

School Traffic Operation Plan (TOP) Form

This form has been created by Miami-Dade County Department of Transportation and Public Works (DTPW) to document a school's traffic operations and commitments. All form worksheets and illustrations have been completed for the operation at HIVE Preparatory School

Contents

1.0	Definitions	5.6	Service Vehicle Operations
2.0	School Location	6.0	Pedestrian and Bicycle Facilities
3.0	Educational Program and Enrollment	7.0	Onsite Traffic Personnel and Devices
4.0	School Schedule	8.0	School Crossing and Speed Zone
4.1	School Schedule Commitment	9.0	Offsite Traffic Control Officers
4.2	School Schedule Example	9.1	State Crossing Guards
5.0	Vehicle Operations	10.0	Special Event Provisions
5.1	Vehicle Routes	11.0	Parent Traffic Handbook
5.2	Vehicle Stacking and Staging Spaces	12.0	Table Worksheets
5.3	Automobile Curbside Passenger Loading Zone	13.0	Attachments
5.4	School Bus Passenger Loading Zone	14.0	Endorsement
5.4a	School Bus Commitment		
5.5	Parking Stall Operations		



1.0 Definitions

For the purpose of this document, the following definitions for terms used herein shall apply to all sections unless the context clearly indicates otherwise:

- (1) *Educational program*: A planned curriculum with specific instructional beginning, progression and ending for the enrolled students.
- (2) *Schedule Shift*: A period of time when students are anticipated to be at the school facility to engage in programmed activities
 - (2.1) *Instructional Shift*: A period of time when students enrolled in a particular educational program must be in attendance. The beginning of this shift is often referred to as the "first bell" and the ending of this shift is often referred to as a "last bell."
 - (2.2) *Early Arrival Shift*: A period of time when students are allowed into the facility prior to the start of an instructional shift. This period may include other types of programs (e.g. breakfast, before care, etc.).
 - (2.3) *After School Shift*: A period of time when students are allowed to remain at the facility after the end of all instructional shifts. This period may include other types of programs (e.g. after care, extra-curricular, sports, etc.)
 - (2.4) *Study Hall*: A scheduled period of time, which begins with the school's first instructional shift (arrival time) and ends at the school's last instructional shift (dismissal time), where car-pooling students that arrive prior to their instructional shift and/or are dismissed earlier than their pick-up time (due to co-passenger students) are provided free of charge care.
 - (2.5) *Arrival Period*: A time or period of time when students come to school to participate in an educational program. The time or period of time is set by the beginning of one or more instructional shifts.

HIVE Preparatory School
School Traffic Operations Plan (TOP) Form

- (2.6) *Dismissal Period:* A time or period of time when students leave school due to the end of an educational program. The time or period of time is set by the end of one or more instructional shifts.
- (3) *Vehicle Route:* A maneuverable continuous vehicle path that provides access to the stacking and staging spaces.
- (4) *Vehicle Stacking Space:* A space in which pickup and delivery of children can take place.
- (5) *Vehicle Queuing Space:* A space where a vehicle can idle while waiting to enter into a stacking space.
- (6) *Vehicle Staging Space:* A space where a service vehicle may remain idle while providing their service.
- (7) *Parked Stacking Space:* A parking space designated for student drop-off and pick-up use during the arrival and dismissal operations.
- (8) *By-Pass Lane:* A minimum 10 foot wide vehicle travel lane adjacent to stacking and queuing spaces whose direction of travel is in the same direction as the stacking and queuing vehicles.
- (9) *Open Parking Space:* A parking space that has no assigned use during the arrival and dismissal operations.
- (10) *Staff Parking Space:* A parking space designated for staff use during the school's hours of operation.
- (12) *Student Parking:* A parking space designated for student use during the school's hours of operation.
- (13) *Pedestrian Route:* A continuous exclusive walking path that provides access from the public right-of-way to a school building entrance.
- (14) *Bicycle Route:* A continuous biking path that provides access from the public right-of-way to the school's bicycle storage.
- (15) *Bicycle Storage:* A designated area where bicycles may be secured and remain in place for the school day.
- (16) *School Traffic Personnel:* A school employee who reinforces the onsite traffic operations by guiding vehicles and pedestrians along designated routes within the school property.
- (17) *Traffic Control Officer:* An individual who has been authorized by a police department to direct traffic or operate a traffic control device as per section 316.640 of Florida Statute.
- (18) *School Special Event:* An organized event at a school facility that generates a peak vehicle trip count or a vehicle accumulation demand greater than the traffic parameters established by the school traffic operation plan.
- (19) *School Crossing:* An official school student crossing on an adopted school route plan of a school safety program. Any crossing not so officially designated is termed a "pedestrian crossing."

2.0 School Location

Specify the school's name, site address, folio and hours of operation within the **Table 2.0-1**.

3.0 Educational Program and Enrollment

A school provides instructions to students through its *educational programs* (Elementary, Middle, High, ect). Specify the school's educational programs and maximum enrollment by completing **Table 3.0-1**. Indicate the school's programs by entering the student enrollment associated with each program and/or enter "None" for student enrollment if a particular program does not operate at the school.

School may offer educational programs that vary substantially from programs typically offered in schools. Provide a description of the school's educational programs in **Table 3.0-2**.

4.0 School Schedule

A school schedule is composed of *schedule shifts*. A schedule shift may be classified as either a non-instructional shift (Breakfast Program, After School Care, or Extra Curricular Activity) or an *instructional shift*. The educational programs are scheduled by *instructional shifts*. Therefore, every schedule will include at least one instructional shift. A school's *arrival period*, as well as *dismissal period*, should not exceed 1.5 hours because of its effect on school speed zone hours. The different educational programs may be scheduled independently or concurrently, but an educational program may not be divided by multiple instructional shifts. Instructional shifts must be scheduled a minimum of 20 minutes apart to have their vehicle accumulation events be considered as independent events. The schedule may also include an *early arrival shift* and an *after school shift*. A school that proposes to operate with multiple instructional shifts must enact the multiple shifts from inauguration, regardless of student enrollment. For example, a K-8 school, which has two educational programs (K-5 and 6-8), may operate with one or two instructional shifts, but may not operate with three instructional shifts.

A school's schedule may often be influenced by the site's vehicle accumulation capacity and other off-site traffic operational factors. A site's vehicle accumulation capacity and other factors are typically defined within a traffic study conducted by the school.

Schools that operate with multiple instructional shifts are required to operate a "*study hall*" period. The study hall period begins with the school's first arrival time and ends at the school's last dismissal time. This period must be provided free of charge for car-pooling students that arrive prior to their instructional shift and/or are dismissed earlier than their pick-up time due to co-passenger students.

4.1 School Schedule Commitment

The school schedule will maintain the maximum number of students allowed per instructional shift and operate with the number of instructional shifts stated in **Table 4.1-1**, with a minimum 20 minute separation between any two instructional shifts. Parental vehicular access to onsite passenger loading facilities shall be open a minimum of 30 minutes prior to all arrival and dismissal time(s).

The school will operate a "study hall" period when its schedule has more than one instructional shift.

4.2 School Schedule Example

The school is required to maintain the schedule commitment at all times. This commitment will define the school staggered shift schedule format, but actual start and end times may differ. Provide an example of the school schedule at full capacity in **Table 4.2-1**.

School may offer educational programs that vary substantially from programs typically offered in schools. Provide a description of the school’s schedule shifts in **Table 4.22**.

