

# Information Needed when Requesting NCDOT Prepare School Traffic Study

MSTA website - <https://connect.ncdot.gov/municipalities/School/Pages/default.aspx>

Name of School:

Division/County:

1. School Traffic Study Type:  New  Relocating  Expanding Existing
2. School Type:  Public  Private  Non-urban Charter  Urban Charter  
If Charter, Final Approval of Application date:    Date
3. Grade Levels: Enter grade level and number of students in each grade:  
(Pre-K , K , 1 , 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10 , 11 , 12 )
4. School Physical location: Proposed or Existing (indicate both, if applicable)  
Proposed Address:        Address  
Existing Address:        Address
5. Is the Physical location for the School Traffic Study:  Permanent  Temporary  Speculative  
If temporary, when are your plans to move to Permanent location: Months    / Years
6. Is there Joint use of property, between two or more schools?  Yes  No  
Will they operate at the same time or be offset?        Provide Bell Schedules:
7. Program Type:  Traditional  Year Round
8. Will a Day Care be on the same site?  Yes  No
9. Is there a decided Handicap program on site?  Yes  No
10. Does this school have a non-traditional instructional focus?  Yes  No  
(i.e., At Risk Teens, College Prep, Leadership and Trade Careers)  
If so, explain the program; also explain how travel patterns will be different.
11. School hours of operation (include any staggered times, pre-school and/or after-school programs)
12. Maximum Student population:
13. Plans to increase the student population (i.e., future construction/install mobile units)?  
 Yes  No        If so, when: Date
14. Student drivers:  Yes  No  
If so, how many Student Drivers/Parking Permits assigned:  
How many total student parking spaces/parking permits allotted?
15. Number of faculty/staff:
16. Faculty arrive same time as the students?  Yes  No
17. Number of Students that ride the bus:
18. Buses:  Yes  No        Number of buses:  
Housed on the campus:  Yes  No        All Standard Size:  Yes  No  
Shuttle Bus:  Yes  No        Shared with another school:  Yes  No
19. Does the site promote walkable communities/Bicycle (sidewalks/paths) and/or take advantage of existing transit systems?  Yes  No        If so, what type:        How many:
20. Are any grades required to Park & Walk in? (i.e., Pre-K)  Yes  No  
List the number of students in each grade:

## Site Plan

21. Provide a scalable electronic copy of the site plan.
22. Show proposed traffic routes/patterns for Parents, Student drivers, buses, and staff.
23. Indicate location of the Parent Loading Zone for student pickup/drop-off.
24. Number of loading bays in the parent loading zone?
25. Indicate location of the Bus loading Zone for student pickup/drop-off.
26. Number of loading bays in the Bus loading zone
27. Indicate Short Term/Visitor Parking location.
28. Number of parking spaces dedicated to Short Term/Visitor parking?
29. Enough parking for faculty, staff, student drivers and buses?  Yes  No
30. Will Day Care buses/shuttles be transporting on/off the campus?  
If yes, show proposed traffic route/pattern and loading zone.  Yes  No
31. Will Handicap buses be transporting on/off the campus?  
If yes, show proposed traffic route/pattern and loading zone.  Yes  No
32. Provide number of parents entering and exiting:  
In what direction will your school traffic be coming from, what percentages?  
North                  South                  East                  West
33. Provide a brief description of the parent/student-loading zone process
34. Describe the bus loading/parking process

## Developments Planned

35. School located in or adjacent to a planned development?  Yes  No  
If yes, explain.
36. Any businesses or housing developments in the area that may affect school operations?  Yes  No  
If yes, explain.
37. Any business or developments planned for the area that may affect school-related traffic?  Yes  No  
If yes, explain.
38. List any concerns that need to be addressed

### Submitted and Completed by:

Name (Responsible Party):

Signature:

Address:

Email:

Phone:

Date:

### Approved by (Board Chairman or Superintendent):

Name:

Signature:

Address:

Email:

Phone:

Date: