

FTMS West Traffic Processes – General Information

1. Safety is priority one – all adults and students must take responsibility for their personal safety and the safety of those around them.
2. Drop off time begins at 7:45 AM. Dismissal time begins at 3:15 PM. Both times will be indicated by a bell that rings outside the building. Only students registered with the Y program will be permitted to enter the building prior to 7:45 AM, unless students have direct permission by a staff member and are supervised by said staff member.
3. Parents are responsible for having their child dropped off and picked up from school on time. FTMS West administration understands the challenges with the traffic. Students must be in queue for drop-off no later than 8:00* to prevent being late to school.
 - a. *Administration will monitor this time policy and evaluate its fairness. The goal is to have students in the building, provide the ability to receive a grab-n-go breakfast still if needed, and get to class at 8:10 which is the beginning of instructional time.
4. Buses will have priority on entering and exiting as they are moving the maximum number of students.
5. Parking in the designated drive lanes is prohibited during the following times:
 - a. Morning: 7:00 AM – 8:15 AM
 - b. Afternoons (MTuThF): 2:30 PM – 3:45 PM; Wednesday: 2:00 PM – 3:15 PM
6. Please respect the community and your neighbors by not using their driveways and/or streets to cut through and/or stage your entry into the parking lot.
7. Violators of all traffic laws or any individuals that put students, parents, or staff at risk will be reported to local authorities.
8. We welcome constructive feedback to enhance our processes. Please be patient with children as they work to get to and from cars as quickly and safely as possible.

Parents will have two main options upon arriving at FTMS West. Both options permit either an eastbound or westbound exit. Parents will need to understand which lines however guide you to which direction upon exit. Each option is explained in the corresponding documentation. Please refer to the [FTMS West – General Traffic Information](#) section for additional important details.

FTMS West AM Traffic Pattern Flow – Option 1

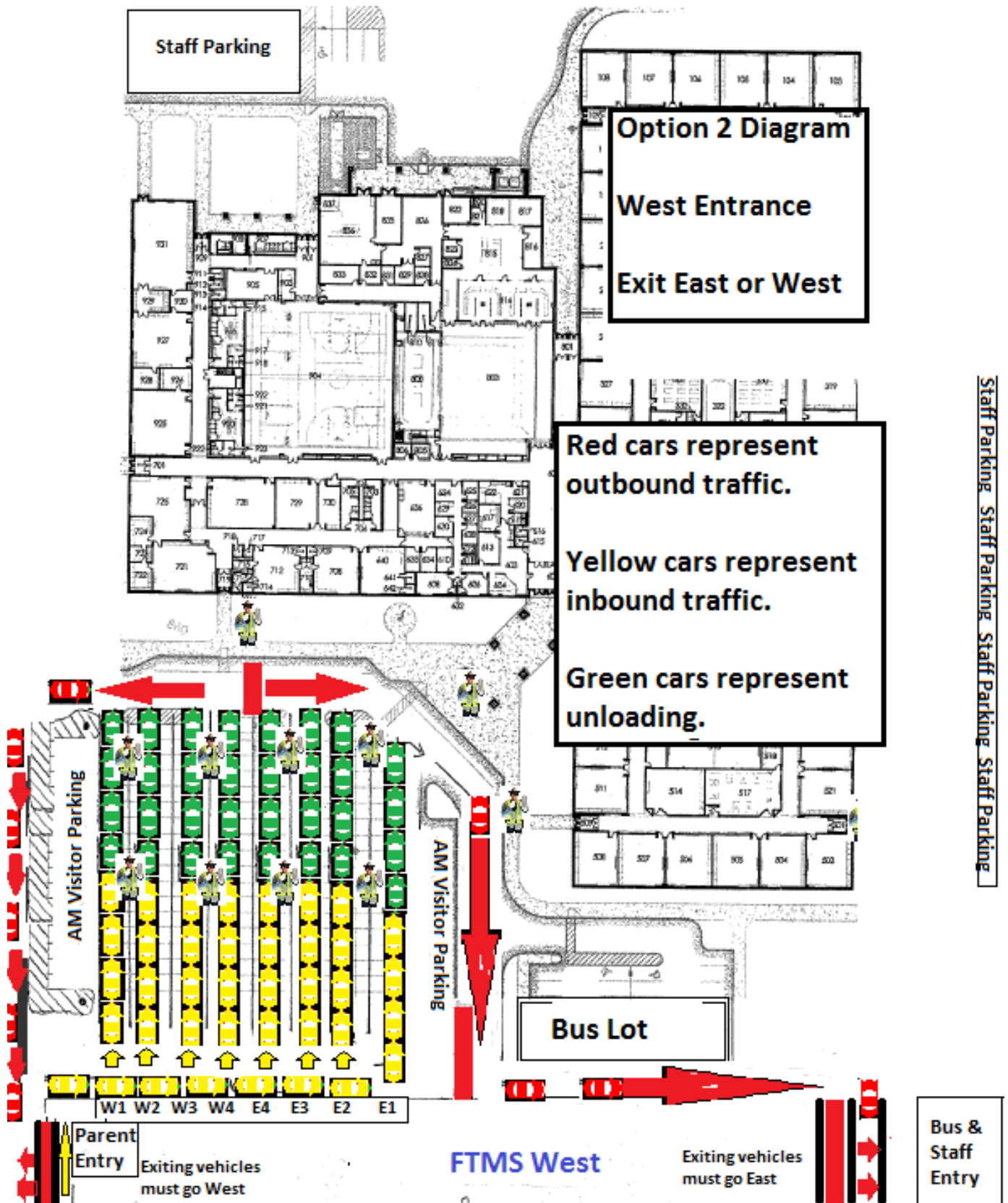
Note: If you have a need to park and come into the building, you will need to use [Option 2](#).