5.0 Vehicle Operations

A school has various vehicle types that access the site regularly. These vehicle types may include automobiles, school buses, and service vehicles such as food delivery trucks and trash collecting trucks. The various vehicles require clear traffic patterns to maintain the site’s safety and maneuverability when accessing the site. These patterns are termed *vehicle routes*. Once vehicles are on site, they accumulate as parking, *stacking*, *queuing*, or *staging*. The following section will formally define these vehicle routes and spaces within the TOP.

5.1 Vehicle Routes

Vehicle routes consist of an entry, a pathway, and an exit. All routes must provide the appropriate geometry (e.g. lane width, effective radii) to accommodate the intended vehicles. The route should minimize the number of conflict throughout its pathway. Each portion of the route must be identified using the following formats stated below.

Vehicle Route Naming Format: Each route must be assigned a name that indicates its intended “purpose” and “service”. Use the abbreviations contained in **Table 5.1-1** to appropriately name the routes. For example, a curbside automobile passenger loading zone that is to be used by parents dropping-off elementary school students would be named “A(K-5)”.

Table 5.1-1 Route Name Key

“Purpose”		“Service”	
A	Automobile Loading Zone	K-12	Student Passengers –specify grade range
B	Bus Loading Zone	Food	Food Delivery
P	Parking	Trash	Garbage Pick-up
S	Service Vehicle	Delivery	General Delivery
PED	Pedestrian Pathway		
BIK	Bicycle Pathway		

Route Entry and Exit Label Format: Each route’s entry and exit location must be assigned a label. Each location label will be composed of an abbreviated location type and a number. Use **Table 5.1-2** to provide the correct abbreviated location type and number. **Route names, entries, and exits must be illustrated in a plan view and attached to this document.**

Table 5.1-2 Route Entry and Exit Location - Labeling Key

Location Type		Number
DW	Driveway accessing the site	Number all the locations sequentially for each "location type" set. Start with the number 1. Begin numbering from the NE corner of the plan and increase the numbers sequentially in a clock-wise direction until all locations are labeled.
P	Point located within a plan	
E	Pedestrian and Bicycle Entrance and/or Exit	

Example: The entry and exit locations for a site that has two driveways (DW-1, DW-2) connecting to the public right-of-way, an internal drive aisle (P-1) connecting to the adjacent property, and a sidewalk connecting the main entrance (E-1) to the public right-of-way (E-2); will have three vehicle locations labeled as DW-1, DW-2, and P-1 and two pedestrian locations labeled E1 and E2.

Entry and exit points along the vehicle route may have operational restrictions. The restrictions may be in place permanently or only during the times when the TOP is in effect. Use **Table 5.1-3** to better understand the restriction notes to be used throughout this form.

Table 5.1-3 Route Restrictions Note Key

Restriction Note	Description
Right In Only	Vehicles may only enter into this location via a right turn movement.
One Way Only	All traffic is moving solely in one direction at this location.
Right Out Only	Vehicles may only exit out of this location via a right turn movement.

5.2 Vehicle Stacking and Staging Spaces

All stacking and staging spaces must be accessed through a vehicle route. The stacking, queuing, and staging spaces along a vehicle route may not impede the operations of any other concurrently operating vehicle route or space operation. For example, a stacked or queued vehicle may not be located within the maneuvering "back-out" area of a parking space designated as a *parked stacking space*.

Vehicle stacking spaces within passenger loading zones must have a passenger landing area for entering and exiting the vehicle. A 10 foot minimum *by-pass lane* must be provided for passenger loading zones whose combined stacking and queuing spaces are longer than 3 consecutive vehicle spaces. Parking spaces may be designated as stacking spaces. Access to the vehicle stacking spaces must be opened 30 minutes before the first scheduled time of use.

5.3 Automobile Curbside Passenger Loading Zone Operations

An automobile passenger loading zone is a designated area for stacking automobiles and vans to load and unload passengers to and from a prescribed landing area. The pedestrian landing area for automobile loading zones must be located on the right side of the vehicle and should have a minimum size of 5 feet by 5 feet. Typically these landing areas are considered curbside passenger loading areas because the vehicles stack adjacent to a curbed sidewalk. Automobile passenger loading zones that have a by-pass lane should taper the head of the zone (the front space of the stacking line) towards the by-pass lane to merge the exiting stacked vehicles into the by-pass lane.

HIVE Preparatory School
School Traffic Operations Plan (TOP) Form

Specify if the school operates one or more automobile passenger loading zones by providing information of the vehicle route that provides access to the zone within the **Table 5.3-1**, or indicate no zone by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

The use of automobile passenger loading zones are limited to automobiles and vans only. Each vehicle space is measured at 22 feet long and 8 feet wide. If the school operates with an automobile passenger loading zone, indicate its capacity in **Table 5.3-2**. Enter zero (0) for the total capacity if the school does not have an automobile passenger loading zone.

5.4 School Bus Passenger Loading Zone Operations

A school bus passenger loading zone is a designated zone for stacking school buses to load and unload passengers to and from a prescribed landing area. The pedestrian landing area for school bus passenger loading zones must be located on the right side of the vehicle and should have a minimum size of 8 feet by 8 feet.

Specify if the school operates one or more school bus passenger loading zones by providing information of the vehicle route that provides access to the zone within the **Table 5.4-1**, or indicate no zone by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

The use of school bus passenger loading zones are limited to only school buses during arrival and dismissal operations. Each bus vehicle space measures 50 feet long and 10 feet wide unless otherwise stated in **Table 5.4a-2**. If the school operates with a school bus passenger loading zone, indicate its capacity in **Table 5.4-2**. Enter zero (0) for the total capacity if the school does not have a school bus passenger loading zone.

The school's bus operations may be voluntary, recommended in a traffic study, and/or mandated by zoning resolution. Complete the section 5.4a to specify the minimum number of school buses required to operate at the school.

5.4a School Bus Commitment

Specify the school's busing commitment by completing **Table 5.4a-1** and **Table 5.4a-2**. Report zero (0) number of buses if the school has no busing commitment. Standard bus types have been provided in **Table 5.4a-2** for convenience.

The school is required to provide a school bus program that maintains the required minimum bus ridership participation reported in **Table 5.4a-1** and **Table 5.4a-2**; and manage the program to ensure that bus accumulations are contained within the designated bus stacking and queuing spaces.

5.5 Parking Stall Operations

All parking spaces used during the school's operation must be identified. The parking spaces must meet all governing parking stall codes.

Parked stacking spaces must have an unobstructed vehicle route to access these spaces during arrival and dismissal shifts. Parking spaces that have no assigned use during arrival and dismissal operations due to vehicle route obstructions will be termed *open parking spaces*. A cross parking agreement is required for all off-site privately managed parking spaces.

Specify the school's parking space usage and quantities by completing **Table 5.5-1**. **The parking spaces must be illustrated in a plan view and attached to this document.**

If the school has parked stacking spaces or *student parking spaces*, specify the route information that provides access to those spaces within the **Table 5.5-2**, or indicate no routes by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

5.6 Service Vehicle Operations

Schools often require service vehicles to enter and maneuver within the site to provide facility services. Specify the school's service vehicle routes by providing the vehicle route information within the **Table 5.6-1**, or indicate no routes by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

6.0 Pedestrian and Bicycle Facilities

A *pedestrian route* originating from the public right-of-way must be provided to all school building entrances. The route should be a minimum of 5 feet wide and have all the required elements when crossing a motorized vehicle travel lane (crosswalk, pedestrian ramp, etc.). All student entrances to the school site and buildings must be labeled by using **Table 5.1-2**. Only the main entrance is required to be labeled when multiple buildings are interconnected with pedestrian pathways.

