

Head-Royce School  
scholarship, diversity, citizenship

# Transportation Policy Guide

Director of Community Relations:  
Mary Fahey

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## Rationale

Head-Royce is part of the fabric of a residential neighborhood. As a school, we have committed to having as little adverse effect on our neighbors as possible. How members of the HRS community conduct themselves during student drop off and pick up, while driving on neighborhood streets, and when parking for school events impacts our neighbors' quality of life.

It is essential that, at all times, we demonstrate responsible and thoughtful citizenship to our neighbors by following the HRS traffic and parking rules outlined in this guide.

For all of these reasons, it is very important to adhere to the Transportation Policy Guide.

## 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.

## Bus Options

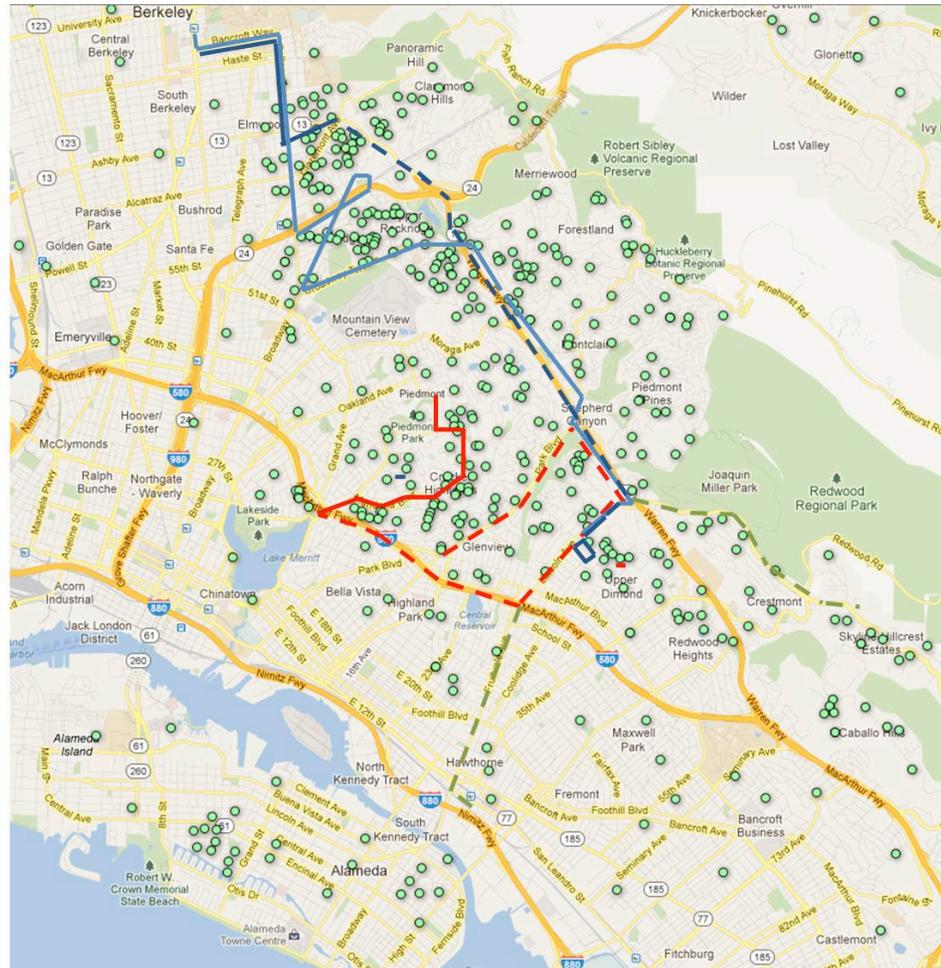
- AC Transit operates three dedicated school bus routes (604, 605 & 606), as well as a non-dedicated bus route (39) that runs all day to connect Head-Royce to the Fruitvale BART station and Skyline High School.
- Head-Royce has contracted with Michael's Transportation to provide four subsidized school buses to supplement the AC Transit service.
- A majority of Head-Royce families live in close proximity to one of these eight bus routes.

