses at Designated Areas on Campus	COA 10		
Parking Monitor Responsibilities	COA 25 a v, vi	COE 25 a i,xx	MM 7a, COA 22 l
Traffic Monitor Responsibilities	MM 7a, COA 22 l	COA 25 a ii-iv, vi	COA 25 a xx
Use of Adjacent Housing Properties	COA 13		
Safety Warning Device	COA 12 c		
Communications and Education			
Parking and Traffic Rules	COA 25 a i-iii	MM 7a	COA 25 a vi, vii
Schoolwide Bicycle Encouragement Events	MM 7a - 16, 17		
Student Parent/Guardian Handbook	COA 25, 25 a	COA 19	
Student Parent/Guardian School TDM Communications	COA 25 a, a xii	COA 24 o	COA 21 a
Posting of the Monitoring Reports to the Website	COA 16 d		
Dedicated Phone Number and Email and Communication to Neighbors	COA 17		
Event Mitigations			
Major Event Parking	COA 25 a xvi, xvii	COA 6 a	
Special Event Parking	MM 4a, 7a	COA 22 i, 25 a xi	COA 6 h-j
Special Event Caltrain Shuttle	COA 22 i	COA 25 a xviii	
Special Event Calendar Process	COA 25 a xv		
Summer Camp			
Summer Camp Parking	COA 25 a xix		
Fees for City Monitoring			
Fees for City Monitoring	COA 30	COA 31	
Violations and Enforcement			
Violations and Enforcement	COA 28	COA 29	COA 34 a, b
Restoration of Enrollment	COA 34 b v		
Vehicle Counting Devices Monitoring	COA 22 e		
Potential Additional TDM	MM 7a		
Oversight			
Planning and Transportation Commission	COA 31	COA 23	
Director of Planning and Development Services	COA 25	COA 26	
Neighborhood Committee	COA 33		
Castilleja School	COA 25 a viii	COA 17	COA 25

