



August 14, 2020

Ivan Carmona
Associate Planner
Community Development Department
City of Watsonville

Dear Mr. Carmona,

Please find attached a transportation management plan for Navigator's Watsonville Prep School. We worked with Kittelson & Associates, Inc. in developing this plan. Watsonville Prep currently operates on the campus of E.A. Hall Middle School (201 Brewington Ave, Watsonville, CA) with 166 students in grades K-2 for the most recent school year (2019-2020). Navigator Schools proposes to relocate the school to 407 Main Street in downtown Watsonville and expand student enrollment to include grades TK-8 with eventual full enrollment of 565 students.

Please let me know if you have any questions.

Sincerely,

Kevin Sved
Chief Executive Officer

cc: James Heugas

Attachments:
-Watsonville Prep School Traffic Management Plan



Watsonville Prep School Transportation Management Plan

August 14, 2020

Welcome to Navigator Watsonville Prep! This document is designed to provide families, visitors, and service providers guidance on traffic management policies and procedures. The school is situated adjacent to a large surface parking lot that serves many of the neighboring commercial and office tenants. In order to minimize disruptions to the neighborhood and provide a safe environment for students during arrival and dismissal the Navigator team request that all visitors to the school adhere to the traffic policies that are contained in this document. This will be a living document and these changes will be updated and revised each year so please do take the time to read through it again even if you are familiar with it from last year. Finally, if you have any questions, concerns, or suggestions for improvement to this plan please reach out to the Navigator point of contact at the end of this document to communicate your feedback

Site Access

The school building is located in downtown Watsonville and is directly adjacent to a large surface parking lot. Drivers will have access to the surface parking lot via driveways on Rodriguez Street and Lake Avenue, as shown on Figure 1. Parents and visitors to the school must enter the parking lot from the southern driveway on Lake Avenue or the west driveway on Rodriguez Street (following the blue arrows on Figure 1), and to exit the parking lot via the west driveway on Rodriguez Street or either driveway on Lake Avenue (following the orange arrows on Figure 1). During student loading periods, a gate will block vehicular access to the alley connection from Beach Street to prevent vehicle access creating a safe space for students to enter and exit the school building. The student loading area is at the northeast corner of the parking lot near the school's entrance and is marked in Figure 1 with the green hashed area. Parents will queue in the eastern drive aisle of the parking lot with one-way northbound traffic flow toward the student loading area.

