



May 4, 2015

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## VIA E-MAIL AND FEDEX

Ms. Heather Klein  
Planning & Zoning Division  
250 Frank H. Ogawa Plaza  
Suite 2114  
Oakland, CA 94612

Re: Application to Amend Permit No. PUD04-400,  
PUDF05-339, ER04-0014 and Permit No. PUDF07-520

Dear Ms. Klein:

Head-Royce School (“HRS”) is seeking to revise the conditions of approval for its existing Planned Unit Development permits (PUDs). As revised, the PUDs would:

- allow Head Royce to institute “Phase III enrollment” (up to 906 students);  
and
- introduce a Traffic Demand Management (TDM) plan as a condition of approval (**Attachment A**);

This application supersedes any previous applications for an amendment allowing Phase III enrollment. Specifically, Head Royce is withdrawing its prior application seeking to use Building 9 at 4368 Lincoln Avenue for Head Royce business office purposes or to amend the use permit granted for the operation of a residential care program for at 4368 Lincoln Avenue.

**A. Consistency with PUD Findings.** As explained below, the proposed revisions would continue to meet the required PUD findings:

*The location, design, size, and uses are consistent with the Oakland General Plan and with any other applicable plan, development control map, design guidelines, or ordinance adopted by the City Council or Planning Commission:*

Head Royce’s existing PUD allows the school to enroll up to 906 students in phases, with the final phase (Phase III) starting 15 years from the approval for the Master Plan (2006) for the campus. The phasing plan was a product of an agreement with several of the school’s neighbors. As noted on page 8 of its January 4, 2006 staff report to the Planning Commission, “the conditions outlined in these agreements and the timeframes for implementation are independent of the timeframes permitted by the Planning and Zoning Department.” Nonetheless, these agreements were ultimately included as conditions of approval. As conditions of approval, the City has discretion to amend the phasing requirement to the same extent as it has discretion to amend any other condition.

The proposal to accelerate the timing for Phase III enrollment conforms to the General Plan, the zoning and the 2006 Master Plan. In particular, the proposal conforms with the maximum enrollment approved in the existing PUD. The City's prior approvals contemplated that the school would provide 157 off-street spaces, either on or off site at maximum enrollment. As confirmed by a recent inspection by the City, Head Royce currently has more than 157 off-street parking spaces.

*The location, design, and size are such that the development can be well integrated with its surroundings, and, in the case of a departure in character from surrounding uses, the location and design will adequately reduce the impact of the development:*

No new development is proposed. Head Royce School has been continuously operating at its current location since the 1960s. Head Royce School is proposing to go to Phase III enrollment, the maximum already authorized under its existing PUD permits.

*The location, design, size, and uses are such that traffic generated by the development can be accommodated safely and without congestion on major streets and will avoid traversing other local streets.*

Adequate off-street parking exists to accommodate the increased enrollment. In addition, measures in the proposed TDM will address traffic safety and congestion.

*The location, design, size, and uses are such that the residents or establishments to be accommodated will be adequately served by existing or proposed facilities and services;*

Since 2006, sufficient classroom and other facilities have been constructed and Head Royce has sufficient parking needed to support the approved maximum student population of 906.

*The location, design, size, and uses will result in an attractive, healthful, efficient, and stable environment for living, shopping, or working, the beneficial effects of which environment could not otherwise be achieved under the zoning regulations:*

No new development is proposed.

Head-Royce is committed to being a good neighbor and to providing creative solutions to maintaining a healthful, efficient, and stable environment for itself and its neighbors. The proposed Traffic Demand Management Plan in **Attachment A** contains strategies to manage vehicle congestion on Lincoln Avenue, educate staff, parents and students about driving rules, and minimize impacts of the school activities on the neighborhood.

*The development will be well integrated into its setting, will not require excessive earth moving or destroy desirable natural features, will not be visually obtrusive and will harmonize with surrounding areas and facilities, will not substantially harm major views for surrounding residents, and will provide sufficient buffering in the form of spatial separation, vegetation, topographic features, or other devices:*

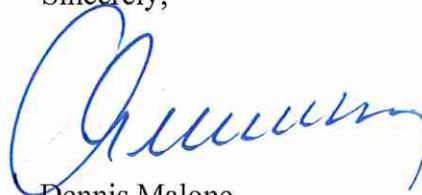
**B. CEQA Compliance.**

CEQA Guidelines § 15314 (Class 14) exempts from CEQA review “minor additions to existing schools within existing school grounds where the addition does not increase original student capacity by more than 25% or ten classrooms, whichever is less.” Here, the difference between Phase II (845) and Phase III (906) enrollment is approximately 7%. No new classrooms would be constructed. Maximum enrollment of 906 students was also contemplated under the existing PUD.

Based on the above considerations, Head Royce respectfully requests that the City amend Head Royce’s permits to allow Phase III enrollment and incorporate into the permit the proposed TDM attached as **Attachment A**.

Thank you for your consideration of this request.

Sincerely,



Dennis Malone  
Head-Royce School  
CFO/Director of Operations

Attachments  
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# HEAD ROYCE TRANSPORTATION DEMAND MANAGEMENT PLAN

October 20, 2015





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# INTRODUCTION

Head Royce School is a private kindergarten through 12<sup>th</sup> grade school located at 4315 Lincoln Avenue in Oakland, CA. It is located on a 14-acre campus on the north side of Lincoln Avenue between Alida Street and Lincoln Way in the Oakland hills, just below Highway 13. The school shares the neighborhood with single family residences, religious institutions and specialized centers. The school is divided into a Lower School (K-5), Middle School (6-8), and Upper School (9-12).

Head Royce operates under a planned use development permit (PUD 04-400 and PUD 07-520) from the City of Oakland that allows the school to enroll up to 906 students. The City has requested that the school hire a qualified firm to complete a Transportation Demand Management (TDM) Plan to ensure that traffic and circulation impacts are minimized and that the requirements of the use permit are met.

The overall goals of this plan, consistent with the goals of the City of Oakland are:

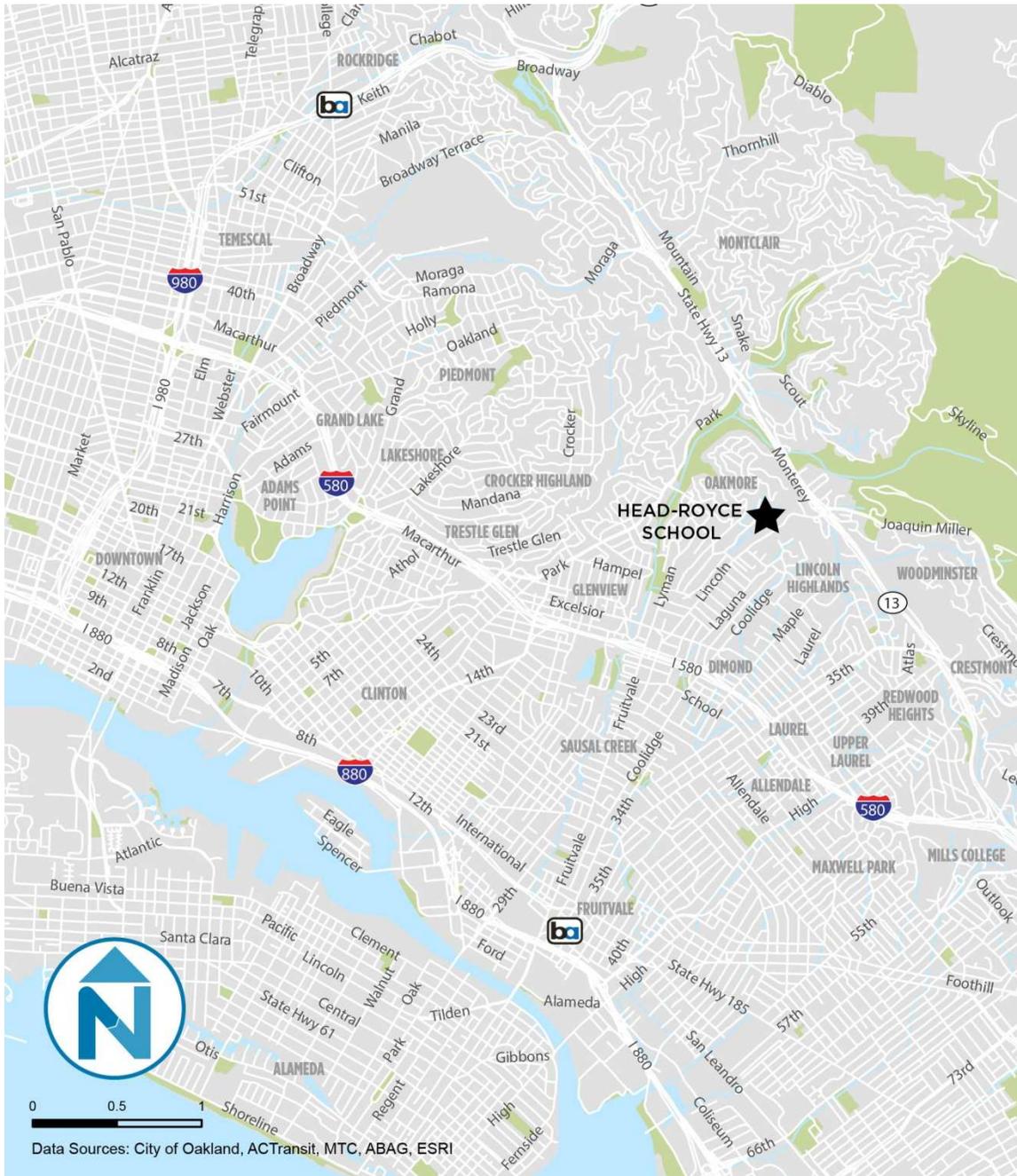
1. Reduce total vehicle trips by students, guardians, faculty, and staff during peak periods.
2. Better manage the available on-site parking spaces.
3. Reduce congestion on Lincoln Avenue by managing parking, drop-off and pick-up conditions.
4. Promote safe and neighborhood-friendly driving behavior among all Head Royce affiliates.
5. Facilitate the student drop-off and pick-up process to ease traffic congestion and enhance student and driver safety.
6. Ensure that special events held at Head Royce School do not interfere with the livability of the surrounding neighborhood.
7. Promote the City of Oakland's Transit First and Complete Street policies.

