



MEMORANDUM

DATE: July 21, 2021

TO: Heather Klein | City of Oakland

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

SUBJECT: Head Royce School – Traffic Monitoring (Summer 2021)

Project #16128-004

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: Spring 2021, Summer Program 2021, and 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 Summer Program on July 1, 2021.

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 summer program observation on July 1, 2021. This visit occurred during the peak drop-off operation times from 8:00 to 9:00 AM and again during the peak pick-up

operation from 3:15 to 4:15 PM. Head Royce reported attendance of approximately 100 students on the day of observation.

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

Three traffic monitors or assistants with safety vests were observed during the morning drop-off period and eight (four without safety vests) were present during the afternoon pick-up period on Lincoln Avenue. In the afternoon, one assistant with a safety vest was also present at the end of vehicle queue near the driveway of parking lot F. In both the morning and the afternoon, one assistant held a large "STOP" sign to help students cross the street.

2. OBSERVING QUEUE LINE FLOW

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

3. REVIEWING THE LENGTH OF QUEUE AND CHECKING IF QUEUE EXTENDS ABOVE THE UPPER DRIVEWAY.

In the morning, passenger drop-offs were allowed on both sides of Lincoln Avenue. This helped with controlling the length of the queue. In the afternoon, passenger pick-ups were not allowed on the south side of Lincoln Avenue (across the street from the main campus). During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. A copy of the observation note sheet is provided in Appendix 1.

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

Head Royce traffic monitors recorded 36 user violations during the Summer Program. The most commonly occurring violation was a "U-turn on Alida Court", which occurred 20 times. The next most frequent infraction was a "U-turn on Burlington Street" which occurred six 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. There were no monitors observed to be present during both the AM and PM monitoring sessions on July 1st.

DKS reviewed the vehicle license plates for each violation and found that there were two repeat violators, each with two violations. Since two drivers repeated violations, it is recommended that traffic monitors be stationed near the intersection of Alida Street and Lincoln Avenue during the Summer Program as well. 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.

5. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS

There are 248 available parking spaces on-campus at Head Royce (157 spaces in the main campus Lots E and F and 91 in Lots A-D). Approximately 18% (or 45 spaces) of all parking spaces were occupied at the end of the morning monitoring observation.

6. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING

Both Whittle Avenue and Alida Street were visited to monitor for school related activity. 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 period, no vehicles were observed performing U-turns at Alida Street.

7. 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. Note that due to the reduced numbers of students attending in-person classes this Summer Program and Covid pandemic considerations, the School has temporarily suspended its privately operated bus service. The bus service is expected to resume for the fall 2021 semester.

FINDINGS AND RECOMMENDATIONS

Head Royce School is maintaining safe pick-up and drop-off operations and adequately managing the queue on Lincoln Avenue during the summer program. The School should reinstate full TDM

measures such as bus service as soon as possible or once operations return to pre-pandemic conditions, No further recommendations are suggested.

Head Royce School Monitoring - AM

- 8:05 AM • 3 monitors w/ vests near gate
 - ↳ 1 holding STOP sign to help children cross
- traffic cones on both sides of road
- no monitor at the driveway
- 8:15 AM • no monitor present at the back entrance
- 8:20³ AM • observed drop-off on opposite side of the street, near gate (S side of Lincoln Ave)
- 8:30 AM • no monitor observed at Alida Ct / Alida St

Parking : counted at 8:45 AM

Lot A	1
B	0
C	3
D	19
E	22
F	0
<hr/>	
Total	45

PM Monitoring

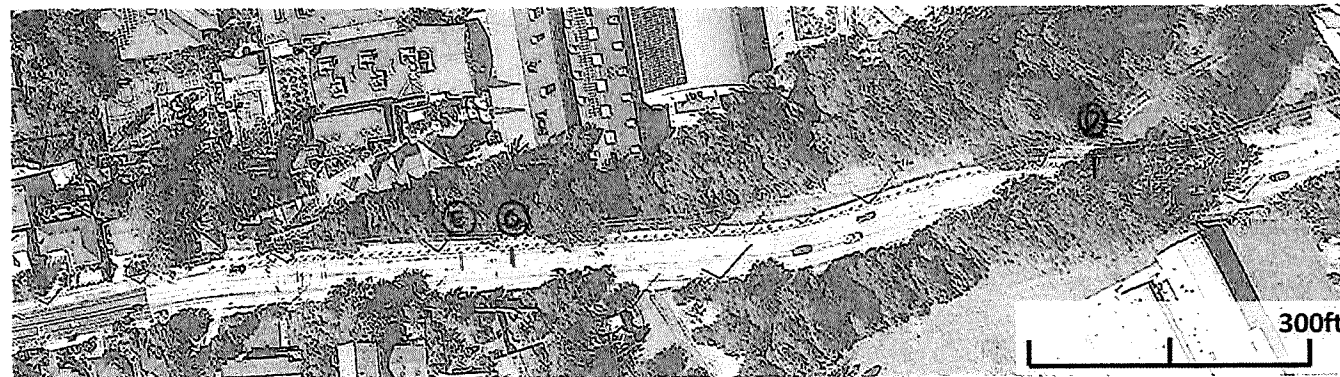
- 3:15 PM • traffic cones are always on both sides of the road, even when monitors are not present
- 3:43 PM • monitors arrive ⁴ ⁴
 - on Lincoln : 4 w/ vests , 4 without vests
 - at driveway : 1 w/ vest
- 3:48 PM • no monitor present at back entrance
- 3:57 PM • no monitor present at Alida Ct / St