Bicycle routes that are combined with pedestrian traffic must have an eight (8) foot minimum width.

For sites that have a bicycle storage area and that only provide standard pedestrian path widths are required to institute the following policy: "*All bicyclists must dismount their bicycles and walk their bicycles to the designated bicycle storage when entering or exiting to the school site.*"

Specify the pedestrian routes by providing the route information within the **Table 6.0-1**. **The pedestrian route must be illustrated in a plan view and attached to this document.**

Specify the bicycle routes by providing the route information within the **Table 6.0-2**, or indicate no routes by entering "None" for the route name. **The bicycle route must be illustrated in a plan view and attached to this document.**

Identify the *bicycle storage* locations throughout the site by labeling each location according to the following instructions: Each location must be label with the letters BS followed by a number (e.g. BS1). Begin with number 1. Do not repeat any location labels. List the storage locations and its capacity in **Table 6.0-3**. Enter "none" for the location to indicate no bicycle storage. **The bicycle storage location must be illustrated in a plan view and attached to this document.**

7.0 Onsite Traffic Personnel & Devices

A functioning school TOP requires adherence to the prescribed routes and operations. Often *school traffic personnel* is required to guide pedestrians within passenger loading zones, assist with traffic flow at route conflict points, and encourage adherence to prescribed routes in areas not defined by the infrastructure's geometry. The school shall supply staff to direct any vehicles which may stage or stack in through travel lanes or non-designated parking areas within the public rights-of-way onto the school site.

HIVE Preparatory School
School Traffic Operations Plan (TOP) Form

School traffic personnel should be stationed and assigned the following duties at the corresponding locations: assist students entering and exiting vehicles at loading zones (loading); guide traffic at points where active route pathways intersect (conflict); and encourage adherence at pathway decision points along the route (diverting). School traffic personnel should be on duty at least 30 minutes prior to scheduled shifts.

Identify the school traffic personnel stations throughout the site by labeling each station according to the following instructions: Each station must be labeled with the letter S followed by a number (e.g. S1). Begin with number 1. Do not repeat any station labels. List the station locations and personnel duties in **Table 7.0-1**. Enter "none" for the location to indicate no school traffic personnel stations. **The school traffic personnel stations must be illustrated in a plan view and attached to this document.**

Temporary traffic control devices (e.g. parking cones) may be useful at points within the routes that are not defined by the infrastructure's geometry and where school traffic personnel are not stationed. These temporary traffic devices may not be used in the public right-of-way unless managed by a traffic control officer.

Identify the temporary traffic control devices located throughout the site by labeling each location according to the following instructions: Each location must be labeled with the letter C followed by a number (e.g. C1). Begin with number 1. Do not repeat any station labels. List the device location and description in **Table 7.0-2**. Enter "none" for the location to indicate that no devices will be used. **The device locations must be illustrated in a plan view and attached to this document.**

7.1 School Personnel Commitment

The school is required to provide the school traffic personnel and temporary traffic control devices stated in **Table 7.0-1** and **Table 7.0-2**. School traffic personnel must direct the school's traffic into onsite by-pass lanes or any available vehicle staging spaces during peak traffic generation periods to create additional onsite accumulation capacity when school related vehicles are queuing within non-designated areas of the right-of-way and/or through travel lanes.

8.0 School Zone and Crossings

School zones may be provided for schools to alert drivers that they will be traveling near a school. A school zone is composed of signs and pavement markings. The school zone may also include a speed zone component that requires driver to reduce their travel speed. The speed zone is often enacted to provide control at designated *school crossings* serving elementary and middle schools. The school speed zone component may be composed of signs, pavement markings, and flashing beacons (as per the governing standard). The speed zone is required to be installed for school crossings when applicable.

Indicate the existing and/or proposed school crossing(s) serving the school site within **Table 8.0-1**. Enter "none" for the road name to indicate that no school crossing exists or is proposed for this school. **The school crossing locations must be illustrated in a plan view and attached to this document.**

HIVE Preparatory School
School Traffic Operations Plan (TOP) Form

Indicate the existing and/or proposed school zones associated with the school site within **Table 8.0-2**. Enter "none" for the road name to indicate that no school zone exists or is proposed for this school. Indicate if a speed zone is a component of the school zone by marking the appropriate check box.

A school speed zone should not have a continuous duration longer than two hours. If this school is served by a school speed zone, then specify the zone's posted hours in **Table 8.0-3**. Enter "none" for the period to indicate no posted hours. Use DTPW School Speed Zone Policy to determine appropriate time periods. Note that if the school is located in close proximity to an existing school speed zone (less than 300 feet), the zone and time period may be modified to cover both schools. Indicate below if the times are paired. If paired, provide areal illustrating adjacent school(s).

9.0 Offsite Traffic Control Officers

Enforcement of the TOP routes and operations within the public right-of-way may only be performed by *traffic control officers* as per section 316.640 of the Florida Statute. Traffic control officers should be present during the start of each semester (first two weeks) to reinforce the traffic patterns established by the TOP. Specify the number, location, and duration of traffic control officers required to adequately enforce the TOP within **Table 9.0-1**.

The school's endorsement of the traffic control officer enforcement plan must be stated within **Table 9.0-2**.

A traffic control officer may be stationed at an intersection to improve vehicle delays and operations during a peak traffic demand period. Schools may be required to provide the officer, or may do so voluntarily. Specify the commitment, location, and duration of the traffic control officer stations required for LOS management within **Table 9.0-3**. Enter "none" for the intersection to indicate that no officer management is voluntarily offered or required.

9.1 State Crossing Guards

A school may implement a crossing guard program to assist young (K-8) students traversing school crossings when walking to and from school. A crossing guard is not traffic control officer, unless the guard is trained as a traffic control officer and employed subject to the conditions described in section 316.640, F.S. Specify the crossing guard stations and duration within **Table 9.1-1**. Enter "none" for the station to indicate that no crossing guards are stationed to serve the school.

10.0 School Special Events

Planned school events, such as sporting events, school assemblies, and ceremonies may often generate larger peak traffic volumes and vehicle accumulations than a typical school day. The school will be required to manage the traffic impacts produced by a *school special event* within its neighborhood. Specify the special event types and provisions selected to mitigate its traffic impacts within **Table 10.0-1**. Enter "none" for event type to indicate that no school special events will planned at the school site.

11.0 Parent Traffic Handbook

The Parent Traffic Handbook specifies a parent’s child safety responsibilities and commitment to achieve an efficient traffic flow during the arrival and dismissal times. Parents of new students should be issued a Parent Traffic Handbook containing this TOP and are required to sign a contract with the school, which includes adherence to pick-up and drop-off procedures. Additionally, parents should be reissued the Parent Traffic Handbook and contract each new school year. The handbook and contract should be reviewed and signed during Parent Orientation prior to the start of school. **A sample of the Parent Traffic Handbook and contract must be attached to this document.**

12.0 Table Worksheets

Complete this worksheet as per the instructions provided in sections 1.0 through 11.0 of this document.

