The Harker School | Union Avenue Campus

Community-related policies and procedures for Harker’s middle school on the Union Avenue campus (opening August 2021)

Neighborhood Contacts

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Construction Liaison
Construction Hotline: 408.510.8035
mike.bassoni@harker.org

Community Liaison
Pam Dickinson, Office of Communication Director
408.345.9273
communications@harker.org or neighbors@harker.org

A Harker traffic liaison for the community will be named and posted prior to the opening of the middle school in fall 2021.

Sign up for construction and traffic updates at harker.org/about/good-neighbors/subscribe
May 2020

Dear Neighbors,

Maintaining a strong cordial and collaborative relationship with our neighbors at all of our campuses is a priority for The Harker School. Each campus is surrounded by a different type of neighborhood, and we are sensitive to the particular community concerns of each site. This handbook outlines the community-related policies and procedures for Harker’s middle school campus on Union Avenue, including campus operations and traffic mitigation.

During the public process to receive approval from the city of San José for campus renovations in 2020, several requirements were put into place designed to reduce traffic coming to and from the campus. These strict mitigations are outlined in the Transportation Demand Management (TDM) Plan that is included in the appendix of this handbook. They include regular, quantifiable analyses of traffic generated by Harker, and those reports will be monitored by the city of San José and made available to the public.

In addition, the Good Neighbor Handbook describes how Harker will go beyond the required traffic control mitigations of the TDM Plan to encourage thoughtful and sensitive driving and parking behaviors to minimize impact on the surrounding residential streets.

I hope this handbook answers many of the questions you have and provides assurance that The Harker School is intent on being a good neighbor. We look forward to ongoing conversations with the community.

Cordially,

Brian Yager, Head of School
The Harker School
About The Harker School

The Harker School, founded in 1893, is a private, nonprofit school that offers a well-rounded education to students in transitional kindergarten-grade 12. Our emphasis is on an innovative and challenging academic curriculum, supplemented with a robust program of extracurricular activities and clubs, and team-building athletics. Harker has an international reputation for teaching excellence and student achievements and is the largest independent school of its kind in California.

Mission

Our mission is to educate students for success at college and beyond, and to foster kindness, respect and integrity within a safe and nurturing environment. We achieve academic excellence through the development of intellectual curiosity, personal accountability and love of learning. Our comprehensive program and exceptional faculty and staff help students discover, develop and enjoy their unique talents. We honor individuality, embrace diversity, and promote leadership and service, preparing students to take their place as global citizens.

Governance

As a nonprofit organization 501(c)3, strategic oversight of The Harker School is provided by a board of trustees.

About the Union Avenue Campus

The Harker School purchased the Union Avenue campus site in 2012. At the time of the purchase, the city of San José approved the use of the property as a private school serving up to 600 students. Harker’s original plan was to use the campus for the preschool for a few years and then transition it to the campus for Harker’s lower school. In 2018, Harker completed an all-school campus master plan and determined it was strategically better to move the middle school to the Union Avenue campus and keep the lower school in its current location. Architectural plans were drawn up to modify the Union Avenue campus for middle school use and submitted to the city of San José for environmental review and approval to ensure the plans met all zoning and building code requirements. After several community meetings and public hearings, the plans were approved in March 2020.

About Harker’s Middle School

Harker’s middle school serves grades 6-8. It is located on its own campus, separate from the lower school (K-grade 5), and upper school (grades 9-12), each of which has its own campus in San Jose. Student enrollment in the middle school will never exceed 600.

Although specific dates and times have not yet been set for the 2021-22 school year, the first year on the Union Avenue campus, the information below will provide an overview of activity at Harker’s middle school.
Typical academic year

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School begins</td>
<td>Late August</td>
</tr>
<tr>
<td>Thanksgiving week holiday with no classes</td>
<td>Wednesday-Friday</td>
</tr>
<tr>
<td>Winter break with no classes</td>
<td>Two weeks in December-January</td>
</tr>
<tr>
<td>February break with no classes</td>
<td>Week prior to Presidents Day</td>
</tr>
<tr>
<td>Spring break with no classes</td>
<td>Late March or early April</td>
</tr>
<tr>
<td>Last day of school</td>
<td>Usually the first week of June</td>
</tr>
<tr>
<td>Summer programs</td>
<td>Mid-June through mid-August</td>
</tr>
</tbody>
</table>