# AC Transit Routes

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

For detailed accurate route descriptions, see AC Transit:  
[www/actransit.org](http://www.actransit.org)

Mary Fahey can help you connect with an older child that rides your younger child's bus – bus buddies work!



## 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, go to: <http://www.actransit.org/discounted-passes-on-clipper-2/#Youth>
- 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.

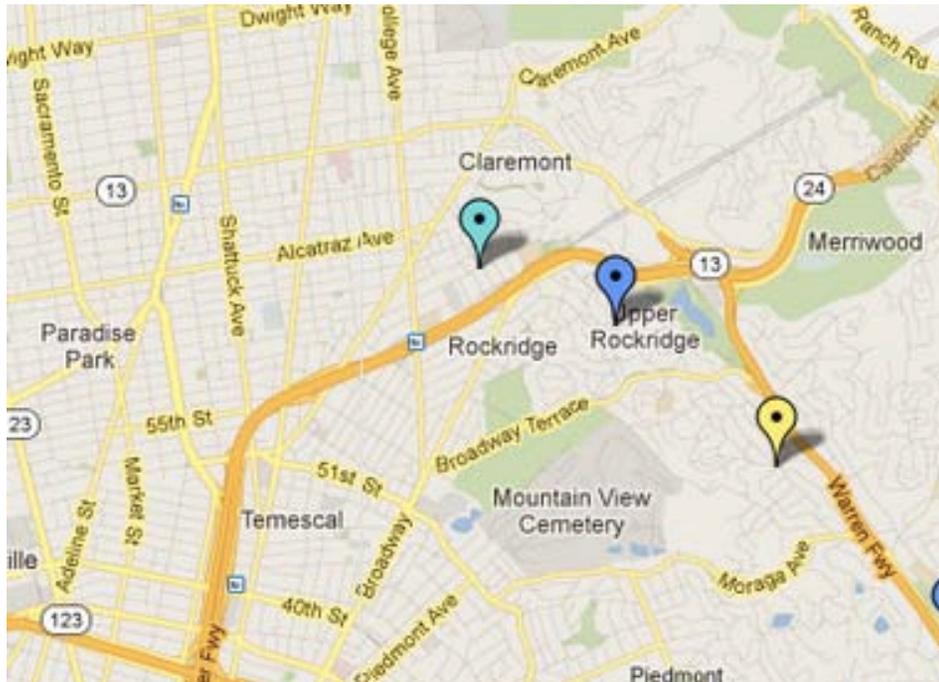
## Michael's Transportation

The school has contracted with Michael's Transportation to operate five bus routes serving:

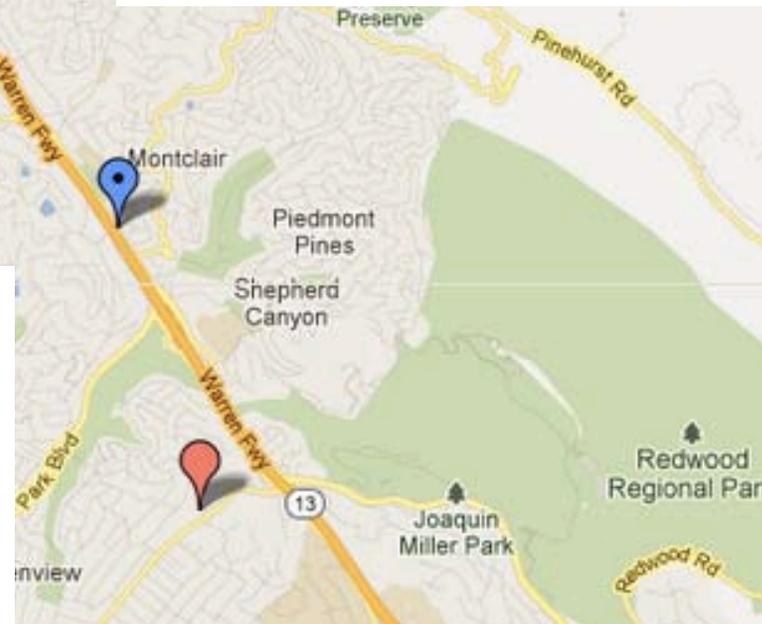
- "Local" Oakland areas including Montclair, Upper Rockridge, Piedmont Pines, Dimond Canyon Park District and Redwood Heights
- the City of Alameda & the Glenview District
- Contra Costa County
- North Berkeley & El Cerrito
- Southern Alameda County