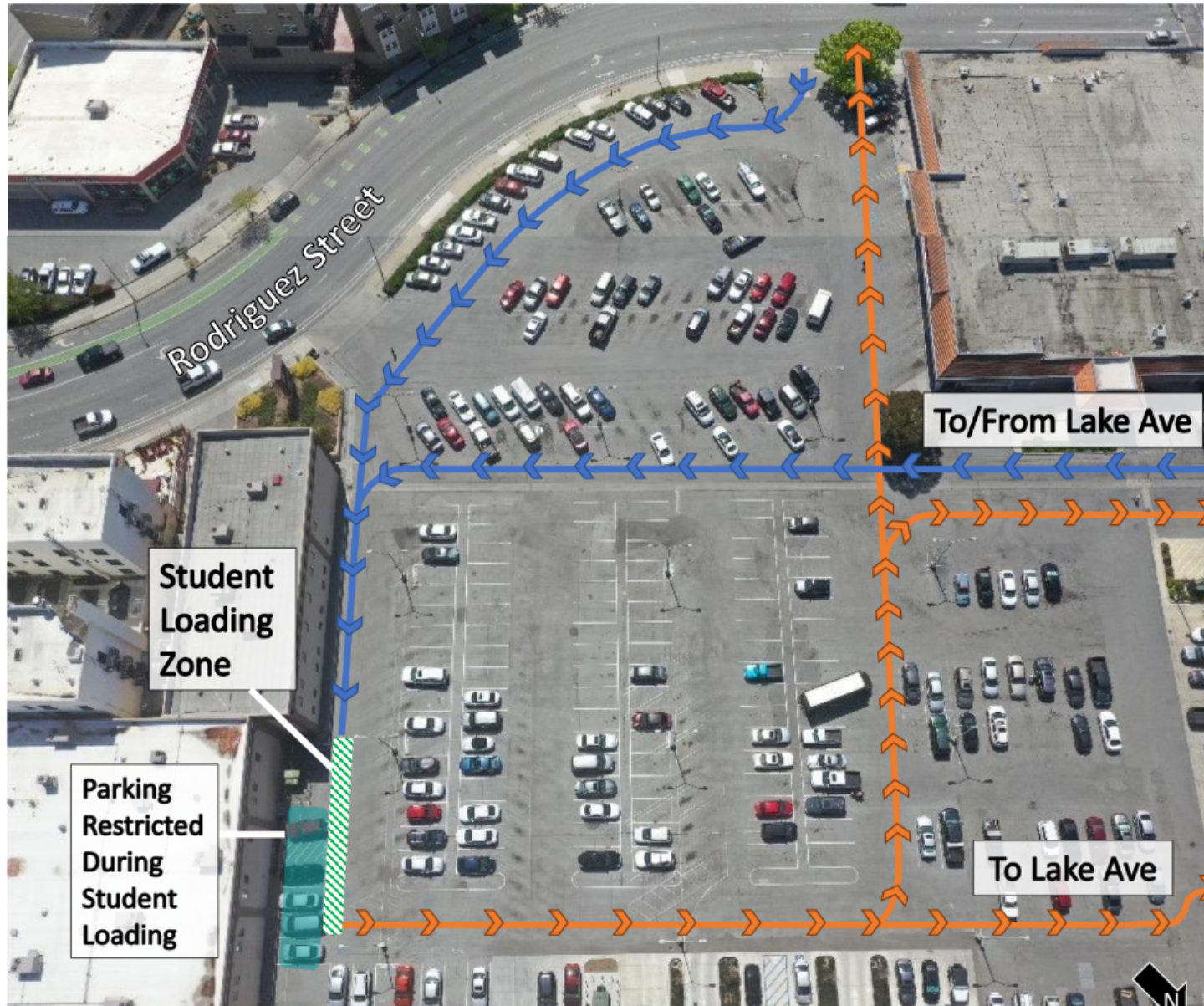
Student Loading Procedures

Navigator Schools has implemented several faculty-managed procedures at its other schools, such as in Gilroy and Hollister, with positive results. At Watsonville Prep, Navigator staff will implement the following techniques and practices to manage transportation during student loading periods:

- Display temporary sandwich board signs to regarding vehicle routes and important safety information (e.g., "No student loading outside the loading zone").
- Assist and direct vehicles to pull forward to the farthest available spot in the queue, and refrain from loading or unloading students outside of designated loading zone

- Assign three to five staff members to receive students from vehicles during morning drop off and escort or guide students from near the school entrance to a vehicle during afterschool pick up.
- During drop off, students must be ready to exit vehicle quickly after vehicle arrives to the front of the queue
- During pick up, the name of student must be displayed through the windshield for staff in the loading zone to call the student over before the vehicle reaches the front of the queue.
- Students will be required to exit/enter vehicles only from the passenger side.
- Stagger bell schedules by grade level, as necessary, to reduce congestion and improve safety.
- Visitors arriving on campus to pick up students should not arrive prior to student dismissal
- Students arriving at school late may be escorted by their parent or guardian to the school office

This transportation management plan is a living document. Navigator Schools is committed to facilitating the safe and efficient loading of students while serving as a good neighbor to others who are using the shared private parking lot. The school may amend or add to these procedures as student enrollment grows and student loading activity is observed. If you have any feedback or comments related to this plan please forward those comments to kevin.sved@navigatorschools.org.



Proposed Site Circulation Plan
Watsonville, CA

Figure
1