Typical schedule of school day*

<table>
<thead>
<tr>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., Tue., Thurs., Fri.</td>
<td>8:05 a.m. – 3:35 p.m.</td>
</tr>
<tr>
<td>Wed.</td>
<td>8:30 a.m. – 3:05 p.m.</td>
</tr>
</tbody>
</table>
| After school activities such as study hall, gym sports, club meetings, theater rehearsals, soccer practice, etc. | No later than 6 p.m.

*Start time will be reviewed annually to help offset any changes at nearby schools.

Except for a few special events during the school year, students will not be on campus earlier than 7 a.m. or later than 6 p.m. Harker’s middle school is a closed campus, so students are not free to leave the campus for lunch or during class breaks. After school, students either participate in club or athletic activities or are picked up by shuttle buses, carpools or family to return home. Students do not leave the campus on their own. The campus is monitored by faculty, staff and security personnel.

Special events

The definition of a “special event” is an activity that goes beyond the normal school hours of operation (Mon.-Fri., 7 a.m.-6 p.m. and weekends 9 a.m.-7 p.m.). Harker has agreed to limit the number of special events to 12 per year and will provide neighbors with the dates of these events at the start of the school year each year. All evening events, after 6 p.m., will be held indoors and, for the first year of school operation, no outdoor events will be held on weekends.

Parking for special events will be in our regular parking spaces and on the basketball courts. Together, those areas can park approximately 250 vehicles.

Mandated Conditions by the City of San José

Harker’s plans for renovating the Union Avenue campus were approved as part of a Planned Development Permit from the city of San José that also includes 34 conditions related to activities, operation and traffic mitigation. These conditions are detailed in the public document PD18-040 that can be found on the city of San José website: sanjoseca.gov.
Traffic management
Several of the conditions in the city’s permit are related to actions that will minimize traffic impacts on the neighborhood. During the peak morning and afternoon commute times, Harker is limited to a specific number of vehicles that can come and go from the campus. Harker is required to report traffic counts collected by a third-party traffic monitoring consultant. Details of these requirements and information on how Harker will minimize traffic (carpools, shuttles, etc.) are described in the Transportation Demand Management (TDM) Plan included in this handbook’s appendix.

Briefly, efforts to minimize traffic include:
- A robust carpool program for parents, faculty and staff
- Shuttle buses among Harker’s campuses so that parents can drop off students at one location for transport to other campuses
- Shuttle buses that collect students at outlying locations for transport to campus so that individual families do not have to drive
- A streamlined drop-off and pick-up system that routes vehicles through the front parking lot and a lengthy queuing driveway along the south side of the campus. Approximately 60 vehicles can be accommodated on the campus at any one time during drop-off and pick-up so that vehicles will not back up onto Union Avenue.

Community communication plan
Harker welcomes neighbors of all of its campuses to contact the school with questions or concerns. Emails sent to neighbors@harker.org are typically responded to within 24 hours, Monday-Friday, when school is in session. The community is also invited to subscribe to Harker’s email list to receive monthly updates pertinent to neighbors. Sign up at harker.org/about/good-neighbors/subscribe.

Community meetings will be held regularly about the Union Avenue campus, beginning with the construction overview webinar held on May 14, 2020. A recording of that session is archived on the Harker website. Additional community meetings during construction are scheduled for fall 2020 and spring 2021. After the campus is opened in August 2021, general community meetings will be held three times during the first academic year of operation (October 2021, January 2022, April 2022) and then annually each fall in subsequent school years. Additional meetings may also be held by Harker or the community as needed.

