

# HEAD ROYCE SCHOOL MONITORING – FALL 2023

DATE: December 1, 2023

TO: Rebecca Lind | City of Oakland

FROM: Haruka Ichikawa | DKS Associates  
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SUBJECT: Head Royce School – Traffic Monitoring (Fall 2023)

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 during the fall semester on November 7, 2023.

## 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 7, 2023. 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 906 students for the 2023 – 2024 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 six traffic monitors or assistants (all with safety vests) were observed during the morning drop-off period and six (five with safety vests) were observed during the afternoon pick-up period. On Lincoln Avenue, there were four assistants in the morning and the afternoon. At the crosswalk in front of the school gate, there was one assistant in the morning and two assistants in the afternoon. This assistant 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 and one assistant was present near the Lincoln Avenue and Alida Street intersection. There were no assistants observed at the Lot F entrance or Alida Street in the morning. With a total of five assistants in the morning and six assistants in the afternoon, Head Royce School is not 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 27 user violations between the start of the fall semester and the date of the DKS visit, from August 21st, 2023, to November 7th, 2023. The most commonly occurring violation was "U-turn on Alida Street/Alida Court", which occurred seven times. The next most frequent infraction was a "Driveway U-turn" which occurred four times. A copy of the violation log is provided in **Appendix 2**. Note that there were five infraction records in the provided violation log where information on the infraction type was not captured. In addition, 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 November 7th, no assistants were observed in the morning and one assistant was observed in the afternoon at this location.

DKS reviewed the vehicle license plates for each violation and found that there were two repeat violators 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 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. At the time of the monitoring, Lots A-D were closed due to construction for the Head Royce Expansion Project on the south side of Lincoln Avenue. As a solution to the lack of parking availability, 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 56% (or 185 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 <sup>1</sup>	22	22
F	135	81
ASCENSION CATHEDRAL <sup>2</sup>	171	82
<b>TOTAL</b>	<b>328</b>	<b>185</b>

DKS Associates, 2023

<sup>1</sup> Lot E was reserved for faculty and assumed to be full.

<sup>2</sup> 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 monitor for any school related activity. There were no assistants observed on Alida Street during the morning and one assistant was observed during the afternoon period. 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

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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 that the drop-off queue on Lincoln Avenue extended past the Lot F entrance between 8:15 – 8:30 AM. There was no traffic assistant stationed at the Lot F entrance during this time. DKS also observed this occurring during the fall and spring semesters of the 2022-2023 school year. Unlike when the violation occurred during the last school year, there were no special events such as field trips at the school on November 7th that could have caused irregular drop-off activity.

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. DKS recommends a traffic assistant to be stationed at the Lot F entrance in the morning period as well, since the drop-off queue exceeded past the Lot F entrance in for three semesters in a row.

## FINDINGS AND RECOMMENDATIONS

Overall, there are improvements Head Royce School can make to maintain orderly operations. For this monitoring visit, the school was not compliant with the following items in #23, Transportation Demand Management, of the Conditions of Approval Document: item (f)ii, provision of traffic monitors on at the Whittle Gate, item (a)iii, management of the queue length on Lincoln Avenue, and item (a)v, circulation assistants. The school should ensure that traffic monitors are consistently present at all required locations, including at the Lot F entrance in the morning. In addition, the school should re-emphasize implementation of the TDM plan to help reduce the Lincoln Avenue queue.



## APPENDIX 1 – FIELD NOTES

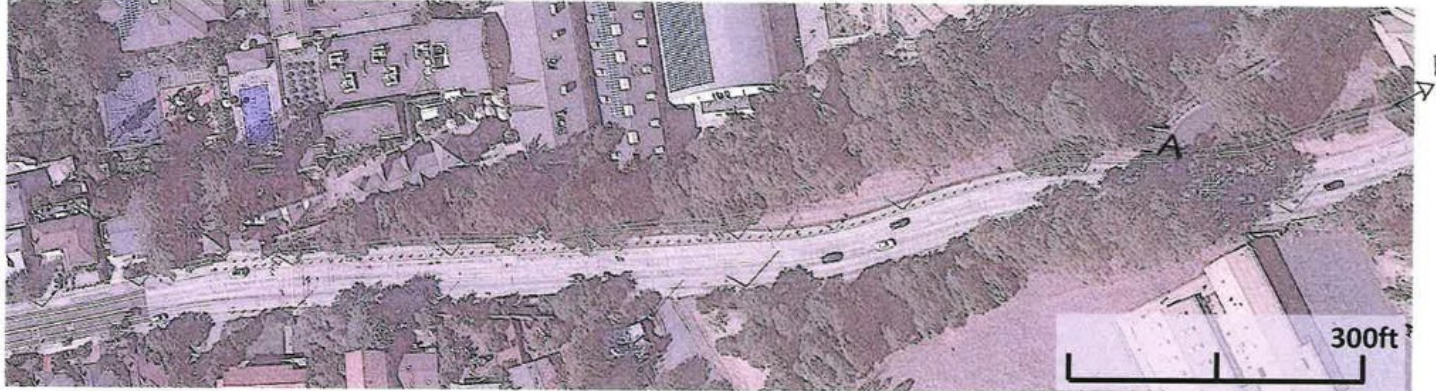
### Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: *Nov 7<sup>th</sup> 2023* 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 – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 11/7/23 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.



## APPENDIX 2 – VIOLATION LOG

Date	Time	Infraction
8/21/2023	5:43 PM	u-turn on Lincoln and Alida
8/21/2023	6:00 PM	u-turn at the end of Alida and Lincoln
8/30/2023	8:20 AM	u-turn
9/2/2023	4:05 PM	u-turn Alida Ct
9/5/2023		Alida driveway turnaround
9/12/2023	2:21 PM	u-turn
9/12/2023	5:35 PM	Refused to move
9/12/2023	5:45 PM	u-turn
9/12/2023	6:12 PM	Claimed to pull over for a second
9/15/2023	5:13 PM	
9/15/2023	5:55 PM	
9/15/2023	6:06 PM	
9/18/2023	4:55 PM	
9/18/2023	5:55 PM	
9/20/2023	4:43 PM	u-turn on Alida
9/20/2023	5:42 PM	u-turn on Alida
9/27/2023		Alida Street
9/27/2023	4:22 PM	Driveway u-turn Alida Street
9/28/2023	3:03 PM	u-turn Alida Ct
9/29/2023	5:05 PM	Driveway u-turn
9/29/2023	5:12 PM	Parked in neighborhood parking after being directed to event parking
9/29/2023	5:49 PM	u-turn Alida and Lincoln
9/29/2023	6:40 PM	u-turn in a through street
10/2/2023		u-turn Alida Ct
10/3/2023	4:42 PM	Driveway u-turn
10/6/2023	2:29 PM	Took pictures of 2 houses and u-turn on Alida
10/6/2023	3:42 PM	u-turn on Alida