Educational Program Worksheet

Table 2.0-1 School Location

Name	HIVE Preparatory School
Address	17701 NW 57th Avenue, Miami, Florida
Folio Number(s)	30-2012-047-0001
Hours of Operations	7:30 AM - 6:30 PM

Table 3.0-1 Educational Program and Enrollment

Educational Program	Grades	Average Maximum Enrollment per Grade	Maximum Enrollment
Primary Elementary School	K-1	25	25
Intermediate School	2-3	100	100
Total Facility Enrollment			125

Table 3.0-2 Educational Program Descriptions

Educational Program	Description
Primary Elementary	K-1: Typical Elementary Program
Intermediate	2-3: Typical Intermediate Program

School Schedule Worksheet

Table 4.1-1 School Schedule Commitment

Period	Maximum Number of Students Allowed within a Schedule Shift	Minimum Number of Instructional Shifts at Full Enrollment
Arrival	125	1
Dismissal	125	1

Table 4.2-1 School Schedule Example at Full Capacity

Schedule Shift	Grades	Days [M, Tu, W, Th, F]	Begin Time	End Time	No. of Students
Primary Elementary	K-1	M-F	8:00 AM	2:00 PM	25
Intermediate	2-3	M-F	8:00 AM	3:00 PM	100

Automobile Passenger Curbside Loading Zone Worksheet

Table 5.3-1 Automobile Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction	Description
A1(K-3)	DW1	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	South Building Loop
		<input checked="" type="checkbox"/>	One Way Only		<input checked="" type="checkbox"/>	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	

Table 5.3-2 Automobile Loading Zone Vehicle Capacity Summary (Automobiles and Vans)

Route Name	Stacking Space Capacity	Queuing Spaces Capacity	Total Capacity
A1(K-3)	3	18	21

Bus Passenger Loading Zone Worksheet

Table 5.4-1 School Bus Passenger Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction
B(K-3)	DW1(To be managed)	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input checked="" type="checkbox"/>	One Way Out

Table 5.4-2 Bus Loading Zone Vehicle Accumulation Capacity Summary

Route Name	Stacking Spaces Capacity	Queuing Spaces Capacity	Bus Capacity
B(K-3)	1	0	1

Table 5.4a-1 Bussing Commitment

Minimum Number of Inbound Buses Required During the Arrival Period	Minimum Number of Outbound Buses Required During the Dismissal Period
None	None

Table 5.4a-2 Bus Type and Capacity

Quantity	Bus Type	Length	Width	Capacity	Student Total by Type
1	S-BUS-11 [S-BUS-36]	45	10	65	40
0	S-BUS-12 [S-BUS-40]	50	10	84	0
Students Grand Total					40

Parking Summary Worksheet

Table 5.5-1 Proposed Parking Use Summary

Parking Space Use	Onsite			Offsite
	Req. by Code	Req. by Study	Provided	Provided
Staff		10	10	0
Student	0	0	0	0
Parked Stacking	0	3	21	0
Open	0	151	151	0
Total		13	182	0

Table 5.5-2 Parked Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction
P(K-3)	DW1	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only
		<input checked="" type="checkbox"/>	One Way In		<input checked="" type="checkbox"/>	One Way Out
P2(K-3)	DW1	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only
		<input checked="" type="checkbox"/>	One Way In		<input checked="" type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out

Service Vehicle, Pedestrian and Bicycle Routes Worksheet

Table 5.6-1 Service Vehicle Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction	Operation Period (times)
S(Trash)	DW1	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	9:00 - 1:00
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	
S(Food)	DW1	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	9:00 - 1:00
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	

Table 6.0-1 Pedestrian Route Description

Route Name	Off-Site Entrance Point	Building Entrance Point	Operation Period (0:00-0:00)
PED(K-3)	E1	E2	0:00-0:00

Table 6.0-2 Bicycle Route Description

Route Name	Entrance Point	Exit Point	Operation Period (0:00 - 0:00)
None	None	None	0:00 - 0:00

Table 6.0-3 Bicycle Storage Description

Bicycle Storage Location	Bicycle Capacity
None	0

Traffic Personnel, Equipment, Enforcement Worksheet

Table 7.0-1 Onsite School Traffic Personnel

Station Label	Personnel Duties (Loading, Conflict, Diverting)	Arrival Duty Period		Dismissal Duty Period	
		From	To	From	To
S1	Directing traffic at back of queue	7:30	8:15	1:30	3:30
S2	Loading parent drop-off / pick-up	7:30	8:15	1:30	3:30
S3	Supervise and manage exiting vehicles	7:30	8:15	1:30	3:30
S4	Directing traffic at back of queue	7:30	8:15	1:30	3:30

Table 7.0-2 Onsite Temporary Traffic Control Devices

Location Label	Device Description (Number of Cones, Barricades, or Gates)	Arrival Duty Period		Dismissal Duty Period	
		From	To	From	To
Parking Area	10 Traffic Cones	7:15	8:15	1:30	3:30
DW2	3 Traffic Cones	7:15	8:15	1:30	3:30

Table 8.0-1 School Crossing Description

Location	East-West	North-South	Mid-Block	Uncontrolled
None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HIVE Preparatory School
 School Traffic Operations Plan (TOP) Form

Table 8.0-2 School Zone Description

Location	Existing [x]	Proposed [x]	Signs & Markings [x]	Speed Zone [x]	Flashing Beacons [x]
None	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Table 8.0-3 School Speed Zone Posted Times Is this a paired Zone? No Yes

Days of the Week	Arrival Period AM		Dismissal Period PM	
	From	To	From	To
Monday	None			
Tuesday				
Wednesday				
Thursday				
Friday				

Table 9.0-1 Traffic Control Officer Enforcement Plan

No. of Officers	Intersection or Segment with Boundaries	Arrival	Dismissal	Semester Start	All Year
None	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 9.0-2 Traffic Control Officer Reinforcement Commitment

Check Box [x]	Reinforcement Commitment
<input type="checkbox"/>	By marking this check box, the school agrees to provide all necessary resources to ensure traffic control officers will be present to enforce the TOP, as stated in Table 9.0-1.

Table 9.0-3 Traffic Control Officer Stations for LOS Management Plan

Intersection	Required (R) Voluntarily (V)	Arrival Time Period		Dismissal Time Period	
		From	To	From	To
None	None	0:00	0:00	0:00	0:00

School Traffic Operations Plan (TOP) Form

Table 9.1-1 Crossing Guard Stations

No. of Guards	School Crossing Station (Intersection)	Arrival AM Time Period		Dismissal PM Time Period	
		From	To	From	To
None	None	0:00	0:00	0:00	0:00

Table 10.0-1 School Special Event Provisions

Event Type	Provision Descriptions
Special event / Open House	All parking will be on-site

School Traffic Operations Plan (TOP) Form

13.0 Attachments

The following documents are required to be attached to the TOP.

1. A plan sheet showing all required illustrations stated within this TOP form. (It is suggested that TOP operations that vary by instructional shifts be shown in independent plan sheets.)
2. A Parent Traffic Handbook and contract sample.
3. A Cross-parking agreement (if utilized).

14.0 Endorsement

By signing below, the school owner agrees to operate the school as prescribed within this document and will uphold all commitments specified herein.



Signature

06/10/16

Date

Carlos Gonzalez

Print Owner Name

School Traffic Operation Plan (TOP) Form

This form has been created by Miami-Dade County Public Works and Waste Management (PWWM) to document a school's traffic operations and commitments. HIVE Preparatory School is required to complete the written portions of this form and develop all the necessary illustrations for attachment.