Maps of the Michael's bus stops follow (Any changes to these will be updated on the HRS website)

# Michael's Bus Stops: Local & Danville



- Danville Park & Ride at Sycamore Valley Rd
- Chabot Rd & Ross St  
Oakland, CA 94618
- Golden Gate Ave & Cross Rd  
Oakland, CA 94618
- Florence Ave & Proctor Ave  
Oakland, CA 94618
- Moraga Ave & La Salle Ave  
Oakland, CA 94611
- Head-Royce School



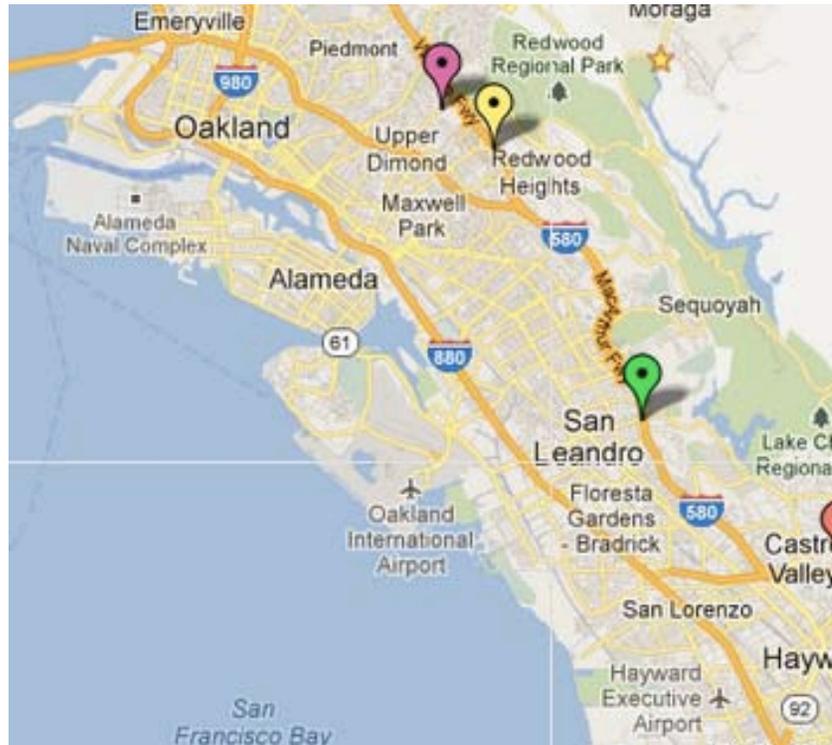
## LOCAL ROUTE (incl. initial Danville stop)

	Pick-Up	Return
• Danville (Syc. Valley) Park&Ride	7:10	4:25
• Chabot & Ross	7:40	3:55
• Golden Gate & Cross	7:45	3:50
• Florence Ave and Proctor Ave	7:55	3:45
• Moraga & LaSalle	8:00	3:40

The bus will arrive at Head-Royce at 8:15 a.m., and depart at 3:30 p.m.