In addition to notifying community members who have subscribed to the email list, Harker will mail written invitations to these meetings to approximately 2,400 households surrounding the campus (the area bordered by Samaritan Drive to the south, Bascom Avenue to the west, Camden Avenue to the north, and Leigh Avenue to the east). Written notifications will be mailed at least two weeks in advance.
Individuals from Harker have also been identified as contacts for neighbors of the Union Avenue campus:

Mike Bassoni, Facilities Director and Construction Liaison
408.510.8035
mike.bassoni@harker.org

Pam Dickinson, Office of Communication Director and Community Liaison
408.345.9273
communication@harker.org or neighbors@harker.org

Construction Hotline
7 a.m.-5:30 p.m. Monday-Friday
408.510.8035

Construction activity on the Union Avenue campus is permitted by the city of San José for 7 a.m.-7 p.m., Monday-Friday. To minimize impact to the neighborhood, construction will hours will be 7 a.m.-3:30 p.m. with a wind down before 5 p.m. On intermittent occasions, work may continue until 7 p.m. but this will not be the norm. In special circumstances, Harker can request permission from the city of San José to perform construction work on the weekend. If needed, this extra time will be limited to interior work only.

Parent Communication

We have a proven track record of responding to neighbor requests near existing campuses to redirect traffic and discourage off-campus parking and drop-offs. The same rigorous approach will be used to educate parents of middle school students attending the Union Avenue campus.

Approved routes to campus

Many families will participate in Harker’s shuttle and carpooling programs to reduce traffic at the middle school campus. Families needing to drop off or pick up their students will be provided with maps showing these approved routes to campus in order to prevent cut-through traffic on residential streets.

From 280 or 880
Take the Camden exit east and proceed on Camden until Union Avenue. Turn right (south) on Union Avenue and turn right into the campus.

From 85 South
Take the Union Avenue exit on 85. Turn left onto Samaritan Drive, left onto Union Avenue and left into the campus. An alternative route would be to exit 85 onto 17 north and take the Camden exit east. Proceed on Camden until Union Avenue. Turn right (south) on Union and right into the campus.

From 85 North
From 85 North, the first turn is a right turn on to Union, not a left turn.
Parents receive maps and videos showing where to enter the campus and how to queue for student drop-off. Harker staff supervises drop-off activity so that it flows safely and efficiently. Parents are also educated about where to exit the campus and what traffic restrictions apply.

**Preventing neighborhood drop-off**

Middle school parents will be told that residential streets surrounding the Union Avenue campus should not be used to drop off or pick up students. For the safety of the students, and in consideration of neighbors, parent communication will emphasize that all drop-off and pickup activity must be conducted on the Harker campus. Harker personnel will monitor adjacent streets to ensure that parents are complying, and a count of pedestrians entering and leaving the campus will be conducted four times per year, with results reported to the public.

Parents also will be regularly reminded, especially before any special event, that nearby residential streets are not be used for parking and that sufficient parking is available on the Union Avenue campus. Traffic and parking information is posted in the Harker parent portal and reminders sent to parents via email.

**Community Involvement**

Harker makes an effort to be an involved member of the neighborhoods where its campuses are located. This includes supporting community events and programs and, at the Union Avenue campus, making its facilities available to local nonprofit groups when school is not in session. During the first year of middle school operation, public access will be limited to indoor use only and must be within the hours approved for activity on the campus. After the first year, Harker will discuss with neighbors whether to expand public access to school facilities to include outdoor activities.
Harker School Union Avenue Campus

Transportation Demand Management (TDM) Plan

Prepared for:

Harker School

January 10, 2020
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1. Introduction

Transportation Demand Management (TDM) is a combination of services, incentives, facilities, and actions that reduce single-occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand, and air pollution problems. The purposes of TDM programs are to (1) reduce the amount of traffic generated by new development; (2) promote more efficient utilization of existing transportation facilities and ensure that new developments are designed to maximize the potential for alternative transportation usage; (3) reduce the parking demand generated by new development and allow for a reduction in parking supply; and (4) establish an ongoing monitoring and enforcement program to guarantee the desired trip and parking reductions are achieved. TDM programs may also be implemented to mitigate a significant project impact on vehicle miles traveled (VMT).