This TDM program is divided into six sections which both meet and exceed the requirements identified by the City of Oakland, demonstrating the school's commitment to the principals of stewardship in the community:

1. Traffic and Circulation Management
2. Parking Management
3. Auto Trip Reduction Programs
4. Special Events
5. Communication and Enforcement
6. Compliance Reporting

**TRANSPORTATION DEMAND MANAGEMENT PLAN**  
The Head Royce School

**Figure 1 Head Royce Campus Location**



# 1. TRAFFIC & CIRCULATION MANAGEMENT

## GOALS

Head Royce shall manage circulation associated with school operations in order to:

- Ensure that all motor vehicle traffic generated by the school, especially during the morning pick-up and drop-off, is managed efficiently and effectively.
- Minimize traffic on neighborhood streets.
- Encourage safe and respectful driving behavior by Head Royce drivers.
- Ensure that the morning and afternoon queues do not extend above the Head Royce upper driveway on the north side of Lincoln Avenue or past the upper driveway of 4368 Lincoln Avenue on the south side of Lincoln Avenue.

### 1.A Encourage Off-Peak Drop-Off and Pick-Up

To limit auto trips generated at the peak drop-off and pick-up periods, Head Royce shall implement or maintain the following policies:

- Head Royce School shall maintain supervised before-school care for lower school students for the regular school year and the Summer Enrichment program to allow guardians to safely drop off students before school hours.
- Head Royce School shall maintain its after-school childcare program.
- Head Royce School shall open its cafeteria at least 50 minutes before the start of middle and upper school classes to encourage students to arrive before the peak period to eat breakfast and socialize.
- Head Royce School shall release students who are taking the bus before other students to allow the buses to depart the queue before car pick-ups begin and incentivizes use of the school buses.

### 1.B Transportation Policy Guide

Head Royce shall compile its parking and transportation policies described in this TDM program into one Transportation Policy Guide. The Guide contains detailed, written instructions of the vehicle pick-up and drop-off process for the purpose of increasing efficiency in the pick-up and drop-off operation. These procedures, which will be incorporated into the Transportation Policy Guide, shall include, but are not limited to, how to access the vehicle drop-off/pick-up lane from each direction (loops), a map showing the specific area where vehicle drop-off and pick-up is permitted, rules regarding safe practices for entering and exiting vehicles, and the area that queue cannot exceed. The Handbook shall specifically discourage early arrival for afternoon pickup. The summer program shall follow the Guide. The current Guide is included as Appendix B of this report.

## **1.C Operation of “The “Loop”**

To avoid disrupting neighborhood streets unnecessarily during drop-off and pick-up, parents are requested to follow a specific route called “the Loop” if they need to change direction on Lincoln Avenue. The Transportation Policy Guide, includes detailed instructions on the use of the Loop and emphasizes safe and respectful driving behavior when using the “Loop.” Proper use of the loop and proper pick-up and drop-off behavior is monitored as described under 1.C below. The School shall make substantial compliance with the Guide a condition of employment and enrollment. Progressive steps to discourage violation are described in Section 5 of this TDM Plan.

## **1.D Mormon Temple Staging Area**

Head Royce has secured the use of the Mormon Temple Lot as a staging area for afternoon pick up. For the procedures governing afternoon pick up, see the Transportation Policy Guide (Appendix B). If the Mormon Temple Staging Area becomes unavailable for use during the pick up or drop off process, the School shall promptly institute one of the alternative means of maintaining the queue. If an off-site staging area continues to be the preferred method to control the queue, the School shall institute that alternative within 30 days of the unavailability of the Mormon Temple in consultation with City staff. The City has identified the following potential alternative staging areas, recognizing that the use of these areas could require negotiations with other property owners and that other areas may also be appropriate: the Greek Orthodox Church, the Cerebral Palsy Center, and/or the School’s property at 4368 Lincoln.

If use of the Mormon Temple Upper Parking Lot as an off-site staging area to meter the flow and volume of morning or afternoon traffic to the Lincoln Avenue queues becomes unavailable and the queue length cannot be controlled in accordance with this condition by other means, consult with the City’s Bureau of Planning, Transportation Services and Oakland Traffic Safety Divisions to find another off-site staging area. City staff shall ensure that use of another site as a staging area does not compromise the existing use of that site.

## **1.E Monitoring the Queue on Lincoln Avenue**

This TDM Plan incorporates the requirements of the School’s use permit regarding monitoring the queue on Lincoln Avenue.

Mitigation T1 states:

The project sponsor shall monitor the morning drop-off and afternoon pick-up queue during the school year as well as during any summer program operations. The procedures and monitoring forms are included in the TDM Plan. The project sponsor shall implement the monitoring procedures by either: 1) retaining a qualified independent traffic consultant to monitor the extent of the queue along Lincoln Avenue or 2) hire a qualified independent traffic consultant, approved by the Bureau of Planning, to train at least two (2) supervising monitors to implement and supervise the monitoring procedures. Any new supervising monitor must be trained directly by the independent traffic consultant.

If the school’s drop-off or pick-up queue extends for more than 60 seconds in any single monitoring period (excluding delays due to extenuating circumstances such as a traffic accident) past the school’s upper driveway and the red “no parking” zone above the driveway along the north side of Lincoln Avenue and extending into the “Keep Clear” zone, the school shall implement as many of the following actions and continue to implement these actions as would be necessary to accomplish the necessary reduction in the length of the queue:

- Implement staggered morning drop-off and afterschool pickup times.

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The Head Royce School

- Stagger the afterschool bus pick-up times so that the buses are loaded and leave prior to the start of pickup.
- Discourage early arrival for pickup within the Transportation Policy Guide and during an annual back to school traffic presentation.
- Increase public and private bus ridership in addition to those already in effect at the time of the queuing violation.
- If the previous measures do not reduce the queue, work with the City to restrict on-street parking during morning drop-off and afternoon pickup on Lincoln Avenue to allow for a longer queue. The School shall retain a qualified traffic consultant to prepare an analysis of the queue extension for review by the City's Transportation Services and Oakland Police Department Traffic Safety Divisions. The School shall pay any required review fee. The City may decline to restrict on-street parking to allow a longer queue, in which case other measures noted above must be pursued.
- Retain a qualified traffic consultant to analyze the installation of a bulb out on Lincoln Avenue for a specified length to prevent vehicles from entering and extending the queue beyond the School's upper driveway. The School shall pay the required review fee and if approved, the School will implement the bulb out for the length specified by the City's Transportation Services and Oakland Traffic Safety Divisions.
- Other measures as approved by the City's Bureau of Planning, Transportation Services, and Oakland Traffic Safety Divisions.

## **1.F Circulation Assistants and Traffic Monitors**

Head Royce uses an integrated network of traffic monitors to ensure a smooth and safe drop-off and pick-up process. There are two types of monitors: circulation assistants and traffic monitors. Circulation assistants manage the pick-up and drop-off of students, control the sidewalks, report incidents, and ensure the safety of both pedestrians and drivers. Traffic monitors report incidents and patrol certain key intersections to ensure parents are following appropriate procedures. Circulation assistants and traffic monitors shall ensure that the queue along Lincoln Avenue does not extend beyond the school's upper driveway and the red "no parking zone" above the driveway along the north side of Lincoln Avenue for more than 60 seconds in any monitoring period.

Both circulation assistants and traffic monitors wear orange vests and are stationed at locations that maximize their visibility and contribute to maintaining traffic flow in the neighborhood. Circulation assistants will also carry flags for better visibility and effectiveness managing circulation. Traffic monitors also carry digital cameras to record violations.

At minimum, two (2) of these assistants/monitors shall be designated as supervisors and will have training by an independent traffic consultant on both the monitoring process for the morning and afternoon periods and procedures for special events as described in further detail in the following sections. Currently, the two lead circulation assistants have received training from Kittelson & Associates, a traffic consulting firm with experience with the City of Oakland. These supervisors have in turn trained the other circulation assistants and traffic monitors.

To ensure proper management of the pick-up and drop-off process, Head Royce School shall maintain a trained force of a minimum of:

- 8 adults consisting of five (5) circulation assistants and three (3) traffic monitors for morning drop-off and

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- 10 adults consisting of seven (7) adult circulation assistants and three (3) traffic monitors for afternoon pick-up.

Approximate locations for circulation assistants and monitors are detailed below. The summer program shall have the same number of assistants and monitors as during the school year.

### **Morning Drop-Off**

In the morning, parents drop-off their children along a designated portion of Lincoln Avenue in front of the school. Kindergarten students may be escorted to the entrance by their parents and parents of older children may choose to do this as well. Parents can also park in designated areas on Lincoln Avenue and then walk their children on to campus. School starts at 8:20 a.m., however many students arrive in advance of the start of school to take advantage of child care and social opportunities provided by the school.

To facilitate arrivals, Head Royce School shall temporarily restrict parking on the north side of Lincoln Avenue to the upper driveway and provide the following circulation assistants and traffic monitors beginning 30 minutes prior to the start of school and extending to the start of classes.

Monitors shall be stationed at locations that maximize their visibility and contribute to maintaining traffic flow in the neighborhood.