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 7/1/2021 Time(s) of Observation:

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) 3:00-3:15pm, D) 3:15-3:30pm, E) 4:00-4:15pm.



APPENDIX 2 – VIOLATION LOG

Date	Time	Infraction
6/14/21	8:09 AM	u-turn Alida Ct
6/14/21	8:20 AM	u-turn Alida Ct
6/14/21	4:05 PM	u-turn Alida Ct
6/15/21	8:01 AM	u-turn Alida Ct
6/15/21	8:25 AM	u-turn Burlington
6/16/21	3:45 PM	u-turn Lincoln Ave
6/16/21	3:47 PM	u-turn Alida Ct
6/16/21	3:59 PM	u-turn Alida Ct
6/16/21	4:05 PM	u-turn Alida Ct
6/17/21	8:15 AM	u-turn Alida Ct
6/18/21	8:02 AM	u-turn Burlington
6/18/21	8:11 AM	u-turn Alida Ct
6/18/21	8:19 AM	u-turn driveway
6/21/21	8:10 AM	u-turn Alida Ct
6/21/21	3:55 PM	u-turn driveway
6/22/21	8:17 AM	u-turn Burlington
6/23/21	8:12 AM	u-turn Burlington
6/23/21	4:00 PM	u-turn Alida Ct
6/23/21	4:03 PM	u-turn Burlington
6/24/21	8:25 AM	u-turn in driveway
6/24/21	4:10 PM	u-turn Lincoln Ave
6/25/21	8:16 AM	u-turn on Linnet
6/25/21	8:20 AM	u-turn on Alida Ct
6/25/21	4:15 PM	u-turn on Linnet
6/28/21	8:09 AM	u-turn driveway
6/28/21	8:17 AM	u-turn Alida Ct
6/30/21	8:20 AM	u-turn Alida Ct
6/30/21	3:55 PM	u-turn Alida Ct
7/1/21	3:44 PM	u-turn Alida Ct
7/1/21	4:02 PM	u-turn Alida Ct
7/2/21	8:16 AM	u-turn Alida Ct
7/5/21	4:03 PM	u-turn Burlington
7/5/21	4:15 PM	u-turn Alida Ct
7/7/21	8:11 AM	u-turn on Linnet
7/8/21	8:20 AM	u-turn on Lincoln Ave
7/8/21	4:10 PM	u-turn Alida Ct

Date	Time	Infraction
7/8/21	4:14 PM	u-turn Alida Ct
7/9/21	4:10 PM	u-turn Alida Ct
7/9/21	4:12 PM	u-turn on Linnet



HEAD ROYCE SCHOOL MONITORING – FALL 2021

DATE: November 11, 2021

TO: Heather Klein | City of Oakland

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

SUBJECT: Head Royce School – Traffic Monitoring (Fall 2021)

Project #16128-005

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 2021, Spring 2022, Summer 2022 and 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 Summer Program on July 1, 2021.

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 October 12, 2021. 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. Starting this fall semester, Head Royce School has changed the

Lower School dismissal time to 3:00 PM, as opposed to the previous operation of dismissing all students at 3:20 PM.

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

Five traffic monitors or assistants with safety vests were observed during the morning drop-off period and seven with safety vests were present during the afternoon pick-up period on Lincoln Avenue. In the afternoon, one security guard in uniform was also present at the end of vehicle queue near the driveway of parking lot F. In both the morning and the afternoon, one assistant held a large "STOP" sign to help students cross Lincoln Avenue and one assistant was by the back gate on Whittle Avenue. All assistants wore safety vests except for one in the morning.

