

HEAD ROYCE SCHOOL MONITORING – SUMMER 2022

DATE: July 27, 2022

TO: Rebecca Lind | City of Oakland

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

SUBJECT: Head Royce School – Traffic Monitoring (Summer Program 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 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 Summer Program on July 6, 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 Summer Program observation on July 6, 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 4:30 – 5:30 PM. Head Royce reported attendance of approximately 525 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

A total of twelve traffic monitors or assistants (eleven with safety vests) were observed during the morning drop-off period and thirteen (nine with safety vests) were observed during the afternoon pick-up period. In addition, a security guard from a private firm assisted with the pick-up operations in the afternoon. On Lincoln Avenue, there were nine assistants in the morning and ten assistants in the afternoon. 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. There was also one assistant each by the back gate on Whittle Avenue and at the Lincoln Avenue and Alida Street intersection in the morning. The assistant at Alida Street held a sign stating "Please No U-Turns," shown in Appendix 1. In the afternoon, three assistants were present at the end of the vehicle queue near the driveway of parking lot F. During the afternoon pick-up period, Lot F was used as the staging area for the pick-up queue. With a total of twelve assistants in the morning and thirteen 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 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 10 user violations between the summer program observation dates, from June 16th, 2022 to July 6th, 2022. The most commonly occurring violation was a "U-turn on Alida Street", which occurred 9 times. The next most frequent infraction was a "blocked driveway on Lincoln" which occurred 1 time. 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 was a monitor present during the morning monitoring period on July 6th, but none during the afternoon monitoring period.

DKS reviewed the vehicle license plates for each violation and found that there were no repeat violators. This indicates that the education and accompanying violation program is effective in altering the behavior of the drivers at the school.

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 spring semester report; an updated inventory was taken by DKS staff on July 6, 2022. Approximately 24% (or 68 spaces) of parking spaces in Lots A-F (279 spaces) were occupied at the end of the morning monitoring period. Lot F was closed at the time of 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	4
B	25 ¹	7
C	44 ¹	17
D	41 ¹	18
E ²	22	22
F	135	0
TOTAL	279	68

DKS Associates, 2022

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 school related activity. There was a monitor on Alida Street during the morning observation 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 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 has maintained orderly operations during the summer program. 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.



Photo of Sign Held by Traffic Assistant at Alida Street

APPENDIX 2 – FIELD NOTES

Markers : A) 7:45 - 8:00 AM , B) 8:00 - 8:15 AM , C) 8:15 - 8:30 AM
D) 4:30 - 4:45 PM , E) 4:45 - 5:00 PM , F) 5:00 - 5:15 PM , G) 5:15 - 5:30 PM

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 7/6/22 Time(s) of Observation: AM: 7:45 - 8:30 AM
PM: 4:30 - 5:30 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.



Head Royce School Traffic Monitoring - Summer Session

7/6/22, 7:35 - 8:50 AM

Observer: HZ

Weather: Cloudy → Rainy

AM Monitoring

- Few drop-offs on Lincoln seen before 7:45 AM
- 7:39 AM Staff puts out cones on Lincoln Ave, just north + south of crosswalk. Also puts "School Xing" sign by crosswalk
- 7:46 AM First traffic monitor arrives
1 traffic monitor on Lincoln has a wand, the traffic monitor at the Xwalk has a "STOP" sign
- 8:05 AM Observed monitor on Alida St entrance with "no U-turn" sign (see photo)
- 8:10 AM Observed one monitor who was on Lincoln move towards Lot F
- 8:17 AM School bus #1 arrives
- 8:18 AM School bus #2 + #3 arrive
- 8:22 AM School bus #4 arrives

* # of traffic monitors

IIII — Lincoln
 I — Xwalk
 I — back gate
 I — Alida

* # with vests

IIII — Lincoln
 I — Xwalk
 I — back gate
 I — Alida

* Parking counts (8:30 - 8:50 AM)

Lot	Capacity	Occupancy
A	12	4
B	20 25	7
C	44	17
D	41	18
F	Locked - assume 135	0

(+18 in back gravel lot; +7)

PM Monitoring 4:30 - 5:30 PM Weather: Sunny

- 4:30 PM Cones + "School Xing" sign already out
3 school buses on south side of Lincoln
- 4:40 PM Spoke to Lot F traffic monitor - they send the excess vehicles into Lot F
- 4:45 PM Observed a minor collision (?) in the pick-up lane. It looked like the vehicle rear-ended another vehicle on the hill; the two
- 4:48 PM Observed pick up on Lincoln + Atida
Did not see traffic monitor at Lincoln + Atida
- 5:00 PM Did not see monitor at back gate

vehicles were just touching. Couldn't tell specific details; reported this to H&S staff.

- 5:15 PM Most pick-up activity has concluded by this time
- 5:20 PM A vehicle that was picking up a student was blocking the Xwalk

of traffic monitors
||||| — Lincoln
|| — Lot F

of security guards
1 — Xwalk

with vests
|||| — Lincoln
|| — Lot F