Contents

1.0	Definitions	5.6	Service Vehicle Operations
2.0	School Location	6.0	Pedestrian and Bicycle Facilities
3.0	Educational Program and Enrollment	7.0	Onsite Traffic Personnel and Devices
4.0	School Schedule	8.0	School Crossing and Speed Zone
4.1	School Schedule Commitment	9.0	Offsite Traffic Control Officers
4.2	School Schedule Example	9.1	State Crossing Guards
5.0	Vehicle Operations	10.0	Special Event Provisions
5.1	Vehicle Routes	11.0	Parent Traffic Handbook
5.2	Vehicle Stacking and Staging Spaces	12.0	Attachments
5.3	Automobile Passenger Loading Zone	13.0	Endorsement
5.4	School Bus Passenger Loading Zone		
5.4a	School Bus Commitment		
5.5	Parking Stall Operations		



1.0 Definitions

For the purpose of this document, the following definitions for terms used herein shall apply to all sections unless the context clearly indicates otherwise:

- (1) *Educational program*: A planned curriculum with specific instructional beginning, progression and ending for the enrolled students.
- (2) *Schedule Shift*: A period of time when students are anticipated to be at the school facility to engage in programed activities
 - (2.1) *Instructional Shift*: A period of time when students enrolled in a particular educational program must be in attendance. The beginning of this shift is often referred to as the "first bell" and the ending of this shift is often referred to as a "last bell."
 - (2.2) *Early Arrival Shift*: A period of time when students are allowed into the facility prior to the start of an instructional shift. This period may include other types of programs (e.g. breakfast, before care, etc.).
 - (2.3) *After School Shift*: A period of time when students are allowed to remain at the facility after the end of all instructional shifts. This period may include other types of programs (e.g. after care, extra-curricular, sports, etc.)
 - (2.4) *Study Hall*: A scheduled period of time, which begins with the school's first instructional shift (arrival time) and ends at the school's last instructional shift (dismissal time), where car-pooling students that arrive prior to their instructional shift and/or are dismissed earlier than their pick-up time (due to co-passenger students) are provided free of charge care.
 - (2.5) *Arrival Period*: A time or period of time when students come to school to participate in an educational program. The time or period of time is set by the beginning of one or more instructional shifts.

HIVE Preparatory School School Traffic Operations Plan (TOP) Form

- (2.6) *Dismissal Period:* A time or period of time when students leave school due to the end of an educational program. The time or period of time is set by the end of one or more instructional shifts.
- (3) *Vehicle Route:* A maneuverable continuous vehicle path that provides access to the stacking and staging spaces.
- (4) *Vehicle Stacking Space:* A space in which pickup and delivery of children can take place.
- (5) *Vehicle Queuing Space:* A space where a vehicle can idle while waiting to enter into a stacking space.
- (6) *Vehicle Staging Space:* A space where a service vehicle may remain idle while providing their service.
- (7) *Parked Stacking Space:* A parking space designated for student drop-off and pick-up use during the arrival and dismissal operations.
- (8) *By-Pass Lane:* A minimum 10 foot wide vehicle travel lane adjacent to stacking and queuing spaces whose direction of travel is in the same direction as the stacking and queuing vehicles.
- (9) *Open Parking Space:* A parking space that has no assigned use during the arrival and dismissal operations.
- (10) *Staff Parking Space:* A parking space designated for staff use during the school's hours of operation.
- (12) *Student Parking:* A parking space designated for student use during the school's hours of operation.
- (13) *Pedestrian Route:* A continuous exclusive walking path that provides access from the public right-of-way to a school building entrance.
- (14) *Bicycle Route:* A continuous biking path that provides access from the public right-of-way to the school's bicycle storage.
- (15) *Bicycle Storage:* A designated area where bicycles may be secured and remain in place for the school day.
- (16) *School Traffic Personnel:* A school employee who reinforces the onsite traffic operations by guiding vehicles and pedestrians along designated routes within the school property.
- (17) *Traffic Control Officer:* An individual who has been authorized by a police department to direct traffic or operate a traffic control device as per section 316.640 of Florida Statute.
- (18) *School Special Event:* An organized event at a school facility that generates a peak vehicle trip count or a vehicle accumulation demand greater than the traffic parameters established by the school traffic operation plan.
- (19) *School Crossing:* An official school student crossing on an adopted school route plan of a school safety program. Any crossing not so officially designated is termed a "pedestrian crossing."

2.0 School Location

Specify the school's name, site address, folio and hours of operation within the **Table 2.0-1**.

Table 2.0-1 School Location

Name	HIVE Preparatory School
Address	17701 NW 57 th Avenue, Miami, Florida
Folio Number(s)	30-2012-047-0001
Hours of Operations	7:30 AM – 6:30 PM

3.0 Educational Program and Enrollment

A school provides instructions to students through its *educational programs*(Elementary, Middle, High, ect). Specify the school's educational programs and maximum enrollment by completing **Table 3.0-1**. Indicate the school's programs by entering the student enrollment associated with each program and/or enter "None" for student enrollment if a particular program does not operate at the school.

Table 3.0-1 Educational Program and Enrollment

Educational Program	Grades	Average Maximum Enrollment per Grade	Maximum Enrollment
Primary Elementary School	K-1	25	25
Intermediate School	2-3	100	100
Total Facility Enrollment			125

School may offer educational programs that vary substantially from programs typically offered in schools. Provide a description of the school's educational programs in **Table 3.0-2**.

Table 3.0-2 Educational Program Descriptions

Educational Program	Description
Primary Elementary	K-1: Typical Elementary Program
Intermediate	2-3: Typical Intermediate Program
Other	Other

4.0 School Schedule

A school schedule is composed of *schedule shifts*. A schedule shift may be classified as either a non-instructional shift (Breakfast Program, After School Care, or Extra Curricular Activity) or an *instructional shift*. The educational programs are scheduled by *instructional shifts*. Therefore, every schedule will include at least one instructional shift. A school's *arrival period*, as well as *dismissal period*, should not exceed 1.5 hours because of its effect on school speed zone hours. The different educational programs may be scheduled independently or concurrently, but an educational program may not be divided by multiple instructional shifts. Instructional shifts must be scheduled a minimum of 30 minutes apart to have their vehicle accumulation events be considered as independent events. The schedule may also include an *early arrival shift* and an *after school shift*. A school that proposes to operate with multiple instructional shifts must enact the multiple shifts from inauguration, regardless of student enrollment. For example, a K-8 school, which has two educational programs (K-5 and 6-8), may operate with one or two instructional shifts, but may not operate with three instructional shifts.

A school's schedule may often be influenced by the site's vehicle accumulation capacity and other off-site traffic operational factors. A site's vehicle accumulation capacity and other factors are typically defined within a traffic study conducted by the school.

Schools that operate with multiple instructional shifts are required to operate a "*study hall*" period. The study hall period begins with the school's first arrival time and ends at the school's last dismissal time. This period must be provided free of charge for car-pooling students that arrive prior to their instructional shift and/or are dismissed earlier than their pick-up time due to co-passenger students.

4.1 School Schedule Commitment

The school schedule will maintain the maximum number of students allowed per instructional shift and operate with the number of instructional shifts stated in **Table 4.1-1**, with a minimum 30 minute separation between any two instructional shifts. Parental vehicular access to onsite passenger loading facilities shall be open a minimum of 30 minutes prior to all arrival and dismissal time(s).

The school will operate a "study hall" period when its schedule has more than one instructional shift.