1. All personal vehicles (i.e., parents) conducting student drop-off will enter the WEST entrance (closest to Five Points road).
2. You will travel parallel to the west side of the building to the back of the school property and around to the back, entering a three car wide queue system. This path is marked by cars in red on the map.
 - a. NOTE: The area marked off on the west side by the orange stripes is not to be blocked at any time.
3. In an alternating manner and upon signal of a staff member, cars proceed into the coned off lane that runs parallel to the EAST side of the building. Passengers will be signaled by staff when it is permissible to exit the PASSENGER side of the vehicle.
4. Upon permission by the staff, the cars will then be signaled to exit the coned lane and proceed to the choice point between the EAST and WEST Exit. If exiting EAST, vehicles will travel straight and exit to the left on Edgewood. If exiting WEST, vehicles will be directed to make a U-turn and go back around the building to the WEST Exit and turn right.

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FTMS West AM Traffic Pattern Flow – Option 2

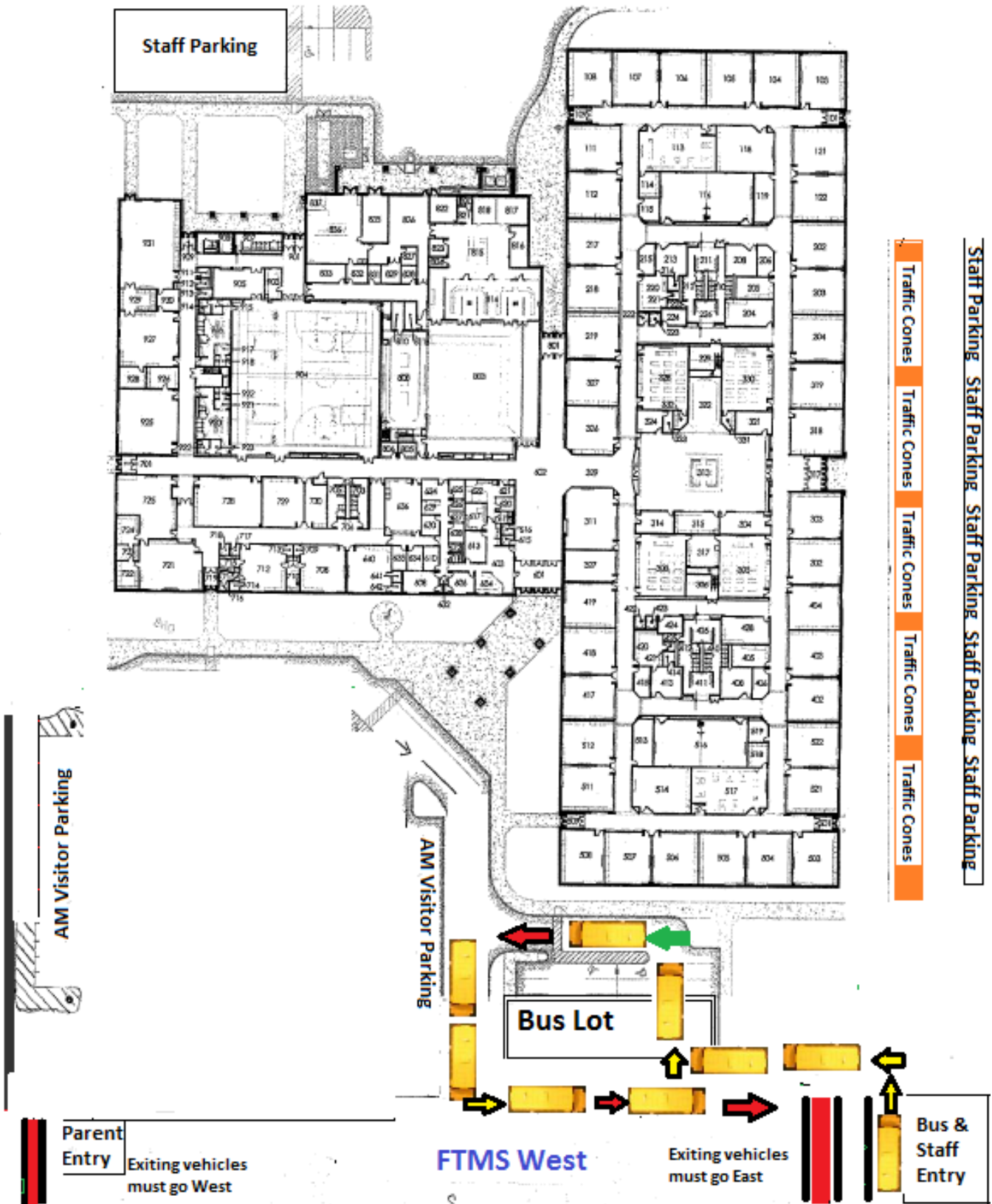
1. All personal vehicles (i.e., parents) conducting student drop-off will enter the WEST entrance (closest to Five Points road). Buses and staff members will be the only vehicles permitted to enter the East entrance.
2. Upon entry to the parking lot, make an immediate right.
3. Select one of the first four lanes (labeled W1-W4) if you want to exit WEST upon departure. Select one of the last four lanes (labeled E1-E4) if you want to exit EAST upon departure.
 - a. Note: If you need to park your vehicle and enter the building, you will need to select either W1 or E1. Refer to the diagram where you see the “AM Visitor Parking” noted.
4. Cars marked in red on the diagram indicate the holding queue. Passengers may NOT disembark in this area. Cars marked in the green area indicate the unloading zone. Passengers may disembark in this area ONLY when signaled by the staff members to do so. A combination of STOP/GO and WALK/DO NOT WALK signs will indicate the expected movement.
5. Cars in lanes W1-W4 will be released by a staff member in a cascading manner to exit by turning left out of their lane and return to Edgewood Avenue where they are to only turn RIGHT (WEST) onto Edgewood Ave. Cars in lanes E1-E4 will be released by a staff member in a cascading manner to exit by turning right out of their lane and return to Edgewood Avenue where they are to only turn left (EAST) onto Edgewood Ave. These two sets of lanes, W1-W4 and E1-E4 will work independently.
 - a. Note: The red rectangles indicated restricted areas that may not be crossed by personal vehicles.
 - b. Note: If exiting to the East, be aware that buses will also be exiting in the latter portions of the drive lanes. BE MINDFUL OF THE BUSES.