2. OBSERVING QUEUE LINE FLOW

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

3. REVIEWING THE LENGTH OF QUEUE AND CHECKING IF QUEUE EXTENDS ABOVE THE UPPER DRIVEWAY.

In the morning, passenger drop-offs were allowed on both sides of Lincoln Avenue. This helped with controlling the length of the queue. In the afternoon, passenger pick-ups were not allowed on the south side of Lincoln Avenue (across the street from the main campus). During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. In the afternoon, there was efficient communication between the safety guard at the end of the queue and organizers at the staging area, ensuring enough vehicles were sent to keep the queue full, but never beyond the upper driveway. In addition, the new staggered pick-up times likely helped ensure smooth pick-up operations. A copy of the observation note sheet is provided in Appendix 1.

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

Head Royce traffic monitors recorded 36 user violations during the fall semester, from August 23rd to October 12th. The most commonly occurring violation was a "U-turn on Alida Court", which occurred 16 times. The next most frequent infraction was a "driveway turn around on Lincoln Avenue" which occurred 14 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. There were no monitors observed to be present during both the AM and PM monitoring sessions on October 12th.

DKS reviewed the vehicle license plates for each violation and found that there were two repeat violators, each with two violations. Since two drivers repeated violations, it is recommended that traffic monitors be stationed near the intersection of Alida Street and Lincoln Avenue. 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.

5. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS

Normally, there are 248 available parking spaces on-campus at Head Royce (22 and 135 spaces respectively in the main campus Lots E and F and 91 in Lots A-D). At the time of the monitoring, Lot F was being used as a construction staging area for renovation of the adjacent field, resulting in no parking availability in the lot. As a solution, Head Royce School has been allocated 199 spaces in the nearby Ascension Cathedral parking structure, which is shared with other users unaffiliated with the school. DKS staff was not able to enter the parking structure to conduct counts. Approximately 90% (or 102 spaces) of parking spaces in Lots A-E (113 spaces) were occupied at the end of the morning monitoring observation.

6. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING

Both Whittle Avenue and Alida Street were visited to monitor for school related activity. 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 period, no vehicles were observed performing U-turns at Alida Street.

7. 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.

FINDINGS AND RECOMMENDATIONS

Head Royce School is maintaining safe pick-up and drop-off operations and adequately managing the queue on Lincoln Avenue during the fall semester. DKS recommends that the school continue implementation of the TDM plan. In addition, the school should station a traffic monitor on Lincoln Avenue & Alida Street or at Alida Court. No further recommendations are suggested.

APPENDIX 1 - FIELD NOTES

Head Royce School Monitoring - 10/12/21

AM Notes

Weather: sunny + windy

7:47 AM

First drop-off

7:51 AM

First traffic monitor comes to front, puts out vests and safety wands at designated locations

7:57 AM

Cones out

8:02 AM

School bus ^{#1} arrives

8:07 AM

3 more school buses arrive

- No drop-offs observed at Alida St / Alida Ct

- 7 Traffic Monitors, ⁶ ~~7~~ with vests

- 1 on opposite side of Lincoln
- 4 on Lincoln on the side of school gate
- No one by the entrance to Lot F
- 1 at back gate
- 1 at crosswalk, with STOP sign to help students cross

- Parking occupancy: (counted between 8:35 - 8:45 AM)

A 7

B 15

C 31

D 43 27 ~~43~~ (just marked section)

↑ including gravel lot

- Note: Lot F closed due to construction, using 199 spaces in church parking structure nearby. There are others unaffiliated with the School who park there as well. I was unable to enter from the pedestrian entrance to the parking structure.

PM Notes Weather: Sunny & Windy

- 2:29 PM First Monitor arrives with vests and safety wands
- 2:30 PM School bus #1 arrives, waits in queue
- 2:35 PM School bus #2 arrives, waits on other side of Lincoln
- 3:02 PM A vehicle arrived in the queue without going to the staging area first. After warning by security guard, vehicle went to staging area
- 3:33 PM Buses all left, front of queue clears up
- 3:43 PM All traffic monitors except for 2 leave

- ~350 kids on buses; meets minimum but fewer than pre-Covid
- All AC transit buses came on time today
- 10 Traffic Monitors, all with vests
 - 6 on Lincoln on side of school gate
 - 1 security guard by entrance to Lot F
 - 1 at crosswalk with STOP sign
 - 1 at back gate
 - 1 on opposite side of Lincoln
- Good communication with staff at the staging area; the security guard told them exactly how many cars to send to the queue

5 Michael's School Buses } scheduled in the afternoon
3 AC Transit Buses ← not always on time

Note: Lower school pickup now starts at 2:45 PM; adjusted PM monitoring times

Lower: 250
Middle: 275
High: 386 } 906 students
(as opposed to everyone being dismissed at 3:20 PM)

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 10/12/21 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: F
A) 7:55-8:15am, B) 8:15-8:30am, C) 3:00-3:15pm, D) 3:15-3:30pm, E) 3:30-3:45pm. G) 2:45-3:00 pm



