1. INTRODUCTION

The purpose of this memorandum is to describe existing transportation trends and to provide traffic management strategies for the Mount Tamalpais School. The Mount Tamalpais School is located in unincorporated Mill Valley. It currently has an enrollment of 249 students ranging from kindergarten to grade 8. Fifty-six (56) full and part-time staff and faculty members work at the school.

This Memorandum was prepared to address traffic that could result from a potential increase in enrollment and staffing at the school to 295 students and 58 faculty and staff. It is our understanding that the Mount Tamalpais School is committed to proactively addressing traffic management. This Memo provides measures that would enable the Mount Tamalpais School to offset any traffic increases that may arise from an increase in enrollment and staffing.

2. CURRENT TRANSPORTATION TRENDS

Mount Tamalpais School students, faculty and staff travel to and from school using a variety of modes. The primary mode by which students, faculty, and staff travel to and from the campus is being dropped off/picked up in or driving private vehicles.

The school offers three school bus routes – serving students in northern Marin County, southern Marin County, and San Francisco – as well as a van serving students who reside in Mill Valley.

Vehicle parking for faculty and staff is mainly located on campus. The Mount Tamalpais School parking lot contains 33 spaces, including two ADA spaces. On-street parking is available on the neighborhood streets surrounding the school.

Table 1 and Table 2 show the results of a survey administered to students, faculty, and staff to record the transportation modes with which they traveled to and from campus on an average weekday in January 2022. Most students were driven to school in single-family vehicles, while approximately 20% used the bus or van. Most faculty and staff drove alone and parked on
campus. Very few students, faculty, or staff walked or biked to school, and none reported using public transportation. The results of this survey indicate that the School has a significant opportunity for trip reduction by implementing strategies proven to decrease vehicle trips.

Table 1. Mount Tamalpais School Student Travel Modes, January 2022

<table>
<thead>
<tr>
<th>Primary Transportation Mode</th>
<th>Morning</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Percent</td>
<td>No.</td>
<td>Percent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-family car</td>
<td>178</td>
<td>71.5%</td>
<td>162</td>
<td>65.1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-family car</td>
<td>7</td>
<td>2.8%</td>
<td>22</td>
<td>8.8%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus/van</td>
<td>59</td>
<td>23.7%</td>
<td>51</td>
<td>20.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biked</td>
<td>1</td>
<td>0.4%</td>
<td>3</td>
<td>1.2%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walked</td>
<td>4</td>
<td>1.6%</td>
<td>11</td>
<td>4.4%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>249</td>
<td>100%</td>
<td>249</td>
<td>100%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 2. Mount Tamalpais School Faculty Travel Modes, January 2022

<table>
<thead>
<tr>
<th>Primary Transportation Mode</th>
<th>Morning</th>
<th></th>
<th>Afternoon</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No.</td>
<td>Percent</td>
<td>No.</td>
<td>Percent</td>
</tr>
<tr>
<td>Drove, parked on campus</td>
<td>40</td>
<td>71.4%</td>
<td>37</td>
<td>66.1%</td>
</tr>
<tr>
<td>Drove, parked off campus</td>
<td>6</td>
<td>10.7%</td>
<td>9</td>
<td>16.1%</td>
</tr>
<tr>
<td>Rode with someone parked on campus</td>
<td>1</td>
<td>1.8%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Rode with someone parked off-campus</td>
<td>2</td>
<td>3.6%</td>
<td>2</td>
<td>3.6%</td>
</tr>
<tr>
<td>Dropped off/picked up on campus</td>
<td>1</td>
<td>1.8%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Dropped off/picked up on the street</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Biked</td>
<td>1</td>
<td>1.8%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td>Walked</td>
<td>4</td>
<td>7.1%</td>
<td>4</td>
<td>7.1%</td>
</tr>
<tr>
<td>Public transportation</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Not on Campus</td>
<td>1</td>
<td>1.8%</td>
<td>1</td>
<td>1.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>56</strong></td>
<td><strong>100%</strong></td>
<td><strong>56</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

3. **Traffic Management Strategies**

The Mount Tamalpais School can use a combination of measures and strategies to help offset new traffic impacts and to ensure an orderly and safe roadway environment near the school. Specifically, the strategies that would be most effective at the school are:

- **Strategy #1**: Increase private vehicle occupancy
- **Strategy #2**: Increase school bus and van ridership
- **Strategy #3**: Encourage walking and biking
- **Strategy #4**: Communicate & codify best driving practices
- **Strategy #5**: Continue shuttle usage for special events

The following sections of this Memo describe elements of the various strategies as they could be applied at the Mount Tamalpais School.
3.1 STRATEGY #1: INCREASE PRIVATE VEHICLE OCCUPANCY

Current Conditions

Based on the January 2022 survey results, the number of occupants in multi-family student carpools is higher during the afternoon school commute than during the morning commute. This number is generally low, however, with 3% of students carpooling in the morning and 9% carpooling in the afternoon. Faculty and staff carpooling was consistent during both commute periods but also showed low levels: 5.4% of survey respondents reported driving with someone else and parking either on- or off-campus.

Strategies to Increase Private Vehicle Occupancy

- Make information available at the beginning of each academic year to help families form carpools.
- Encourage the use of online matching programs or apps to help families find carpool partners.
- Highlight the benefits of carpooling in back-to-school informational materials.
- Increase the carpool rate for drop-offs and pick-ups being made by parents/guardians through the use of encouragement programs.
- Consider creation of a "priority lane" for carpool pick-ups and drop-offs.
- Consider provision of preferential staff parking spaces for carpool parking.
- Consider awarding "transit bucks" to students, faculty, and staff who arrive via school bus, van, carpool, walk or bicycle to be used for school purchases.

3.2 STRATEGY #2: INCREASE SCHOOL BUS & VAN RIDERSHIP

Current Conditions

Over one-fifth of students travel to or from school via van or school bus each day. This number is almost one quarter of students in the morning, while fewer travel home using this mode. Bus and van ridership is typically lower in the afternoon due to after school activities. Based on school records, approximately 67% of students who were registered for the buses and van had reported using them in the January 2022 survey. Students are required to register for bus service at the beginning of each academic year.

Strategies to Increase School Bus & Van Ridership

- Allow students to pay for buses and vans on a "per ride" basis.
- Consider providing shuttle service to and from a satellite pick-up/drop-off location to the school
- Consider eliminating or reducing bus fees, or rolling bus fees into overall tuition, providing
an incentive for parents to have their children use the bus.

- Consider paying faculty a stipend for carpooling throughout the year.
- Consider awarding “transit bucks” to students, faculty, and staff who arrive via school bus, van, carpool, walk or bicycle to be used for school purchases.

3.3 STRATEGY #3: ENCOURAGE WALKING & BIKING

Current Conditions
The Mount Tamalpais School is located in a hilly neighborhood with narrow, winding streets and few sidewalks. This, in addition to the wide-ranging student, faculty, and staff residences, may discourage people from using active transportation modes in their commutes. Few students used active transportation modes: 2% in the morning and under 6% in the afternoon. Around 9% of faculty used active transportation to get to or from campus. The majority of these walked, while only one faculty member reported biking to school.

Strategies to Encourage Walking & Biking
- Promote bicycling as an alternative to driving or being driven for students and faculty/staff that reside within a several-mile radius of the school.
- Promote walking to and from school for students and faculty/staff that live within a short walking distance of the Mount Tamalpais School.
- Partner with Safe Routes to School to have an annual presentation or classes to teach students safe roadway skills for bicyclists and pedestrians and encourage non-motorized access to the school.
- Consider paying faculty a stipend for walking or biking throughout the year.
- Consider awarding “transit bucks” to students, faculty, and staff who arrive via school bus, van, carpool, walk or bicycle to be used for school purchases.

3.4 STRATEGY #4: COMMUNICATE & CODIFY BEST DRIVING PRACTICES

Current Conditions
The Mount Tamalpais School does not currently have formalized guidelines or rules for adult caregivers and visitors to follow when driving to or from the campus. The school runs one-way traffic control along California Avenue from Loring Avenue to Harvard Avenue during arrival and dismissal periods to prioritize neighbors moving through the area. The school asks that drivers not use Google Maps to navigate to campus, instead having them approach the school via Shoreline Drive, Loring Avenue, and California Avenue. Drivers who drop off or pick up students are also told not to exit the school via Harvard Avenue. There is no parking allowed on Harvard
Avenue from California Avenue to the front gate of the school to allow for traffic flow during arrival and dismissal.

**Strategies to Communicate & Codify Best Driving Practices**

- Require drivers to sign a formal acknowledgement of rules and regulations at the beginning of each academic year.
- Create a section of the Student Handbook describing rules around traffic flow and parking.
- Make maps of traffic circulation patterns and parking areas available on the Mount Tamalpais School website.

**3.5 Strategy #5 Continue Shuttle Usage for Special Events**

The School currently utilizes off-site shuttles for any events with a single start time at which all of the student body and their parents will be present. We are informed that the updated conditional use plan will not increase the number of these types of events. Accordingly, it is recommended that the usage of off-site shuttles for events of this type continue.

**4. Monitoring**

The Mount Tamalpais School should practice annual self-monitoring for the first two years to gauge its progress and ensure that the strategies in this Memo are being effectively implemented. Self-monitoring should include student, faculty, and staff transportation mode surveys as well as vehicle counts.

It is recommended that the school convene an annual meeting with neighbors to discuss any traffic or safety concerns and to develop solutions to resolve these issues as necessary. A School employee tasked with implementing traffic reductions strategies and communicating with neighbors is also recommended.