# Appendix B:

## Special Events Schedule

## Castilleja Events 2022–2023

Event Name	Event Date	Event Time	Estimated Count	TDM Parking Plan - All events on this list have parking information listed in our CastiNews weekly newsletter under our transportation and TDM section.
New 6th Grade Family Welcome	Saturday, August 20, 2022	3:30pm-5:30pm	100+	Campus lots, campus curbside. 3 parking attendants.
Opening Day Tie Ceremony	Thursday, August 25, 2022	8:00am-3:30pm	Major	Spieker field, caltrain shuttle, remote parking, campus curbside. 10 parking attendants.
Back to School Night	Thursday, September 15, 2022	5:45pm-9:00pm	Major	Spieker field, caltrain shuttle, remote parking, campus curbside. 10 parking attendants
Sports Festival Games & BBQ Night	Friday, September 23, 2022	6:00pm-8:00pm	100+	Spieker field, campus parking lots, campus curbside. 4-6 parking attendants.
Reunion Friday Lunch and Panel	Friday, September 23, 2022	9:00am-2:00pm	50-100	Spieker field, campus parking lots, campus curbside. 4-6 parking attendants.
Reunion Saturday Lunch and Talk	Saturday, September 24, 2022	10:00am-4:00pm	50-100	Campus parking lots, campus curbside. 3 parking attendants.
Middle School Social	Friday, October 7, 2022	6:00pm-8:00pm	100+	Spieker field, campus lots. 3-4 parking attendants.
US Preview for 8th Grade Families	Wednesday, October 12, 2022	6:30pm - 8:00pm	100+	Campus lots, campus curbside. 2 Casti parking attendants.
Middle School Admissions Open House	Saturday, October 15, 2022	8:30am-1:00pm	100+	Spieker field, campus lots, campus curbside. 8 parking attendants.
Keeping the Circle Green	Tuesday, October 25, 2022	6:00pm-8:00pm	100+	Spieker field, campus lots, campus curbside. 8 parking attendants.
Upper School Dance	Friday, October 28, 2022	8:00pm-10:00pm	100+	Campus lots, campus curbside. 3 parking attendants.
Sports Event: MS Swim Meet	Tuesday, September 20, 2022	3:45pm-6:45pm	50-100	Spieker field, campus lots, campus curbside parking. 4 parking attendants.
Sports Event: MS Swim Meet	League Date TBD	3:45pm-6:45pm	50-100	Spieker field, campus lots, campus curbside parking. 4 parking attendants.
Student Presentation	Date TBD	Mon-Sat Daytime	100+	Spieker field, admin lot. 3 parking attendants.
Parent/Student Meeting	Date TBD	Mon-Sat Daytime	100+	Spieker field, admin lot. 3 parking attendants.
Upper School Musical	Friday, November 11, 2022	7:30pm-10:00pm	100+	Campus parking lots, campus curbside. 3 parking attendants.
Upper School Musical	Saturday, November 12, 2022	2:00pm-4:30pm	100+	Campus parking lots, campus curbside. 3 parking attendants.
Upper School Musical	Saturday, November 12, 2022	7:30pm-10:00pm	100+	Campus parking lots, campus curbside. 3 parking attendants.
Middle School Admissions Open House/Campus Tour	Saturday, December 10, 2022	8:00am-1:00pm	100+	Spieker field, campus lots, campus curbside. 10 parking attendants.
Grandparents Day	Friday, November 18, 2022	12:00pm-3:30pm	100+	Spieker field, admin lot, campus curbside, Caltrain shuttle. 6 parking attendants.
Upper School Admissions Open House	Saturday, November 12, 2022	8:00am-1:00am	100+	Spieker field, campus lots, campus curbside. 10 parking attendants.
Winter Concert - Student Performance	Tuesday, December 06, 2022	7:00pm-9:00pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Student Event	Date TBD	Saturday Evening	100+	Campus lots, campus curbside. 4 parking attendants.
Bourn Lab Season Kick Off	Saturday, January 7, 2023	9:00am - 4:00pm	50-100	Campus lots, curbside parking.
Parent Outreach SEL	Tuesday, February 14, 2023	9:00am - 10:00am	100+	Spieker field, admin lot. 3 parking attendants.
Middle School Musical	Friday, January 20, 2023	7:30pm-10pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Middle School Musical	Saturday, January 21, 2023	7:30pm-10pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Middle School Musical	Saturday, January 21, 2023	2:00pm-6:30pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Alum Water Polo Game	Saturday, May 20, 2023	11:00am-2:00pm	50-100	Admin lot, campus curbside. 2 Castilleja parking attendants.
Arts with a Heart Performance	Friday, February 10, 2023	7:30pm-9:30pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Arts with a Heart Performance	Saturday, February 11, 2023	7:30pm-9:30pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Arts with a Heart Performance	Saturday, February 11, 2023	2:00pm-4:00pm	100+	Spieker field, campus lots, campus curbside. 6 parking attendants.
Middle School Spring Social/Dance	Friday, March 03, 2023	6:30pm-8:30pm	100+	Spieker field, campus lots. 3 parking attendants.
Student Share Out -Facing History Student	Thursday, March 16, 2023	9:30am-2:15pm	50-100	They will arrive using 2 vans and one bus. The two vans will park in the visitor lot
Major Fundraiser	Saturday, March 25, 2023	6:00pm-10:00pm	Major	Spieker field, caltrain shuttle, remote parking, campus curbside. 10 parking attendants
Upper School Swim Meet	Thursday, March 30, 2023	4:00pm - 6:00pm	100+	Spieker field, campus lots, campus curbside. 3 parking attendants.
New 6th Grade Family Welcome	Tuesday, April 25, 2023	5:00pm-7:00pm	100+	Campus lots, campus curbside. 2 parking attendants.
Founders Day Luncheon	Friday, April 28, 2023	12:00pm-3:00pm	Major	Spieker field, caltrain shuttle, remote parking, campus curbside. 10 parking attendants
Upper School Play	Friday, April 28, 2023	7:30pm-9:30pm	50-100	Campus lots, campus curbside parking. 2 - 3 parking attendants.
Upper School Play	Saturday, April 29, 2023	2:30pm-4:30pm	50-100	Campus lots, campus curbside parking. 2 - 3 parking attendants.
Upper School Play	Saturday, April 29, 2023	7:30pm-9:30pm	50-100	Campus lots, campus curbside parking. 2 - 3 parking attendants.
Parent SEL Meeting	Date TBD	Mon-Sat Daytime	50-100	Spieker field, admin lot. 2-3 parking attendants.
Student/Parent Meeting	Date TBD	Mon-Sat Daytime	100+	Spieker field, admin lot. 2-4 parking attendants.
Upper School Swim Meet	Wednesday, April 19, 2023	4:00pm- 6:00pm	100+	Spieker field, campus lots, campus curbside. 2-3 parking attendants.
Middle School Water Polo Competition	League Date TBD	8:00am-1:30pm	100+	Spieker field, campus lots, campus curbside. 2-3 parking attendants.
New 9th Grade Families Reception	Tuesday, May 9, 2023	5:30pm-7:30pm	50-100	Campus lots, campus curbside. 3 Casti parking attendants.
Parent Association Transition Meeting	Friday, May 12, 2023	10:00am-2:00pm	50-100	Spieker field, admin lot. 3 Castilleja parking attendants.
Celebration of Sports	Tuesday, May 16, 2023	6:00pm-8:00pm	100+	Spieker field, campus lots, campus curbside. 4 parking attendants.
Junior and Senior Class Banquet/Dance	Friday, May 19, 2023	5:00pm-10:00pm	100+	Campus lots, campus curbside. 2 Castilleja parking attendants.
Spring Concert - Student Performance	Wednesday, May 24, 2023	7:00pm-9:00pm	100+	Spieker field, campus lots, campus curbside. 4 parking attendants.
Middle School Science Presentations	Friday, May 26, 2023	1:30pm - 2:45pm	100+	Spieker field, campus lots, campus curbside parking. 4 parking attendants.
Student Class Day	Thursday, June 1, 2023	1:00pm-3:00pm	100+	Spieker field, admin lot. 3 parking attendants.
8th Grade Promotion	Friday, June 2, 2023	2:00pm-4:00pm	50-100	Spieker field, campus lots, campus curbside parking. 3 parking attendants.
Baccalaureate/Commencement Activities	Friday, June 02, 2023	5:00pm-6:30pm	Major	Spieker field, campus lots, campus curbside parking. 3 parking attendants.
Commencement	Saturday, June 03, 2023	2:00pm-4:30pm		Spieker field, campus lots, campus curbside, remote parking, caltrain shuttle. 8 parking attendants.
<b>Counts</b>				
Major Events - 5				
100+ Events - 37				
50-100 Events - 13				
Saturday Evening Events - 5				
Evening Events Mon-Fri - 16				
Last Updated Date: 10/25/2022				

# Appendix C:

## February 2023 Field Count Data

## Traffic Data Service -- San Jose, CA

### Event Counts

#### EventCount-95 -- English (ENU)

##### Datasets:

**Site:** [DW3] BRYANT ST LOOP DW  
**Input A:** 2 - East bound. - Lane= 1, Added to totals. (/2.000)  
**Input B:** 0 - Unused or unknown. - Lane= 0, Excluded from totals.  
**Data type:** Axle sensors - Separate (Count)