APPENDIX 2 – VIOLATION LOG

Date	Time	Infraction
8/23/2021	11:35 AM	Driveway turn around on Lincoln Ave
8/23/2021	11:45 AM	U-turn on Alida Ct
8/23/2021	12:10 PM	Driveway turn around on Lincoln Ave
8/23/2021	3:06 PM	Driveway turn around on Lincoln Ave
8/23/2021	3:31 PM	Pick up on Alida St
8/23/2021	3:39 PM	U-turn on Alida Ct
8/24/2021	8:16 AM	Driveway turn around on Lincoln Ave
8/24/2021	2:01 PM	U-turn alida Ct
8/25/2021	3:40 PM	Parked in red for pick up
8/26/2021	3:00 PM	Driveway turn around on Lincoln Ave
8/26/2021	3:06 PM	Parked in red for pick up
8/27/2021	8:03 AM	Driveway turn around on Lincoln Ave
8/27/2021	8:22 AM	U-turn on Burlington
8/27/2021	8:11 AM	U-turn on Alida Ct
8/27/2021	8:17 AM	U-turn on Alida Ct
8/30/2021	8:23 AM	Driveway turn around on Lincoln Ave
8/31/2021	3:28 PM	Parked in red for pick up
8/31/2021	3:33 PM	Parked in red for pick up
9/1/2021	3:01 PM	U-turn on Lincoln Ave
9/2/2021	3:11 PM	Driveway turn around on Lincoln Ave
9/2/2021	3:15 PM	U-turn on Lincoln Ave
9/3/2021	3:19 PM	U-turn on Alida Ct
9/3/2021	3:42 PM	Driveway turn around on Lincoln Ave
9/7/2021	3:14 PM	U-turn on Lincoln Ave
9/7/2021	3:21 PM	Driveway turn around on Lincoln Ave
9/8/2021	8:14 AM	U-turn on Lincoln Ave
9/9/2021	3:12 PM	U-turn on Lincoln Ave
9/9/2021	3:31 PM	U-turn on Lincoln Ave
9/9/2021	3:45 PM	Blocking driveway on Lincoln Ave
9/10/2021	3:17 PM	U-turn on Alida Ct
9/10/2021	3:37 PM	U-turn on Alida Ct
9/13/2021	3:30 PM	Parked in red for pick up
9/14/2021	3:15 PM	U-turn on Lincoln Ave
9/14/2021	3:22 PM	Driveway turn around on Lincoln Ave
9/14/2021	3:40 PM	U-turn Alida Ct
9/15/2021	8:13 AM	Driveway turn around on Lincoln Ave
9/17/2021	3:09 PM	U-turn on Lincoln Ave
9/17/2021	3:22 PM	Driveway turn around on Lincoln Ave
9/20/2021	3:46 PM	U-turn on Lincoln Ave

Date	Time	Infraction
9/22/2021	3:07 PM	U-turn on Lincoln Ave
9/22/2021	3:33 PM	U-turn on Alida Ct
9/23/2021	8:16 AM	U-turn on Lincoln Ave
9/23/2021	3:35 PM	U-turn on Burlington
9/24/2021	3:42 PM	U-turn on Alida Ct
9/27/2021	3:11 PM	U-turn on Burlington Ct
9/27/2021	3:36 PM	U-turn on Lincoln Ave
9/28/2021	3:05 PM	Driveway turn around on Lincoln Ave
9/29/2021	3:19 PM	Blocking driveway on Lincoln Ave
9/30/2021	3:42 PM	U-turn on Alida Ct
10/1/2021	3:15 PM	U-turn on Burlington
10/4/2021	3:27 PM	U-turn on Alida Ct
10/4/2021	3:29 PM	U-turn on Alida Ct
10/6/2021	3:53 PM	U-turn on Alida Ct
10/8/2021	3:41 PM	U-turn on Burlington
10/12/2021	8:14 AM	U-turn on Lincoln Ave
10/12/2021	2:33 PM	U-turn on Alida Ct



HEAD ROYCE SCHOOL MONITORING – SPRING 2022

DATE: March 28, 2022

TO: Rebecca Lind | City of Oakland

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

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

Project #16128-005

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 2021, Spring 2022, Summer 2022 and 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 spring semester on March 1, 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 spring semester observation on March 1, 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. Starting in the fall semester of 2021, Head Royce School has changed the Lower School dismissal time to 3:00 PM, as opposed to the previous operation of dismissing all students at 3:20 PM.

