

HEAD ROYCE SCHOOL MONITORING – SPRING 2023

DATE: April 24, 2023

TO: Rebecca Lind | City of Oakland

FROM: Haruka Ichikawa | DKS Associates
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SUBJECT: Head Royce School – Traffic Monitoring (Spring 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 spring semester on April 3, 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 spring semester observation on April 3, 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 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

A total of five 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. 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. 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

Head Royce traffic monitors recorded 36 user violations between the dates of the DKS visits in the fall and the spring, from November 4th, 2022, to April 3rd, 2023. The most commonly occurring violation was a "U-turn on Alida Street", which occurred 24 times. The next most frequent infraction was a "Driveway turn on Alida Street" which occurred seven 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 observation periods on April 3rd.

DKS reviewed the vehicle license plates for each violation and found that there was one repeat violator 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). An inventory of the number of parking spaces in Lots A-D was taken by DKS staff on July 6, 2022. Approximately 56% (or 166 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 ¹	7
B	25 ¹	7
C	44 ¹	19
D	59 ¹	34
E ²	22	22
F	135	77
TOTAL	297	166

DKS Associates, 2023

¹ Updated inventory was taken 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 any 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

In the morning monitoring period, DKS observed the drop-off queue on Lincoln Avenue exceed 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 semester monitoring. Similar to when the violation occurred during the fall semester, Head Royce School staff mentioned that this was likely due to the lower school field trip that was occurring that day. The field trip required families to drop off car seats for the students, which resulted in more students being dropped off that morning that would have otherwise taken the school bus. Head Royce School staff noted that for field trips that are larger in scale, they usually stagger the field trip bus departure times to avoid excess queueing on Lincoln Avenue. The school recognizes that queueing appears to be an issue even with the smaller field trips, so they are considering introducing staggered departures for all field trips.

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 both the fall and spring semester visits.

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. The school should also 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. In addition, the school should re-emphasize implementation of the TDM plan to help reduce the Lincoln Avenue queue.

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: *April 3rd, 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: 4/3/23 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
11/17/22	5:59 PM	u-turn Alida Ct
11/17/22	4:41 PM	u-turn Alida Ct
11/17/22	4:22 PM	u-turn Alida Ct
11/18/22	4:30 PM	u-turn Alida Ct
11/18/22	5:27 PM	u-turn at Lincoln
11/28/22	5:00 PM	u-turn Alida Ct
11/29/22	4:12 PM	Driveway turn on Alida
11/30/22	4:18 PM	Driveway turn on Alida
12/6/22	6:30 PM	u-turn at Lincoln
12/13/22	5:03 PM	u-turn at Lincoln
12/15/22	6:22 PM	u-turn at Lincoln
1/5/23	3:58 PM	u-turn Alida Ct
1/6/23	4:58 PM	u-turn Alida Ct
1/13/23	4:07 PM	u-turn at Lincoln
1/13/23	5:03 PM	Driveway turn on Alida
1/20/23	4:13 PM	u-turn Alida Ct
1/24/23	5:36 PM	u-turn Alida Ct
1/31/23	4:18 PM	Driveway turn on Alida
2/2/23	4:07 PM	u-turn Alida Ct
2/13/23	5:12 PM	u-turn Alida Ct
2/13/23	4:40 PM	Driveway turn on Alida
2/14/23	4:15 PM	u-turn Alida Ct
2/15/23	4:20 PM	u-turn Alida Ct
2/16/23	4:50 PM	u-turn Alida Ct
2/16/23	6:25 PM	u-turn Alida Ct
2/17/23	5:04 PM	u-turn Alida Ct
3/1/23	4:10 PM	u-turn Alida Ct
3/2/23	5:40 PM	u-turn Alida Ct
3/6/23	4:13 PM	Driveway turn on Alida
3/8/23	3:56 PM	u-turn Alida Ct
3/8/23	4:19 PM	u-turn Alida Ct
3/15/23	6:12 PM	u-turn Alida Ct
3/20/23	4:05 PM	u-turn Alida Ct
3/31/23	4:44 PM	u-turn Alida Ct
4/1/23	5:40 PM	Driveway turn on Alida
4/3/23	6:20 PM	u-turn Alida Ct