##### Profile:

**Name:** Default Profile  
**Scheme:** Count events divided by setup divisor  
**Units:** Non metric (ft, mi, ft/s, mph, lb, ton)

#### \* Monday, February 13, 2023=137, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	8	67	0	0	0	0	0	2	28	8	22	5	1	0	0	0	0	0
0	0	0	0	0	0	0	0	12	0	0	0	0	0	0	0	3	17	5	1	0	0	0	0	0
0	0	0	0	0	0	0	0	48	0	0	0	0	0	0	22	1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	2	7	0	0	0	0	0	0	3	3	4	0	0	0	0	0	0	0
0	0	0	0	0	0	0	6	0	0	0	0	0	0	2	4	1	1	0	0	0	0	0	0	0

AM Peak 0745 - 0845 (73), AM PHF=0.38 PM Peak 1515 - 1615 (31), PM PHF=0.35

#### \* Tuesday, February 14, 2023=116, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	2	60	0	0	0	0	0	0	30	5	15	4	1	0	0	0	0	0
0	0	0	0	0	0	0	0	13	0	0	0	0	0	0	1	1	6	4	1	0	0	0	0	0
0	0	0	0	0	0	0	0	44	0	0	0	0	0	0	17	1	4	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	6	1	4	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	6	3	2	0	0	0	0	0	0	0

AM Peak 0745 - 0845 (61), AM PHF=0.35 PM Peak 1500 - 1600 (30), PM PHF=0.45

## Traffic Data Service -- San Jose, CA

### Event Counts

#### EventCount-94 -- English (ENU)

##### Datasets:

**Site:** [DW2] BRYANT ST LOOP DW  
**Input A:** 4 - West bound. - Lane= 0, Added to totals. (/2.000)  
**Input B:** 0 - Unused or unknown. - Lane= 0, Excluded from totals.  
**Data type:** Axle sensors - Separate (Count)

##### Profile:

**Name:** Default Profile  
**Scheme:** Count events divided by setup divisor  
**Units:** Non metric (ft, mi, ft/s, mph, lb, ton)

#### \* Monday, February 13, 2023=137, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	8	70	0	0	0	0	0	3	26	13	14	2	1	0	0	0	0	0
0	0	0	0	0	0	0	0	19	0	0	0	0	0	0	9	5	7	2	1	0	0	0	0	0
0	0	0	0	0	0	0	0	47	0	0	0	0	0	0	10	1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	2	4	0	0	0	0	0	0	3	3	6	0	0	0	0	0	0	0
0	0	0	0	0	0	0	6	0	0	0	0	0	0	3	4	4	1	0	0	0	0	0	0	0

AM Peak 0745 - 0845 (76), AM PHF=0.40 PM Peak 1500 - 1600 (26), PM PHF=0.65

#### \* Tuesday, February 14, 2023=118, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	3	62	0	0	0	0	0	0	33	8	9	3	0	0	0	0	0	0
0	0	0	0	0	0	0	0	14	0	0	0	0	0	0	11	1	3	2	0	0	0	0	0	0
0	0	0	0	0	0	0	0	45	0	0	0	0	0	0	12	1	4	0	0	0	0	0	0	0
0	0	0	0	0	0	0	1	3	0	0	0	0	0	0	4	1	2	0	0	0	0	0	0	0
0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	7	5	0	1	0	0	0	0	0	0

AM Peak 0745 - 0845 (64), AM PHF=0.36 PM Peak 1500 - 1600 (33), PM PHF=0.72

## Traffic Data Service -- San Jose, CA

### Event Counts

#### EventCount-92 -- English (ENU)

##### Datasets:

**Site:** [DW4] KELLOGG AVE LOOP DW  
**Input A:** 1 - North bound. - Lane= 1, Added to totals. (/2.000)  
**Input B:** 0 - Unused or unknown. - Lane= 0, Excluded from totals.  
**Data type:** Axle sensors - Separate (Count)

##### Profile:

**Name:** Default Profile  
**Scheme:** Count events divided by setup divisor  
**Units:** Non metric (ft, mi, ft/s, mph, lb, ton)

#### \* Monday, February 13, 2023=121, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	4	45	1	0	1	0	0	1	28	7	29	5	3	0	0	0	0	0
0	0	0	0	0	0	0	1	11	1	0	0	0	0	1	0	2	10	3	2	0	0	0	0	0
0	0	0	0	0	0	0	0	33	0	0	1	0	0	0	23	2	7	1	1	0	0	0	0	0
0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	2	2	10	0	1	0	0	0	0	0
0	0	0	0	0	0	0	3	1	1	0	0	0	0	0	3	1	3	1	0	0	0	0	0	0

AM Peak 0745 - 0845 (48), AM PHF=0.36 PM Peak 1515 - 1615 (30), PM PHF=0.33

#### \* Tuesday, February 14, 2023=129, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	2	53	0	0	1	0	1	1	38	6	15	7	4	3	1	0	0	0
0	0	0	0	0	0	0	0	6	0	0	1	0	1	1	2	1	7	2	1	0	0	0	0	0
0	0	0	0	0	0	0	0	42	0	0	0	0	1	0	25	1	2	3	2	1	1	0	0	0
0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	9	3	5	2	1	1	0	0	0	0
0	0	0	0	0	0	0	2	1	0	0	1	0	0	0	2	1	2	1	1	1	0	0	0	0