FTMS West AM Traffic Pattern Flow – Buses

Note: The FTMS West traffic plan has been developed to absorb a fluctuating bus ridership without making significant changes to the flow of traffic. This prevents confusion and enhances efficiency.

1. All buses will enter the EAST entrance (closest Franklin Road).
2. Busses will turn left at the first lane and take an immediate right into the bus drop-off lane. Once the bus pulls parallel to the building, it will release its students. The bus will then proceed to exit by turning left, left again and right to return to the EAST exit. From there, the bus will turn right or left depending upon its next destination.
3. Special Education buses, as needed, will be permitted to travel along the front of the school building to allow students to enter door 1, which is the door in front of lane W3 as noted on Option 2.



FTMS West Traffic Processes – PM Pickup

Note: FTMS West has considered a number of options, received input from family and community members, to create an effective pickup plan. Challenges exist with releasing 900+ middle school students into a parking lot such as ours onto Edgewood Avenue. We will continue to evaluate processes to facilitate the PM pickup.

1. Parents will follow the same traffic patterns as defined in the AM options (1 or 2).
 - a. Note exception below.
2. Parents will need to clearly communicate with their child where the child should plan to meet them for pickup.
3. Students and parents will utilize a line of sight to recognize car is in the green pickup zone.
4. Students may only cross into the traffic lanes at the permission of staff members. Parents may move vehicles based on the same process as described in the AM options.
5. Traffic Flow Exception:
 - a. We anticipate that some students may not be to the vehicles by the time the queue is ready to move. To keep the process flowing however, it will be necessary for the vehicle to exit the green area.
 - b. Vehicles will NOT return to Edgewood Avenue.
 - i. Option 1 vehicles: As you exit the queue, you will U-turn to your left and travel along the West exit path and return to the coned-off lane re-entry point.
 - ii. Option 2 vehicles:
 1. East bound: You will begin the exit process, but instead of turning left towards the exit, you will turn right and enter back into lane E1.
 2. West bound: You will begin the exit process, but instead of exiting to Edgewood, you will re-enter the queue by turning right back into the lanes and once again pick lane W1-W4 or E1-E4.