Recommended locations and duties for morning circulation monitors include:

1. One **circulation assistant** Lincoln Avenue crosswalk at the signal in front of the Gatehouse  
Duties: Supervises the safe crossing of students and families across Lincoln Avenue; monitor carries hand-held stop sign and reinforces crossing signals.
2. One **circulation assistant** at the bus loading zone on the north side of Lincoln Avenue  
Duties: Guides cars to stop at the double white line painted on the street so that cars do not enter the bus loading zone. Carries flag(s) to signal cars. After all AC Transit buses have arrived, the circulation assistant moves down to the single white line which allows approximately 3 more cars to be in the drop-off queue..
3. One **circulation assistant** at the middle school gate entrance above the bus loading zone on the north side of Lincoln  
Duties: Guides cars down the street to avoid having gaps between cars; monitor coordinates by walk-talkie with circulation assistant in the bus loading zone and carries flag for better visibility and effectiveness managing circulation.
4. One **circulation assistant** at the crosswalk on the south side of Lincoln  
Duties: Supervises the safe crossing of students and families across Lincoln Avenue; monitors bus unloading on the south side of Lincoln
5. One **circulation assistant** between the upper driveway and the top of the queue on the north side of Lincoln.  
Duties: Guides cars into the queue and out of the travel lane. Carries flag for better visibility and effectiveness managing circulation.

Recommended locations and duties for morning traffic monitors include:

1. One **traffic monitor** along the westbound loop  
Duties: The monitor patrols the westbound loop and records violations of the Good Neighbor Rules for School (not City) enforcement.
2. One **traffic monitor** at the Whittle gate

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Duties: Monitor stands at the back gate to keep unauthorized drivers from entering through Whittle Gate; requires each pedestrian entering through this gate to confirm they have not parked in a residential permit parking area; enforces no drop-off or pick-up of students or employees at Whittle Gate.

3. Two **traffic monitors** for Lincoln Avenue between the main entrance and upper driveway

Duties: Monitors stand on Lincoln Avenue between the main entrance and upper driveway to ensure parents are following appropriate procedures, engaging in safe driving behavior, and not making U-turns on Lincoln. Monitors also ensure students are not jaywalking and report incidents if any observed.

### **Afternoon Pick-Up**

In the afternoon, kindergarten gets out at 2:00 pm and all other grades let out at 3:20 pm. Dismissal preference is given to students who ride the bus because buses depart promptly at 3:30 pm. Car pickups primarily occur on the westbound (downhill) side of Lincoln Avenue between the main driveway and the gatehouse. Until buses depart, the area closest to the main gate is reserved for buses only; after the buses depart, the full area is available for car pickups.

Parents start arriving as early as 2:30 to pick up their students. As a result, a queue forms in the curbside lane by the time school lets out. In order to avoid cars lining up above the main driveway and blocking downhill traffic on Lincoln, Head Royce temporarily restricts parking on the north side of Lincoln along its frontage and currently has an agreement with the Mormon temple to use their parking lot as a staging area for the afternoon pick-up between 2:30 pm and 4:00 pm. Once the pick-up area along Lincoln Avenue is full, parents must queue in the staging area at the Mormon temple. Monitors are present to ensure that parents follow this protocol as described below.

During the afternoon dismissal time, Head Royce shall maintain the following circulation assistants and traffic monitors from the primary school dismissal time for a period of no less than 20 minutes, or until the queue has been eliminated. Locations and duties for monitors are as follows:

Same as morning with additional assistants/duties as follows:

1. One **circulation assistant** at the top of the main gate stairs

Duties: Matching parent vehicles to waiting students for pick-up.

2. One **circulation assistant** at the upper driveway to manage the queue (This is the same circulation as #5 above in the morning but with expanded duties).

Duties: Ensures that the pick-up queue does not extend above the Head Royce driveway and ensures that vehicles do not stop in the traffic lane blocking traffic while waiting to pull into the curb. This monitor has a walkie-talkie to communicate with the monitor in the Mormon Temple staging area. When the queue is full, monitor informs the staging area monitor that cars must start being held, and when space has opened up in the queue, monitor informs the staging area monitor how many cars can be sent down. Coordination between these 2 monitors ensures that the queue does not extend beyond the upper driveway.

3. One **circulation assistant** at staging area in the Mormon Temple's overflow parking lot (or alternative)

Duties: Places sign on the street directing Head Royce parents to wait in the staging area because curb space alongside the school is full. Directs cars into the staging area lot and put popsicle sticks under windshield wipers to indicate that a car has been released from the staging area; send cars down to queue as room allows, through communication with the monitor at the top of the Head Royce driveway.

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Pick-up and drop-off policies, along with all other transportation demand management policies shall continue to be documented in a Transportation Policy Guide disseminated to parents and all affiliates on an annual basis. The School shall make substantial compliance with the Guide a condition of employment and enrollment. Progressive steps to discourage violation are described in Section 5 of this TDM Plan.

Forms to be used by monitors are included as Appendix A of this report.

### **Compliance Monitoring**

To ensure compliance with the queuing restrictions in the City's conditions of approval, Head Royce School shall monitor the effectiveness of its queue management. The monitoring shall occur for two weeks during September, two weeks during January and for a week at the beginning of the summer program. After 2016, the number of monitoring sessions and the duration of the monitoring period for each school year shall be determined by the City of Oakland's Transportation Services Division based on the record of compliance in maintaining the queue. Monitoring shall be conducted either by a qualified independent traffic consultant or by two (2) trained monitors. Monitoring of the effectiveness of queue management shall occur during after-school pick-up (3:20 to 3:45 p.m.) and morning drop-off (8:00 to 8:30 a.m.) by recording observations of the length of the each queue, reporting on the number of vehicles in the queue every 15 minutes, and the maximum number of vehicles in the queue during the daily monitoring period. The monitoring persons shall also note the number of buses in the queue at each monitoring time. Monitoring forms are attached as Appendix A. Based on these monitoring forms, the school shall prepare a report every week during each two (2) week period based on the information gathered, sign the report, and submit to the Bureau of Planning and Oakland Public Works, Traffic Engineering Division.

Should the monitoring show that the pick-up or drop-off conditions violate the queuing requirements, the school shall implement and maintain actions as necessary to accomplish the necessary reduction in the length of the queue, as required in Mitigation T1 of the Conditions of Approval.

In addition, Head Royce School shall provide an independent annual audit of pick-up and drop-off procedures as well as other procedures described in this TDM Plan, described in Section 6 of the TDM Plan. This audit will be completed by a qualified independent party and will be submitted to the City of Oakland and will be made publicly available.

### **1.D Deliveries/Vendor Management**

Head Royce is committed to managing vendors and other deliveries to campus to reduce impacts on the neighborhoods surrounding campus. To support this policy, the School shall advise vendors in writing on an annual basis and shall submit in writing to any new vendors, information related to deliveries on campus including appropriate delivery hours, locations, and procedures. Written communications shall reinforce the fact that repeat violations of established procedures will result in contract termination.

The following procedures for vendor deliveries to campus are recommended and currently enforced:

- The School directs vendors to make bulk deliveries in trucks via the Whittle gate where they are unloaded on campus.
- The School directs large, refrigerated trucks delivering fresh food to campus to make deliveries outside of peak congestion periods. Deliveries may not occur earlier than 7 a.m.

## 2. PARKING MANAGEMENT

### GOALS

Head Royce is committed managing its parking supply and the parking behavior of school affiliates in order to:

- Minimize school-related parking on neighborhood streets.
- Ensure that school-related parking behavior does not disrupt traffic flow.
- Ensure that the availability of parking does not induce additional driving to campus, in part by providing incentives to reduce single-occupancy vehicles (“single occupancy” means a vehicle with only one student or employee).<sup>1</sup>

### 2.A Parking Facilities

Head Royce has adequate off-street parking facilities, exceeding the City’s zoning code requirement for parking on site. Oakland Planning Code requires one (1) space for each three employees and one (1) space for each 10 high school students of planned capacity. For an enrollment of 906 and planned potential regular full and part time employees of approximately 180 (including after school childcare staff) , this is equivalent to 99 required parking spaces.<sup>2</sup>

Currently Head Royce parking facilities include:

- 157 parking spaces on campus (135 in the main lot accessed via the main Head Royce driveway and 22 located behind the Pavilion building accessed from Whittle Ave).
- 44 parking spaces at the 4638 Lincoln Avenue (former Lincoln Child Center site) are available currently for Head Royce affiliate parking.

On-street parking is available on both sides of Lincoln Avenue in front of Head Royce for short-term parking. Additional facilities available for special events are described in section 4.

### 2.B Parking Policies

Head Royce School has formalized its parking policies and incorporated them into the Transportation Policy Guide which is distributed to all faculty, staff, parents, and students. Compliance with the Transportation Policy Guide shall be a condition of enrollment and employment contracts. The School has already assisted the neighborhood in implementing a restricted neighborhood parking system which is in place on Alida Street, Alida Court, and Linnet Avenue streets. The School shall continue to pay for a Residential Permit Parking program on

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<sup>1</sup> Under this definition, a vehicle driven by a non-employee parent with a single student passenger is a “single-occupancy vehicle.” A vehicle driven by an employee or student with an employee or student passenger is not a “single-occupancy vehicle.” A vehicle driven by a non-employee parent with more than one student passenger is not a “single occupancy vehicle.”

<sup>2</sup> 390= total high school enrollment at 906 total enrollment; 180= full and part time faculty and staff at 906 total enrollment;  $(390/10) + (180/3) = 99$  spaces. These numbers are illustrative.

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Alida Avenue, Alida Court, and Linette Court through the City of Oakland unless the neighbors on these streets withdraw their request to maintain this permit program.

Progressive steps to encourage adherence to the parking policies are described in Section 5 of this TDM Plan.