<http://goo.gl/maps/MIhmE>

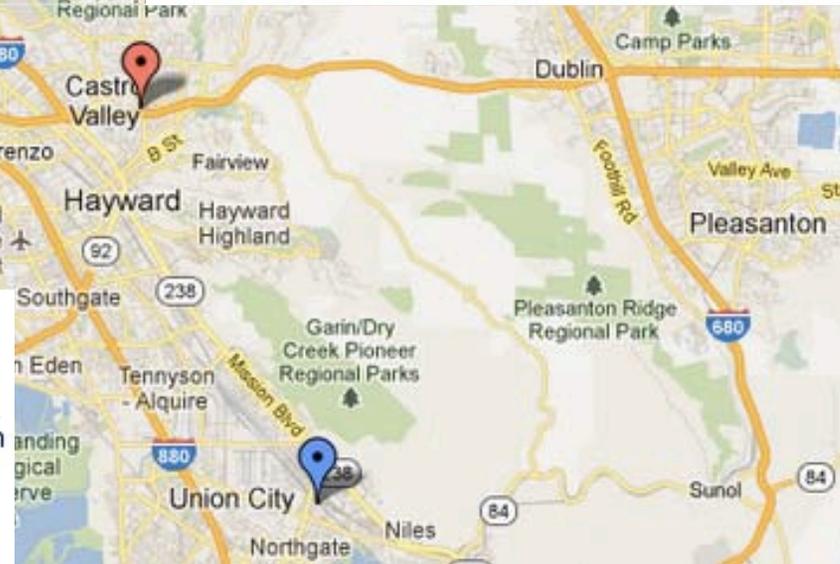
# Michael's Bus Stops: Southern Alameda Co.



## SOUTHERN ALAMEDA COUNTY (Union City) ROUTE

	Pick-Up Time	Return Time
*Union City BART Station	7:10	4:30
*Castro Valley BART Station	7:35	4:05
*1313 MacArthur, San Leandro	7:50	3:50
(**AM at City Bus Stop across Street from Sarino's Café, just North of Intersection of MacArthur & Estudillo: ** PM, in front of Rite Aid, at City Bus Stop, just South of MacArthur & Estudillo)		
*Redwood Rd. & Monterey Blvd.	8:00	3:40

The bus will arrive at Head-Royce at 8:15 a.m., and depart at 3:30 p.m.

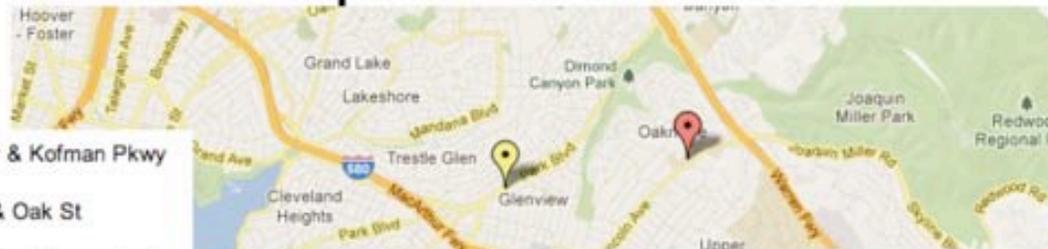


-  Head-Royce School
-  Redwood Heights Rec Center Parking lot
-  Estudillo Shopping Center (just North of Estudillo in AM, just South of Estudillo in PM)
-  Castro Valley Bart
-  Union City BART Station

