

HEAD ROYCE SCHOOL MONITORING – SPRING 2024

DATE: April 22, 2024

TO: Rebecca Lind | City of Oakland

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

SUBJECT: Head Royce School – Traffic Monitoring (Spring 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 during the spring semester on March 28, 2024.

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 28, 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 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

A total of eight traffic monitors or assistants (all with safety vests or uniforms) were observed during both the morning and afternoon periods. On Lincoln Avenue, there were five assistants in the morning and the afternoon, one of which was on the south side of the street. 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 was one assistant at the back gate on Whittle Avenue in both the morning or the afternoon. At the Lot F entrance, there were no assistants observed in the morning, but a security guard in uniform was present in the afternoon. There were no assistants observed at Alida Street in the morning or the afternoon. With a total of eight assistants in the morning and 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 227 user violations between dates of the DKS visits in the fall and the spring, from November 8th, 2023, to March 28th, 2024. The most commonly occurring violation was "U-turn on Alida Street/Alida Court", which occurred 142 times. The next most frequent infraction was "improperly parked" which occurred 43 times. 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 March 28th, 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 24 repeat violators. There were 16 violators with two violations, seven violators with three violations, and one violator with four violations. 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 an increase in the total number of violations and repeat violators. A traffic monitor should be stationed near the intersection of Alida and Lincoln

Avenue on a consistent basis to ensure that traffic violations decrease. 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 Fall 2023 monitoring visit, Lots A-D continued to be 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 58% (or 190 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	76
ASCENSION CATHEDRAL ²	171	92
TOTAL	328	190

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 were no assistants observed on Alida Street during the morning or 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 monitoring period, the drop-off queue on Lincoln Avenue did not exceed past the Lot F entrance. DKS had observed the drop-off queue exceeding past the Lot F entrance for the previous three semesters.

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, so the school can ensure the drop-off queue consistently stays within the designated area.

FINDINGS AND RECOMMENDATIONS

Overall, Head Royce School has improved its traffic operations compared to the previous semesters. The school was compliant with the items in #23, Transportation Demand Management, of the Conditions of Approval Document during this observation visit. However, Head Royce School has seen an increase in traffic violations and repeat traffic violators. The school should further emphasize the TDM plan and rules with families to increase compliance. Furthermore, the school should consider placing a traffic assistant at Alida Street consistently.