Student, staff, faculty, and parent drivers are requested to follow the following policies when parking as part of a “Park Here First” directive to be included in the Transportation Policy Guide:

- Staff/Faculty: Park in Head Royce lot, at 4368 Lincoln Ave. lot, or as assigned in the 20 spaces on Clemens. Faculty and staff are requested not to park on neighborhood streets even for less than the maximum amount of time allowed under any applicable Residential Parking Permit program.
- Upper School Students: Park in the main Head Royce lot in unassigned spaces. Additional parking for students may be available on Lincoln Avenue or at the 4638 Lincoln lot. Students are not permitted to park on neighborhood streets even for less than the maximum amount of time allowed under any applicable Residential Parking Permit Program.
- Parents/Visitors: Park in the main Head Royce lot or at the 4638 Lincoln lot if spaces are available. Parents and visitors may also park along Lincoln Avenue during drop-off and pick-up and/or if visiting during the school day for less than 2 hours, abiding by all posted regulations and not blocking driveways. Parents are requested not park on neighborhood streets during normal school day operations.
- Head Royce shall establish an overarching “Park Here First” directive that includes a hierarchy of parking locations directing all affiliates to the best places to park. Assigning specific spaces to specific users is not encouraged, as shared parking will maximize the utilization of spaces:
  - Head Royce Campus (faculty, upper school students, visitors during the school day)
  - 4638 Lincoln Avenue (faculty, staff, parents, parents, students)
  - Lincoln Avenue
  - Greek Church, Cerebral Palsy Center and Mormon Temple by arrangement or for special events as directed by Head Royce Staff.
- In conjunction with parking policies, Head Royce shall direct its affiliates not to park on neighborhood streets other than Lincoln Avenue.
- Head Royce shall provide preferential parking for student and faculty carpools on campus.
- Head Royce shall maintain a data base of license plate numbers of all affiliates associated with the school. Cars in the Head Royce data base found to be violating parking policy shall be subject to progressive discipline as described in the Transportation Policy Guide as further described in the Enforcement section.
- Special event parking policies are further described in Section 4 of the TDM Plan.
- The School shall maintain the required number of parking spaces per City Code section 17.116.070(C) (one space for each three employees plus one space for each 10 high school students of planned capacity) at all times, including during the Summer Program.

## **3. AUTO TRIP REDUCTION PROGRAMS**

### **GOALS**

Head Royce has established several TDM programs in order to:

- Encourage use of transit, school buses, carpooling, biking, and walking to maintain an average of 27% of its school-year student enrollment traveling to school by modes other than single-occupancy vehicles as long as AC Transit maintains the bus routes that serve the School.
- Once the School achieves a maximum student enrollment of 906 students, the School will maintain an average of 30% of its school-year student enrollment traveling by modes other than single occupancy vehicles as long as AC Transit maintains the bus routes that serve the School.

### **3.A Promotion of Non-Drive Alone Modes**

Head Royce shall discourage single-student and single non-employee parent/student driving in the Transportation Policy Guide and through other transportation-related school communications.

### **3.B Private School Bus Service**

Head-Royce currently contracts with Michael’s Transportation to provide five dedicated school buses, Monday through Friday to supplement AC Transit bus service, described in Section 3.B below. There is an annual fee of \$500 per family, regardless of the number of children, to use the service. Daily ride tickets are also available in booklets of 10 at a cost of \$5 per ride.

The five bus routes are as follows (illustrated in Figure 4):

- “Local” Oakland areas including Montclair, Upper Rockridge, Piedmont Pines, Diamond Canyon Park District, and Redwood Heights
- City of Alameda & the Glenview District
- Contra Costa County
- North Berkeley & El Cerrito
- Southern Alameda County

The Michael’s School Bus service is subsidized by the school and actively promoted to all Head Royce families as described in the section on communication with families.

Head Royce shall evaluate their school bus routes and schedules at least every other year and shall adjust services as needed to maintain their traffic and circulation requirements and continue to support its goal to reduce single occupancy vehicle trips.

### **3.C AC Transit**

AC Transit operates three dedicated school bus routes (604, 605 & 606), as well as a non-dedicated bus route (39) that runs all day to connect Head-Royce to the Fruitvale BART station and Skyline High School. A map of these bus routes is shown in Figure 5. Students are eligible for the AC Transit 31-Day Youth bus pass which costs \$20/month for unlimited local rides. There is a one-time process to create a personalized AC Transit Youth pass that includes the student's photo. Students can also ride AC Transit without a pass by paying \$1.05 per ride in cash or \$1.00 per ride if using a Clipper card.

Head Royce encourages use of the AC Transit service and shall provide information to families about the AC Transit routes, fares, and process required to purchase a student bus pass as part of its Transportation Policy Guide. Head Royce shall also give dismissal preference to students who ride the bus and shall provide traffic monitors to facilitate efficient loading and unloading of AC Transit buses along the curb in the morning and afternoon.

AC Transit is an independent agency that makes its own business decisions. If AC Transit chooses to discontinue one or more of the routes that service the School, the average percentage of school-year students required to travel to school by modes other than single-occupancy vehicles will be lowered by the percent of students who used the discontinued transit line. The School and the City will then work together to determine transportation alternatives and a new, appropriate percentage of school-year students that should be traveling to school by means other than single-occupancy vehicles.

### **3.D Carpooling**

To support formation of carpools, the school provides a ridematching service for parents. Head-Royce families who are interested in connecting with other families to create carpools can access a detailed map of the home locations of all school families on the access-restricted Parent Portal.

To encourage carpooling, Head Royce makes preferential parking spaces available to staff or students who drive a carpool of 3 or more students/staff. Upper School student drivers who are interested in carpooling with fellow HRS students must complete a carpooling agreement and return it to the Upper School office.

### **3.E Walking and Bicycling**

To promote walking and biking, Head Royce offers physical education credits for students who walk or bike to school. Head Royce also provides on-campus bicycle-parking racks and allows for pedestrian and bicyclist access through the Whittle Avenue gate by request in order to shorten the commute to school.

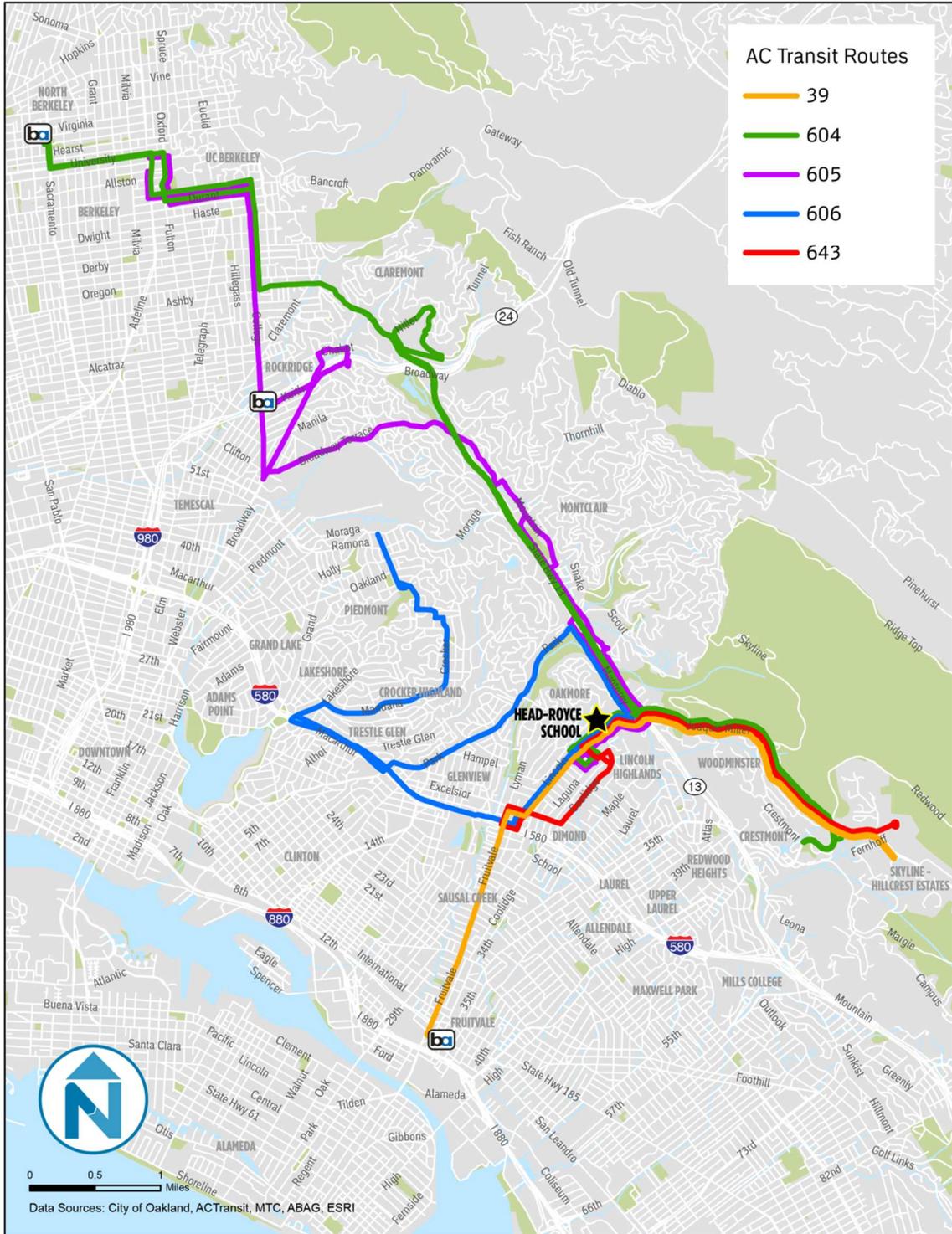
**TRANSPORTATION DEMAND MANAGEMENT PLAN**  
The Head Royce School

**Figure 2 Michael's School Bus Stop Locations**



**TRANSPORTATION DEMAND MANAGEMENT PLAN**  
The Head Royce School

**Figure 3 AC Transit Route Map**



## 4. SPECIAL EVENTS

A Special Event is defined as a daytime, weekend, or evening event to which more than 50 visitor vehicles are expected, such as Grandparents day, Graduation, and the Holiday Program.

