

# MEMORANDUM

DATE: April 30, 2019

TO: Heather Klein/City of Oakland

FROM: Erin Vaca/DKS Associates  
Aditi Meshram/DKS Associates

SUBJECT: Head Royce School – Traffic Monitoring (Spring 2019)

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## 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 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, four separate periods will be reported on: Summer Program 2018, Fall 2018, Spring 2019 and 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).

## 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 program observation on April 16, 2019. This visit occurred during the peak drop-off operation times from 7:55 to 8:30 AM and again during the peak pick-up operation from 3:00 to 3:45 PM.

## MONITORING RESULTS

The following section describes the observations for each category listed.

### **1. Number of Traffic Assistants and Monitors Present During Drop-off and Pick-up Periods**

Six (6) traffic monitors or assistants were observed during the morning drop-off period and six (6) were present during the afternoon pick-up period.

### **2. Observing Queue Line Flow**

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

### **3. Reviewing the Length of Queue and Checking if Queue Extends Above the Upper Driveway**

During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. A copy of the queue observation note sheet is provided in Appendix A.

### **4. 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 thirteen (13) user violations during the spring program through April 16, 2019. The most commonly occurring violation was a "Driveway U-turn on Lincoln Avenue", which occurred seven (7) times. The next most frequent infraction was a "U-turn on Lincoln Avenue" which occurred four (4) times. A copy of the violation log is provided in Appendix B. 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, no monitor was observed to be present during both the AM and PM monitoring sessions on April 16th.

DKS reviewed the vehicle license plates for each violation and found that there was no repeat violator during the spring program to date. This suggests 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.

**5. Recording parking occupancy in all Head Royce Parking lots**

There are 248 available parking spaces on-campus at Head Royce (157 spaces in the main campus lots and 91 in Lots A-D). Approximately 74% (or 184 spaces) of all parking spaces were occupied at the end of the morning monitoring observation.

**6. Monitoring Whittle Avenue and Alida Street for School-Related Parking**

Both Whittle Avenue and Alida Street were patrolled to monitor for school related activity. 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.

**7. 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**

The School should work with City of Oakland staff to refresh the pavement edge line striping along Lincoln Avenue. The current striping is worn and faded. Refreshing the striping would enhance safety by reinforcing visual separation between cars in queue or parked along the curb and passing cars using Lincoln Avenue. The school should station a traffic monitor on Lincoln Avenue & Alida Street or at Alida Court.

DKS recommends that the school continue implementation of the TDM plan. No further recommendations are suggested.

Appendix A

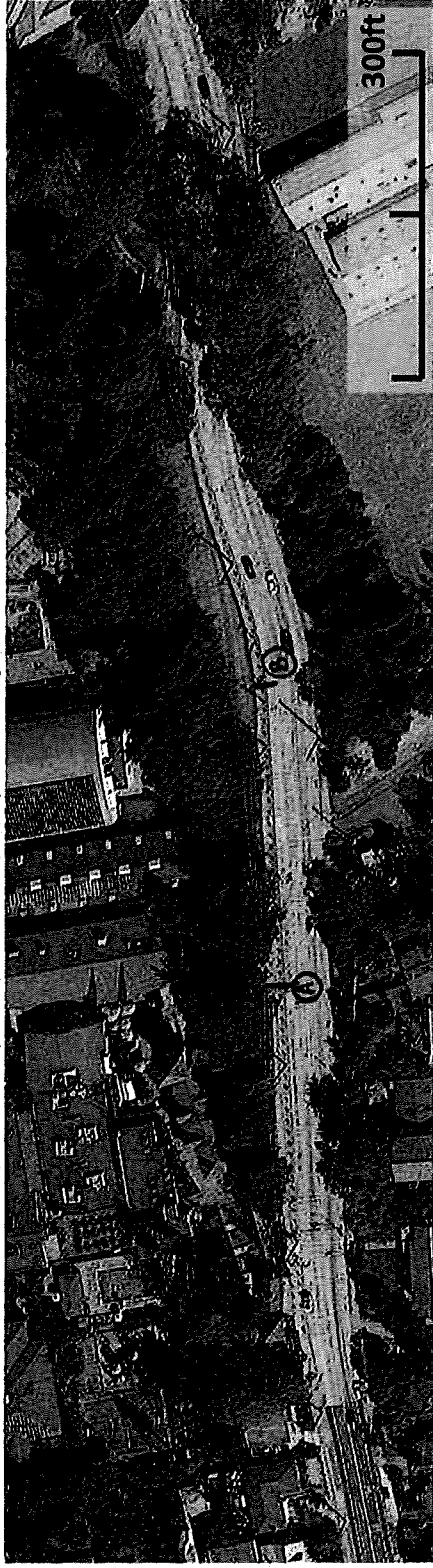
Queue Length Field Notes

# Head Royce School – Lincoln Avenue Curb Maximum Queue Record

Date of Observation: 04 / 16 / 2019 Time(s) of Observation: AM & PM Observer Initials: ADM

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.



Appendix B  
Vehicle Violation Log

<b>Date</b>	<b>Time</b>	<b>Infraction</b>
1/15/19	8:20 AM	driveway u-turn on Lincoln Ave
1/17/19	8:15 AM	driveway u-turn on Lincoln Ave
1/22/19	3:25 PM	driveway u-turn on Lincoln Ave
1/25/19	3:30 PM	driveway u-turn on Lincoln Ave
2/1/19	8:49 AM	blocked driveway on Lincoln Ave
2/8/19	12:30 PM	u-turn on Lincoln Ave
3/4/19	3:35 PM	u-turn on Lincoln Ave
3/20/19	3:30 PM	blocked driveway on Lincoln Ave
3/26/19	1:15 PM	u-turn on Lincoln Ave
4/5/19	8:20 AM	driveway u-turn on Lincoln Ave
4/15/19	8:12 AM	u-turn on Lincoln Ave
4/15/19	8:15 AM	driveway u-turn on Lincoln Ave
4/16/19	8:19 AM	driveway u-turn on Lincoln Ave



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## MEMORANDUM

DATE: January 10, 2019

TO: Heather Klein (City of Oakland)

FROM: Erin Vaca (DKS Associates)  
Jose Palma (DKS Associates)

SUBJECT: Head Royce School – Traffic Monitoring (Special Event for 2017-18 School Year) – P#16128-002

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## 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. There will be at least four separate monitoring periods reported by a qualified traffic consultant: Summer Program 2017, Fall 2017, Spring 2018 and 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 at a special event that took place on December 11, 2018 and updates the vehicle violation data to include violations collected through December 19, 2018.

## MONITORING METHODOLOGY

DKS focused its campus visits to document 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.

Parents visiting the school were encouraged to park either in Lot D or Lot B. As a reminder, visitors were asked to avoid parking on Alida Street or making U-turns on Alida Court. Reminder signs were posted on Lincoln Avenue (two signs), Alida Street (four signs), and Alida Court (one sign)





(see **Appendix 1** for images of signs during the event). DKS staff conducted the special event observation on December 11, 2018. This visit was concurrent with the Equity & Inclusion Evening lasting from approximately 7:00 PM to 8:30 PM. Head Royce reported attendance of 160 parents at this event.

## MONITORING RESULTS

The following section describes the observations for each category listed.

### **1. Number of traffic assistance and monitors present during drop-off and pick-up periods**

At least four (4) traffic monitors were present during the start of the event at 6:30 PM and again at the conclusion of the event at 8:30 PM. For this event, the school hired professional parking and traffic attendants (CC Security) to serve as traffic monitors and direct traffic. Field notes from the event recorded about 62 vehicles between Lot D and B for the event. Additionally, Head Royce School reported a total attendance of 160 parents. Field notes for the special event are attached as **Appendix 2**.

### **2. Collecting the number of violations that have been reported from Head Royce' data and recommending measures to reduce violations.**

Head Royce traffic monitors recorded 38 user violations during the fall program. These violation numbers have been updated and combined with those reported in the Fall 2018 report. The most commonly occurring violation was a "U-turn on Lincoln Avenue", which occurred 11 times. The next most frequent infraction was a "U-turn on Alida Street" which occurred 9 times. 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.

DKS reviewed the vehicle license plates for each violation and found that there was no repeat violator during the fall program to date. This suggests 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**

There are a total of 157 available parking spaces on-campus at Head Royce. Approximately 77% (or 122 spaces) of all parking spaces were occupied at the beginning of the special event. For this event parents were only allowed to park in Lot D and Lot B. Parking lots located on the south side of Lincoln Avenue were also observed to be at full or near full capacity. On-street parking on Lincoln Avenue directly adjacent to the school campus was also fully utilized to an extent.

### **4. Monitoring Whittle Avenue and Alida Street for School related parking**

Alida Street was patrolled to monitor for school-related activity; but no Traffic Monitor was seen at Whittle Avenue. The gate for Whittle Avenue was locked and there were a total of seven vehicles parked in Lot E. School security, at the front desk, stated that access to Lot E was allowed for people with disabilities by special arrangement only. No student drop-offs or pick-ups were observed on either street during the observation periods. School staff or visitors were not observed 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**

The current Travel Demand Management (TDM) document is distributed to all school staff and families. Trip reduction programs and other recommended transportation practices are provided within the TDM document. DKS has reviewed this document and finds it to be satisfactory.

## **FINDINGS AND RECOMMENDATIONS**

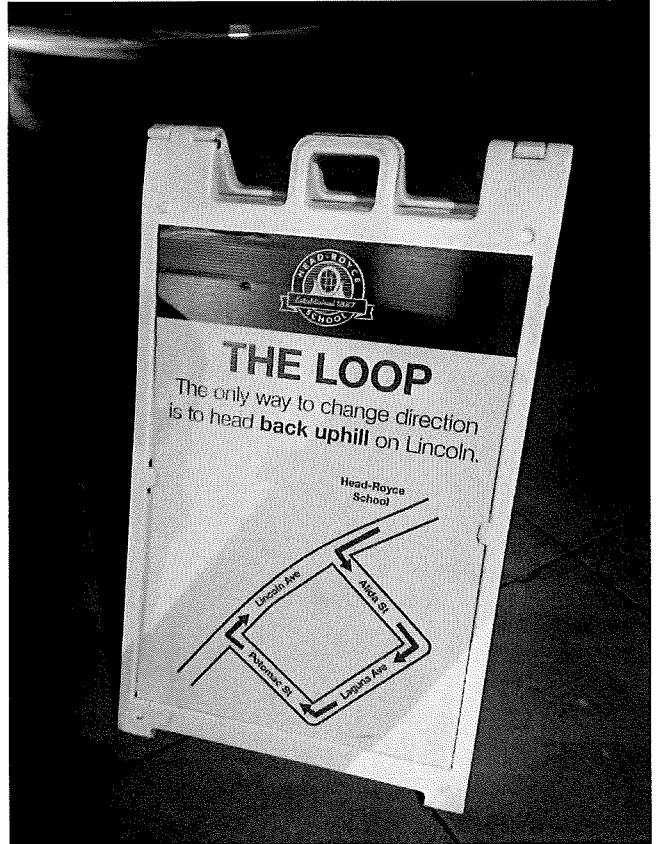
CC Security did a good job in helping visitors find parking spaces in both Lots D and B. The company added multiple signs and even had one monitor on Alida Street and Lincoln Avenue waving a sign that said "No U-Turns Please" to remind visitors about traffic rules at Head Royce.

Although the Conditions of Approval state that a monitor must be present at the Whittle Avenue gate based on the number of guests, no monitor was present. Also, the traffic monitor at the entrance of Lot B was wearing a security uniform instead of an orange reflective vest. It is recommended that all participants assisting in traffic monitoring wear a reflective vest.

# Appendix 1

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Photos



# Appendix 2

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**Field Notes**

12/11/2018

Event: Diversity Evening  
6:30 - 8:00 pm\*  
\* times vary

6:00pm check for items

- 4 signs at Alida Street & Alida Ct

(B) "No Head Race event parking in neighborhood" signs

(1) "Do not use courts for turn-around" @ Alida Ct

- The event started early at 6:30 because parents like to come in early (the event started officially @ 7:00 pm)

- A new traffic monitoring group was hired

# of Monitors (5) total @ night

4 of them has reflective gear and one had security uniform

- One traffic monitor near Alida st & Lincoln st

intersection had a sign with him that read "NO U-turns Please"

- Parent where (guest & visitors) asked to park in Lot D & B for this event.

7:28 pm

Lot A = | = +1

Lot B = ~~||||~~ ~~||||~~ ~~||||~~ || = +17

Lot C = ||| = +3

Lot D ~~||||~~ ~~||||~~ ~~||||~~ ~~||||~~ ~~||||~~ ~~||||~~ ~~||||~~ ~~||||~~ = +45

Lot E = ~~||||~~ || = +7

Lot F = ~~||||~~ ~~||||~~ = +10

# Appendix B

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## Violation Log

Date	Time	Infraction
8/27/18	3:25 PM	student jaywalked to car
8/29/18	3:35 PM	picked up in red zone on Lincoln Ave
9/10/18	3:30 PM	picked up in red zone on Lincoln Ave
9/11/18	3:04 PM	u-turn on Alida Ct
9/12/18	3:14 PM	u-turn on Alida Ct
9/12/18	3:34 PM	u-turn in driveway on Lincoln Ave
9/12/18	3:29 PM	u-turn in driveway on Lincoln Ave
9/14/18	3:26 PM	parked in red on Lincoln Ave
9/14/18	3:29 PM	u-turn in driveway on Lincoln Ave
9/14/18	3:30 PM	u-turn in driveway on Lincoln Ave
9/25/18	3:35 PM	u-turn in driveway on Lincoln Ave
9/26/18	3:35 PM	student picked up below gatehouse
9/26/18	3:36 PM	student picked up below gatehouse
9/28/18	3:25 PM	student picked up below gatehouse
10/1/18	7:57 AM	u-turn on Alida Ct
10/3/18	7:18 PM	parked for event on Alida Ct
10/4/18	8:10 AM	dropped off student at backgate
10/9/18	3:30 PM	picked up in red zone on Lincoln Ave
10/19/18	3:13 PM	u-turn at Lincoln and Alida
10/19/18	3:15 PM	blocking driveway on Lincoln Ave
10/22/18	8:27 AM	u-turn on Alida Ct
10/23/18	9:15 AM	blocking driveway on Lincoln Ave
10/24/2018	6:35 PM	u-turn Alida Ct
11/5/2018	8:20 AM	student drop off below gatehouse
11/5/2018	8:20 AM	u-turn on Lincoln Ave
11/5/2018	8:25 AM	u-turn on Lincoln Ave
11/6/2018	8:25 AM	u-turn on Lincoln Ave
11/8/2018	3:25 PM	parked in red on Lincoln Ave
11/11/2018	12:55 PM	u-turn Alida Ct
11/12/2018	3:35 PM	u-turn on Lincoln Ave
11/13/2018	8:45 AM	blocked driveway on Lincoln Ave
11/14/2018	8:05 AM	blocked driveway on Lincoln Ave
11/14/2018	10:45 AM	blocked driveway on Lincoln Ave
11/28/2018	4:35 PM	u-turn Alida Ct
12/5/2018	8:16 AM	u-turn Alida Ct
12/11/2018	3:40 PM	u-turn Alida Ct
12/13/2018	3:25 PM	blocked driveway on Lincoln Ave
12/14/2018	8:10 AM	u-turn on Lincoln Ave
12/17/2018	3:30 PM	blocked driveway on Lincoln Ave
12/19/2018	8:15 AM	u-turn on Lincoln Ave





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## MEMORANDUM

DATE: October 31, 2018

TO: Heather Klein/City of Oakland

FROM: Erin Vaca/DKS Associates  
Jose Palma/DKS Associates

SUBJECT: Head Royce School – Traffic Monitoring (Fall 2018)

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### 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 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, four separate periods will be reported on: Summer Program 2018, Fall 2018, Spring 2019 and 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).

### 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 program observation on October 16, 2018. This visit occurred during the peak drop-off operation times from 7:55 to 8:30 AM and again during the peak pick-up operation from 3:00 to 3:45 PM.



## MONITORING RESULTS

The following section describes the observations for each category listed.

### **1. Number of Traffic Assistants and Monitors Present During Drop-off and Pick-up Periods**

Six (6) traffic monitors or assistant were observed during the morning drop-off period and six (6) were present during the afternoon pick-up period.

### **2. Observing Queue Line Flow**

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

### **3. Reviewing the Length of Queue and Checking if Queue Extends Above the Upper Driveway**

During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. A copy of the queue observation note sheet is provided in Appendix A.

### **4. 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 twenty (20) user violations during the fall program. The most commonly occurring violation was a "U-turn on Lincoln Avenue", which occurred five (5) times. The next most frequent infraction was a "U-turn on Alida Street" which occurred four (4) times. A copy of the violation log is provided in Appendix B. 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, no monitor was observed to be present during both the AM and PM monitoring sessions on October 16th.

DKS reviewed the vehicle license plates for each violation and found that there was no repeat violator during the fall program to date. This suggests 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.



**5. Recording parking occupancy in all Head Royce Parking lots**

There are 198 available parking spaces on-campus at Head Royce (86 spaces in the main campus lots and 91 in Lots A-D). Approximately 89% (or 177 spaces) of all parking spaces were occupied at the end of the morning monitoring observation.

**6. Monitoring Whittle Avenue and Alida Street for School-Related Parking**

Both Whittle Avenue and Alida Street were patrolled to monitor for school related activity. One student pick-up was observed at Alida Street during the PM 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.

**7. 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**

The School should work with City of Oakland staff to refresh the pavement edge line striping along Lincoln Avenue. The current striping is worn and faded. Refreshing the striping would enhance safety by reinforcing visual separation between cars in queue or parked along the curb and passing cars using Lincoln Avenue.

DKS recommends that the school continue implementation of the TDM plan. No further recommendations are suggested.

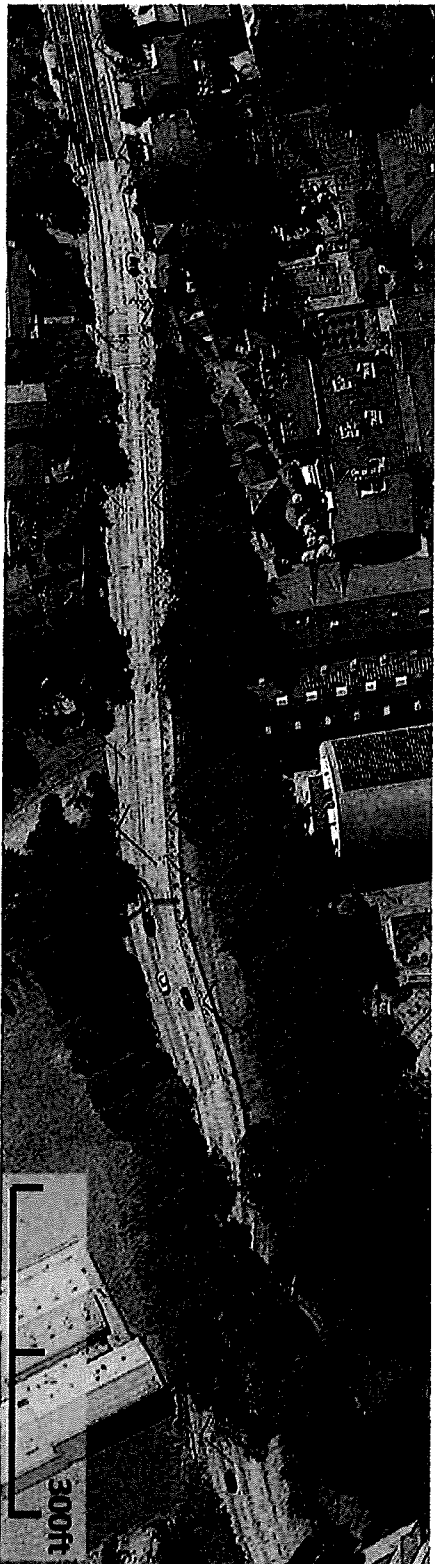
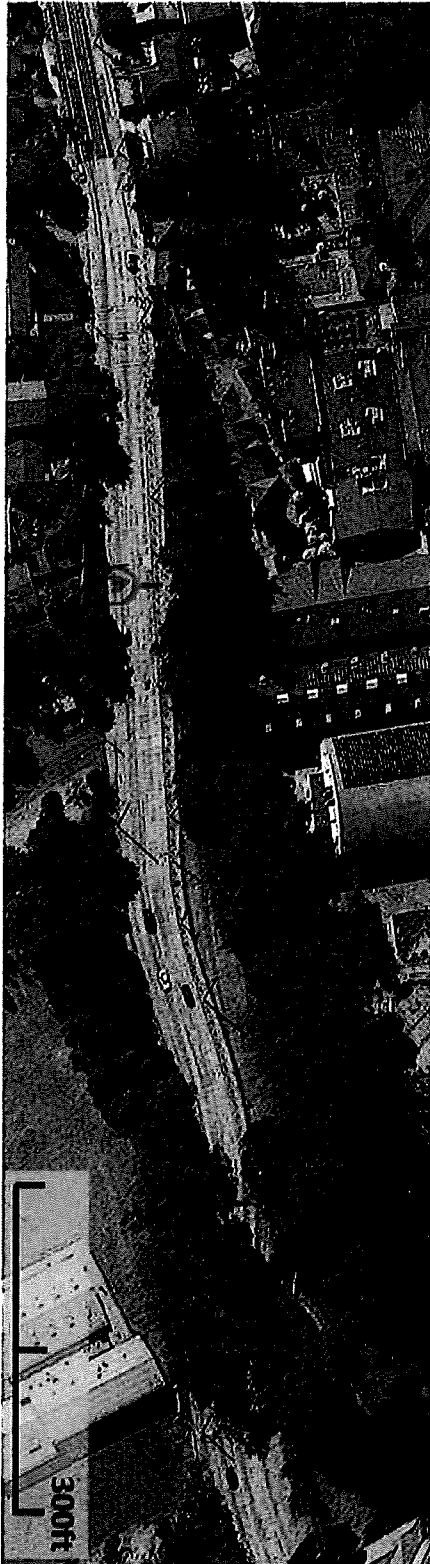
Appendix A  
Queue Length Field Notes

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

Date of Observation: 10/16/2018 Time(s) of Observation: AM 4 PM Observer Initials: SP

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.



Appendix B  
Vehicle Violation Log

<b>Date</b>	<b>Time</b>	<b>Infraction</b>
8/27/18	3:25 PM	student jaywalked to car
8/29/18	3:35 PM	picked up in red zone on Lincoln Ave
9/10/18	3:30 PM	picked up in red zone on Lincoln Ave
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10/9/18	3:30 PM	picked up in red zone on Lincoln Ave
10/19/18	3:13 PM	u-turn at Lincoln and Alida
10/19/18	3:15 PM	blocking driveway on Lincoln Ave
10/22/18	8:27 AM	u-turn on Alida Ct
10/23/18	9:15 AM	blocking driveway on Lincoln Ave



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## MEMORANDUM

DATE: July 18, 2018  
TO: Heather Klein/City of Oakland  
FROM: Erin Vaca/DKS Associates  
SUBJECT: Head Royce School – Traffic Monitoring (Summer 2018)

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### 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 is to conduct unscheduled campus visits to monitor school-related transportation activity during the morning drop-off, afternoon pick-up and one special event. There are to be at least four separate monitoring periods reported on by a qualified traffic consultant: Summer Program 2018, Fall 2018, Spring 2019 and 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).

### MONITORING METHODOLOGY

DKS focused its campus visits to document 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 28, 2018. This visit occurred during the peak drop-off operation times from 7:55 to 8:30 AM and again during the peak pick-up operation from 3:30 to 4:15 PM.

### MONITORING RESULTS

The following section describes the observations for each category listed.





**1. Number of Traffic Assistants and Monitors Present During Drop-off and Pick-up Periods**

5 Traffic Monitors were present during the morning drop-off period and thirteen were present during the afternoon pick-up period.

**2. Observing Queue Line Flow and Recommending Measures to Ensure Smooth Operations**

Active traffic assistants managing vehicle-persons interactions combined with an effective education program were successful in maintaining orderly and safe operation of the queue line flow.

**3. Reviewing the Length of Queue and Checking if Queue Extends Above the Upper Driveway**

During both the morning and afternoon periods, the curb lane queue never extended beyond the upper driveway. A copy of the queue observation note sheet is provided in Appendix A.

**4. 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 thirty-one user violations during the summer program. The most commonly occurring violation was a "U-turn on Alida Street", which occurred nineteen times. The next most frequent infraction was a "U-turn on Lincoln Avenue" which occurred 8 times. A copy of the violation log is provided in Appendix B. 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 currently provides a traffic monitor near the intersection of Lincoln Avenue / Alida Street to discourage school vehicles from attempting U-turns. When U-turns do occur, the traffic monitor documents the occurrence and a violation notice is sent to the family of the registered student linked to the vehicle license plate.

DKS reviewed the vehicle license plates for each violation and there was only one repeat violator (two infractions) during the summer program. This suggests 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.

**5. Recording parking occupancy in all Head Royce Parking lots**

There is a total of 198 available parking spaces on-campus at Head Royce (154 spaces in the main campus lots and 44 in Lots A-D). Approximately 58% (or 115 spaces) of all parking spaces were occupied at the end of the morning monitoring observation.



**6. Monitoring Whittle Avenue and Alida Street for School related parking**

Both Whittle Avenue and Alida Street were patrolled to monitor for school related activity. Student drop-offs or pick-ups were not observed to be occurring at either street during the observation periods. School staff was also not observed to be parking along either street. During the observation period, no vehicles were observed performing U-turns at Alida Street.

**7. 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**

The School should work with City of Oakland staff to refresh the pavement edge line striping along Lincoln Avenue. The current striping is worn and faded. Refreshing the striping would enhance safety by reinforcing visual separation between cars in queue or parked along the curb and passing cars using Lincoln Avenue.

DKS recommends that the school continue implementation of the TDM plan. No further recommendations are suggested.

# Appendix A

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## Queue Length Field Notes

# Head Royce School – Lincoln Avenue Curb Maximum Queue Record

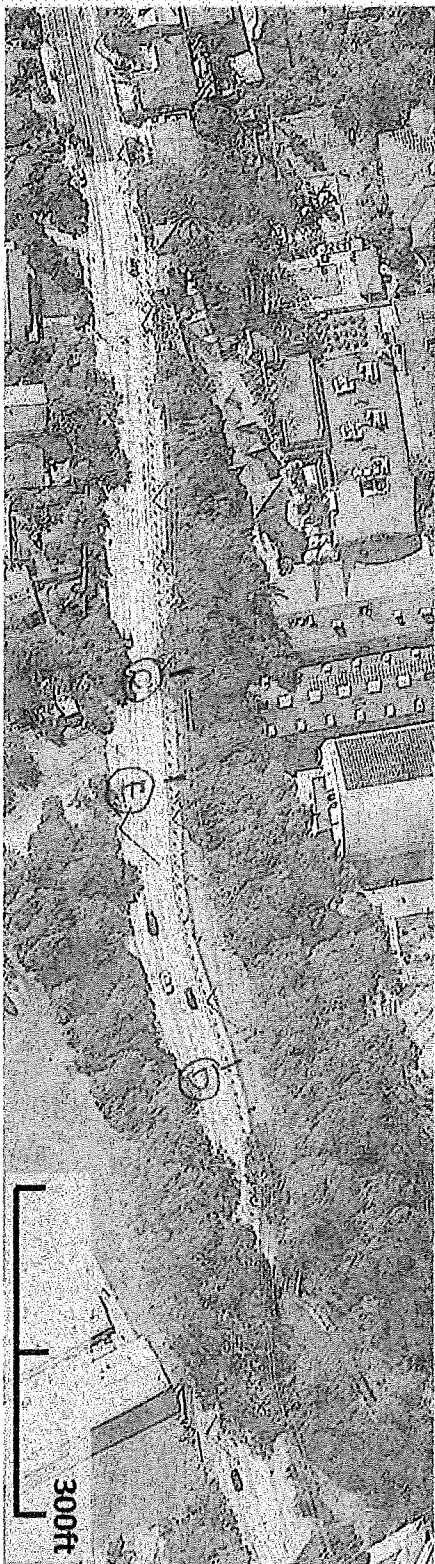
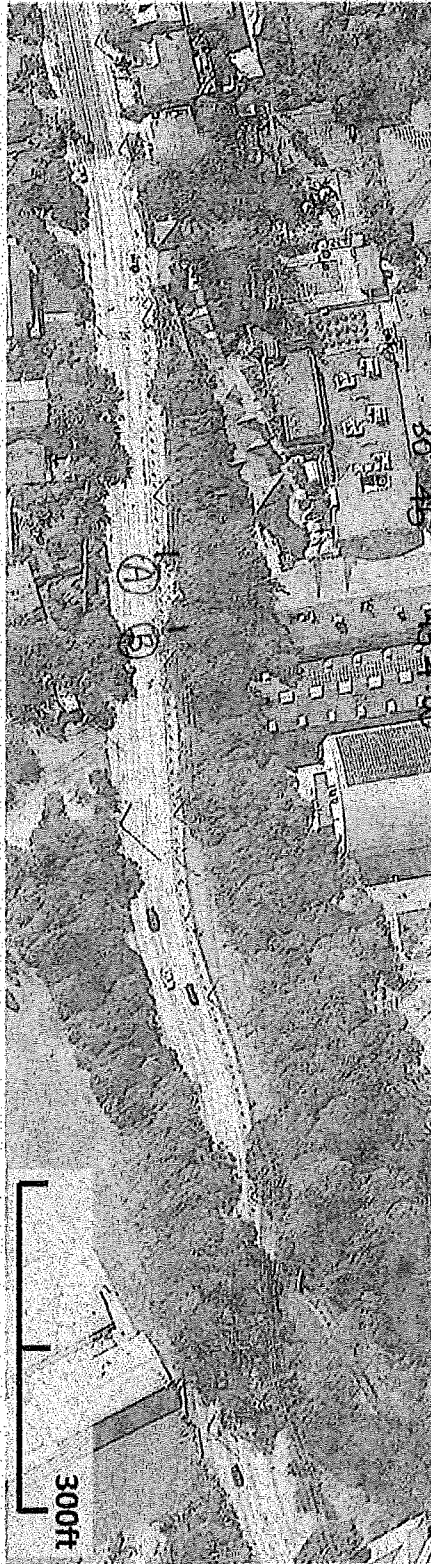
Date of Observation: 6/28/18

Time(s) of Observation:

Observer Initials: EY

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) 3:30-3:45 pm.



7:55 AM

1 crossing guard } w/ vests  
4 monitors on N side of Lincoln  
- high school students from other schools hired by HR.

8:00 AM

no assistants @ Alida St. no violation in sight

8:07 AM

no assistants visible @ whittle.

8:18 AM

traffic assistants guiding ~~cars~~ vehicles forward.  
if a car in queue is dropping off the student, cars behind wait.  
→ gap in queue

8:24 AM

no traffic monitors @ whittle

8:30 AM

no monitors/violations @ Alida St.

Parking lot counts

A-5 F-5

Total occupied: 93

B-17

C-30

D-36

3:30 PM

2 school buses in front of school  
few vehicles in queue to pick up students  
2 staff, 1 crossguard both w/ vests.

3:37 PM

no assistant in the back of school

3:41 PM

school buses depart.  
gap in front of the gate = no parking (bus lane  
- bus stop exists)  
queue starts past the gap

3:43 PM

4 assistants across the street (Lincoln) from HR, all in vests  
4 assistants on sidewalk closer to HR  
few other summer camp counselors looking after students, directing/walking  
students to car.  
\* K-5 & middle school wait for parents in diff. area, but cars must ~~be~~  
not  
be separated by grade when in queue.

3:51 PM

1 traffic assistant @ Alida St. w/ vest. holding "Please no U-turn" sign  
facing NB Lincoln

4:00 PM

Queue very close to driveway - enough <sup>space</sup> to fit 3-4 more cars

4:03 PM

Traffic cones designating bus zone removed

4:07 PM

monitor in back - no vest. standing in front of the gate.

# Appendix B

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## Violation Log

Date	Time	License Plate	Infraction
6/18/18	8:12 AM		u-turn on Lincoln
6/19/18	8:07 AM		u-turn on Alida
6/19/18	11:41 AM		u-turn Alida
6/19/18	12:18 PM		u-turn Alida
6/19/18	4:31 PM		u-turn Alida
6/20/18	4:00 PM		u-turn Alida
6/20/18	4:10 PM		u-turn Alida
6/21/18	3:54 PM		u-turn on Lincoln
6/25/18	7:42 AM		u-turn on Alida
6/25/18	3:47 PM		u-turn on Lincoln
6/25/18	3:50 PM		u-turn on Lincoln
6/25/18	4:02 PM		u-turn on Alida
6/25/18	4:05 PM		u-turn on Alida
6/26/18	3:50 PM		u-turn on Alida
6/26/18	3:52 PM		blocked driveway on Lincoln
6/26/18	4:01 PM		u-turn on Alida
6/26/18	4:11 PM		u-turn on Alida
6/26/18	5:30 PM		u-turn on Alida
6/27/18	4:12 PM		cut in line
6/28/18	4:08 PM		u-turn on Alida
6/28/18	4:11 PM		cut in line
6/28/18	4:13 PM		u-turn on Alida
6/29/18	4:11 PM		cut in line
7/2/18	4:03 PM		u-turn on Lincoln
7/2/18	4:10 PM		u-turn on Alida
7/3/18	3:26 PM		u-turn on Alida
7/3/18	4:06 PM		u-turn on Lincoln
7/3/18	4:15 PM		u-turn on Lincoln
7/3/18	4:30 PM		u-turn on Alida
7/5/18	4:12 PM		u-turn on Alida
7/6/18	8:10 AM		u-turn on Lincoln

Head-Royce School  
Summer Vehicle Infractions 2018