Table 4.1-1 School Schedule Commitment

Period	Maximum Number of Students Allowed within a Schedule Shift	Number of Instructional Shifts
Arrival	125	2
Dismissal	125	2

4.2 School Schedule Example

The school is required to maintain the schedule commitment at all times. This commitment will define the school staggered shift schedule format, but actual start and end times may differ. Provide an example of the school schedule at full capacity in **Table 4.2-1**.

Table 4.2-1 School Schedule Example at Full Capacity

Schedule Shift	Grades	Days [M, Tu, W, Th, F]	Begin Time	End Time	No. of Students
Primary Elementary	K-1	M-F	8:00 AM	2:00 PM	25
Intermediate	2-3	M-F	8:00 AM	3:00 PM	100

School may offer educational programs that vary substantially from programs typically offered in schools. Provide a description of the school's schedule shifts in **Table 4.22**.

Table 4.2-2 School Schedule Shift Descriptions

Schedule Shift	Description (Instructional, Extra Curricular)
Primary Elementary	Typical Kindergarten through First Grades
Intermediate	Typical Second through Third Grades
	Other

5.0 Vehicle Operations

A school has various vehicle types that access the site regularly. These vehicle types may include automobiles, school buses, and service vehicles such as food delivery trucks and trash collecting trucks. The various vehicles require clear traffic patterns to maintain the site's safety and maneuverability when accessing the site. These patterns are termed *vehicle routes*. Once vehicles are on site, they accumulate as parking, *stacking*, *queuing*, or *staging*. The following section will formally define these vehicle routes and spaces within the TOP.

5.1 Vehicle Routes

Vehicle routes consist of an entry, a pathway, and an exit. All routes must provide the appropriate geometry (e.g. lane width, effective radii) to accommodate the intended

vehicles. The route should minimize the number of conflict throughout its pathway. Each portion of the route must be identified using the following formats stated below.

Vehicle Route Naming Format: Each route must be assigned a name that indicates its intended “purpose” and “service”. Use the abbreviations contained in **Table 5.1-1** to appropriately name the routes. For example, a curbside automobile passenger loading zone that is to be used by parents dropping-off elementary school students would be named “A(K-5)”.

Table 5.1-1 Route Name Key

“Purpose”		“Service”	
A	Automobile Loading Zone	K-12	Student Passengers –specify grade range
B	Bus Loading Zone	Food	Food Delivery
P	Parking	Trash	Garbage Pick-up
S	Service Vehicle	Delivery	General Delivery
PED	Pedestrian Pathway		
BIK	Bicycle Pathway		

Route Entry and Exit Label Format: Each route’s entry and exit location must be assigned a label. Each location label will be composed of an abbreviated location type and a number. Use **Table 5.1-2** to provide the correct abbreviated location type and number. **Routenames, entries, and exits must be illustrated in a plan view and attached to this document.**

Table 5.1-2 Route Entry and Exit Location - Labeling Key

Location Type		Number
DW	Driveway accessing the site	Number all the locations sequentially for each “location type” set. Start with the number 1. Begin numbering from the NE corner of the plan and increase the numbers sequentially in a clock-wise direction until all locations are labeled.
P	Point located within a plan	
E	Pedestrian and Bicycle Entrance and/or Exit	

Example: The entry and exit locations for a site that has two driveways (DW-1, DW-2) connecting to the public right-of-way, an internal drive aisle (P-1) connecting to the adjacent property, and a sidewalk connecting the main entrance (E-1) to the public right-of-way (E-2); will have three vehicle locations labeled as DW-1, DW-2, and P-1 and two pedestrian locations labeled E1 and E2.

Entry and exit points along the vehicle route may have operational restrictions. The restrictions may be in place permanently or only during the times when the TOP is in effect. Use **Table 5.1-3** to better understand the restriction notes to be used throughout this form.

Table 5.1-3 Route Restrictions Note Key

Restriction Note	Description
Right In Only	Vehicles may only enter into this location via a right turn movement.
One Way Only	All traffic is moving solely in one direction at this location.
Right Out Only	Vehicles may only exit out of this location via a right turn movement.

5.2 Vehicle Stacking and Staging Spaces

All stacking and staging spaces must be accessed through a vehicle route. The stacking, queuing, and staging spaces along a vehicle route may not impede the operations of any other concurrently operating vehicle route or space operation. For example, a stacked or queued vehicle may not be located within the maneuvering “back-out” area of a parking space designated as a *parked stacking space*.

Vehicle stacking spaces within passenger loading zones must have a passenger landing area for entering and exiting the vehicle. A 10 foot minimum *by-pass lane* must be provided for passenger loading zones whose combined stacking and queuing spaces are longer than 3 consecutive vehicle spaces. Parking spaces may be designated as stacking spaces. Access to the vehicle stacking spaces must be opened 30 minutes before the first scheduled time of use.

5.3 Automobile Passenger Loading Zone Operations

An automobile passenger loading zone is a designated area for stacking automobiles and vans to load and unload passengers to and from a prescribed landing area. The pedestrian landing area for automobile loading zones must be located on the right side of the vehicle and should have a minimum size of 5 feet by 5 feet. Typically these landing areas are considered curbside passenger loading areas because the vehicles stack adjacent to a curbed sidewalk. Automobile passenger loading zones that have a by-pass lane should taper the head of the zone (the front space of the stacking line) towards the by-pass lane to merge the exiting stacked vehicles into the by-pass lane.

Specify if the school operates one or more automobile passenger loading zones by providing information of the vehicle route that provides access to the zone within the **Table 5.3-1**, or indicate no zone by entering “None” for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

Table 5.3-1 Automobile Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction	Description
A1(K-3)	DW3	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	South Building Loop
		X	One Way Only		X	One Way Only	
A2(K-3)	DW1	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	North Building Loop
		<input type="checkbox"/>	One Way Only		X	One Way Only	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way Only		<input type="checkbox"/>	One Way Only	

The use of automobile passenger loading zones are limited to automobiles and vans only. Each vehicle space is measured at 22 feet long and 8 feet wide. If the school operates with an automobile passenger loading zone, indicate its capacity in **Table 5.3-2**. Enter zero (0) for the total capacity if the school does not have an automobile passenger loading zone.

Table 5.3-2 Automobile Loading Zone Vehicle Capacity Summary (Automobiles and Vans)

RouteName	Stacking Space Capacity	Queuing Spaces Capacity	TotalCapacity
A1(K-3)	21	0	21

5.4 School Bus Passenger Loading Zone Operations

A school bus passenger loading zone is a designated zone for stacking school buses to load and unload passengers to and from a prescribed landing area. The pedestrian landing area for school bus passenger loading zones must be located on the right side of the vehicle and should have a minimum size of 8 feet by 8 feet.

Specify if the school operates one or more school bus passenger loading zones by providing information of the vehicle route that provides access to the zone within the **Table 5.4-1**, or indicate no zone by entering "None" for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

Table 5.4-1 School Bus Passenger Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction
B(K-3)	DW2 (To be managed by traffic personnel)	<input type="checkbox"/>	Right In Only	DW1	<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out

The use of school bus passenger loading zones are limited to only school buses during arrival and dismissal operations. Each bus vehicle space measures 50 feet long and 10 feet wide unless otherwise stated in **Table 5.4a-2**. If the school operates with a school bus passenger loading zone, indicate its capacity in **Table 5.4-2**. Enter zero (0) for the total capacity if the school does not have a school bus passenger loading zone.