### GOALS

Head Royce has adopted the following special events traffic and parking protocols in order to:

- Minimize parking and traffic impacts on the neighborhood caused by special events held at the Head Royce campus.
- Ensure that motor vehicle traffic generated by special events is managed efficiently and effectively.

#### 4.A Information Regarding Special Events

Head Royce School shall post an annual calendar of special events in a publicly accessible area of its website at the beginning of the School year listing all Special Events and the number of visitor vehicles that are anticipated for each event, and where parking will be made available. Neighbors may request to be on an email list to be notified of special events on campus that may impact parking and traffic. Two weeks before each event the school shall notify visitors of the parking locations and restrictions and copy neighbors who have requested such notice.

The number of special events is contained in the School's use permit.

#### 4.B Parking and Transportation Plans for Special Events

Once a special event has been posted as required by the School's Use Permit, the campus calendar scheduler, Director of Community Relations, and maintenance team shall develop an appropriate parking and transportation plan for each event. The following elements shall be included in each special event plan:

- Driving and parking directions shall be posted on the website for any event held on campus with a link to the Big 10 Driving Rules (see Section 5 for further details).
- All guests shall be directed to the driving and parking directions on the website.
- "Sandwich board" type parking signs or other appropriate signage shall be posted along Lincoln Avenue at Head Royce and other key intersections to direct drivers to available parking for that event.
- Traffic monitoring for special events is related to the expected attendance for a particular event. Traffic monitors are posted for events of over 50 people as described below.
- Valet parking is also provided for the four most attended events on campus – the three annual school promotions for the Lower, Middle, and Upper Schools (in June) along with the Holiday Program (in December). This is in addition to the monitors and parking signs.
- Neighbors are notified according to the communications policies described in Section 5 of the TDM Plan.
- Two weeks before the event, visitors are notified of appropriate parking locations and restrictions.

**TRANSPORTATION DEMAND MANAGEMENT PLAN**  
The Head Royce School

Available parking facilities for special events include:

- Head Royce’s upper lot is available for special events if not otherwise occupied (e.g. non-school hours).
- 4638 Lincoln parking lots.
- Spaces may be reserved in the Greek Orthodox Church, Cerebral Palsy and Mormon Temple parking facilities for events as needed.
- Lincoln Avenue above the gatehouse.

The following is the parking provision required for events based on attendance:

- *< 50 people* – This is not a “special event.” However, the School will provide sufficient parking on-site parking either at the main campus, 4368 Lincoln Ave or Lincoln Ave. above the gatehouse.
- *50-150 people* – School shall provide sufficient parking on-site parking either at the main campus, 4368 Lincoln Ave or Lincoln Ave. above the gatehouse.
- *150-400 people* – School shall provide sufficient parking on-site, at 4368 Lincoln Avenue, on Lincoln Avenue above the gatehouse, the Mormon Temple, the Greek Orthodox Church and/or Cerebral Palsy Center.
- *Over 400 people* –School shall provide an off-site alternative with a shuttle or valet system.

The following is the signage and monitoring requirements for events based on attendance:

- *< 50 people* – Does not require a traffic monitor; parking signs shall be posted along Lincoln Avenue.
- *50-125 people* - There must be one traffic monitor on Lincoln Avenue at the corner of Alida Street and another monitor at the Whittle Gate; school parking signs shall be posted.
- *125-200 people* – There must be four (4) monitors stationed at the following streets to direct cars to parking provided for the event: Whittle Gate , Lincoln Avenue south of the gate house, Alida Street between Lincoln and Laguna Avenue, and Alida Court; school parking signs shall be posted.
- *< 200 people* – There must be six (6) monitors, unless an off-site shuttle service is used. In addition to the streets listed for events of 125-200 above, monitors must be stationed at the following streets: Tiffin Avenue between Whittle and Lincoln Avenue, and Burlington Street; school parking signs shall be posted.

The traffic monitors shall wear a safety vest, carry digital cameras, and be trained to identify and report traffic and parking violations. Monitors shall be stationed at their posts 30 minutes prior to any event.

## **4.C Enforcement of Parking and Transportation Plan for Special Events**

In addition to providing monitors for all special events, Head Royce shall identify a Community Liaison and shall provide neighbors with a hotline telephone number that can be used to report violations or complaints during special events. The name of the Community Liaison shall be provided to the Neighborhood Committee at the start of the school year and shall be clearly designated in a publicly available place on the School’s website, along with the hotline number. The hotline shall not simply be a recording, but shall be a live telephone number.

## **5. COMMUNICATION & ENFORCEMENT**

### **GOALS**

Head Royce has established the following communication mechanisms and protocols in order to:

- Institutionalize and encourage good neighbor parking and driving practices.
- Instill a culture of safe and courteous driving behavior in all campus affiliates.
- Raise consciousness of the entire school community regarding the importance of the school's transportation policies and protocols.
- Ensure that the rules and consequences are clearly communicated.

### **5.A Traffic Safety and Good Neighbor Driving Rules**

In order to minimize the traffic impacts of the school on the surrounding neighborhood and maintain a smooth and efficient pick-up and drop-off process, Head Royce has established a list of ten driving rules (the Big 10) that it expects parents and students to observe as part of a condition of enrollment. These 10 rules have been divided into six general traffic-safety rules and four good-neighbor rules to ensure safety of driving behavior and decrease impacts on neighbors.

To stay in compliance with its Conditions of Approval, Head Royce is required to communicate and enforce these rules. To ensure that parents are aware of their importance, the Big 10 Driving Rules (i.e., the 6 Traffic Safety Rules and the 4 Good Neighbor Driving Rules) shall be:

- Included as a condition of the enrollment and employment contract.
- Mailed to parents at the start of every school year.
- Presented as part of Back-to-School Night.
- Posted outside the Lincoln Avenue entrance during drop-off and pick-up.
- Posted at the main gate.

#### **Traffic Safety Rules**

The 6 Traffic Safety Rules are:

1. Observe the traffic laws in our school zone, including no jaywalking on Lincoln Avenue (Jayhawks don't jaywalk!).
2. Respect the traffic monitors.
3. Remain in your vehicle during drop-off and pick-up on Lincoln Ave.
4. Do not double park to drop-off or pick-up.
5. Be extra careful loading and unloading the trunk during peak times.
6. Do not allow the drop-off or pick-up queue on Lincoln Avenue to extend above the upper driveway.

## **Good Neighbor Driving Rules**

The 4 Good Neighbor Driving Rules are:

1. Do not drop-off or pick-up students below the gatehouse on Lincoln Avenue.
2. Do not make U-turns on Lincoln, Alida, Burlington, Laguna or in the courts.
3. Do not use private driveways for turns, parking, waiting or pick-up or drop-off.
4. Do not use Whittle Ave. to drop-off or pick-up.

## **5.B Transportation Policy Guide**

The Transportation Policy Guide, included as Appendix B, shall be sent to each family and staff member and shall be published on the school website. Communication of the Big 10 Driving Rules and other transportation policies is also a central theme of the School's Back-to-School Night address to parents.

The School requires a signed acknowledgement of receipt of the Guide from all families every year and substantial compliance with the Guide is a condition of employment and enrollment at Head Royce. The School enforces compliance with the Guide with progressive discipline which may lead to dismissal of faculty or students who refuse to comply.

## **5.C Enforcement of the Driving Rules**

### **Violations of the Traffic Rules**

Head Royce considers violations of any of the traffic safety rules listed above to warrant reporting, enforcement and consequences:

### **Reporting Procedures and License Plate Database**

Head Royce shall collect and maintain a data base of license plate numbers from all Head Royce affiliates who may use a car to access campus – parents, faculty, and 11<sup>th</sup> and 12<sup>th</sup> grade students. When a violation is reported, Head Royce shall verify that the violator is affiliated with the school. If the violator's license plate number is in the database, the Director of Community Relations shall record the violation in an on-going log that notes date, time, violation, license plate number, name of violator, and who reported it (this database covers 2012 to present). Appropriate follow up steps are taken according to the number of violations that driver has incurred, as described below.

Head Royce has two primary avenues for learning of violations:

1. All violations observed by the traffic monitors are reported to the Director of Community Relations. Each time that a Traffic Monitor observes a violation, the monitor records the license plate number of the violator's car and submits it at the end of each shift.
2. Neighbors are also encouraged to report violations to the school. Violations may be reported by e-mail, phone, or in person. To assist in routine reporting of neighborhood concerns, the School shall establish a hotline, where neighbors can report violations by phone or by email and will receive a response from the Director of Community Relations or a designed Compliance Manager within two working days.

### **Violation Consequences**

In the event of a traffic violation by a Head Royce affiliate, the following progressive steps are taken:

- 1<sup>st</sup> violation

**TRANSPORTATION DEMAND MANAGEMENT PLAN**  
The Head Royce School

Action: If positively identified as being part of the Head Royce community, Director of Community Relations shall send a letter to the employee/family within three day of the date of the violation. The letter shall denote the violation, details the steps if another violation occurs and also includes the Big 10 Driving Rules and an explanation of the process.

- 2<sup>nd</sup> violation

Action: If there is a 2<sup>nd</sup> violation, employee/family shall be required to meet with their child's Division Head within two weeks of the date of the violation. Division Head reviews the Big 10 Driving Rules with the employee/family and reinforces that following the rules is a condition of the enrollment and employment contract.

- 3<sup>rd</sup> violation

Action: If there is a 3<sup>rd</sup> violation, the family shall be required to meet with the Head of School to discuss potential consequences including revocation of drive-to-school privileges for student drivers and/or non-renewal of employment or enrollment contract.