Project Description

The project site is located at 4525 Union Avenue in San Jose, California (see Figure 1). The proposed new Harker Middle School will serve up to 600 students from 6th to 8th grade and will employ up to 104 teachers/staff members. The project site is currently occupied by the Harker preschool with 120 students and 50 teachers/staff members. The project will remodel the existing buildings and include additional facilities to serve the middle school. Access to the site is currently provided by two unsignalized driveways on Union Avenue. The project is proposing to relocate the northern driveway to the south to be centrally located along the project frontage and install a traffic signal. The southern driveway will operate as an unsignalized intersection with restricted right-turn only access. The project site plan is shown on Figure 2.

TDM Requirement

The project is required to implement effective and appropriate TDM measures to address the significant VMT impact generated by students and employees of the project. The main purpose of the proposed TDM Plan is to reduce single-occupant vehicle trips at the new Harker Middle School campus. Since the project is proposing to provide adequate off-street parking, the TDM Plan is not geared toward achieving a parking reduction.
Figure 2
Project Site Plan
2. Transportation Facilities and Services

Transportation facilities and services that support sustainable modes of transportation include commuter rail, buses and shuttle buses, bicycle facilities, and pedestrian facilities. This chapter describes the existing transit services, as well as bicycle and pedestrian facilities, in the vicinity of the project site.

Existing Bicycle and Pedestrian Facilities

All new development projects in San Jose should encourage multi-modal travel, consistent with the goals of the City’s General Plan. It is the goal of the General Plan that all development projects accommodate and encourage the use of non-automobile transportation modes to achieve San Jose’s mobility goals and reduce vehicle trip generation and vehicle miles traveled. In addition, the adopted City Bike Master Plan establishes goals, policies and actions to make bicycling a daily part of life in San Jose. The Master Plan includes designated bike lanes along many City streets, including designated bike corridors. In order to further the goals of the City, pedestrian and bicycle facilities should be encouraged with new development projects. While providing new bicycle facilities can help to achieve a high level of bicycle mode share, one goal of the City’s General Plan, a greater level of bicycle mode share can be attained if transit services are utilized in combination with bicycle commuting.

Pedestrian Facilities

Pedestrian facilities in the project area consist primarily of sidewalks along the surrounding streets. Sidewalks are found along virtually all previously described local roadways in the study area, with the exception of short intermittent segments of Union Avenue, south of Camden Avenue, where sidewalks are missing along one side of the street. Additionally, sidewalks are missing along several of the local residential streets located east of the project site. Other pedestrian facilities include crosswalks with pedestrian signal heads and push buttons at all the signalized intersections in the study area.
**Bicycle Facilities**

Bicycle facilities in the vicinity of the project site are shown on Figure 3. Bicycle facilities are divided into three classes of relative significance. Class I bikeways are bike paths that are physically separated from motor vehicles and offer two-way bicycle travel on a separate path. Class II bikeways are striped bike lanes on roadways that are marked by signage and pavement markings. Class III bikeways are bike routes and only have signs to help guide bicyclists on recommended routes to certain locations.

Class II striped bike lanes are provided on the following roadways:

- **Union Avenue** – between Los Gatos-Almaden Road and Bascom Avenue
- **Leigh Avenue** – between Blossom Hill Road and Curtner Avenue
- **Los Gatos-Almaden Road** – between Los Gatos Boulevard and Harwood Road

There is a Class I bikeway, the Los Gatos Creek Trail, that runs along the west side of SR 17, extending from Lexington Reservoir south of Los Gatos to Meridian Avenue in San Jose. The trail can be accessed from Camden Avenue, although there are no bike lanes on Camden Avenue.

**Existing Transit Services**

Existing transit services near the project site are provided by the Santa Clara Valley Transportation Authority (VTA). The study area is served directly by one express bus route, two limited stops bus routes and three local routes. The transit routes that run through the study area are listed in Table 1, including their route description and commute hour headways (frequency of stops). The study area is well served by buses.

The nearest bus stop locations to the project site include bus stops along Union Avenue served by Route 62. The nearest bus stop served by Route 62 southbound is located along the project frontage and the nearest bus stop served by Route 62 northbound is located north of Charmeran Avenue in front of the Cambrian Park Plaza Shopping Center. The closest bus stops serving Routes 37, 101, 328 and 330 are located at the intersection of Camden Avenue and Union Avenue, approximately a half-mile north of the project site, and the closest bus stops serving Route 27 are located at the intersection Samaritan Drive and Union Avenue, approximately a quarter-mile south of the project site. The project’s close proximity to existing transit services will provide students and staff with the opportunity for multi-modal travel to and from Harker Middle School.

Existing transit services near the project site are provided by the Santa Clara Valley Transportation Authority (VTA) and Caltrain (see Figure 4).
Figure 3
Existing Bicycle Facilities

LEGEND
- Site Location
- Class I Bike Paths
- Class II Bike Lanes
Table 1
Existing Bus Service

<table>
<thead>
<tr>
<th>Transit Route</th>
<th>Route Description</th>
<th>Hours of Operation</th>
<th>Headway&lt;sup&gt;1&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Route 27</td>
<td>Good Samarita Hospital to Kaiser</td>
<td>6:00 am - 8:00 pm</td>
<td>30 mins</td>
</tr>
<tr>
<td>Local Route 37</td>
<td>West Valley College to Capitol Light Rail</td>
<td>7:00 am - 10:00 pm</td>
<td>30 mins</td>
</tr>
<tr>
<td>Local Route 62</td>
<td>Good Samarita Hospital to Sierra &amp; Piedmont</td>
<td>6:14 am - 10:00 pm</td>
<td>30 mins</td>
</tr>
<tr>
<td>Express Route 101</td>
<td>Camden &amp; Highway 85 to Palo Alto</td>
<td>6:17 am - 5:10 pm</td>
<td>55-60 mins</td>
</tr>
<tr>
<td>Limited Route 328</td>
<td>Almaden Expressway &amp; Camden to Lockheed Martin/Moffett Industrial Park</td>
<td>5:57 am - 5:57 pm</td>
<td>20-25 mins</td>
</tr>
<tr>
<td>Limited Route 330</td>
<td>Almaden Expressway &amp; Camden to Tasman Drive</td>
<td>6:41 am - 6:18 pm</td>
<td>20 - 30 mins</td>
</tr>
</tbody>
</table>

Notes:
<sup>1</sup> Approximate headways during peak commute periods.
Figure 4
Existing Transit Services
3. Recommended TDM Measures

This chapter describes TDM measures recommended for the new Harker Middle School Union Avenue Campus, which will include services that promote sustainable modes of transportation. The TDM measures for the project were developed using Section 20.90.220 of the San Jose Code of Ordinances and TDM strategies identified in the City of San Jose’s Transportation Analysis Handbook, April 2018.

Due to the project characteristics (middle school), it is reasonable to assume that not all parents will drive their students to school. It is also reasonable to assume that, if available, some students and employees will choose to use alternative modes of transportation rather than drive or get dropped off. Implementation of the recommended TDM measures will encourage future Harker employees and students to use public transit and participate in carpooling to reduce the single-occupant vehicle (SOV) trips generated by the project, thereby reducing vehicle miles traveled (VMT). The project will also be required to implement a free shuttle program. These and other TDM measures are described below.

Proposed TDM Measures

The recommended TDM measures are intended to encourage future Harker employees and students to utilize alternative transportation modes to reduce single-occupant vehicle trips. Additionally, as part of the TDM program, a direct shuttle service will be implemented by Harker Middle School. The specific TDM measures that are recommended for the project are described below and are based on the measures identified in the Final Transportation Analysis to improve student/staff transport and reduce the VMT impact to a level of insignificance.

Free Direct Shuttle Service

The project will provide free and direct shuttle service from various locations in San Jose and the surrounding cities to the new Harker Middle School on Union Avenue. The free shuttle will be available to all students and employees before the start of school. The goal of a direct shuttle service is to reduce the number of single-occupant vehicle (SOV) trips generated by employees and provide students with the option of taking a shuttle to school instead of being dropped off/picked up by their parents. Offering free and direct shuttle service can benefit employees and parents of students by providing a convenient and cost-effective alternative to driving.

