

HEAD ROYCE SCHOOL MONITORING – SUMMER 2024

DATE: July 15, 2024

TO: Rebecca Lind | City of Oakland

FROM: Haruka Ichikawa | DKS Associates

SUBJECT: Head Royce School – Traffic Monitoring (Summer 2024)

Project #16128-007

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 2023, Spring 2024, Summer 2024 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 on June 26, 2024 during their specialized “Heads Up” summer program mainly serving Oakland public school students, which is smaller than their typical program.

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 June 26, 2024. 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 3:00 to 3:45 PM. Head Royce reported enrollment of 145 students for this year's summer program.

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 eight traffic monitors or assistants were observed during the morning drop-off period and ten were observed during the afternoon pick-up period. All monitors and assistants were observed to be wearing safety vests. On Lincoln Avenue, there were five assistants in the morning and eight assistants in the afternoon. When the queue extended toward the Lot F entrance in the afternoon, two of the assistants on Lincoln Avenue moved uphill to the end of the queue. At the crosswalk in front of the school gate, there was one assistant in the morning and the afternoon. This assistant held a large "STOP" sign to help students cross Lincoln Avenue. There were no assistants at the back gate on Whittle Avenue in either the morning or the afternoon. There was one assistant observed at Alida Street in the morning and the afternoon. With a total of eight 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. 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

Head Royce traffic monitors recorded four user violations during the summer program from June 17th to July 12th, 2024. All four vehicles made the same violation, which was "U-turn on Alida Street/Alida Court." A copy of the violation log is provided in **Appendix 2**. Note that 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. On June 26th, one assistant was observed in the morning and afternoon at this location.

DKS reviewed the vehicle license plates for each violation and found that there were no repeat violators. It is recommended that traffic monitors continue to be stationed near the intersection of Alida Street and Lincoln Avenue to maintain compliance.

Compared to previous semesters, there has been a decrease in the total number of violations and repeat violators, which could be attributed to the smaller enrollment for the summer program. A traffic monitor should be stationed near the intersection of Alida and Lincoln Avenue on a

consistent basis to ensure that the number of traffic violations remain low in the future, even during the regular school year. The drop-off and pick-up rules should be repeatedly shared with families to improve compliance with the traffic rules.

3. RECORDING PARKING OCCUPANCY IN ALL HEAD ROYCE PARKING LOTS

Normally, there are 297 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). An inventory of the number of parking spaces in Lots A-D was taken by DKS staff on July 6, 2022. As with the previous monitoring visits during the 2023-24 school year, Lots A-D continued to be closed due to construction for the Head Royce Expansion Project on the south side of Lincoln Avenue. To address the temporary parking shortfall, the first and second levels of the nearby Ascension Cathedral parking structure (171 spaces) have been allocated for exclusive use by Head Royce School during school hours. The third level of the parking structure remains available for users unaffiliated with the school. DKS staff were able to enter the first two levels of the parking structure to conduct counts. Approximately 20% (or 65 spaces) of parking spaces in Lots E and F and the Ascension Cathedral (328 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 AND ASCENSION CATHEDRAL PARKING LOTS

LOT	CAPACITY	OBSERVED OCCUPANCY
E ¹	22	22
F	135	38
ASCENSION CATHEDRAL ²	171	5
TOTAL	328	65

DKS Associates, 2024

¹ Lot E was reserved for faculty and assumed to be full.

² The number of available spaces in the Ascension Cathedral was provided by Head Royce School Staff.

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

Alida Street was visited to observe any school related activity. There was one assistant observed on Alida Street during the morning and afternoon. 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

Although there was no traffic assistant stationed at the Lot F entrance in the morning or afternoon monitoring periods, one or two traffic assistants were constantly present near the back of the queue. The queue did not exceed past the Lot F entrance in either the morning or the afternoon.

FINDINGS AND RECOMMENDATIONS

Overall, Head Royce School has maintained orderly traffic operations during the summer program. The school was compliant with the items in #23, Transportation Demand Management, of the Conditions of Approval Document during this observation visit. The school should continue to emphasize the TDM plan and rules with families to maintain compliance.

APPENDIX 1 – FIELD NOTES

C) 3:00-3:15pm, D) 3:15-3:30pm, E) 3:30pm-3:45.

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 06/20/24

Time(s) of Observation: 7:55-8:30am

Observer Initials: OL

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

A) 7:55-8:15am, B) 8:15-8:30am, C) 3:15-3:30pm, D) 3:30-3:45pm, E) 3:45-4:00pm

*B - see notes (traffic controlled truck-in by constr.) near

9am



pm



APPENDIX 2 – VIOLATION LOG

Date	Time	Infraction
7/10/2024	5:15 PM	U-turn on Alida
7/10/2024	5:40 PM	U-turn on Alida
7/10/2024	6:10 PM	U-turn on Alida
7/10/2024	7:32 PM	U-turn on Alida