## **5.D Policy Involvement in Traffic Safety Matters**

To ensure that traffic safety is part of the Head Royce Board of Trustees oversight, the School has taken the following steps:

- Added traffic safety to the responsibilities of the Facilities Committee (a Board-level committee)
- Added traffic safety and neighborhood relations to the Board of Trustee's review of the Head of School's performance.

This ensures that traffic and parking issues receive appropriate attention by the Board of Trustees.

## **6. COMPLIANCE REPORTING**

### **GOALS**

Head Royce is committed to meeting the goals of its TDM Plan and has adopted the following reporting procedures in order to:

- Demonstrate to neighbors and the City of Oakland its good faith efforts to limit traffic and parking impacts.
- Keep the City of Oakland and neighbors apprised of Head Royce's performance.
- Understand when increased monitoring or other alterations to the TDM Plan are needed based on performance.

### **6.A Annual Compliance Reporting**

In addition to the monitoring of the queues on Lincoln Avenue as described in Section 1, Head Royce shall hire an independent traffic firm to conduct an independent review to verify compliance by doing the following:

- Count the number of circulation assistants present during drop-off and pick-up periods.
- Count the number of traffic monitors present during drop-off and pick-up periods.
- Observe the drop-off and pick-up traffic flow to ensure smooth operations.
- Review the length of the queue and check if it extends above the upper driveway.
- Collect the number of violations that have been reported from Head Royce's database and track how they have been addressed.
- Record parking occupancy in all Head Royce parking lots.
- Monitor Whittle Avenue to ensure it is not being used for parking.
- Maintenance of efforts to meet the Auto Trip Reduction goal.

The independent monitor shall come four times per year: once each semester, once during the Summer Program and once during a Special Event involving over 100 cars. During the two semester monitoring events, the independent monitors will count the percentage of students arriving by modes other than single-occupancy vehicles. After the second event, the monitors will calculate the average between the two counts. The School may elect to conduct additional third-party monitoring during the semesters, and the counts taken during such monitoring events would then be averaged with the results of the other semester monitoring events.

The independent traffic consultant will submit a written report within two weeks of each monitoring session summarizing the results of the session. The report for the second semester monitoring will contain both results from the second semester and the overall average percentage of students traveling by modes other than single-occupancy vehicle for the entire year (including first and second semester results). This information shall be provided in a report to the Bureau of Planning and shall be made publicly available to the Neighborhood Committee and posted on the School's website. Head Royce also will provide a summary of any traffic safety violations as part of its annual submission of compliance with its use permit conditions.

**TRANSPORTATION DEMAND MANAGEMENT PLAN**  
The Head Royce School

If results of the monitoring by the independent monitor show failure to comply with the policies of this TDM Plan, including the Transportation Policy Guide, the independent traffic firm shall recommend protocols for regaining compliance including, but not limited to the following possible measures:

- More traffic monitors and more frequent independent monitoring.
- Staggered morning drop-off and afternoon pick-up times.
- Stagger afterschool bus pick-up times so that buses are loaded and leave prior to the start of pickup.
- Increase public and private bus ridership beyond the amount already in effect at the time compliance review.
- Use off-site parking as a staging area to meter the flow and volume of morning or afternoon traffic to reduce queues on Lincoln Avenue.
- Institute a program to charge parents for curbside access as a means of discouraging auto arrivals.
- Retain, at the School's expense, a qualified traffic consultant to analyze the installation of a bulb-out or other control device on Lincoln Avenue to prevent vehicles from entering and extending the queue beyond the School's upper driveway.
- Implement other measures as approved the City's Bureau of Planning, Transportation Services and Oakland Safety Division.

# **APPENDIX A:**

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## Monitoring Form



## **APPENDIX B:**

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# Transportation Policy Guide



# Head-Royce School

TRANSPORTATION POLICY GUIDE 2015-2016

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Head-Royce School is located in a residential neighborhood and this Transportation Policy Guide (TPG) outlines procedures intended to mitigate the impact of the school on our neighbors' quality of life. Students, parents and faculty members who drive to campus must follow these guidelines about parking, pick-up and drop-off procedures. This guide also provides information about carpooling and bus options, as one of the greatest ways to reduce our impact on the neighborhood is to reduce the number of single-car trips made to campus daily.

We ask that all members of the HRS community demonstrate responsible and thoughtful citizenship by following the traffic and parking rules outlined in this guide.

## Transportation Program Objectives

- Create a safe and efficient transportation program.
- Clearly communicate the school's expectations for those who drive to school.
- Minimize on-street parking.
- Encourage students to take the bus or carpool.



AC Transit operates three dedicated school bus routes (604, 605 & 606), as well as a nondedicated bus route (39) that runs all day to connect Head-Royce to the Fruitvale BART station and Skyline High School.

Head-Royce has contracted with Michael's Transportation to provide five subsidized school buses to supplement the AC Transit service.

For detailed accurate route descriptions, see AC Transit: [actransit.org](http://actransit.org) and Michael's: [headroyce.org/transportation](http://headroyce.org/transportation)

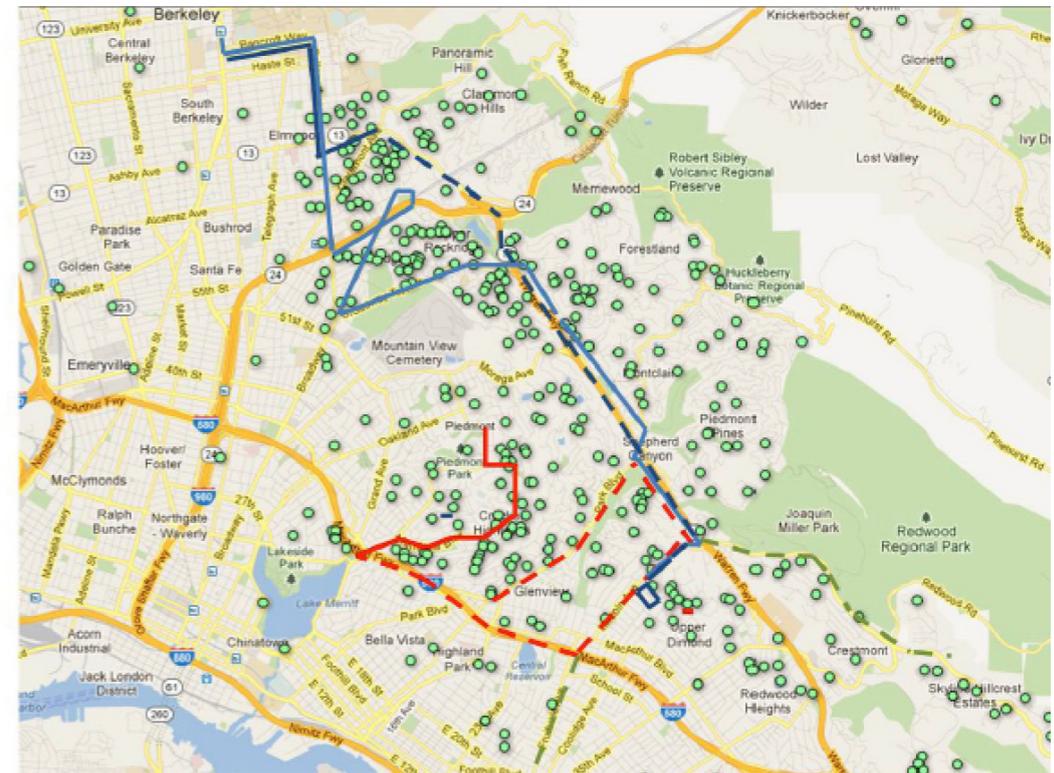
## Michael's Transportation

- The school has contracted with Michael's Transportation to operate five bus routes serving: Contra Costa, Local/Danville, Berkeley/El Cerrito, Southern Alameda County, and Alameda/Glenview.
- Yearly rate is \$500 per family.
- Daily ride tickets are also available in booklets of 10 at a cost of \$5 per ride. These are available for purchase at the Head-Royce gatehouse.
- Sign up forms are available on the Head-Royce website: [headroyce.org/transportation](http://headroyce.org/transportation)

## AC Transit Clipper Youth Cards

- The AC Transit 31-Day Youth bus pass is \$20/month for unlimited local rides. There is a one-time process to create a personalized AC Transit Youth pass that includes your child's photo. For more details on how to obtain a Youth bus pass visit [actransit.org](http://actransit.org)
- Once established, it is easy to reload your child's Clipper Card online with a credit card.
- Students can also ride AC Transit without a pass by paying \$1.05 per ride.

605 blue  
604 dk blue  
606 red  
39 green  
Dashed = no stops



## Carpooling

- Carpooling is encouraged for families not served by buses.
- The school provides preferential parking for student and faculty carpools in the Upper Lot.
- Head-Royce families interested in connecting with other families for carpooling can access a detailed map of all school families on the Parent Portal.
- Upper School student drivers interested in carpooling with fellow HRS students must complete a carpooling agreement and return it to the Upper School office.