Table 5.4-2 Bus Loading Zone Vehicle Accumulation Capacity Summary

Route Name	Stacking Spaces Capacity	Queuing Spaces Capacity	Bus Capacity
B(K-3)	1	#	1

The school's bus operations may be voluntary, recommended in a traffic study, and/or mandated by zoning resolution. Complete the section 5.4a to specify the minimum number of school buses required to operate at the school.

5.4a School Bus Commitment

Specify the school's busing commitment by completing **Table 5.4a-1** and **Table 5.4a-2**. Report zero (0) number of buses if the school has no busing commitment. Standard bus types have been provided in **Table 5.4a-2** for convenience.

Table 5.4a-1 Bussing Commitment

Minimum Number of Inbound Buses Required During the Arrival Period	Minimum Number of Outbound Buses Required During the Dismissal Period
0	0

Table 5.4a-2 Bus Type and Capacity

Quantity	Bus Type	Length	Width	Capacity	Student Total by Type
0	S-BUS-11 [S-BUS-36]	45	10	65	
#	S-BUS-12 [S-BUS-40]	50	10	84	
Students Grand Total					

The school is required to provide a school bus program that maintains the required minimum bus ridership participation reported in **Table 5.4a-1** and **Table 5.4a-2**; and manage the program to ensure that bus accumulations are contained within the designated bus stacking and queuing spaces.

5.5 Parking Stall Operations

All parking spaces used during the school's operation must be identified. The parking spaces must meet all governing parking stall codes.

Parked stacking spaces must have an unobstructed vehicle route to access these spaces during arrival and dismissal shifts. Parking spaces that have no assigned use during arrival and dismissal operations due to vehicle route obstructions will be termed *open parking spaces*. A cross parking agreement is required for all off-site privately managed parking spaces.

Specify the school’s parking space usage and quantities by completing **Table 5.5-1**. **The parking spaces must be illustrated in a plan view and attached to this document.**

Table 5.5-1 Proposed Parking Use Summary

Parking Space Use	Onsite		Offsite
	Provided	Required	Provided
Staff	10	10	#
Student	#	#	#
Parked Stacking	21	3	#
Open	151	#	#
Total	182	13	#

If the school has parked stacking spaces or *student parking spaces*, specify the route information that provides access to those spaces within the **Table 5.5-2**, or indicate no routes by entering “None” for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

Table 5.5-2 Parked Loading Zone Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction
P(K-3)	DW3	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only
		X	One Way In		X	One Way Out
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out

5.6 Service Vehicle Operations

Schools often require service vehicles to enter and maneuver within the site to provide facility services. Specify the school’s service vehicle routes by providing the vehicle route information within the **Table 5.6-1**, or indicate no routes by entering “None” for the route name. **The vehicle route must be illustrated in a plan view and attached to this document.**

Table 5.6-1 Service Vehicle Route Description

Route Name	Entrance Point	[X]	Restriction	Exit Point	[X]	Restriction	Operation Period (times)
S(Trash)	DW1/DW3	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	9:00 – 1:00
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	
S(Food)	DW1/DW3	<input type="checkbox"/>	Right In Only	DW2	<input type="checkbox"/>	Right Out Only	9:00 – 1:00
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	
		<input type="checkbox"/>	Right In Only		<input type="checkbox"/>	Right Out Only	
		<input type="checkbox"/>	One Way In		<input type="checkbox"/>	One Way Out	

6.0 Pedestrian and Bicycle Facilities

A *pedestrian route* originating from the public right-of-way must be provided to all school building entrances. The route should be a minimum of 5 feet wide and have all the required elements when crossing a motorized vehicle travel lane (crosswalk, pedestrian ramp, etc.). All student entrances to the school site and buildings must be labeled by using **Table 5.1-2**. Only the main entrance is required to be labeled when multiple buildings are interconnected with pedestrian pathways.

Bicycle routes that are combined with pedestrian traffic must have an eight (8) foot minimum width.

For sites that have a bicycle storage area and that only provide standard pedestrian path widths are required to institute the following policy: *"All bicyclists must dismount their bicycles and walk their bicycles to the designated bicycle storage when entering or exiting to the school site."*

Specify the pedestrian routes by providing the route information within the **Table 6.0-1**. **The pedestrian route must be illustrated in a plan view and attached to this document.**

Table 6.0-1 Pedestrian Route Description

Route Name	Off-Site Entrance Point	Building Entrance Point	Operation Period (0:00-0:00)
PED(K-3)	E1	E2	0:00-0:00

Specify the bicycle routes by providing the route information within the **Table 6.0-2**, or indicate no routes by entering "None" for the route name. **The bicycle route must be illustrated in a plan view and attached to this document.**

Table 6.0-2 Bicycle Route Description

Route Name	Entrance Point	Exit Point	Operation Period (0:00 – 0:00)
BIK(K-3)	E1	E2	0:00-0:00

Identify the *bicycle storage* locations throughout the site by labeling each location according to the following instructions: Each location must be labeled with the letters BS followed by a number (e.g. BS1). Begin with number 1. Do not repeat any location labels. List the storage locations and its capacity in **Table 6.0-3**. Enter "none" for the location to indicate no bicycle storage. **The bicycle storage location must be illustrated in a plan view and attached to this document.**

Table 6.0-3 Bicycle Storage Description

Bicycle Storage Location	Bicycle Capacity
BS(K-3)	0

7.0 Onsite Traffic Personnel & Devices

A functioning school TOP requires adherence to the prescribed routes and operations. Often *school traffic personnel* is required to guide pedestrians within passenger loading zones, assist with traffic flow at route conflict points, and encourage adherence to prescribed routes in areas not defined by the infrastructure’s geometry. The school shall supply staff to direct any vehicles which may stage or stack in through travel lanes or non-designated parking areas within the public rights-of-way onto the school site.

School traffic personnel should be stationed and assigned the following duties at the corresponding locations: assist students entering and exiting vehicles at loading zones (loading); guide traffic at points where active route pathways intersect (conflict); and encourage adherence at pathway decision points along the route (diverting). School traffic personnel should be on duty at least 30 minutes prior to scheduled shifts.

Identify the school traffic personnel stations throughout the site by labeling each station according to the following instructions: Each station must be labeled with the letter S followed by a number (e.g. S1). Begin with number 1. Do not repeat any station labels. List the station locations and personnel duties in **Table 7.0-1**. Enter “none” for the location to indicate no school traffic personnel stations. **The school traffic personnel stations must be illustrated in a plan view and attached to this document.**

Table 7.0-1 Onsite School Traffic Personnel

Station Label	Personnel Duties (Loading, Conflict, Diverting)	Arrival Duty Period		Dismissal Duty Period	
		From	To	From	To
S1	Directing traffic at back of queue	7:30	8:15	1:30	3:30
S2	Loading Parent drop-off/pick-up	7:30	8:15	1:30	3:30
S3	Supervise and Manage Exiting Vehicles	7:30	8:15	1:30	3:30
S4	Directing traffic at back of queue	7:30	8:15	1:30	3:30

Temporary traffic control devices (e.g. parking cones) may be useful at points within the routes that are not defined by the infrastructure’s geometry and where school traffic personnel are not

stationed. These temporary traffic devices may not be used in the public right-of-way unless managed by a traffic control officer.