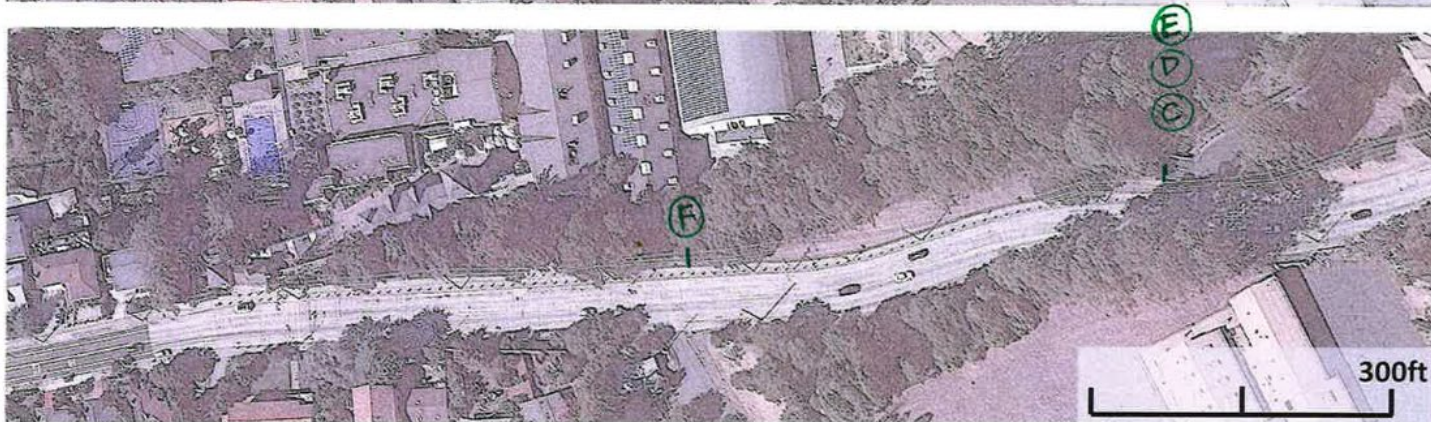
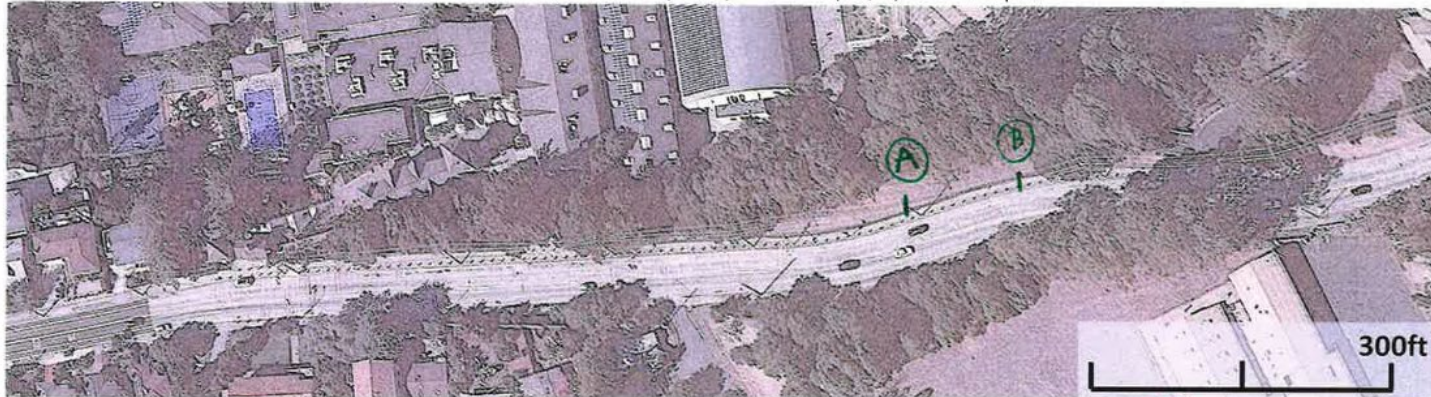
APPENDIX 1 – FIELD NOTES

Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 3/28/24 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.



Head Royce School – Lincoln Avenue Curb Maximum Queue Record

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Date of Observation:

Time(s) of Observation:

Observer Initials:

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
11/8/2023	1:30 PM	improperly parked
11/8/2023	1:27 PM	improperly parked
11/12/2023	1:40 PM	parked in red zone
11/12/2023	12:43 PM	u turn on alida
11/12/2023	12:43 PM	u turn on alida
11/12/2023	12:43 PM	u turn on alida
11/12/2023	12:43 PM	u turn on alida
11/12/2023	12:43 PM	u turn on alida
11/12/2023	12:50 PM	u turn on alida
11/12/2023	1:04 PM	won't move car
11/14/2023	4:42 PM	u turn on alida
11/14/2023	5:26 PM	u turn on alida
11/14/2023	5:29 PM	u turn on alida
11/14/2023	5:48 PM	u turn on alida
12/4/2023	4:30 PM	u turn on alida
12/5/2023	12:00 PM	improperly parked
12/14/2023	10:15 PM	improperly parked
12/14/2023	5:00 PM	u turn on alida
1/4/2024	4:38 PM	u turn on alida
1/5/2024	4:43 PM	u turn on alida
1/8/2024	11:25 AM	improperly parked
1/8/2024	11:33 AM	double parked
1/8/2024	11:45 AM	double parked
1/10/2024	5:45 PM	u turn on alida
1/11/2024	4:41 PM	u turn on alida
1/12/2024	5:40 PM	u turn on alida
1/12/2024	5:30 PM	u turn on alida
1/12/2024	4:42 PM	u turn on alida
1/13/2024	12:39 PM	improperly parked
1/13/2024	12:43 PM	improperly parked
1/16/2024	4:42 PM	u turn on alida
1/17/2024	4:50 PM	u turn on alida
1/17/2024	4:30 PM	u turn on alida
1/18/2024	5:10 PM	u turn on alida
1/18/2024	5:17 PM	u turn on alida
1/22/2024	5:50 PM	u turn on alida
1/25/2024	1:23 PM	improperly parked
1/26/2024	3:11 PM	u turn on alida
1/26/2024	2:35 PM	u turn on alida