AM Peak 0745 - 0845 (54), AM PHF=0.32 PM Peak 1500 - 1600 (38), PM PHF=0.38

## Traffic Data Service -- San Jose, CA

### Event Counts

#### EventCount-93 -- English (ENU)

##### Datasets:

**Site:** [DW5] KELLOGG AVE LOOP DW  
**Input A:** 3 - South bound. - Lane= 0, Added to totals. (/2.000)  
**Input B:** 0 - Unused or unknown. - Lane= 0, Excluded from totals.  
**Data type:** Axle sensors - Separate (Count)

##### Profile:

**Name:** Default Profile  
**Scheme:** Count events divided by setup divisor  
**Units:** Non metric (ft, mi, ft/s, mph, lb, ton)

#### \* Monday, February 13, 2023=121, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	1	47	0	0	1	0	2	0	29	7	28	4	3	0	1	0	0	0
0	0	0	0	0	0	0	0	9	0	0	0	0	1	0	0	0	8	3	2	0	0	0	0	0
0	0	0	0	0	0	0	0	36	0	0	1	0	1	0	24	3	6	1	0	0	1	0	0	0
0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	3	12	0	1	0	0	0	0	0
0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	3	1	2	0	0	0	0	0	0	0

AM Peak 0745 - 0845 (48), AM PHF=0.33 PM Peak 1500 - 1600 (29), PM PHF=0.30

#### \* Tuesday, February 14, 2023=126, 15 minute drops

0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	
0	0	0	0	0	0	0	1	49	1	1	0	0	0	1	37	9	16	6	3	3	3	0	0	0
0	0	0	0	0	0	0	0	5	0	0	0	0	0	1	0	4	7	2	0	1	1	0	0	0
0	0	0	0	0	0	0	0	38	0	1	0	0	0	0	24	2	2	2	1	0	1	0	0	0
0	0	0	0	0	0	0	0	6	1	0	0	0	0	0	13	4	5	1	1	2	0	0	0	0
0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	0	2	1	1	0	1	0	0	0

AM Peak 0745 - 0845 (50), AM PHF=0.33 PM Peak 1515 - 1615 (40), PM PHF=0.43

Study Name EMERSON ST - EXIT ONLY DW  
 Start Date 2/13/2023  
 Start Time 7:00 AM  
 Site Code 8

Direction: Westbound Eastbound  
 Group All Vehicles All Vehicles

**2/13/2023**

7:00 AM	1	0
7:15 AM	2	0
7:30 AM	3	0
7:45 AM	1	0
8:00 AM	1	2
8:15 AM	0	4
8:30 AM	1	0
8:45 AM	0	0
9:00 AM	0	0
9:15 AM	1	0
9:30 AM	0	0
9:45 AM	1	2
10:00 AM	1	0
10:15 AM	0	0
10:30 AM	0	0
10:45 AM	0	0
11:00 AM	0	0
11:15 AM	0	0
11:30 AM	0	0
11:45 AM	1	0
12:00 PM	0	0
12:15 PM	1	0
12:30 PM	0	0
12:45 PM	1	0
1:00 PM	1	0
1:15 PM	0	0
1:30 PM	0	0
1:45 PM	0	0
2:00 PM	1	0
2:15 PM	0	0
2:30 PM	0	0
2:45 PM	1	0
3:00 PM	2	0
3:15 PM	6	1
3:30 PM	4	0
3:45 PM	1	1
4:00 PM	1	2
4:15 PM	2	1
4:30 PM	1	1
4:45 PM	1	0
5:00 PM	5	0
5:15 PM	0	0
5:30 PM	2	0
5:45 PM	5	0
6:00 PM	1	0
6:15 PM	1	1
6:30 PM	0	0
6:45 PM	0	0

**2/14/2023**

	Westbound All Vehicles	Eastbound All Vehicles
7:00 AM	2	0
7:15 AM	2	0
7:30 AM	5	0
7:45 AM	1	0
8:00 AM	1	1
8:15 AM	0	3
8:30 AM	1	0
8:45 AM	0	0
9:00 AM	1	0
9:15 AM	2	0
9:30 AM	0	0
9:45 AM	0	0
10:00 AM	0	0
10:15 AM	1	0
10:30 AM	0	0
10:45 AM	1	0
11:00 AM	1	0
11:15 AM	3	0
11:30 AM	3	0
11:45 AM	1	0
12:00 PM	2	1
12:15 PM	1	0
12:30 PM	0	0
12:45 PM	0	0
1:00 PM	1	0
1:15 PM	2	1
1:30 PM	1	0
1:45 PM	0	0
2:00 PM	0	0
2:15 PM	0	0
2:30 PM	3	0
2:45 PM	0	0
3:00 PM	0	0
3:15 PM	6	0
3:30 PM	3	0
3:45 PM	1	0
4:00 PM	2	1
4:15 PM	0	0
4:30 PM	3	0
4:45 PM	2	0
5:00 PM	7	0
5:15 PM	9	0
5:30 PM	5	1
5:45 PM	7	0
6:00 PM	3	0
6:15 PM	0	0
6:30 PM	1	0
6:45 PM	4	0

Study Name EMERSON ST - SENIOR LOT DW  
 Start Date 2/13/2023  
 Start Time 7:00 AM  
 Site Code 9