Identify the temporary traffic control devices located throughout the site by labeling each location according to the following instructions: Each location must be label with the letter C followed by a number (e.g. C1). Begin with number 1. Do not repeat any station labels. List the device location and description in **Table 7.0-2**. Enter “none” for the location to indicate that no devices will be used. **The device locations must be illustrated in a plan view and attached to this document.**

Table 7.0-2 Onsite Temporary Traffic Control Devices

Location Label	Device Description (Number of Cones, Barricades, or Gates)	Arrival Duty Period		Dismissal Duty Period	
		From	To	From	To
C#	Device	0:00	0:00	0:00	0:00

7.1 School Personnel Commitment

The school is required to provide the school traffic personnel and temporary traffic control devices stated in **Table 7.0-1** and **Table 7.0-2**. School traffic personnel must direct the school’s traffic into onsite by-pass lanes or any available vehicle staging spaces during peak traffic generation periods to create additional onsite accumulation capacity when school related vehicle are queuing within non-designated areas of the right-of-way and/or through travel lanes.

8.0 School Zone and Crossings

School zones may be provided for schools to alert drivers that they will be traveling near a school. A school zone is composed of signs and pavement markings. The school zone may also include a speed zone component that requires driver to reduce their travel speed. The speed zone is often enacted to provide control at designated *school crossings* serving elementary and middle schools. The school speed zone component may be composed of signs, pavement markings, and flashing beacons (as per the governing standard). The speed zone is required to be installed for school crossings when applicable.

HIVE Preparatory School School Traffic Operations Plan (TOP) Form

Indicate the existing and/or proposed school crossing(s) serving the school site within **Table 8.0-1**. Enter “none” for the road name to indicate that no school crossing exists or is proposed for this school. **The school crossing locations must be illustrated in a plan view and attached to this document.**

Table 8.0-1 School Crossing Description

Location	Intersection [x]	Mid-Block [x]	Uncontrolled [x]
Road Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate the existing and/or proposed school zones associated with the school site within **Table 8.0-2**. Enter “none” for the road name to indicate that no school zone exists or is proposed for this school. Indicate if a speed zone is a component of the school zone by marking the appropriate check box.

Table 8.0-2 School Speed Zone Description

Location	Existing [x]	Proposed [x]	Signs & Markings [x]	Speed Zone [x]	Flashing Beacons [x]
NW 57 th Avenue	<input type="checkbox"/>	X	X	X	<input type="checkbox"/>
	<input type="checkbox"/>				<input type="checkbox"/>
	<input type="checkbox"/>				
	<input type="checkbox"/>				

A school speed zone should not have a continuous duration longer than two hours and fifteen minutes. If this school is served by a school speed zone, then specify the zone’s posted hours in **Table 8.0-2**. Enter “none” for the period to indicate no posted hours. Use PWWM School Speed Zone Policy to determine appropriate time periods. Note that if the school is located in close proximity to an existing school speed zone (less than 300 feet), the zone and time period may be merged to cover both schools.

Table 8.0-2 School Speed Zone Posted Times

Days of the Week	Arrival Period AM		Dismissal Period PM	
	From	To	From	To
Monday	7:45	8:15	1:45	3:15
Tuesday	7:45	8:15	1:45	3:15
Wednesday	7:45	8:15	1:45	3:15
Thursday	7:45	8:15	1:45	3:15
Friday	7:45	8:15	1:45	3:15

9.0 Offsite Traffic Control Officers

Enforcement of the TOP routes and operations within the public right-of-way may only be performed by *traffic control officers* as per section 316.640 of the Florida Statute. Traffic control officers should be present during the start of each semester to reinforce the traffic patterns established by the TOP. Specify the number, location, and duration of traffic control officers required to adequately enforce the TOP within **Table 9.0-1**.

Table 9.0-1 Traffic Control Officer Enforcement Plan

No. of Officers	Intersection or Segment with Boundaries	Arrival AM Time Period		Dismissal PM Time Period	
		From	To	From	To
#	Intersection or Segment	0:00	0:00	0:00	0:00

The school's endorsement of the traffic control officer enforcement plan must be stated within **Table 9.0-2**.

Table 9.0-2 Traffic Control Officer Reinforcement Commitment

Check Box[x]	Reinforcement Commitment
<input type="checkbox"/>	By marking this check box, the school agrees to provide all necessary resources to ensure traffic control officers will be present, as per Table 9.0-1 , throughout the second week of each school semester for the enforcement of the TOP.

A traffic control officer may be stationed at an intersection to improve vehicle delays and operations during a peak traffic demand period. Schools may be required to provide the officer, or may do so voluntarily. Specify the commitment, location, and duration of the traffic control officer stations required for LOS management within **Table 9.0-3**. Enter "none" for the intersection to indicate that no officer management is voluntarily offered or required.

Table 9.0-3 Traffic Control Officer Stations for LOS Management Plan

Intersection	Required (R) Voluntarily (V)	Arrival Time Period		Dismissal Time Period	
		From	To	From	To
Intersection	R/V	0:00	0:00	0:00	0:00

9.1 State Crossing Guards

A school may implement a crossing guard program to assist young (K-8) students traversing school crossings when walking to and from school. A crossing guard is not traffic control officer, unless the guard is trained as a traffic control officer and employed subject to the conditions described in section 316.640, F.S. Specify the crossing guard stations and duration within **Table 9.1-1**. Enter "none" for the station to indicate that no crossing guards are stationed to serve the school.

Table 9.1-1 Crossing Guard Stations

No. of Guards	School Crossing Station (Intersection)	Arrival AM Time Period		Dismissal PM Time Period	
		From	To	From	To
#	Intersection	0:00	0:00	0:00	0:00

10.0 School Special Events

Planned school events, such as sporting events, school assemblies, and ceremonies may often generate larger peak traffic volumes and vehicle accumulations than a typical school day. The school will be required to manage the traffic impacts produced by a school special event within its neighborhood. Specify the special event types and provisions selected to mitigate its traffic impacts within **Table 10.0-1**. Enter "none" for event type to indicate that no school special events will be planned at the school site.

Table 10.0-1 School Special Event Provisions

Event Type	Provision Descriptions
Special Event	All parking will be on-site

11.0 Parent Traffic Handbook

The Parent Traffic Handbook specifies a parent's child safety responsibilities and commitment to achieve an efficient traffic flow during the arrival and dismissal times. Parents of new

students should be issued a Parent Traffic Handbook containing this TOP and are required to sign a contract with the school, which includes adherence to pick-up and drop-off procedures. Additionally, parents should be reissued the Parent Traffic Handbook and contract each new school year. The handbook and contract should be reviewed and signed during Parent Orientation prior to the start of school. **A sample of the Parent Traffic Handbook and contract must be attached to this document.**

12.0 Attachments

The following documents are required to be attached to the TOP.

1. A plan sheet showing all required illustrations stated within this TOP form. (It is suggested that TOP operations that vary by instructional shifts be shown in independent plan sheets.)
2. A Parent Traffic Handbook and contract sample.
3. A Cross-parking agreement (if utilized).

13.0 Endorsement

By signing below, the school owner agrees to operate the school as prescribed within this document and will uphold all commitments specified herein.

Signature

Date

Print Owner Name

Exhibit 1: Vehicle Stacking Lane, Drop-off / Pick-up Area and Traffic Circulation



Area	Location Description	Distance	Units	Vehicle Type	Vehicle Length (ft)	Vehicles Accommodated
1	Vehicular Stacking Lane	470	LF	Car/Van	22	21
2	Staff Parking Spaces					10
3	Surplus Parking Spaces (designated for vehicle stacking)					25
4	Church Parking Spaces					122