Date	Time	Infraction
1/26/2024	2:42 PM	u turn on alida
1/26/2024	3:30 PM	u turn on alida
1/26/2024	3:11 PM	u turn on alida
1/26/2024	12:53 PM	improperly parked
1/27/2024	9:46 AM	improperly parked
1/29/2024	5:01 PM	u turn on alida
1/29/2024	5:32 PM	u turn on alida
1/30/2024	5:00 PM	driveway u turn
1/30/2024	5:02 PM	u turn on alida
2/2/2024	12:34 PM	improperly parked
2/6/2024	5:30 PM	u turn on alida
2/6/2024	5:25 PM	u turn on alida
2/6/2024	5:33 PM	u turn on alida
2/2/2024	4:23 PM	u turn on alida
2/6/2024	3:53 PM	improperly parked
2/6/2024	3:55 PM	improperly parked
2/6/2024	4:00 PM	improperly parked
2/6/2024	4:03 PM	improperly parked
2/6/2024	4:30 PM	improperly parked
2/6/2024	4:43 PM	u turn on alida
2/7/2024	4:35 PM	u turn on alida
2/7/2024	4:39 PM	u turn on alida
2/9/2024	4:15 PM	improperly parked
2/9/2024	4:10 PM	improperly parked
2/9/2024	4:12 PM	improperly parked
2/9/2024	12:37 PM	improperly parked
2/13/2024	11:38 AM	improperly parked
2/13/2024	5:15 PM	u turn on alida
2/13/2024	4:00 PM	improperly parked
2/13/2024	5:03 PM	u turn on alida
2/13/2024	4:00 PM	improperly parked
2/13/2024	4:00 PM	improperly parked
2/15/2024	4:36 PM	u turn on alida
2/15/2024	4:50 PM	u turn on alida
2/15/2024	5:40 PM	u turn on alida
2/16/2024	10:56 AM	improperly parked
2/16/2024	10:54 AM	improperly parked
2/27/2024	12:40 PM	improperly parked
2/28/2024	12:33 PM	improperly parked
2/29/2024	11:00 AM	parked in red zone
2/29/2024	11:40 AM	parked in red zone
3/4/2024	5:31 PM	u turn on alida

Date	Time	Infraction
3/4/2024	5:36 PM	u turn on alida
3/4/2024	5:52 PM	u turn on alida
3/4/2024	12:33 PM	improperly parked
3/4/2024	12:40 PM	improperly parked
3/4/2024	10:49 AM	improperly parked
3/4/2024	4:34 PM	u turn on alida
3/4/2024	12:49 PM	improperly parked
3/5/2024	4:00 PM	u turn on alida
3/5/2024	4:00 PM	u turn on alida
3/5/2024	4:00 PM	u turn on alida
3/5/2024	4:00 PM	u turn on alida
3/5/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
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3/6/2024	4:00 PM	u turn on alida
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3/6/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
3/6/2024	4:00 PM	u turn on alida
3/7/2024	3:22 PM	u turn on alida
3/7/2024	3:30 PM	u turn on alida
3/7/2024	4:13 PM	u turn on alida
3/7/2024	4:20 PM	u turn on alida
3/7/2024	4:23 PM	u turn on alida
3/7/2024	4:27 PM	u turn on alida
3/7/2024	4:33 PM	u turn on alida
3/7/2024	4:44 PM	u turn on alida
3/7/2024	4:48 PM	u turn on alida
3/7/2024	4:56 PM	u turn on alida
3/7/2024	10:50 AM	improperly parked
3/7/2024	11:00 AM	improperly parked
3/8/2024	11:20 AM	improperly parked
3/8/2024	4:00 PM	u turn on alida
3/8/2024	4:00 PM	u turn on alida
3/8/2024	4:00 PM	u turn on alida
3/8/2024	4:00 PM	u turn on alida
3/8/2024	4:00 PM	u turn on alida
3/8/2024	4:00 PM	u turn on alida
3/8/2024	4:00 PM	u turn on alida
3/9/2024	8:35 AM	u turn on alida
3/9/2024	8:30 AM	u turn on alida
3/9/2024	8:00 AM	improperly parked

Date	Time	Infraction
3/11/2024	10:40 AM	improperly parked
3/11/2024	5:00 PM	u turn on alida
3/11/2024	5:00 PM	u turn on alida
3/11/2024	5:00 PM	u turn on alida
3/11/2024	5:00 PM	u turn on alida
3/11/2024	5:00 PM	u turn on alida
3/11/2024	5:00 PM	u turn on alida
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3/12/2024	3:30 PM	u turn on alida
3/12/2024	3:00 PM	u turn on alida
3/12/2024	5:53 PM	u turn on alida
3/12/2024	4:00 PM	u turn on alida
3/12/2024	4:00 PM	u turn on alida
3/12/2024	4:00 PM	u turn on alida
3/12/2024	4:00 PM	u turn on alida
3/12/2024	4:00 PM	u turn on alida
3/13/2024	10:50 AM	u turn on alida
3/13/2024	11:00 AM	improperly parked
3/13/2024	3:00 PM	improperly parked
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	pick up on alida
3/14/2024	5:00 PM	pick up on alida
3/14/2024	5:00 PM	u turn on alida
3/14/2024	5:00 PM	u turn on alida
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	parked in red zone
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	pick up on alida
3/15/2024	4:00 PM	u turn on alida

Date	Time	Infraction
3/15/2024	4:00 PM	u turn on alida
3/15/2024	4:00 PM	u turn on alida
3/17/2024	1:03 PM	u turn on alida
3/18/2024	3:30 PM	improperly parked
3/18/2024	3:30 PM	improperly parked
3/18/2024	3:30 PM	u turn on alida
3/18/2024	3:30 PM	pick up on alida
3/18/2024	3:30 PM	u turn on alida
3/18/2024	3:30 PM	pick up on alida
3/18/2024	3:30 PM	pick up on alida
3/18/2024	3:30 PM	pick up on alida
3/18/2024	3:30 PM	pick up on alida
3/18/2024	3:30 PM	u turn on alida
3/19/2024	3:45 PM	license plate not on grid
3/19/2024	3:45 PM	license plate not on grid
3/19/2024	3:45 PM	license plate not on grid
3/19/2024	3:45 PM	improperly parked
3/19/2024	3:45 PM	license plate not on grid
3/19/2024	3:45 PM	u turn on alida
3/19/2024	3:45 PM	u turn on alida
3/19/2024	3:45 PM	u turn on alida
3/19/2024	3:45 PM	pick up on alida
3/19/2024	3:45 PM	u turn on alida
3/19/2024	3:45 PM	pick up on alida
3/19/2024	3:45 PM	pick up on alida
3/19/2024	3:45 PM	pick up on alida
3/19/2024	3:45 PM	pick up on alida
3/19/2024	3:45 PM	u turn on alida
3/19/2024	3:45 PM	pick up on alida
3/19/2024	3:45 PM	pick up on alida
3/20/2024	3:45 PM	improperly parked
3/20/2024	3:20 PM	u turn on alida
3/20/2024	3:20 PM	u turn on alida
3/20/2024	3:20 PM	u turn on alida
3/20/2024	3:20 PM	u turn on alida
3/20/2024	3:20 PM	parked in red zone
3/20/2024	3:20 PM	parked in red zone
3/20/2024	3:20 PM	u turn on alida
3/20/2024	3:20 PM	u turn on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida

Date	Time	Infraction
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	pick up on alida
3/20/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	pick up on alida
3/21/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	u turn on alida
3/21/2024	3:20 PM	pick up on alida
3/21/2024	3:20 PM	license plate not on grid
3/21/2024	3:20 PM	license plate not on grid
3/21/2024	3:20 PM	u turn on alida
3/23/2024	2:30 PM	u turn on alida
3/23/2024	2:30 PM	u turn on alida