

# HEAD ROYCE SCHOOL MONITORING – FALL 2022

DATE: December 1, 2022

TO: Rebecca Lind | City of Oakland

FROM: Haruka Ichikawa | DKS Associates  
Erin Vaca | DKS Associates

SUBJECT: Head Royce School – Traffic Monitoring (Fall 2022)

Project #16128-006

## INTRODUCTION

Head Royce School has operated at its current site, located at 4315 Lincoln Avenue in Oakland, CA since the mid-1960s. Per the requirements specified in the operable Conditions of Approval (Case File: REV 13-003), Head Royce School is required to provide an independent monitor whose responsibility it is to conduct unscheduled campus visits to monitor school related transportation activity during the morning drop-off, afternoon pick-up and one special event. For the current monitoring cycle, three separate periods will be reported on: Fall 2022, Spring 2023, Summer 2023 in addition to one special event.

DKS Associates was retained by Head Royce School as a qualified traffic consultant to provide traffic monitoring services by conducting campus visits and documenting observed conditions as they relate to the Conditions of Approval Document, dated June 7, 2016, item #23(g). This report documents observations that took place during the fall semester on November 3, 2022.

## MONITORING METHODOLOGY

DKS focuses its campus visits on documenting vehicle queuing, observation of drop-off or pick-up behavior, deployment of traffic assistants and monitors, survey of occupancy of all Head Royce parking lots, monitoring of Whittle Avenue and Alida Street for school related parking, review of the Head Royce Auto Trip Reduction Program and other potential safety issues.

DKS staff conducted the fall semester observation on November 3, 2022. This visit occurred during the peak drop-off operation times from 7:45 to 8:45 AM and again during the peak pick-up operation from 2:45 to 3:45 PM. Head Royce reported enrollment of 905 students for the 2022 – 2023 school year.

## MONITORING RESULTS

The following section describes the observations for each category listed.

### 1. NUMBER OF TRAFFIC ASSISTANCE AND MONITORS DURING DROP-OFF AND PICKUP PERIODS

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A total of five traffic monitors or assistants (all with safety vests) were observed during the morning drop-off period and 11 (all with safety vests or guard uniform) were observed during the afternoon pick-up period. On Lincoln Avenue, there were four assistants in the morning and seven assistants in the afternoon. At the crosswalk in front of the school gate, there was one assistant in the morning and two assistants in the afternoon. These assistants held a large "STOP" sign to help students cross Lincoln Avenue. No assistants were seen at the back gate on Whittle Avenue in either the morning or the afternoon. In the afternoon, two assistants were present at the end of the vehicle queue near the driveway of parking lot F. With a total of five assistants in the morning and eleven assistants in the afternoon, Head Royce School is compliant with item #23(a)v of the Conditions of Approval Document, which states that there must be five assistants in the morning and eight assistants in the afternoon. Field notes for the monitoring visit are attached as **Appendix 1**.

### 2. COLLECTING THE NUMBER OF VIOLATIONS THAT HAVE BEEN REPORTED FROM HEAD ROYCE'S DATABASE AND RECOMMENDING MEASURES TO REDUCE VIOLATIONS

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Head Royce traffic monitors recorded 25 user violations between the start of the fall semester and the date of the DKS visit, from August 22nd to November 3rd, 2022. The most commonly occurring violation was a "U-turn on Alida Street", which occurred 13 times. The next most frequent infraction was a "U-turn on Lincoln Avenue" which occurred 5 times. A copy of the violation log is provided in **Appendix 2**. Note, when Head Royce School provided the violation log, the license plate numbers were also shown. However, to maintain a maximum level of privacy for the school families, the license plate numbers have been removed before inclusion with this report.

The school usually provides a traffic monitor near the intersection of Lincoln Avenue and Alida Street to discourage school vehicles from attempting U-turns. When U-turns do occur, the traffic monitor is supposed to document the occurrence and a violation notice is sent to the family of the registered student linked to the vehicle license plate. However, there were no monitors observed at this location during the morning and afternoon on November 3rd.

DKS reviewed the vehicle license plates for each violation and found that there were two repeat violators, each with two violations. It is recommended that traffic monitors continue to be stationed near the intersection of Alida Street and Lincoln Avenue to maintain compliance. Overall, the education and accompanying violation program is effective in altering the behavior of the drivers at the school as most drivers do not repeat violations.

The system currently deployed by the school is adequate and no further improvements are recommended at this time. The traffic monitor should be stationed near the intersection of Alida and Lincoln Avenue on a consistent basis to ensure that traffic violations are kept to a minimum.

