Head-Royce School

Transportation Policy Guide 2014 - 2015

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Overview

Head-Royce School is located in a residential neighborhood and this Transportation Policy Guide (TPG) outlines procedures intended to mitigate the impact of the school on our neighbors' quality of life. Students, parents and faculty members who drive to campus must follow these guidelines about parking, pick-up and drop-off procedures. This guide also provides information about carpooling and bus options, as one of the greatest ways to reduce our impact on the neighborhood is to reduce the number of single-car trips made to campus daily.

We ask that all members of the HRS community demonstrate responsible and thoughtful citizenship by following the traffic and parking rules outlined in this guide.

Transportation Program Objectives

- Create a safe and efficient transportation program.
- Clearly communicate the school's expectations for those who drive to school.
- Minimize on-street parking.
- Encourage students to take the bus or carpool.

AC Transit operates three dedicated school bus routes (604, 605 & 606), as well as a nondedicated bus route (39) that runs all day to connect Head-Royce to the Fruitvale BART station and Skyline High School.

Head-Royce has contracted with Michael's Transportation to provide five subsidized school buses to supplement the AC Transit service.

For detailed accurate route descriptions, see AC Transit: actransit.org and Michael's: headroyce.org/transportation

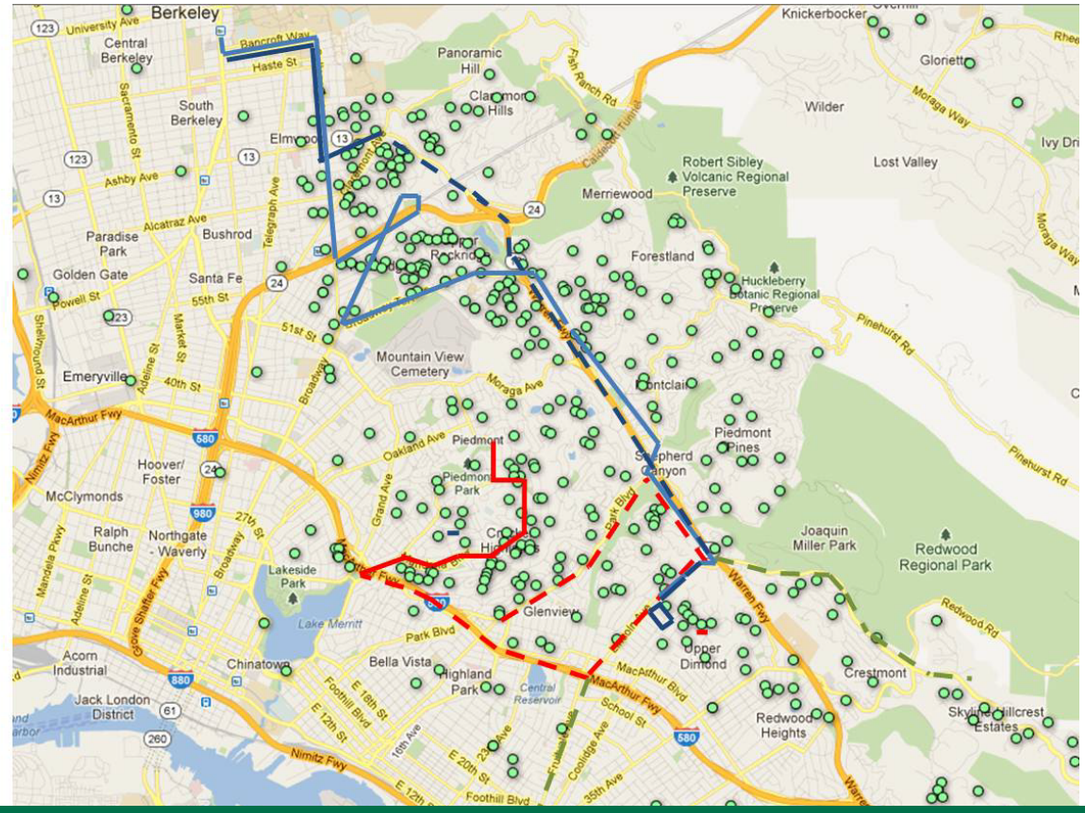
AC Transit Clipper Youth Cards

- The AC Transit 31-Day Youth bus pass is $20/month for unlimited local rides. There is a one-time process to create a personalized AC Transit Youth pass that includes your child's photo. For more details on how to obtain a Youth bus pass visit actransit.org
- Once established, it is easy to reload your child's Clipper Card online with a credit card.
- Students can also ride AC Transit without a pass by paying $1.05 per ride.