Direction: Group	Westbound All Vehicles	Eastbound All Vehicles		Westbound All Vehicles	Eastbound All Vehicles
<b>2/13/2023</b>			<b>2/14/2023</b>		
7:00 AM	0	0	7:00 AM	0	0
7:15 AM	0	0	7:15 AM	0	0
7:30 AM	0	0	7:30 AM	0	0
7:45 AM	0	0	7:45 AM	0	0
8:00 AM	0	3	8:00 AM	0	6
8:15 AM	0	17	8:15 AM	0	33
8:30 AM	0	3	8:30 AM	1	13
8:45 AM	0	1	8:45 AM	1	7
9:00 AM	1	2	9:00 AM	0	4
9:15 AM	0	0	9:15 AM	0	1
9:30 AM	3	3	9:30 AM	0	3
9:45 AM	2	1	9:45 AM	1	8
10:00 AM	2	0	10:00 AM	7	1
10:15 AM	0	0	10:15 AM	3	1
10:30 AM	1	1	10:30 AM	2	1
10:45 AM	0	1	10:45 AM	0	0
11:00 AM	2	1	11:00 AM	1	2
11:15 AM	3	0	11:15 AM	4	1
11:30 AM	0	0	11:30 AM	2	1
11:45 AM	0	0	11:45 AM	0	2
12:00 PM	0	2	12:00 PM	3	3
12:15 PM	1	3	12:15 PM	2	2
12:30 PM	1	1	12:30 PM	1	1
12:45 PM	0	0	12:45 PM	1	1
1:00 PM	0	0	1:00 PM	2	1
1:15 PM	0	0	1:15 PM	0	0
1:30 PM	0	0	1:30 PM	1	0
1:45 PM	0	1	1:45 PM	0	1
2:00 PM	2	1	2:00 PM	2	0
2:15 PM	1	1	2:15 PM	3	0
2:30 PM	0	0	2:30 PM	1	0
2:45 PM	1	1	2:45 PM	0	0
3:00 PM	0	1	3:00 PM	5	2
3:15 PM	6	0	3:15 PM	12	5
3:30 PM	2	1	3:30 PM	0	1
3:45 PM	2	1	3:45 PM	1	3
4:00 PM	0	1	4:00 PM	1	1
4:15 PM	0	0	4:15 PM	0	1
4:30 PM	6	1	4:30 PM	2	6
4:45 PM	1	4	4:45 PM	6	5
5:00 PM	5	1	5:00 PM	3	3
5:15 PM	5	1	5:15 PM	3	2
5:30 PM	5	2	5:30 PM	4	1
5:45 PM	0	0	5:45 PM	6	1
6:00 PM	1	1	6:00 PM	5	2
6:15 PM	0	0	6:15 PM	0	1
6:30 PM	0	0	6:30 PM	1	1
6:45 PM	0	0	6:45 PM	3	0

Study Name KELLOGG AVE - STAFF LOT - EAST DW  
 Start Date 2/13/2023  
 Start Time 7:00 AM  
 Site Code 6

Direction:	Southbound	Northbound		Westbound	Eastbound
Group	All Vehicles	All Vehicles		All Vehicles	All Vehicles
2/13/2023			2/14/2023		
7:00 AM	0	4	7:00 AM	0	2
7:15 AM	0	1	7:15 AM	0	3
7:30 AM	0	1	7:30 AM	0	1
7:45 AM	0	1	7:45 AM	0	3
8:00 AM	0	3	8:00 AM	0	2
8:15 AM	0	3	8:15 AM	0	3
8:30 AM	0	1	8:30 AM	0	1
8:45 AM	0	1	8:45 AM	0	0
9:00 AM	0	0	9:00 AM	0	1
9:15 AM	0	0	9:15 AM	0	2
9:30 AM	0	1	9:30 AM	0	0
9:45 AM	0	0	9:45 AM	0	3
10:00 AM	0	0	10:00 AM	0	1
10:15 AM	1	2	10:15 AM	0	1
10:30 AM	0	1	10:30 AM	0	0
10:45 AM	0	0	10:45 AM	0	3
11:00 AM	0	0	11:00 AM	0	0
11:15 AM	1	0	11:15 AM	0	0
11:30 AM	0	1	11:30 AM	0	0
11:45 AM	0	0	11:45 AM	0	1
12:00 PM	0	1	12:00 PM	0	0
12:15 PM	0	0	12:15 PM	0	1
12:30 PM	0	0	12:30 PM	0	4
12:45 PM	0	2	12:45 PM	0	1
1:00 PM	0	3	1:00 PM	0	1
1:15 PM	0	3	1:15 PM	0	2
1:30 PM	0	1	1:30 PM	0	1
1:45 PM	0	0	1:45 PM	0	1
2:00 PM	0	0	2:00 PM	0	0
2:15 PM	0	0	2:15 PM	1	1
2:30 PM	0	1	2:30 PM	0	0
2:45 PM	0	0	2:45 PM	0	0
3:00 PM	0	0	3:00 PM	1	1
3:15 PM	0	0	3:15 PM	0	0
3:30 PM	1	0	3:30 PM	0	1
3:45 PM	0	0	3:45 PM	0	0
4:00 PM	0	0	4:00 PM	0	2
4:15 PM	0	0	4:15 PM	0	0
4:30 PM	0	1	4:30 PM	0	4
4:45 PM	0	2	4:45 PM	0	2
5:00 PM	0	1	5:00 PM	1	2
5:15 PM	0	0	5:15 PM	0	6
5:30 PM	0	2	5:30 PM	0	2
5:45 PM	0	3	5:45 PM	0	2
6:00 PM	1	2	6:00 PM	0	2
6:15 PM	0	0	6:15 PM	0	0
6:30 PM	0	1	6:30 PM	0	0
6:45 PM	0	0	6:45 PM	0	0

Study Name KELLOGG AVE - STAFF LOT - WEST DW  
 Start Date 2/13/2023  
 Start Time 7:00 AM  
 Site Code 7