**3. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS**

Normally, there are 279 available parking spaces on-campus at Head Royce (22 and 135 spaces respectively in the main campus Lots E and F and 140 in Lots A-D). Note that the number of parking spaces in Lots A-D is updated from the spring semester report; an updated inventory was taken by DKS staff on July 6, 2022. Approximately 51% (or 152 spaces) of parking spaces in Lots A-F (297 spaces) were occupied at the end of the morning monitoring period. **Table 1** shows the observed occupancy and capacity of each parking lot.

**TABLE 1: OBSERVED OCCUPANCY IN SCHOOL PARKING LOTS A-F**

LOT	CAPACITY	OBSERVED OCCUPANCY
A	12 <sup>1</sup>	6
B	25 <sup>1</sup>	5
C	44 <sup>1</sup>	22
D	59 <sup>1</sup>	38
E <sup>2</sup>	22	22
F	135	59
<b>TOTAL</b>	<b>297</b>	<b>152</b>

DKS Associates, 2022

<sup>1</sup> Updated inventory was taken for Lots A-D by DKS staff on July 6, 2022.

<sup>2</sup> Lot E was reserved for faculty and assumed to be full.

**4. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING**

Alida Street was visited to monitor for school related activity. There were no monitors observed on Alida Street during the morning and afternoon observation periods. No student drop-offs or pick-ups were observed at Alida Street during either observation period. School staff were not observed to be parking along either street. During the observation periods, no vehicles were observed performing U-turns at Alida Street.

**5. AUTO TRIP REDUCTION PROGRAM AND RELATED DOCUMENTS**

DKS reviewed the current Transportation Policy Guide document that is distributed to all school staff and families as well as the Head Royce Transportation Demand Management (TDM) Plan. Trip

reduction programs and other transportation recommended practices are provided within the TDM document. DKS finds these documents to be satisfactory.

## **6. MONITORING QUEUE LENGTHS ON LINCOLN AVENUE**

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In the morning monitoring period, DKS observed the drop-off queue on Lincoln Avenue exceed past the Lot F entrance between 7:55 – 8:15 AM. There was no traffic assistant stationed at the Lot F entrance during this time. Head Royce School staff mentioned that this is an anomaly which may have been due to the kindergarten field trip that was occurring that day. The field trip required families to drop off car seats for the kindergarten students, which resulted in more students being dropped off that morning that would have otherwise taken the school bus. In the afternoon monitoring period, the security guard stationed at the Lot F entrance was in constant communication with staff at the overflow staging area at the Mormon Temple to ensure that the queue did not exceed past the Lot F entrance.

## **FINDINGS AND RECOMMENDATIONS**

Overall, Head Royce School appears to be maintaining orderly operations during the fall semester. The School is compliant with the items in #23, Transportation Demand Management, of the Conditions of Approval Document except for item #23(f)ii, provision of traffic monitors on at the Whittle Gate and item #23(a)iii, management of the queue length on Lincoln Avenue. The School should ensure that traffic monitors are consistently present at all required locations. In addition, the School should plan for future field trips and other special circumstances that may result in higher than average drop offs by private auto to ensure that the queue on Lincoln Avenue is adequately managed. DKS recommends that the school continue implementation of the TDM plan.

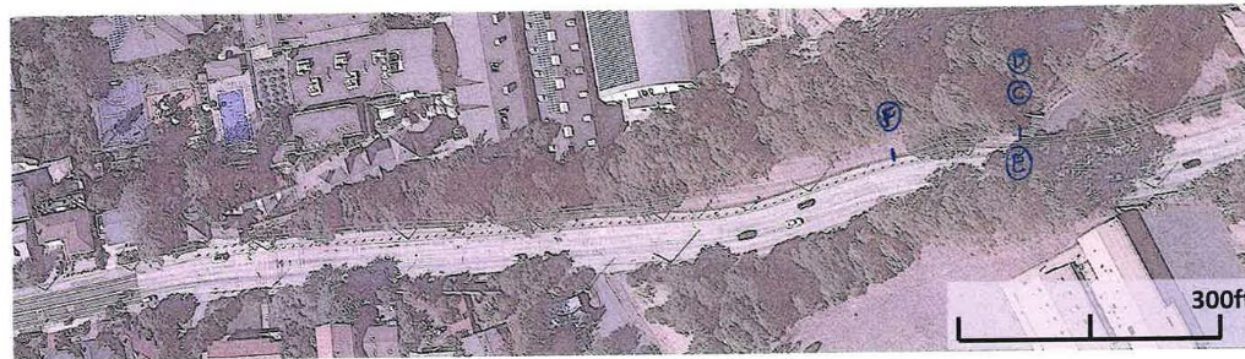
APPENDIX 1 – FIELD NOTES

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 11/3/22 Time(s) of Observation: 7:55 - 8:30 AM 2:45 - 3:45 PM Observer Initials: HI

Mark the *maximum* location of the "back-of-queue" position for:

A) 7:55-8:15am, B) 8:15-8:30am, C) 2:45 - 3:00pm, D) 3:00-3:15pm, E) 3:15-3:30pm, F) 3:30-3:45pm.



## Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation:

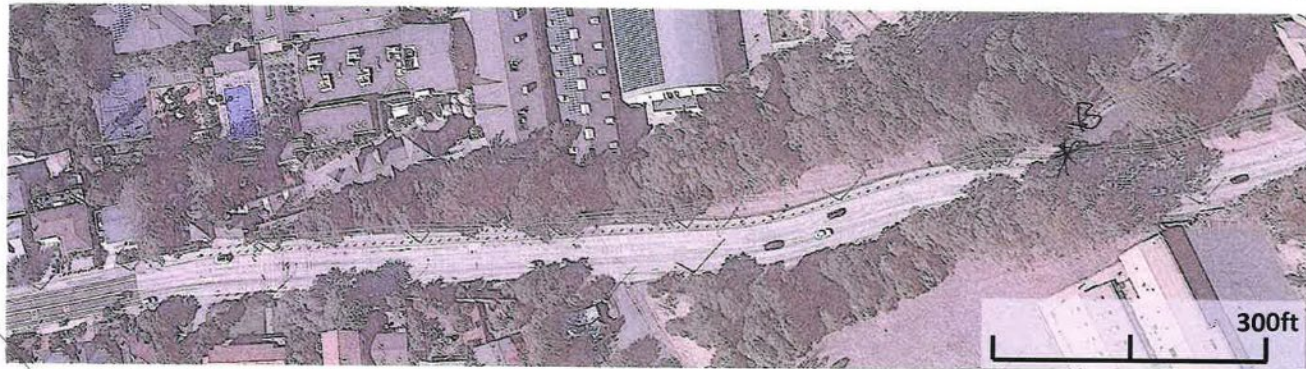
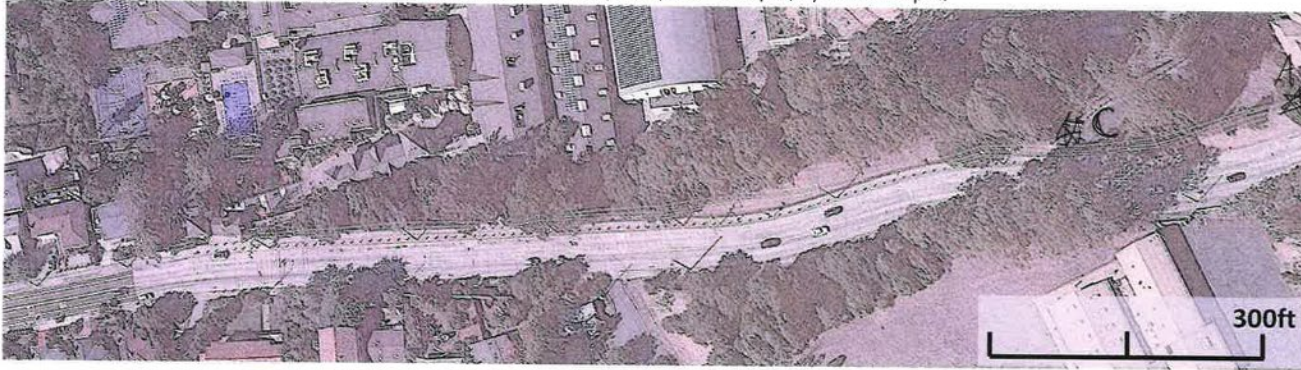
Time(s) of Observation:

Observer Initials:

*CW*

Mark the *maximum* location of the “back-of-queue” position for:

A) 7:55-8:15am, B) 8:15-8:30am, C) 2:45 – 3:00pm, D) 3:00-3:15pm, E) 3:15-3:30pm, F) 3:30-3:45pm.



Head-Royce School Monitoring - AM

11/3/22, sunny

Observer: HI

- 7:45 AM: Traffic cones out by crosswalk
- 7:47 AM: First drop-off
- 7:49 AM: "School Xing" sign out by crosswalk
- 8:00 AM: Traffic monitors come out
- 8:03 AM: School bus #1
- 8:04 AM: School bus #2
- 8:08 AM: School bus #3
- 8:10 AM: School bus #4
- 8:14 AM: Observed drop-off on Alida
- 8:15 AM: AC Transit bus (not in service?)