Michael's Transportation

- The school has contracted with Michael's Transportation to operate five bus routes serving: Contra Costa, Local/Danville, Berkeley/El Cerrito, Southern Alameda County, and Alameda/Glenview.
- Yearly rate is $500 per family.
- Daily ride tickets are also available in booklets of 10 at a cost of $5 per ride. These are available for purchase at the Head-Royce gatehouse.
- Sign up forms are available on the Head-Royce website: headroyce.org/transportation

605 blue
604 dk blue
606 red
39 green
Dashed = no stops



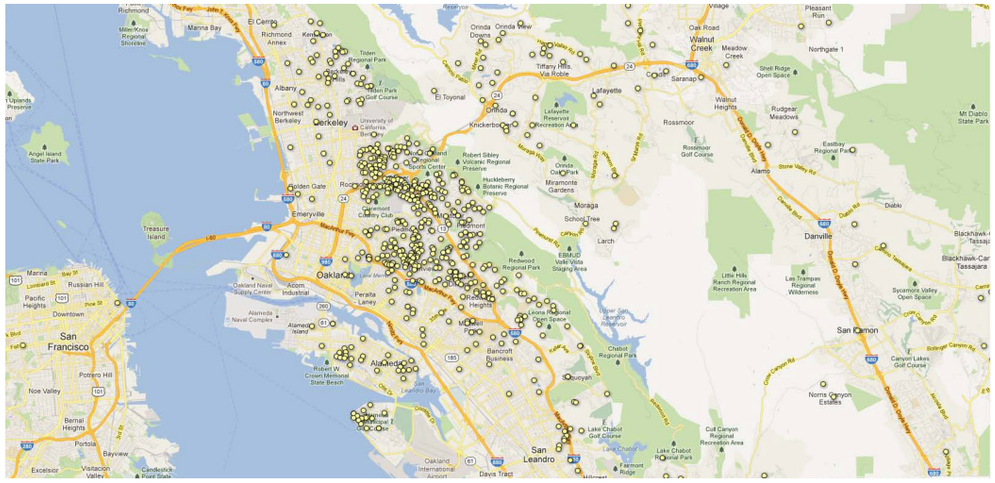
Carpooling

- Carpooling is encouraged for families not served by buses.
- The school provides preferential parking for student and faculty carpools in the Upper Lot.
- Head-Royce families interested in connecting with other families for carpooling can access a detailed map of all school families on the Parent Portal.
- Upper School student drivers interested in carpooling with fellow HRS students must complete a carpooling agreement and return it to the Upper School office.

HRS Carpool Map

To access, login to HRS Parent Portal, click link to HRS Carpool Google Map on the top of the main Parent Portal Page.

Zoom in, click on dots for name and address.



Biking or Walking

- The Whittle Avenue gate provides a less hilly route than Lincoln Avenue for students who live nearby to walk or bike to school.
- Students who bike or walk may obtain a cardkey from the business office to enter the back gate. No student may ever exit a car and enter the back gate.
- The school offers Physical Education Optional Credit for students who walk or bike to school.
- For details on PE credits please contact Director of Athletics Brendan Blakeley (bblakeley@headroyce.org)

How to Change Direction on Lincoln Avenue

To change direction on Lincoln Ave you must use **The Loop**. You may not make U-turns on Lincoln Ave or surrounding surface streets.

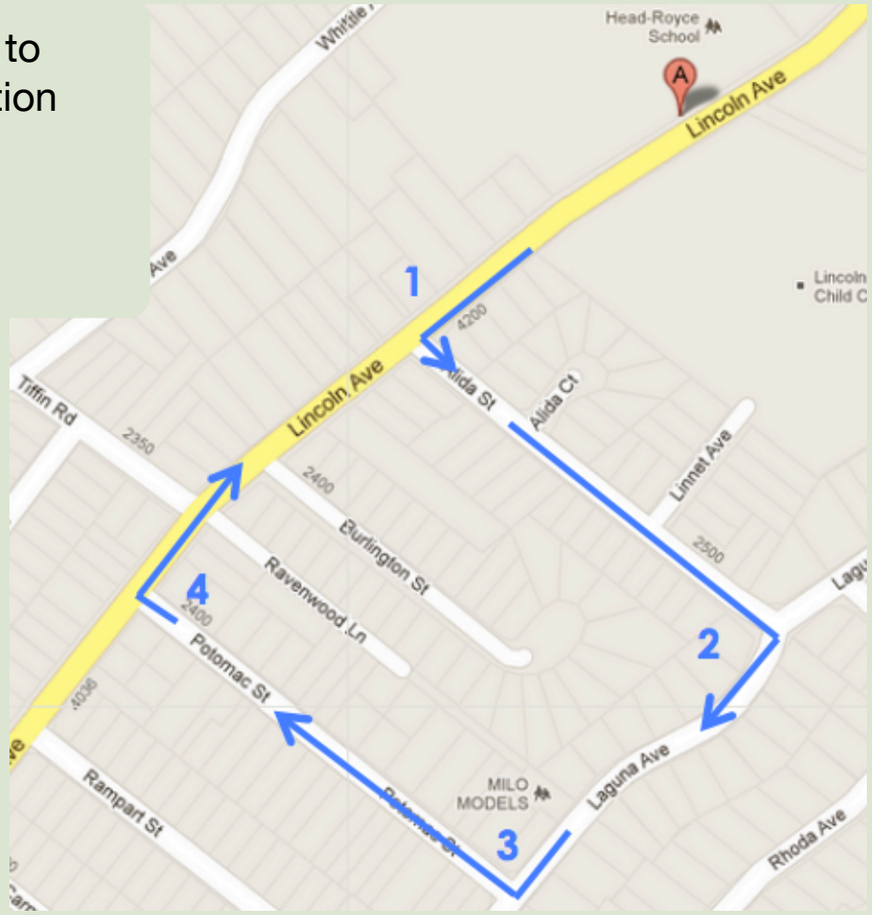
- Downhill (west-bound) drop-offs who want to return up Lincoln Ave towards Highway 13 must turn left on **Alida** St, then right on **Laguna** St, right on **Potomac** Street and then right on **Lincoln** Ave to head uphill (east).

- Uphill (east-bound) drivers who want to return down Lincoln Ave towards 580 must turn right on **Maiden Lane**, then left on **Monterey** Boulevard before heading down on **Lincoln** Ave.

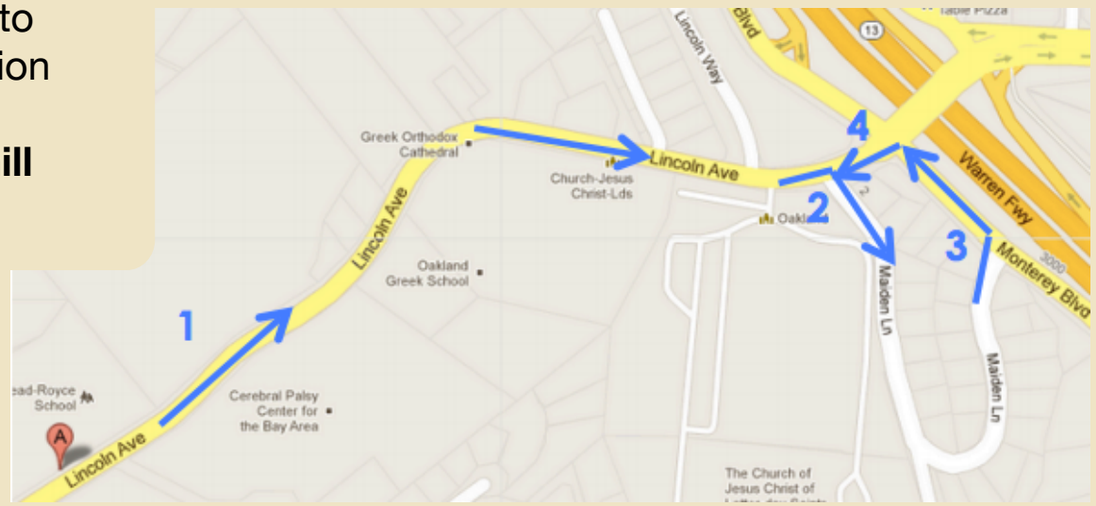
- The Loop takes about 3-5 minutes.

- Your enrollment contract requires that you follow this traffic route. You will see counselors and monitors located along The Loop citing infractions and reporting them back to the School.

The only way to change direction to head **back uphill** on Lincoln



The only way to change direction to head **back down-hill** on Lincoln



There is a limited amount of space in front of Head-Royce for pick-up and drop-off. Cars are not allowed to extend past the "queue" area during drop-off and pick-up times; detailed instructions, including diagrams, are included here to demonstrate where the queue is located and how to use the "staging area" during peak traffic times.

Morning Drop-Off

Do not allow any part of your car to protrude into traffic.

Don't pull in until you have a full car length. If there is insufficient room in the queue, you must do "the Loop."

Pull as far forward as possible. Once stopped, kids must immediately exit your vehicle. There is no need to get to the front of the queue.

Children must exit wehicles on the sidewalk side, not into the street.

Keep backpacks, instruments and other items where the kids can reach them inside the car.

Do not retrieve backpacks from a trunk while in queue.

You may park legally and walk your child to school.

You may not drop off a child of any age anywhere below the main gate to campus.

Yield for emergency vehicles by pulling over to the right.

The Afternoon Queue

Kindergarten classes end at 2:00pm. All other grades end at 3:20pm.

Dismissal gives preference to students riding buses. Buses depart promptly at 3:30p.m.

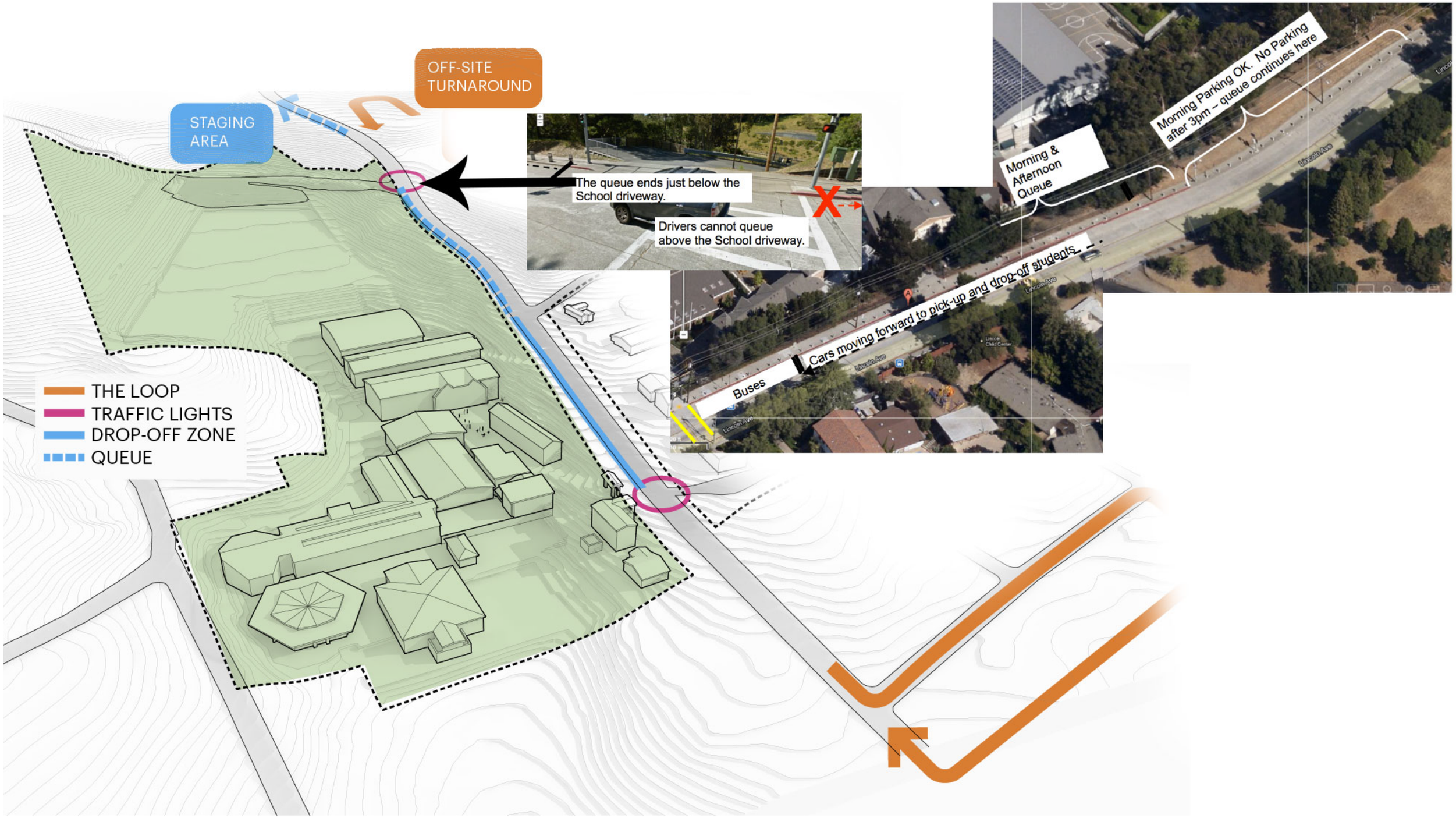
Cars pickup only on the westbound (downhill) side after the buses depart. Please see the detailed instructions on queuing on page 9. You may not have your child walk to your waiting car anywhere below the school's main gate.

If the queue has reached the school driveway, please drive on, do the legal "Loop" and proceed to the new staging area where you will be notified when there is room in the queue for additional vehicles.

Do not allow your car to block traffic in the travel lane while waiting to enter the queue.

Yield for emergency vehicles by pulling over to the right.

What is the Queue?



The Queue - Tips

- Morning care on campus is free. Teachers will tell you how much kids benefit by arriving before 8:05 a.m. so they can socialize and play before they begin the school day.
- If your child has an appointment right after school, arrive early, park legally and walk to the school to meet your child.
- Afternoon pickup is faster if you arrive later or use the Staging Area.
- For the fastest afternoon pick-up, come down Lincoln at 3:40 pm for lower and middle school students. Come 10 minutes later for upper school students. You will avoid the congestion and hassle and pick-up your child quickly.

The Staging Area

Head-Royce has secured the Mormon Temple overflow parking lot for use by cars arriving after the Lincoln Avenue queue is full.

Cars should not queue above the school driveway. If the queue is full, a school safety monitor will notify drivers with a sign at the corner of Monterey and Lincoln, adjacent to the Staging Area.

Drivers will be instructed to park in a single-file line in the Staging Area and will be sent to the queue when space is available by a school safety monitor. Please follow the directions of the safety monitor.

If you arrive to the queue and it is full, please drive the “Loop” and return to the Staging Area.

The Mormon Temple kindly requests that our community not smoke or drink coffee or tea while waiting in their lot.

Afternoon Staging Area

The place to wait when you arrive early for PM pickup or when the queue is full to the HRS Driveway.

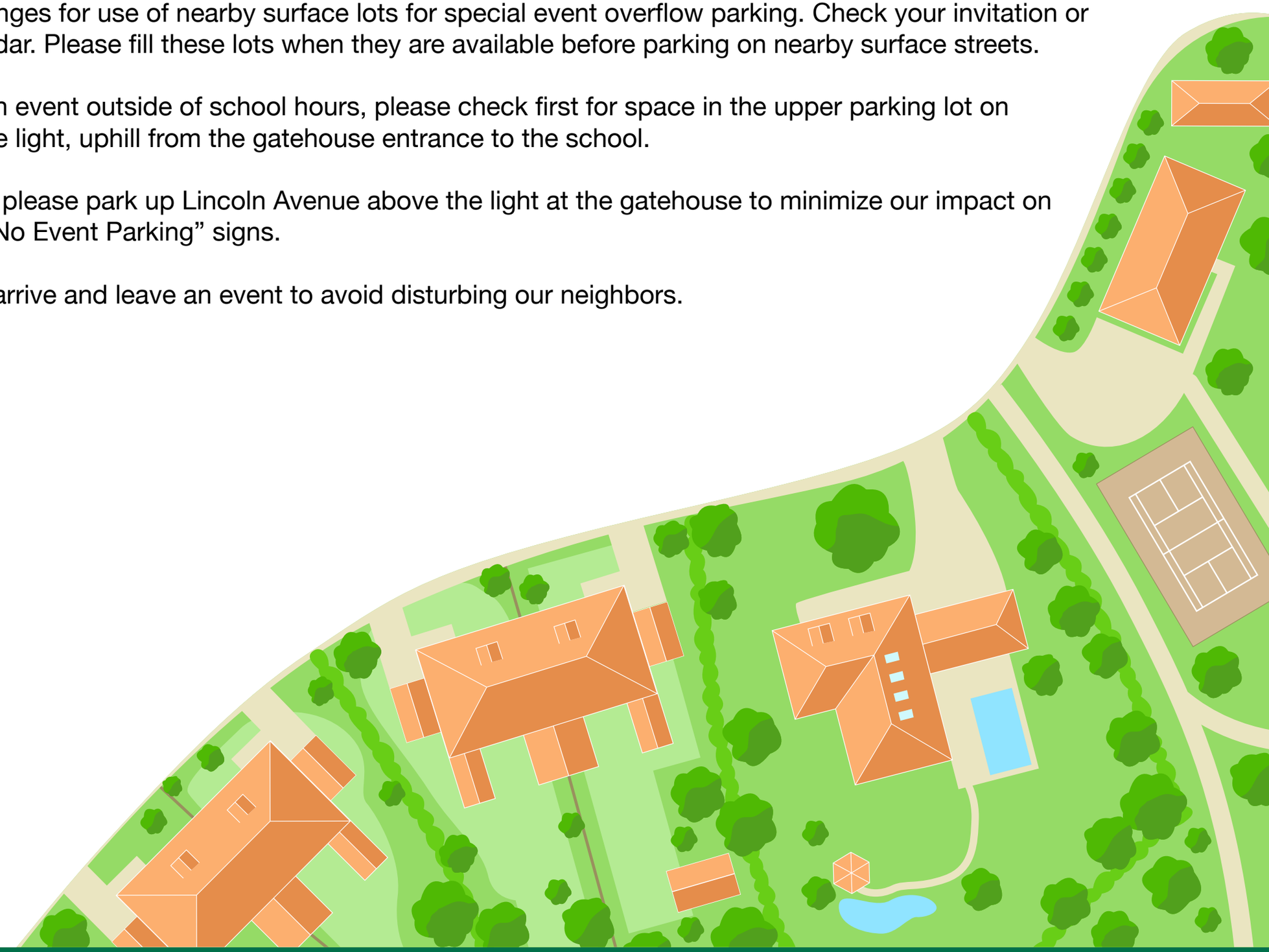
Special Event Parking

- The school often arranges for use of nearby surface lots for special event overflow parking. Check your invitation or the schoolwide calendar. Please fill these lots when they are available before parking on nearby surface streets.

- If you are attending an event outside of school hours, please check first for space in the upper parking lot on campus located at the light, uphill from the gatehouse entrance to the school.

- Once the lots are full, please park up Lincoln Avenue above the light at the gatehouse to minimize our impact on neighbors. Obey all “No Event Parking” signs.

- Use courtesy as you arrive and leave an event to avoid disturbing our neighbors.



The Big 10 Driving Rules

Obeying the following rules is a condition of enrollment and employment at Head-Royce School.

1. Observe the traffic laws in our school zone.
2. Respect the traffic monitors.
3. Do not drop-off or pick-up below the gatehouse on Lincoln Ave.
4. Remain in your vehicle during drop-off and pick-up on Lincoln Ave.
5. Do not make U-turns on Lincoln, Alida, Burlington, Laguna or in the cul-de-sac.
6. Do not use private driveways for turns, parking, waiting or pick-up or drop-off.
7. Do not double park to drop-off or pick-up.
8. Do not use Whittle Ave. to drop-off or pick-up.
9. Know the dangers of loading and unloading the truck during peak times.
10. Jayhawks don't jaywalk!

Consequences

The school places trained safety monitors throughout the neighborhood to report violations.
Violations will be treated as follows:

- First offense: You will receive a citation in the mail.
- Second offense: You will be required to meet with your child's Division Head.
- Third offense: You will be required to meet with the Head of School.
- Fourth offense: If the family and the Head of School cannot resolve recurring violations, the Student's enrollment agreement and/or an Employee's employment agreement will be withheld.