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

Five traffic monitors or assistants were observed on Lincoln Ave during the morning drop-off period and the afternoon pick-up period. In both the morning and the afternoon, one assistant was stationed at the crosswalk in front of the school gate with a large "STOP" sign to help students cross Lincoln Avenue and one assistant was by the back gate on Whittle Avenue. All assistants wore safety vests. In addition, security guards from a private firm assist with the pick-up operations in the afternoon. Two security guards in uniform were present at the end of the vehicle queue near the driveway of parking lot F and one security guard was looking out for violations at Alida Street. With a total of seven assistants in the morning and ten 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.

2. OBSERVING QUEUE LINE FLOW

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

3. REVIEWING THE LENGTH OF QUEUE AND CHECKING IF QUEUE EXTENDS ABOVE THE UPPER DRIVEWAY.

In the morning, passenger drop-offs were allowed on both sides of Lincoln Avenue. This helped with controlling the length of the queue. In the afternoon, passenger pick-ups were not allowed on the south side of Lincoln Avenue (across the street from the main campus). During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. In the afternoon, there was efficient communication between the safety guards at the end of the queue and organizers at the staging area, ensuring enough vehicles were sent to keep the queue full, but never beyond the upper driveway. In addition, the new staggered pick-up times likely helped ensure smooth pick-up operations. A copy of the observation note sheet is provided in Appendix 1.

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

Head Royce traffic monitors recorded 47 user violations between the fall and spring semester observation dates, from October 13th, 2021 to March 1st, 2022. The most commonly occurring violation was a "U-turn on Alida Court", which occurred 22 times. The next most frequent infraction

was a “U-turn on Lincoln Avenue” which occurred 7 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. There was a monitor present during the PM monitoring session, but none during the AM monitoring session on March 1st.

DKS reviewed the vehicle license plates for each violation and found that there were three repeat violators, one with three violations and the rest with two violations. Since three drivers repeated violations, it is recommended that traffic monitors be consistently stationed near the intersection of Alida Street and Lincoln Avenue. 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.

5. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS

Normally, there are 248 available parking spaces on-campus at Head Royce (22 and 135 spaces respectively in the main campus Lots E and F and 91 in Lots A-D). At the time of the monitoring, Lot F was being used as a construction staging area for renovation of the adjacent field, resulting in no parking availability in the lot. As a solution, Head Royce School has been allocated 199 spaces in the nearby Ascension Cathedral parking structure, which is shared with other users unaffiliated with the school. DKS staff was not able to enter the parking structure to conduct counts. Approximately 95% (or 107 spaces) of parking spaces in Lots A-E (113 spaces) were occupied at the end of the morning monitoring observation.

6. MONITORING WHITTLE AVENUE AND ALIDA STREET FOR SCHOOL RELATED PARKING

Both Whittle Avenue and Alida Street were visited to monitor for school related activity. 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 AM observation period on March 1st, a vehicle was observed performing a U-turn at Alida Street.

7. 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.

FINDINGS AND RECOMMENDATIONS

Head Royce School is maintaining safe pick-up and drop-off operations and adequately managing the queue on Lincoln Avenue during the spring semester. DKS recommends that the school continue implementation of the TDM plan. In addition, the school should consistently station a traffic monitor on Lincoln Avenue & Alida Street or at Alida Court. No further recommendations are suggested.

APPENDIX 1 - FIELD NOTES

Head Royce School Monitoring - AM

3/1/22, Weather: Sunny

- Some ~~few~~ drop offs observed b/w 7:45 - 7:55 AM
- Cones already out on south side of Lincoln at 7:45 AM
- 7:52 AM Staff places cones + "School X-ing" sign on N side of Lincoln
- 7:56 AM First traffic monitor comes out ~~with~~ with materials (Vests + safety wands)
- 7:59 AM School bus #1 - 21 students + 1 faculty off
- 8:02 AM ² AC Transit buses arrive
- 8:03 AM School bus #2 + #3
- 8:05 AM School bus #4
- 8:07 AM Observed 1 vehicle making U-turn at Alida Ct
- 8:12 AM School bus #5

- 7 Traffic monitors, all with vests
 - 4 on N side of Lincoln
 - 1 ~~on~~ at crosswalk w/ STOP sign, helping students cross
 - None at Alida St
 - 1 on S side of Lincoln
 - None at entrance to Lot F
 - 1 at back entrance

• Parking Occupancy (8:35 - 8:40 AM)

A 8

B 15

C 27 (+1 on sidewalk)

D 35 (+10 in gravel lot)