\* Kindergarten field trip - required car seat drop off, more students were dropped off than normal that would have otherwise rode the ~~bus~~ bus

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# of traffic monitors:	parking lot occupancy (8:30 - 8:50)
Lincoln: 111	A 6
Other side of Lincoln: 1	B 5
X-walk: 1, holding STOP sign	C 22
Lot F: None	D 28 + 10 in back lot 7, 20,
Alida: None	F 59
Back entrance: None	7, 10, 23, 12, 6, 1
All wearing vests	

## PM Monitoring

Lower school dismissal: 3:00 pm, Others: 3:20 pm

5 yellow buses, 3 AC Transit

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Prior to 2:45 pm: 3 yellow buses waiting, cones out, a few traffic monitors out. Vehicles queuing.

2:52 PM: School bus #4

2:55 PM: AC Transit bus

- Lot F staff in communication w/ staging area
  - Vehicles that were at the staging area have a popsicle stick on their windshield, which the security guard collects
- 3:19 PM: Guard gave a warning to a parent about going to the staging area first

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# of Traffic monitors:

Lot F: 1 school staff w/ vest  
1 security guard



**Parking Locations**

In the morning (only), please make sure to check each parking location after you have finishing monitoring the queue length. There is a total of five parking locations. You must write down how many cars are at each lot and then also have an over total.

Total amount of parking spaces – 157 spaces

Main Lot (F) – 135 spaces → ~~46~~ 7 10 12 23 69

Admin lot (E) – 22 spaces | assume 100% occupancy; no need to re-count all spaces accounted for.

Lot A, B, C, D = 91 spaces

Total of 248



D 7, 4, 5, 5, 2, 5 = 28      B = 5  
D.2 10  
C: 9 12  
A: 6

Total monitors: 1 @ 8:00 AM 11

Total wearing vests:

Time of cones: 7:46 am, check in crossing

Time/# of buses: 8:03 am; 8:05 am; 8:08 am; 8:10 am

↳ no vest

first drop off 7:47 am

no monitors at 7:55

no monitor at light → no cones

queuing past light

8:20 still no monitor @ light / upper lot

2:45 pm: 1 monitor w/ yel vest

2:45 pm 2 monitors "

2:50 pm 1 security guard @ upper light

3 buses on arrival, 4th bus by 2:52 pm

AC transit #39 2:55

2 monitors NS Lincoln → middle gate  
3 → 3:04 pm

1 monitor lower gate  
none @ Alide

6 cones at crosswalk

1 sandwich board

nothing at back gate

1 parent parked out of queue below lower gate - 3:18

3:20 → 2 monitors at lower crosswalk

1 attendant at 3 AC buses 3:22 pm

2 attendants at middle school 3:23 pm

1 parent parked south side Lincoln

## APPENDIX 2 – VIOLATION LOG

<b>Date</b>	<b>Time</b>	<b>Infraction</b>
8/22/22	3:00 PM	U-turn on Alida
8/22/22	3:06 PM	U-turn on Alida
8/23/22	3:11 PM	Pick up below gatehouse
8/23/22	3:30 PM	U-turn on Alida
8/23/22	3:38 PM	U-turn on Alida
8/23/22	3:40 PM	U-turn on Alida
8/23/22	3:55 PM	Pick up below gatehouse
8/23/22	5:07 PM	U-turn on Alida
8/23/22	6:04 PM	U-turn on Alida
8/30/22	4:06 PM	U-turn on Lincoln
9/8/22	6:15 PM	U-turn on Lincoln
9/8/22	7:20 PM	U-turn on Alida
9/15/22	6:00 PM	U-turn on Lincoln
9/16/22	2:48 PM	U-turn on Lincoln
9/30/22	4:03 PM	Parked on Alida
9/30/22	5:57 PM	Driveway turn on Alida
10/3/22	6:00 PM	U-turn on Alida
10/4/22	3:21 PM	U-turn on Alida
10/12/22	3:43 PM	Drop off below gatehouse
10/14/22	3:07 PM	U-turn on Alida
10/17/22	3:33 PM	Pick up below gatehouse
10/19/22	3:45 PM	Parked on Alida
10/25/22	3:15 PM	U-turn on Alida
10/28/22	3:46 PM	U-turn on Lincoln
11/3/22	5:33 PM	U-turn on Alida