The following shuttle service will be provided by Harker School (preliminary, subject to change):

Peninsula Shuttle

This shuttle will provide direct service to the Harker Middle School campus on Union Avenue and will pick-up students at Alpine Road in Portola Valley, Foothill College in Los Altos, and one additional stop in Cupertino (exact location to be determined).
Fremont/Milpitas Shuttle
This shuttle will pick up students at one stop located in the Fremont/Milpitas area (exact location to be determined). This shuttle will stop at the Harker Upper School campus on Saratoga Avenue first and then proceed to the Harker Middle School campus on Union Avenue. The majority of Middle School students will likely board at the Upper School campus.

101 Corridor/Palo Alto Shuttle
This shuttle will pick up Harker Upper School and Lower School students at one stop located near US 101 in Palo Alto (exact location to be determined). All students will disembark at the Upper School campus on Saratoga Avenue. The shuttle will pick up Middle School students at the Upper School campus and transfer them to the Middle School campus on Union Avenue. Lower School students will transfer to a different shuttle.

Intercampus Shuttle
This shuttle will pick up Harker Middle School students at the Harker Lower School campus on Bucknall Avenue in San Jose, stop at an intermediate local location (exact location to be determined) to pick up additional middle school students, and continue on to the Middle School campus on Union Avenue.

Enlightened Shuttle
This shuttle will pick up Harker Lower and Middle School students at one local pickup point (exact location to be determined), travel to the Middle School campus on Union Avenue, and then continue on to the Lower School campus on Bucknall Avenue.

Union Shuttle
This shuttle will pick up Harker Middle School students at one local pickup point (exact location to be determined), drop them off at the Middle School campus on Union Avenue, and then return to the same pickup point to make a second transfer.

Silver Creek Shuttle
This shuttle (van) will provide direct service from Silver Creek (exact location to be determined) to the Harker Middle School campus on Union Avenue. Depending on ridership, a second Silver Creek shuttle can be added if necessary.

For efficient and accurate processing and accountability, Harker School plans to implement a card scan system for checking students on and off the shuttles.

School Carpool/Transit Pool Program
Harker School will provide a school carpool/transit pool program that is open to all families of Harker. The school carpool program will match families interested in carpooling for school pick-up/drop-off who have similar commute patterns. A school carpool program will help to reduce the total number of single-occupant vehicle trips traveling to and from the new Harker Middle School.

The transit pool program will match small groups of Harker students interested in traveling together via public transit. By providing a well-organized transit pool program, Harker students will be more likely to utilize public transit than might otherwise, as some students and/or parents may be hesitant of a student riding public transit alone.
TDM Administration and Services

On-Site TDM Coordinator

Harker Middle School will be required to provide a Transportation Coordinator who is responsible for implementing the TDM programs. We recommend Harker School appoint an individual as the Transportation Coordinator or TDM contact person who is a full-time employee of the school. The TDM Coordinator’s name and contact information must be provided to Harker families as well as to City of San Jose staff. The TDM Coordinator should provide the following services and functions to ensure the TDM plan runs smoothly:

• Post their contact information on the school’s website and be a point of contact for employees, students, and parents of students;
• Address all TDM-related questions and/or issues that arise and be responsible for ensuring that employees, students, and parents of students are aware of all the transportation options available to them and how to fully utilize the TDM plan;
• Create employee and student origin location maps to share with Harker employees and families interested in carpool and transit pool matching; and
• Monitor the school carpool/transit pool program and make necessary changes as circumstances require.

The TDM Coordinator could also serve as the Traffic Coordinator at Harker School. The Traffic Coordinator’s role will be to oversee general traffic operations at the school and provide outreach to the public, employees and families. If the TDM Coordinator does not assume this additional responsibility, then Harker will need to appoint a separate Traffic Coordinator.

Availability of TDM Plan Information

The TDM Coordinator will be responsible for distributing information packets to Harker employees, students, and parents of students regarding the TDM program prior to program implementation. The information packets should include information about public transit services and schedules, the free direct shuttle service and schedule, and the school carpool/transit pool program. Additionally, information about the direct shuttle service and the school carpool/transit pool program should be posted on the school’s website. The TDM Coordinator will ensure that the most up-to-date information about the shuttle service and carpool/transit pool program are available on the school’s website.