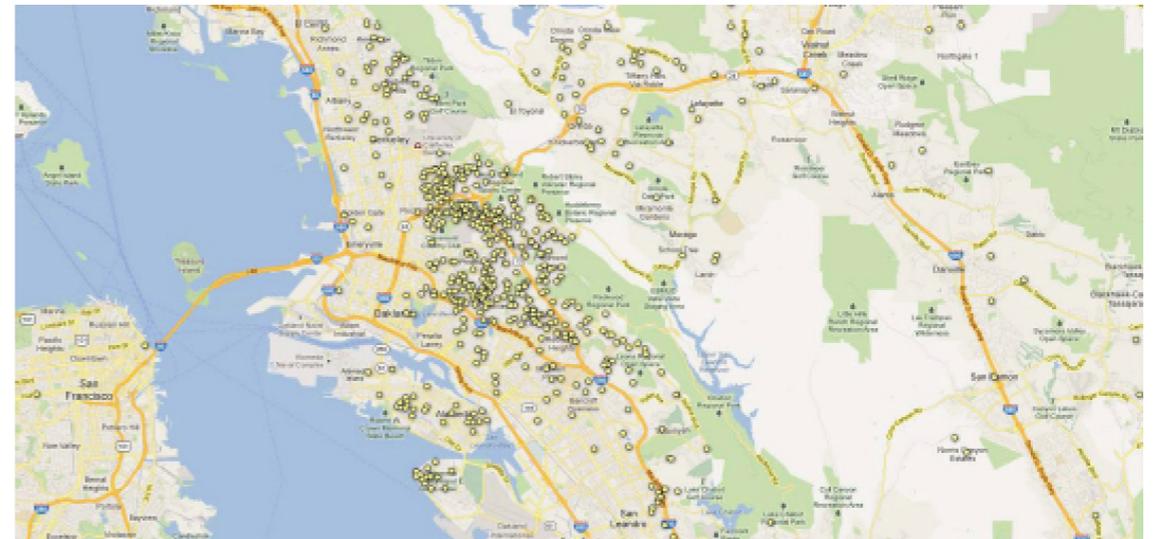
## Biking or Walking

- The Whittle Avenue gate provides a less hilly route than Lincoln Avenue for students who live nearby to walk or bike to school.
- Students who bike or walk may obtain a cardkey from the business office to enter the back gate. No student may ever exit a car and enter the back gate.
- The school offers Physical Education Optional Credit for students who walk or bike to school.
- For details on PE credits please contact Director of Athletics Brendan Blakeley (bblakeley@headroyce.org)

## HRS Carpool Map

To access, login to HRS Parent Portal, click link to HRS Carpool Google Map on the top of the main Parent Portal Page.

Zoom in, click on dots for name and address.

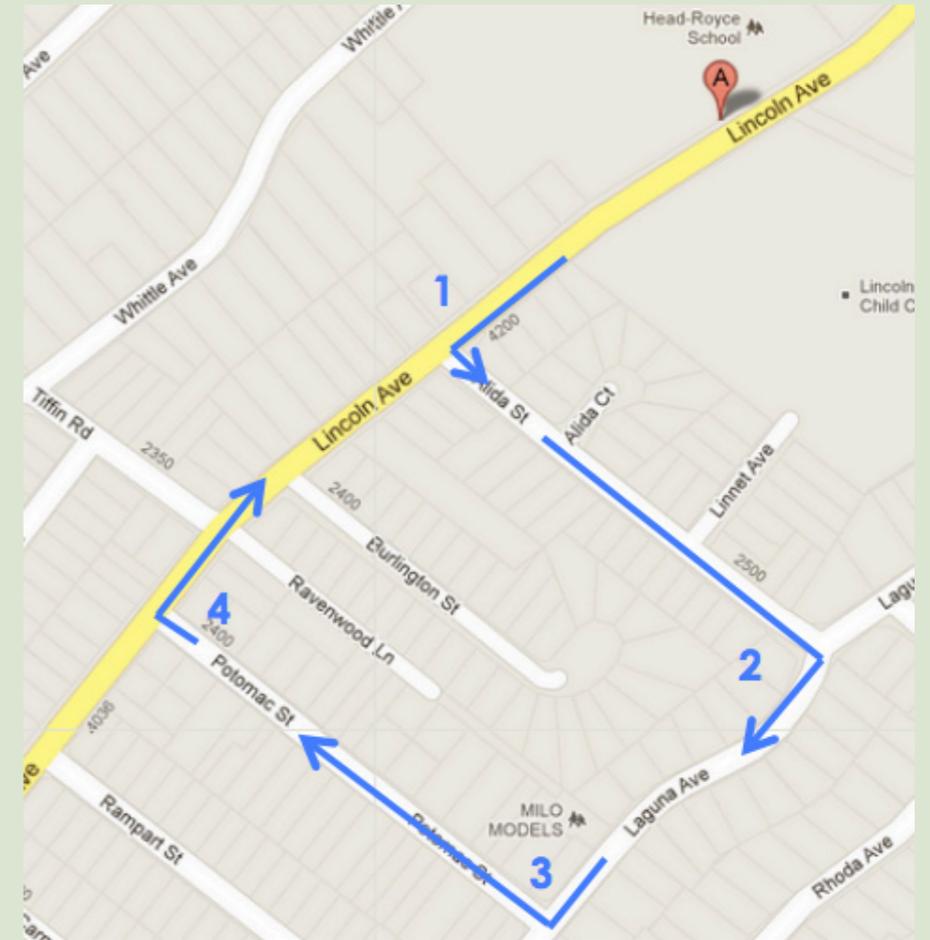


## How to Change Direction on Lincoln Avenue

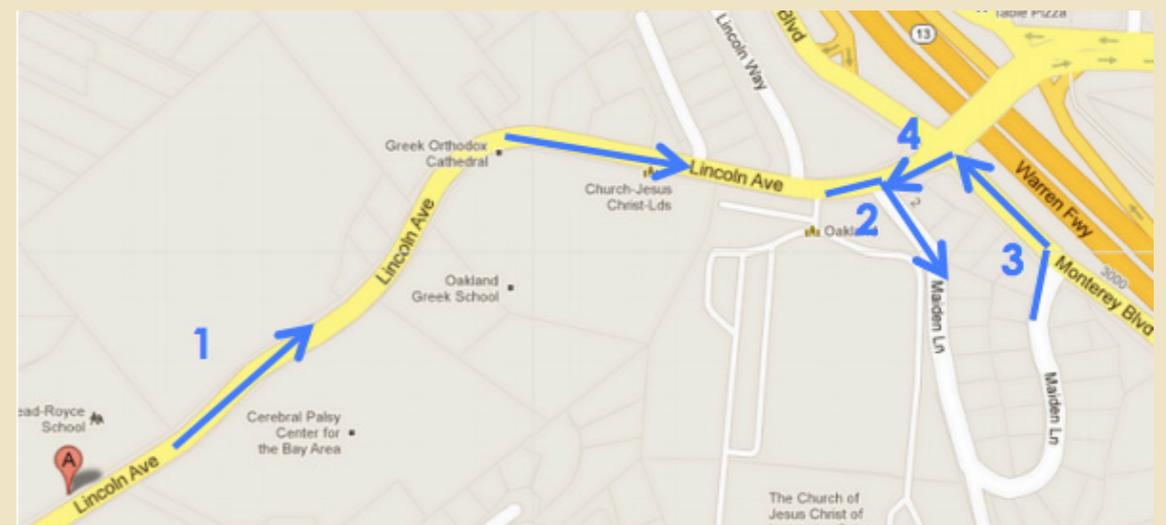
To change direction on Lincoln Ave you must use **The Loop**. You may not make U-turns on Lincoln Ave or surrounding surface streets.

- Downhill (west-bound) drop-offs who want to return up Lincoln Ave towards Highway 13 must turn left on **Alida St**, then right on **Laguna St**, right on **Potomac Street** and then right on **Lincoln Ave** to head uphill (east).
- Uphill (east-bound) drivers who want to return down Lincoln Ave towards 580 must turn right on **Maiden Lane**, then left on **Monterey Boulevard** before heading down on **Lincoln Ave**.
- The Loop takes about 3-5 minutes.
- Your enrollment contract requires that you follow this traffic route. You will see counselors and monitors located along The Loop citing infractions and reporting them back to the School.

The only way to change direction to head **back uphill** on Lincoln



The only way to change direction to head **back down-hill** on Lincoln



There is a limited amount of space in front of Head-Royce for pick-up and drop-off. Cars are not allowed to extend past the upper driveway during drop-off and pick-up times; detailed instructions, including diagrams, are included here to demonstrate where the queue is located and how to use the "staging area" during peak traffic times.

## Morning Drop-Off

Do not allow any part of your car to protrude into traffic.

Don't pull in until you have a full car length. If there is insufficient room in the queue, you must do "the Loop."

Pull as far forward as possible. Once stopped, kids must immediately exit your vehicle. There is no need to get to the front of the queue.

Children must exit vehicles on the sidewalk side, not into the street.

Keep backpacks, instruments and other items where the kids can reach them inside the car.

Do not retrieve backpacks from a trunk while in queue.

You may park legally and walk your child to school.

You may not drop off a child of any age anywhere below the main gate to campus.

Yield for emergency vehicles by pulling over to the right.

## The Afternoon Queue

Kindergarten classes end at 2:00pm. All other grades end at 3:20pm.

Dismissal gives preference to students riding buses. Buses depart promptly at 3:30p.m.