F: still construction staging area

PM Notes

- 2:35 PM 5 school buses (1 on N Lincoln, 4 on S Lincoln) waiting
- 2:36 PM First traffic monitor out with vests + safety wands
- 2:45 PM Cones are placed mid-queue behind school buses + van for sports team
- 2:48 PM Guard is seen explaining to parent that queue cannot extend beyond intersection
- 2:55 PM Cones + "School X-ing" sign out on Lincoln
- 3:15 PM Saw student being picked up on S side of Lincoln
- 3:16 PM Did not see any violations on Alida St / ct
- 3:19 PM 3 AC Transit buses waiting in queue
- 3:30 PM Buses leave, cars^{es} move to front of queue
→ this resulted in ~~shortening~~ the queue shortening

- Traffic monitors, with vests (school staff)
- 2 Security guards by entrance to Lot F, in communication w/ staging area (private company) + 1 guard at Alida St
 - 5 on N side of Lincoln
 - 1 at crosswalk w/ STOP sign
 - 1 at back entrance
- Use of paper markers on windshields to ensure that the vehicles arriving in queue are from the staging area
- Security guards at Lot F were seen speaking to parents who did not wait at staging area + making them take the loop

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 3/1/22 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) 3:00-3:15pm, D) 3:15-3:30pm, E) 3:30-3:45pm. C) 2:45 – 3:00 pm



APPENDIX 2 – VIOLATION LOG

Date	Time	Infraction
10/14/21	11:30 AM	Driveway turn on Alida
10/15/21	3:00 PM	Parked on Lincoln Ave
10/15/21	3:11 PM	U-turn on Alida
10/18/21	3:18 PM	U-turn on Alida
10/18/21	3:24 PM	U-turn on Alida
10/18/21	3:35 PM	U-turn on Alida
10/19/21	8:01 AM	U-turn on Alida
10/20/21	8:16 AM	U-turn on Lincoln
10/21/21	4:20 PM	U-turn on Alida
10/25/21	3:10 PM	U-turn on Lincoln
10/27/21	3:53 PM	U-turn on Lincoln
10/27/21	3:24 PM	U-turn on Alida
10/28/21	3:36 PM	Parked on Lincoln Ave
10/29/21	3:09 PM	U-turn on Alida
11/1/21	3:23 PM	U-turn on Alida
11/3/21	3:12 PM	Driveway turn on Alida
11/10/21	3:15 PM	Pick up on Alida
11/10/21	3:35 PM	U-turn on Alida
11/12/21	8:10 AM	Drop off below gatehouse
11/16/21	3:18 PM	U-turn on Alida
11/16/21	2:54 PM	Pick up below gatehouse
11/17/21	4:46 PM	U-turn on Alida
11/18/21	4:03 PM	U-turn on Alida
11/29/21	3:31 PM	U-turn on Alida
11/30/21	4:01 PM	U-turn on Alida
12/1/21	3:45 PM	U-turn on Alida
12/3/21	8:21 AM	U-turn on Lincoln
12/6/21	8:15 AM	Drop off below gatehouse
12/6/21	3:20 PM	U-turn on Alida
12/8/21	4:47 PM	U-turn on Alida
12/9/21	8:26 AM	Driveway turn on Lincoln Ave
12/14/21	8:09 AM	Drop off below gatehouse
12/14/21	4:45 PM	U-turn on Alida
12/14/21	3:16 PM	U-turn on Alida
12/17/21	3:20 PM	Pick up below gatehouse
1/6/22	3:38 PM	Pick up below gatehouse

1/7/22	2:40 PM	U-turn on Lincoln
1/11/22	3:33 PM	Pick up below gatehouse
1/14/22	2:58 PM	U-turn on Lincoln
1/19/22	3:35 PM	U-turn on Alida
1/27/22	4:52 PM	U-turn on Alida
2/3/22	3:10 PM	U-turn on Alida
2/8/22	3:16 PM	Pick up below gatehouse
2/9/22	2:45 PM	U-turn on Alida
2/11/22	2:42 PM	U-turn on Alida
2/28/22	4:30 PM	U-turn on Lincoln
3/1/22	4:32 PM	U-turn on Alida

HEAD ROYCE SCHOOL MONITORING – SPECIAL EVENT

DATE: July 8, 2022

TO: Rebecca Lind | City of Oakland

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

SUBJECT: Head Royce School – Traffic Monitoring (Special Event for 2021- 22 School Year) Project #16128-005

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 2021, Spring 2022, Summer 2022 as well as 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 at a special event on June 4, 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.

Parking lots A, B, C, D, and F were open to guests, faculty, and staff, while Lot E was reserved for faculty and staff. In addition, valet parking for guests was available on Lincoln Avenue in front of the school gate. The valet drivers parked the cars in the nearby Ascension Cathedral parking structure. Visitors were reminded to avoid parking on Alida Street or making U-turns on Alida Court. Signs were posted on Lincoln Avenue (see Appendix 1 for images of signs during the event). DKS staff conducted the special event observation on June 4, 2022. The visit took place from 8:00 AM to 10:00 AM, concurrent with the arrival of guests for the High School Graduation. Head Royce reported attendance of approximately 600 parents and other guests at this event. By providing valet parking, Head Royce School is compliant with item #23(d)ii of the Conditions of Approval

Document, which states that there must be an off-site parking alternative such as a shuttle or valet system for special events over 400 people.

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

A total of eleven traffic monitors or assistants were observed on Lincoln Avenue during the monitoring period. For this event, the school hired seven professional security guards to serve as traffic monitors and direct traffic, in addition to the four faculty/staff members who served as traffic monitors. All assistants wore safety vests or uniforms. The assistants were spread out across both sides of Lincoln Avenue, the School gate on Whittle Avenue, Alida Street, the Lincoln Avenue and Burlington Street intersection, and the Lincoln Avenue and Tiffin Road intersection. On-street parking on Lincoln Avenue was not allowed for this event. Field observations from the event recorded about 242 vehicles parked among the available lots for the event and 46 vehicles that used the valet service. Additionally, Head Royce School reported a total attendance of about 600 guests. With a total of eleven assistants, Head Royce School is compliant with item #23(d)iii of the Conditions of Approval Document, which states that there must be six assistants during special events over 200 people. Field notes for the special event are attached as Appendix 2.

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

Head Royce traffic monitors recorded 43 user violations between the fall and spring semester observation dates, from March 2nd, 2022 to June 1st, 2022. The most commonly occurring violation was a "U-turn on Alida Street", which occurred 21 times. The next most frequent infraction was a "U-turn on Alida Court" which occurred 15 times. A copy of the violation log is provided in Appendix 3. 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. There were two monitors present during the special event monitoring on June 4th.

DKS reviewed the vehicle license plates for each violation and found that there were three repeat violators, one with three violations and the rest with two violations. Since three drivers repeated violations, it is recommended that traffic monitors be consistently stationed near the intersection of Alida Street and Lincoln Avenue. 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 121 in Lots A-D). Note that the number of parking spaces in Lots A-D is updated from the previous reports; an updated count was conducted by DKS staff on July 6, 2022. Approximately 95% (or 264 spaces) of parking spaces in Lots A-F (279 spaces) were occupied at the end of the special event observation. **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 ¹	9
B	25 ¹	25
C	44 ¹	38
D	41 ¹	35
E ²	22	22
F	135	135
TOTAL	279	264

DKS Associates, 2022

¹ Updated counts were conducted for Lots A-D by DKS staff on July 6, 2022.

² 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 two monitors on Alida Street, one on Burlington Street, and one on Tiffin Road. 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 period, no vehicles were observed performing U-turns at Alida Street.

5. AUTO TRIP REDUCTION PROGRAM AND RELATED DOCUMENTS

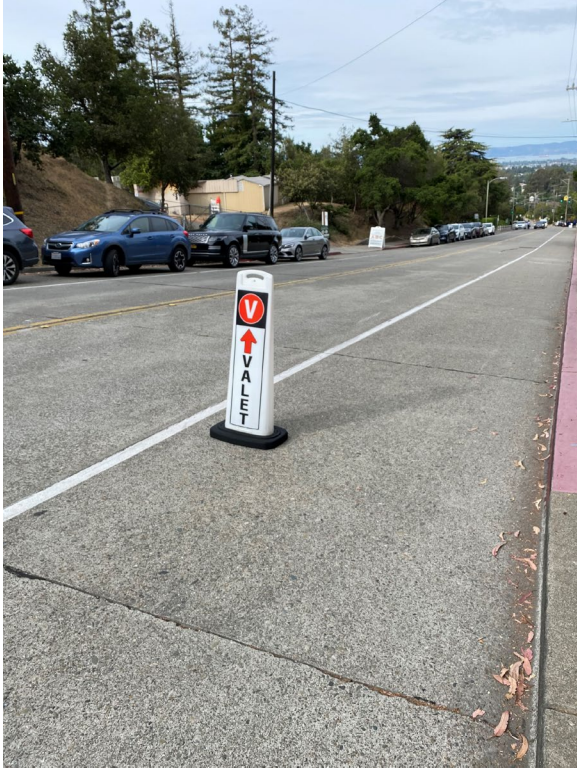
DKS reviewed the current Transportation Policy Guide document that is distributed to all school staff and families as well as the Head Royce Transportation Demand Management (TDM) Plan. Trip reduction programs and other transportation recommended practices are provided within the TDM document. DKS finds these documents to be satisfactory.

FINDINGS AND RECOMMENDATIONS

Head Royce School maintained orderly operations during the special event. The School is compliant with the items in #23(d), Special Events, of the Conditions of Approval Document. DKS recommends that the school continue implementation of the TDM plan. No further recommendations are suggested.

APPENDIX 1 – FIELD PHOTOS





Head Royce School - Special Event Monitoring

~~6/4/22~~

6/4/22 8:10 AM -

• Signs in front of self-parking lots were already placed at 8:10 AM (see photos)

8:19 AM: Cones placed on ^{both sides of} Lincoln Ave, south side of gate (photo)
Traffic monitors (with vests) at entrances of Lot A/B/C + D (2 ppl)

8:20 - 8:30 AM: A number of drop offs on both sides of Lincoln Ave
"Valet" sign by Lot F (photo) + another by flashing sign
1 Private security guard by gate

8:30 - 8:40 AM: Valet parking company set up (3 valet drivers)
2 more "valet" signs by gate (photos)

8:48 AM: 4 more valet drivers arrive (+ 3 more later)

8:54 AM: 3 private security guards sent to sites - 2 at Alida ~~repeated~~
+ 1 at back gate ~~gate~~
1 more security guard at gate
moved across Lincoln where "no parking" cone is

9:10 AM: 1 traffic monitor (school staff) w/ vest
moved to Lincoln + Burlington

9:20 AM: 1 security guard ^{moved to} Lincoln, around the middle gate; 1 additional security guard at Lincoln + ~~Burlington~~ Tiffin

1 traffic monitor moving around in golf cart, putting "parking lot full" signs

Total # of monitors / security guards

Monitors:	Security guards:

Valet Parking Counts

8:30 - 8:45

I

8:45 - 9:00

III

9:00 - 9:15

IIII

9:15 - 9:30

IIII IIII IIII I

9:30 - 9:45

IIII

9:45 - 10:00

IIIIII

10:00 - 10:15

IIII

Parking Lot Occupancy (10:15 - 10:30 AM)

Lot A 9

B 25

C 38

D 35 (+1 in back gravel lot)

F - full occupancy

APPENDIX 3 – VIOLATION LOG

Date	Time	Infraction
3/2/22	3:10 PM	u-turn on Alida St
3/2/22	3:19 PM	u-turn on Alida St
3/2/2022	3:39 PM	u-turn on Lincoln Ave
3/3/22	3:27 PM	u-turn on Alida St
3/3/22	4:48 PM	u-turn on Alida St
3/4/22	3:10 PM	u-turn on Alida St
3/7/22	3:05 PM	u-turn on Alida St
3/7/22	3:33 PM	u-turn on Alida Ct
3/8/22	3:40 PM	u-turn on Alida Ct
3/8/22	5:17 PM	u-turn on Alida St
3/9/22	3:40 PM	u-turn on Alida St
3/9/22	5:19 PM	u-turn on Lincoln Ave
3/10/22	4:20 PM	u-turn on Alida Ct
3/11/22	4:09 PM	u-turn on Alida St
3/14/22	3:09 PM	u-turn on Alida St
3/17/22	3:40 PM	u-turn on Alida St
3/18/22	5:34 PM	u-turn on Alida Ct
3/21/22	4:36 PM	u-turn on Alida St
3/22/22	3:25 PM	u-turn on Alida Ct
3/23/22	5:34 PM	u-turn on Alida Ct
3/28/22	2:52 PM	u-turn on Alida Ct
3/29/22	3:06 PM	u-turn on Alida Ct
3/31/22	3:43 PM	u-turn on Alida St
4/4/22	3:05 PM	u-turn on Alida St
4/6/22	4:28 PM	u-turn on Alida St
4/6/22	6:06 PM	u-turn on Alida Ct
4/8/22	3:15 PM	u-turn on Alida St
4/18/22	5:08 PM	u-turn on Alida St
4/19/22	5:26 PM	u-turn on Alida Ct
4/19/22	6:15 PM	u-turn on Alida St
4/21/22	3:10 PM	u-turn on Alida St
4/25/22	3:41 PM	u-turn on Alida Ct
4/29/22	3:00 PM	u-turn on Alida St
5/3/22	4:45 PM	u-turn on Lincoln Ave
5/4/22	3:31 PM	u-turn on Alida Ct
5/4/22	4:04 PM	u-turn on Lincoln Ave
5/9/22	3:40 PM	u-turn on Alida Ct
5/10/22	4:12 PM	u-turn on Alida St
5/10/22	9:35 PM	u-turn on Alida Ct
5/17/22	6:10 PM	u-turn on Lincoln Ave
5/20/22	5:49 PM	pick up on Alida St
5/21/22	4:07 PM	u-turn on Alida Ct
5/31/22	5:14 PM	u-turn on Lincoln Ave