Direction: Group	Southbound All Vehicles	Northbound All Vehicles		Southbound All Vehicles	Northbound All Vehicles
<b>2/13/2023</b>			<b>2/14/2023</b>		
7:00 AM	0	0	7:00 AM	0	0
7:15 AM	0	1	7:15 AM	0	0
7:30 AM	0	0	7:30 AM	0	0
7:45 AM	0	0	7:45 AM	1	0
8:00 AM	0	0	8:00 AM	0	1
8:15 AM	0	0	8:15 AM	0	0
8:30 AM	0	0	8:30 AM	0	0
8:45 AM	1	0	8:45 AM	0	0
9:00 AM	0	0	9:00 AM	0	1
9:15 AM	0	0	9:15 AM	0	0
9:30 AM	0	0	9:30 AM	0	0
9:45 AM	0	0	9:45 AM	0	0
10:00 AM	0	0	10:00 AM	1	0
10:15 AM	0	0	10:15 AM	0	0
10:30 AM	0	0	10:30 AM	0	0
10:45 AM	0	0	10:45 AM	0	1
11:00 AM	0	0	11:00 AM	0	0
11:15 AM	0	0	11:15 AM	0	0
11:30 AM	0	1	11:30 AM	0	0
11:45 AM	0	0	11:45 AM	0	1
12:00 PM	0	0	12:00 PM	0	0
12:15 PM	1	1	12:15 PM	0	0
12:30 PM	0	0	12:30 PM	0	1
12:45 PM	0	0	12:45 PM	0	0
1:00 PM	1	0	1:00 PM	0	0
1:15 PM	0	0	1:15 PM	0	0
1:30 PM	0	0	1:30 PM	0	0
1:45 PM	0	1	1:45 PM	0	0
2:00 PM	0	0	2:00 PM	0	0
2:15 PM	0	1	2:15 PM	1	0
2:30 PM	3	0	2:30 PM	2	0
2:45 PM	0	2	2:45 PM	0	1
3:00 PM	0	1	3:00 PM	0	0
3:15 PM	0	1	3:15 PM	0	0
3:30 PM	1	0	3:30 PM	1	0
3:45 PM	1	0	3:45 PM	0	0
4:00 PM	1	0	4:00 PM	1	0
4:15 PM	0	0	4:15 PM	0	0
4:30 PM	0	0	4:30 PM	0	1
4:45 PM	1	1	4:45 PM	1	0
5:00 PM	0	0	5:00 PM	0	0
5:15 PM	0	0	5:15 PM	0	0
5:30 PM	0	0	5:30 PM	0	2
5:45 PM	1	0	5:45 PM	0	0
6:00 PM	0	0	6:00 PM	0	1
6:15 PM	0	0	6:15 PM	0	0
6:30 PM	1	0	6:30 PM	0	0
6:45 PM	1	0	6:45 PM	0	0

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[illegible]

2/14/2023		IN					OUT					IN		OUT		ON STREET DROP OFF					ON STREET PICK UP				
		0	1	2	3	4+	0	1	2	3	4+	BIKES	PEDS	BIKES	PEDS	1	2	3	4	4+	1	2	3	4	4+
7:00		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:15		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:30		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7:45		0	1	0	0	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
8:00		1	13	0	1	0	13	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
8:15		0	36	6	2	0	42	0	0	0	0	0	3	0	0	3	0	0	0	0	0	0	0	0	
8:30		0	2	1	0	0	5	0	0	0	0	0	1	0	0	2	0	0	0	0	0	0	0	0	
8:45		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14:00		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14:15		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	
14:30		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	
14:45		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15:00		10	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15:15		11	0	0	0	0	0	17	0	0	0	0	0	0	3	0	0	0	0	10	0	0	0	0	
15:30		5	0	0	0	0	0	5	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15:45		7	0	0	0	0	1	5	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	

2/14/2023		IN					OUT					IN		OUT		ON STREET DROP OFF					ON STREET PICK UP				
		0	1	2	3	4+	0	1	2	3	4+	BIKES	PEDS	BIKES	PEDS	1	2	3	4+	1	2	3	4+		
7:00	0	0	2	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0	0	0	0	0	0	0	
7:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
7:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
7:45	0	2	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0		
8:00	0	6	0	0	0	0	4	0	0	0	0	2	1	0	0	4	0	0	0	0	0	0	0		
8:15	0	42	0	0	0	0	40	0	0	0	0	2	3	0	0	0	0	0	0	0	0	0	0		
8:30	0	4	2	0	0	0	10	0	0	0	0	2	2	0	0	1	0	0	0	0	0	0	0		
8:45	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
14:00	1	0	0	0	0	0	1	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0		
14:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
14:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15:00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15:15	25	0	0	0	0	0	0	24	2	0	0	0	0	0	1	0	0	0	0	0	1	0	0		
15:30	9	0	0	0	0	0	0	8	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
15:45	2	0	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0		

[illegible]

Kellog Avenue Staff Lot

2/14/2023	CHARTER BUS PICK UP															
	SCHOOL BUS DROP OFF				SCHOOL BUS				BUS							
	BUS #	STUDENTS	ARRIVAL	DEPARTURE	STUDENTS	ARRIVAL	DEPARTURE	STUDENTS	ARRIVAL	DEPARTURE	STUDENTS	ARRIVAL	DEPARTURE	STUDENTS	HUTTLE VAN DROP OFF	SHUTTLE VAN PICK UP
7:00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7:15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7:30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7:45	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8:00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8:15	3	51	-	-	-	-	-	-	-	-	-	-	-	-	2	14
8:30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8:45	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14:00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14:15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14:30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14:45	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	-
15:00	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
15:15	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-
15:30	-	-	-	4	42	-	-	-	-	-	-	-	-	-	-	-
15:45	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Emerson Street Staff Lot Exit