Summary of TDM Measures

The TDM measures for the Harker Middle School Union Avenue campus were developed using Section 20.90.220 of the San Jose Code of Ordinances and the City of San Jose’s Transportation Analysis Handbook, April 2018. Implementation of the recommended TDM measures will encourage Harker employees and students to use alternative transportation modes (e.g., shuttle service, carpooling, and public transit), thereby reducing drive-alone project-generated trips and vehicle miles traveled (VMT). The proposed TDM Plan includes the following measures:

• Free Direct Shuttle Program
• School Carpool/Transit Pool Program
• On-Site TDM Coordinator (including TDM program implementation and monitoring, carpool matching assistance, and trip planning resources and services)
• TDM Program Dissemination
4. TDM Implementation and Monitoring

Implementation of the recommended TDM measures will encourage future Harker employees and students to use the free shuttle service, utilize public transit, and participate in carpooling and transit pooling, thereby reducing project-generated single-occupant vehicle trips and vehicle miles traveled (VMT). Per Section 20.90.220 of the San Jose Code of Ordinances, monitoring will be necessary to ensure that the TDM measures are effective and continue to be successfully implemented for the life of the project.

Implementation

The project applicant will submit this TDM Plan to the City of San Jose and will be responsible for ensuring that the TDM strategies are incorporated into the project. After the Harker Middle School Union Avenue campus is constructed and occupied, the project applicant needs to identify a TDM Coordinator. The school (i.e., TDM Coordinator) will be responsible for implementing the ongoing TDM measures. Having a main contact person at the school will help ensure that transportation-related questions from students and/or their parents are responded to promptly. If the TDM Coordinator changes for any reason, the City and Harker staff and families shall be notified of the name and contact information of the newly designated TDM Coordinator.

Monitoring and Reporting

The TDM Plan will need to be re-evaluated annually for the life of the project. It is recommended that the designated TDM Coordinator consult with City staff to ensure the monitoring and reporting meets the City’s expectations. Monitoring should include the following components:

- Annual Vehicle Trip Generation Counts (conducted by a third party)
- Annual Mode Share Surveys (sent home with students)
- Annual Monitoring Report (provided to City staff)

Annual Vehicle Trip Generation Counts

Annual trip generation counts should be conducted by a third party on a typical weekday (Tuesday, Wednesday, or Thursday) to document the number of vehicles entering and exiting the site during the weekday AM peak traffic period (7:00 - 9:00 AM) and PM peak traffic period (4:00 - 6:00 PM). As part of the City of San Jose’s Mitigation Monitoring and Reporting Program (MMRP), the new Harker Middle School will be required to implement a “trip cap” of 679 AM peak hour trips and 315 PM peak hour trips. The AM peak hour is defined as the peak one hour of school-generated traffic that occurs sometime
between 7:00 - 9:00 AM, and the PM peak hour is defined as the peak one hour of school-generated traffic that occurs sometime between 4:00 - 6:00 PM. If the annual trip generation counts show the school is exceeding the trip cap, then the TDM Plan would need to be altered or enhanced to further reduce vehicle trips to meet the trip cap.

**Annual Mode Share Surveys**

A survey to be administered to Harker staff and parents of Harker students will provide qualitative data regarding perceptions of the alternative transportation programs and perceptions of the obstacles to using an alternative mode of transportation. The survey also will provide quantitative data regarding the number of staff and students/parents who utilize alternative modes of transportation (e.g., bike-to-work/school, carpool, or use public transit or the free shuttle program), including the frequency of use. The mode share survey results will measure the relative effectiveness of individual TDM program components and facilitate the design of possible program enhancements in order to reduce drive-alone trips.

**Annual Monitoring Reports**

The TDM Coordinator will be responsible for submitting the monitoring reports to the City of San Jose (Department of Building and Code Enforcement’s Environmental Review) annually for three years, and then upon request of the Zoning Administrator for the life of the project with the following information:

- Findings of the vehicle trip generation counts, compared to the trip cap, as required as part of the MMRP;
- Effectiveness of individual TDM program components from the annual mode share survey; and
- A description of the TDM programs and services that were offered to Harker employees and students/parents in the preceding school year, with an explanation of any changes or new programs offered or planned for the next school year.
Middle school campus relocating to Union Avenue in August 2021.