

3.3: School-Specific Addendum

School Name: Dorothy Hamm Middle School

Use Permit Number: U-3470-16-1

<b>Approved</b>	
Arlington Public Schools Superintendent or designee: Name: <u>Catherine J Lin</u> Signature: <u><i>Catherine J Lin</i></u> Date: <u>September 20, 2022</u>	Arlington County Manager or designee: Name: <u>Dennis M. Leach</u> Signature: <u><i>Dennis M. Leach</i></u> Date: <u>October 4, 2022</u>

Introduction

3.3.1 School Transportation Coordinator Contact (Condition #3.A.2)

Organization/Role	Name	Telephone	Email
Dorothy Hamm School Transportation Coordinator	Crystal Moore	703-228-2910	<a href="mailto:Crystal.Moore@apsva.us">Crystal.Moore@apsva.us</a>

3.3.2 Transportation Information Display Location (Condition #3.B.2)

A Transportation Information Display kiosk is located within the main entrance to the school.

3.3.3 Outdoor Bike Parking Requirements (Condition #1)

# of students in design assumption at use permit approval: 1,000

Required Visitor Bike Parking Spaces: 100

Provided Visitor Bike Parking Spaces: 100

3.3.4 Secure Bike Parking, Shower, and Locker Requirements (Condition #2)

# of Staff in design assumption at use permit approval: 134

Required Secure Bike Parking Spaces: 14

Provided Secure Bike Parking Spaces: 16

Required Lockers: 14

Provided Lockers: 16 (8 per gender)

Required Showers: 2

Provided Showers: 2 (1 per gender)

### 3.3.5 Bike Parking Management Plan (Condition #3.B.1)

#### **BIKE FACILITIES MANAGEMENT PLAN**

The following plan will be in place to manage the on-site bicycle facilities, showers, and lockers:

***Management responsibility:***

Operation of bicycle facilities will be managed by the School Transportation Coordinator.

***Access and hours of operation:***

All school staff will have access to the showers, and the storage lockers using their school-issued swipe cards. The showers and storage lockers are available on a first-come, first-serve basis. The storage lockers will not be equipped with built-in locks; staff are required to provide their own padlocks/combination locks. Staff may store belongings in lockers 24/7 to support active commuting.

Access to the bike parking room will be given to staff who have registered their bicycles with the STC and shall be reviewed and renewed as needed every school year. Access is provided by electronic card reader.

***Staff awareness:***

The STC will notify staff members via email at least twice a year, once before each semester, about the availability of the bicycle lockers, showers, and storage lockers. The STC will also encourage all bike parking users to register their bicycles with the Arlington County Police Department, for added security in the event that the bike is stolen. Notifications regarding the facilities may be bundled into the other staff transportation promotion and incentive information distributed per the schools' TDM Plan.

***Policy for abandoned bikes and trash cleanup:***

The STC will check with the bike parking users at least quarterly to ensure that only bicycles are stored there and will arrange to remove any non-bicycle items from both indoor and outdoor bike parking locations. The STC will ensure school maintenance and custodial staff are aware of their responsibility for maintenance and cleaning of the bike parking facilities, including the bike parking area, showers and storage locker room as applicable.