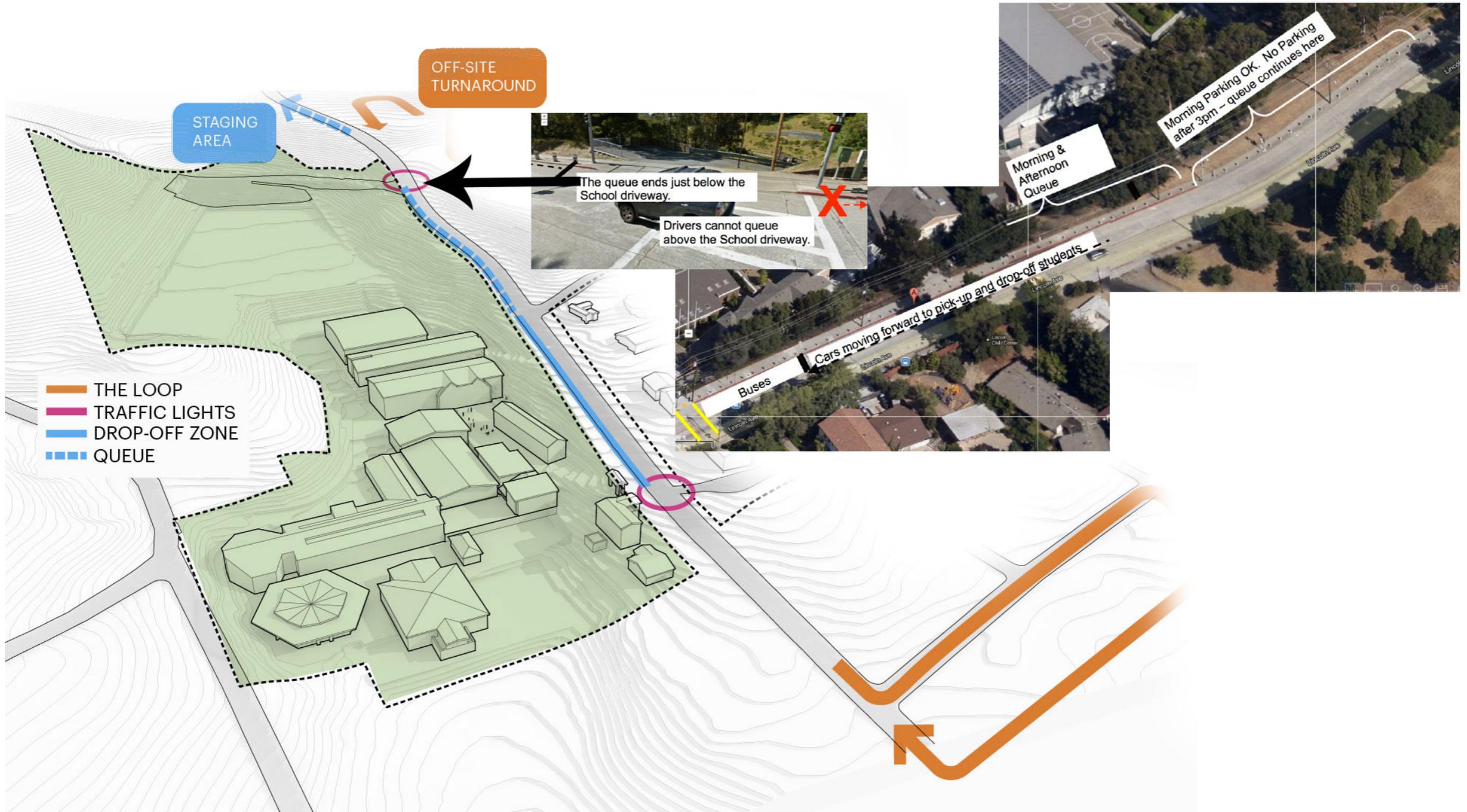
Cars pickup only on the westbound (downhill) side after the buses depart. Please see the detailed instructions on queuing on page 9. You may not have your child walk to your waiting car anywhere below the school's main gate.

If the queue has reached the school driveway, please drive on, do the legal "Loop" and proceed to the new staging area where you will be notified when there is room in the queue for additional vehicles.

Do not allow your car to block traffic in the travel lane while waiting to enter the queue.

Yield for emergency vehicles by pulling over to the right.









## The Queue - Tips

- Morning care on campus is free. Teachers will tell you how much kids benefit by arriving before 8:05 a.m. so they can socialize and play before they begin the school day.
- If your child has an appointment right after school, arrive early, park legally and walk to the school to meet your child.
- Afternoon pickup is faster if you arrive later or use the Staging Area.
- For the fastest afternoon pick-up, come down Lincoln at 3:40 pm for lower and middle school students. Come 10 minutes later for upper school students. You will avoid the congestion and hassle and pick-up your child quickly.



## The Staging Area

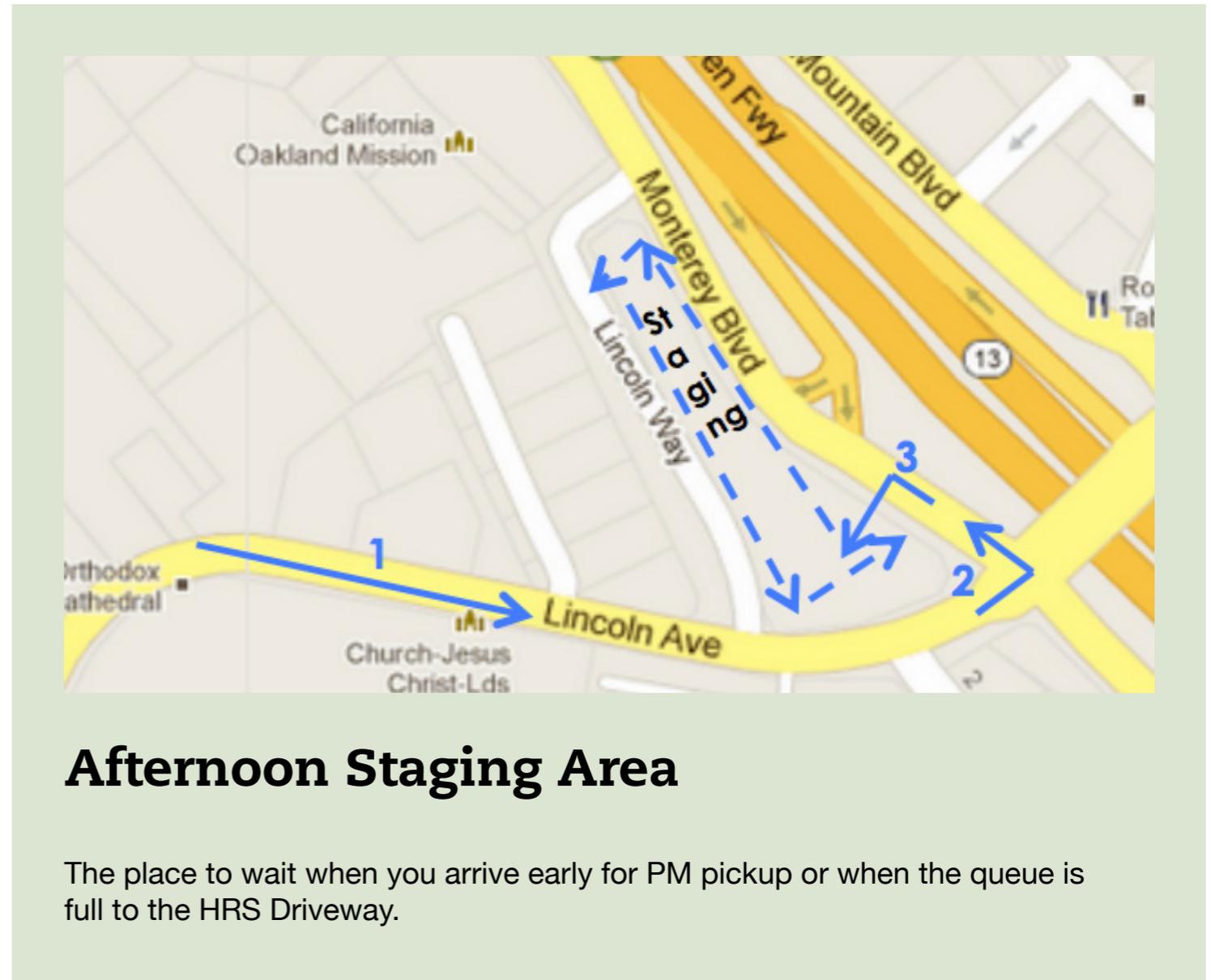
Head-Royce has secured the Mormon Temple overflow parking lot for use by cars arriving after the Lincoln Avenue queue is full.

Cars should not queue above the school driveway. If the queue is full, a school safety monitor will notify drivers with a sign at the corner of Monterey and Lincoln, adjacent to the Staging Area.

Drivers will be instructed to park in a single-file line in the Staging Area and will be sent to the queue when space is available by a school safety monitor. Please follow the directions of the safety monitor.

If you arrive to the queue and it is full, please drive the “Loop” and return to the Staging Area.

The Mormon Temple kindly requests that our community not smoke or drink coffee or tea while waiting in their lot.



## Afternoon Staging Area

The place to wait when you arrive early for PM pickup or when the queue is full to the HRS Driveway.

- The school often arranges for use of nearby surface lots for special event overflow parking. Check your invitation or the schoolwide calendar. Please fill these lots when they are available.
- If you are attending an event outside of school hours, please check first for space in the upper parking lot on campus located at the light, uphill from the gatehouse entrance to the school.
- Once the lots are full, please park up Lincoln Avenue above the light at the gatehouse to minimize our impact on neighbors. Obey all “No Event Parking” signs.
- Use courtesy as you arrive and leave an event to avoid disturbing our neighbors.



## The Big 10 Driving Rules

Obeying the following rules is a condition of enrollment and employment at Head-Royce School.

1. Observe the traffic laws in our school zone, including no jaywalking on Lincoln Avenue (Jayhawks don't jaywalk!).
2. Respect the traffic monitors.
3. Do not drop-off or pick-up below the gatehouse on Lincoln Ave.
4. Remain in your vehicle during drop-off and pick-up on Lincoln Ave.
5. Do not make U-turns on Lincoln, Alida, Burlington, Laguna or in the cul-de-sac.
6. Do not use private driveways for turns, parking, waiting or pick-up or drop-off.
7. Do not double park to drop-off or pick-up.
8. Do not allow the queue on Lincoln Ave. to extend above the upper driveway.
9. Be extra careful of loading and unloading the truck during peak times.
10. Do not use Whittle Avenue to drop-off or pick-up.



## Consequences

The school places trained safety monitors throughout the neighborhood to report violations. Violations will be treated as follows:

- First offense: You will receive a citation in the mail.
- Second offense: You will be required to meet with your child's Division Head.
- Third offense: You will be required to meet with the Head of School.
- Fourth offense: If the family and the Head of School cannot resolve recurring violations, the Student's enrollment agreement and/or an Employee's employment agreement will be withheld.



