

**2012 New Trier Jazz Festival/Frank Mantooth Jazz Festival
Traffic Flow & Bus Loading and Parking – **NEW** Very Important Instructions**

Dear Band Director and Bus Driver: **Parking is off-site at the Northfield Campus parking lot--see map
Building D will be open to Bus Drivers for restrooms and warmth.**

The traffic management and congestion at Jazz Fest is challenging. Due to multiple events occurring simultaneously, there will be over 40 buses and hundreds of private vehicles converging on New Trier to pick up and drop off participants and guests.

Please communicate these instructions to everyone involved in your excursion so that all will experience a smooth arrival and departure.

Bus drivers must respect and adhere to the following instructions regarding traffic flow outlined below to help us insure the safe and efficient movement of students, visitors and traffic.

1. **HAVE A SIGN** showing the name of your school taped to the window closest to the exit door of the bus that is easily readable. A sign made with black marker on letter size paper with large lettering works perfectly. This makes identification of the buses much easier when students and traffic coordinators are trying to locate a specific bus at pick-up.
2. **DROP OFF**
 - a. **YELLOW BUSES** unload on **Woodland Ave--north bound** in the reserved lane
 - **DO NOT turn around and head back southbound** on Woodland toward the school. Take Woodland N to Sunset W to Wilson, S to Winnetka—then follow map to Northfield Campus.
 - b. **LARGE RIG CHARTER BUSES** unload on **Winnetka Avenue--west bound** in the reserved temporary loading/unloading lane on the north side of the street (buses *cannot* unload/or load on the south side of the street--east bound) Do not turn on to Woodland.
 - All charter buses approach the school by Sheridan Road and turn west bound onto Winnetka Ave—then follow map to Northfield Campus.
3. **PARKING:** Do not park buses on any side street
 - All buses park at the **NEW TRIER NORTHFIELD CAMPUS** (west end of parking lot-- see map). **Building D will be open to Bus Drivers for restrooms and warmth.**
4. **PICK-UP for dinner hour excursion and final departure home/equipment pick up**
 - a. **All Buses**
 - **Dinner--Assemble your students. The driver does not leave** to pick-up students at the school for dinner **until the driver receives a call from the Band Director.** Once your students are gathered together, call the driver and tell the driver where you will be waiting—Winnetka side or Woodland side.
 - **Final Departure** Buses may begin lining up @ 9:30 pm.
 - Yellow buses retrace route back to New Trier Winnetka Campus and turn left onto Woodland
 - Large rig charter buses retrace route back to Green Bay Road, turn right on Green Bay (south) to Kenilworth Ave., turn left on Kenilworth (east) to Sheridan Road, turn left on Sheridan (north) to Winnetka Ave and turn left (west) onto Winnetka Ave. **Unload/load along Winnetka Ave in the reserved lane.**
5. **EXCHANGE CELL PHONE NUMBERS with your driver** Clear communication is essential for efficient loading and unloading of students and equipment throughout the day.
6. **TELL YOUR STUDENTS** Communicate the loading and unloading procedures.

Safety note: In addition to our parent supported traffic detail, we will also have a Winnetka police officer's support and New Trier staff assistance. Please do not overstay in the drop-off/pick up zones. If you have any questions or concerns regarding traffic issues, please feel free to contact the Traffic Coordinators:

Phil Dray

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