2/14/2023	IN					OUT					IN		OUT			ON STREET DROP OFF				ON STREET PICK UP			
	0	1	2	3	4+	0	1	2	3	4+	BIKES	PEDS	BIKES	PEDS		1	2	3	4+	1	2	3	4+
7:00	0	0	0	0	0	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
7:15	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:30	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:45	0	0	0	0	0	2	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
8:00	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:15	2	1	0	0	0	0	0	0	0	0	6	0	0	0	0	3	2	0	0	0	0	0	0
8:30	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0
8:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0
14:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:30	0	0	0	0	0	1	1	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0
14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15:00	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0
15:15	0	0	0	0	0	6	0	0	0	0	1	0	7	8	0	0	0	0	0	1	1	0	0
15:30	0	0	0	0	0	2	0	0	0	0	0	0	1	10	0	0	0	0	0	1	0	0	0
15:45	0	0	0	0	0	2	0	0	0	0	0	3	0	2	0	0	0	0	0	0	0	0	0

Emerson Street Senior Lot

2/14/2023	IN					OUT					IN		OUT			ON STREET DROP OFF				ON STREET PICK UP			
	0	1	2	3	4+	0	1	2	3	4+	BIKES	PEDS	BIKES	PEDS		1	2	3	4+	1	2	3	4+
7:00	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
7:15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:00	1	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8:15	22	6	5	0	0	0	0	0	0	0	0	0	0	2	1	0	0	0	0	0	0	0	0
8:30	7	6	0	0	0	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
8:45	5	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0
14:00	0	0	0	0	0	0	2	0	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0
14:15	0	0	0	0	0	0	1	2	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
14:30	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14:45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
15:00	1	1	0	0	0	1	4	0	0	0	0	2	0	0	0	0	0	0	0	1	0	0	0
15:15	3	1	1	0	0	1	8	3	0	0	0	1	0	3	0	0	0	0	0	2	0	0	0
15:30	1	0	0	0	0	0	0	0	0	0	0	0	0	3	1	0	0	0	0	0	0	0	0
15:45	2	1	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	0	0	1	0	0	0

# Traffic Data Service

San Jose, CA

408-622-4787

[tdsbay@cs.com](mailto:tdsbay@cs.com)

**Study:** Castilleja On-Street Parking

**Date:** 2/13/2023

	MELVILLE		KELLOGG						EMERSON						BRYANT				WAVERLEY	
	ALMA-EMERSON		ALMA-EMERSON		EMERSON-BRYANT		BRYANT-WAVERLEY		EMBARC.-MELVILLE		MELVILLE-KELLOGG		KELLOGG-CHURCHILL		EMBARC.-KELLOGG		KELLOGG-CHURCHILL		KELLOGG-CHURCHILL	
	N	S	N	S	N	S	N	S	W	E	W	E	W	E	W	E	W	E	W	E
7:00 AM	8	10	9	9	1	4	5	5	11	8	3	4	5	4	1	1	2	4	0	1
8:00 AM	7	9	9	8	11	4	7	6	11	7	7	16	5	6	7	7	2	5	0	3
9:00 AM	8	10	7	7	13	4	7	4	9	8	4	14	6	8	7	8	2	5	0	2
10:00 AM	8	9	8	6	13	5	6	6	8	11	7	17	5	7	10	8	4	5	5	2
11:00 AM	7	10	8	7	13	6	6	6	8	11	8	17	5	6	11	8	5	5	3	4
12:00 PM	9	10	9	6	12	6	5	6	7	11	6	13	6	5	10	7	5	5	3	1
1:00 PM	9	7	8	7	12	4	6	5	6	10	5	18	7	3	10	7	4	5	4	0
2:00 PM	9	8	8	6	13	4	7	5	7	10	7	18	5	4	10	7	4	5	4	1
3:00 PM	9	10	8	8	8	5	8	4	7	7	7	11	6	4	7	5	3	5	2	1
4:00 PM	8	8	9	8	8	4	7	4	8	6	2	11	6	4	5	4	1	3	2	0
5:00 PM	8	7	8	7	7	4	6	4	7	6	1	11	5	4	4	2	1	2	1	0

# Traffic Data Service

San Jose, CA

408-622-4787

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**Study:** Castilleja On-Street Parking

**Date:** 2/14/2023

	MELVILLE		KELLOGG						EMERSON						BRYANT				WAVERLEY	
	ALMA-EMERSON		ALMA-EMERSON		EMERSON-BRYANT		BRYANT-WAVERLEY		EMBARC.-MELVILLE		MELVILLE-KELLOGG		KELLOGG-CHURCHILL		EMBARC.-KELLOGG		KELLOGG-CHURCHILL		KELLOGG-CHURCHILL	
	N	S	N	S	N	S	N	S	W	E	W	E	W	E	W	E	W	E	W	E
7:00 AM	7	8	8	7	1	3	8	3	11	9	4	8	4	3	3	3	3	3	0	1
8:00 AM	6	7	8	8	5	4	7	2	11	12	6	10	3	3	11	10	3	7	0	2
9:00 AM	5	6	6	9	14	2	8	5	10	12	7	17	5	6	11	9	7	9	2	3
10:00 AM	5	7	8	10	14	2	6	8	8	11	5	17	6	8	11	7	9	6	1	6
11:00 AM	6	8	9	11	13	3	7	8	9	10	6	15	5	7	11	7	7	4	2	3
12:00 PM	6	5	8	7	14	6	5	6	7	10	3	17	5	4	10	9	4	5	2	4
1:00 PM	6	5	7	8	14	4	4	6	8	12	5	18	5	6	11	8	6	9	2	3
2:00 PM	7	7	7	8	14	4	4	6	9	8	8	18	5	7	11	8	6	6	4	4
3:00 PM	6	7	9	6	13	4	5	6	9	8	9	15	5	6	7	7	3	5	0	2
4:00 PM	6	7	8	5	12	3	7	5	10	8	5	15	3	7	4	4	1	1	0	1
5:00 PM	6	7	8	6	5	5	7	4	11	5	3	10	4	8	4	3	0	2	0	2

Date: 2/13/2023

**ADMIN LOT**

	GENERAL	ADA	VISITORS
	11	1	12
7:00AM	0	0	0
8:00AM	7	1	3
9:00AM	11	1	4
10:00AM	11	1	3
11:00AM	11	1	6
12:00PM	11	1	4
1:00PM	10	1	3
2:00PM	11	1	2
3:00PM	10	1	3
4:00PM	10	0	5
5:00PM	2	0	3

**SENIOR LOT**

	GENERAL	ADA
	25	1
7:00AM	0	0
8:00AM	22	0
9:00AM	25	0
10:00AM	22	0
11:00AM	23	0
12:00PM	19	0
1:00PM	23	0
2:00PM	23	0
3:00PM	18	0
4:00PM	17	0
5:00PM	9	0

**STAFF LOT**

	STAFF	STAFF EV	ADA	RESERVED	M/C	FOOD
	24	3	2	-	1	1
7:00AM	11	1	0	5	0	1
8:00AM	15	2	1	6	0	1
9:00AM	14	2	1	6	0	1
10:00AM	14	2	1	7	0	1
11:00AM	14	3	1	7	0	1
12:00PM	14	3	1	7	0	0
1:00PM	16	3	1	7	0	1
2:00PM	20	3	1	6	0	1
3:00PM	18	3	2	5	0	1
4:00PM	11	2	1	7	0	1
5:00PM	9	2	1	8	0	1

Date: 2/14/2023

**ADMIN LOT**

	GENERAL	ADA	VISITORS
	11	1	12
7:00AM	0	0	0
8:00AM	10	1	12
9:00AM	11	1	12
10:00AM	11	1	12
11:00AM	5	1	2
12:00PM	3	1	0
1:00PM	3	1	4
2:00PM	4	1	3
3:00PM	4	0	5
4:00PM	7	0	7
5:00PM	2	0	6

**SENIOR LOT**

	GENERAL	ADA
	25	1
7:00AM	0	0
8:00AM	14	0
9:00AM	20	0
10:00AM	24	0
11:00AM	24	0
12:00PM	26	1
1:00PM	26	1
2:00PM	23	1
3:00PM	11	0
4:00PM	14	1
5:00PM	18	0

**STAFF LOT**

	STAFF	STAFF EV	ADA	RESERVED	M/C	FOOD
	24	3	2	-	1	1
7:00AM	9	1	0	7	0	1
8:00AM	17	2	0	6	0	1
9:00AM	18	3	0	6	0	1
10:00AM	21	3	0	7	0	1
11:00AM	22	3	1	7	0	1
12:00PM	19	3	1	3	0	1
1:00PM	21	3	1	7	0	1
2:00PM	21	3	2	6	0	1
3:00PM	15	3	2	3	0	0
4:00PM	12	3	1	5	0	1
5:00PM	12	3	1	5	0	0

# Appendix D:

## Automated Driveway Count Data

The automated driveway count data will be transmitted electronically as an Excel spreadsheet.

# Appendix E:

## Mailing to Families



*To read in another language, please use [Google Translate](#)*

January 2, 2023

Dear Castilleja Families,

Thank you for your partnership in helping Castilleja meet our new TDM requirements during the first semester. We acknowledge the extra effort and coordination it takes, and we are grateful for your support. Whenever you are able to limit your trips to campus you are helping us reduce the school's traffic impact on the neighborhood. Please continue to support our TDM program by adopting one or more ways to commute to school other than via single-occupancy vehicle.

After evaluating TDM procedures during the last several months, we are writing to share important updates and reminders. Please remember that all of this information is available on the [Transportation Portal](#).

- Picking up, dropping off, parking, and idling in the neighborhood is strictly prohibited and in violation of our Conditional Use Permit.
- If you will arrive at school before your student will be ready for pick up, do not park in the neighborhood to wait. Please follow the guidance of our traffic monitors if they ask you to circle the block.
- Any car you drive to campus must be [registered](#) and have a sticker.
- We have installed new driveway counters which count every trip to and from campus.
- Seniors are allowed one entry and one exit from campus a day if they park in the Senior Lot. Seniors may also park around the block on the school side of the street.
- Juniors may park at AME Zion Church and shuttle to campus. If your family has applied for an exemption, Anne Rubin will contact you shortly.
- There is a bike repair station for students next to the maintenance office. Be sure to read CastiNews for more details about repair clinics that will be offered this semester.
- Read CastiNews for detailed parking instructions for community or parent/guardian events.

Thank you again for your continued support and efforts to reduce trips to campus. We look forward to a wonderful second semester around the Circle.

Warmly,

Kathy Layendecker and Sherie Graysmark

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Castilleja School | 1310 Bryant Street, Palo Alto, CA 94301 | (650) 328-3160 | [castilleja.org](http://castilleja.org)