<http://goo.gl/maps/hn5y5>

## Michael's Bus Stops: Alameda & Glenview

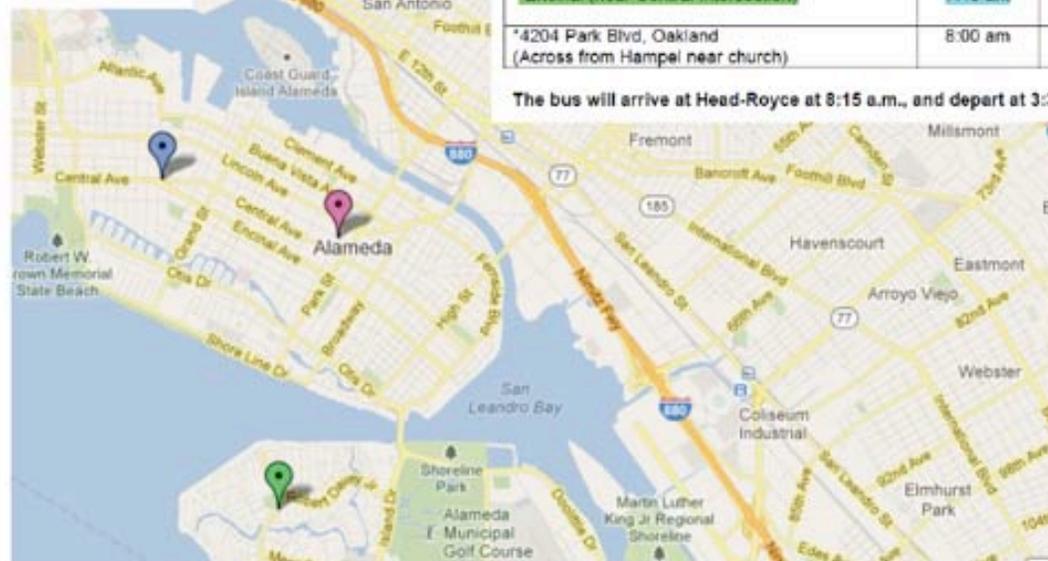
-  Aughinbaugh Way & Kofman Pkwy  
Alameda, CA 94502
-  Santa Clara Ave & Oak St  
Alameda, CA 94501
-  Encinal (near Central Intersection)
-  Park Blvd & Hampel St  
Oakland, CA 94602
-  Head-Royce School



### ALAMEDA ROUTE

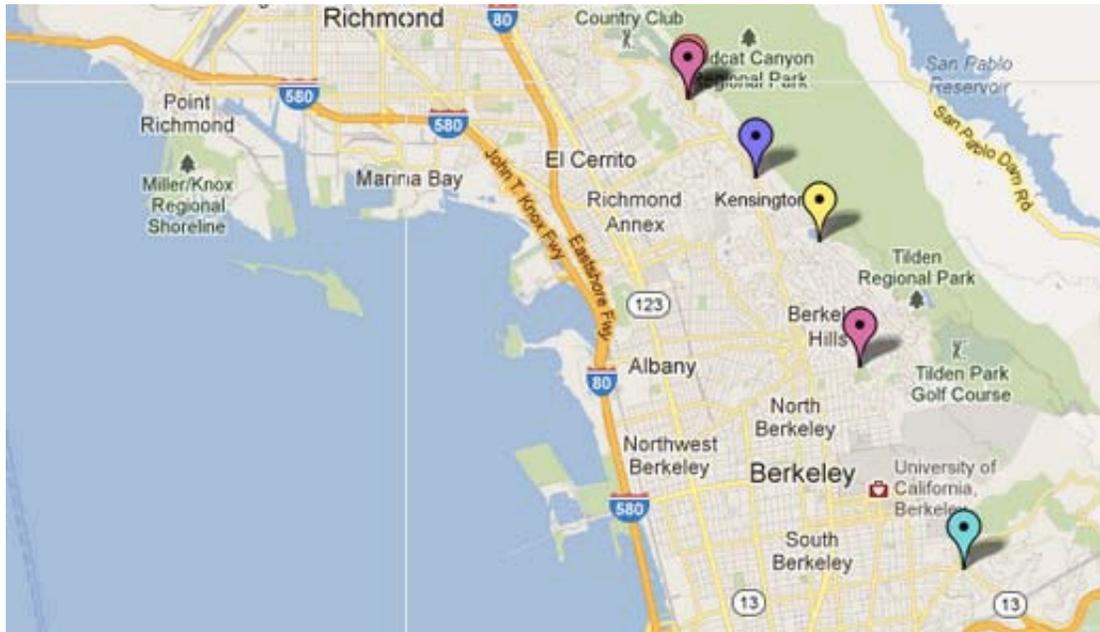
	Arrival Time	Return Time
* Kofman and Aughinbaugh Intersection	7:22 am	4:35 pm
* Santa Clara & Oak (near Library)	7:33 am	4:20 pm
* Encinal (near Central Intersection)	7:40 am	4:00 pm
* 4204 Park Blvd, Oakland (Across from Hampel near church)	8:00 am	3:40 pm

The bus will arrive at Head-Royce at 8:15 a.m., and depart at 3:30 p.m.

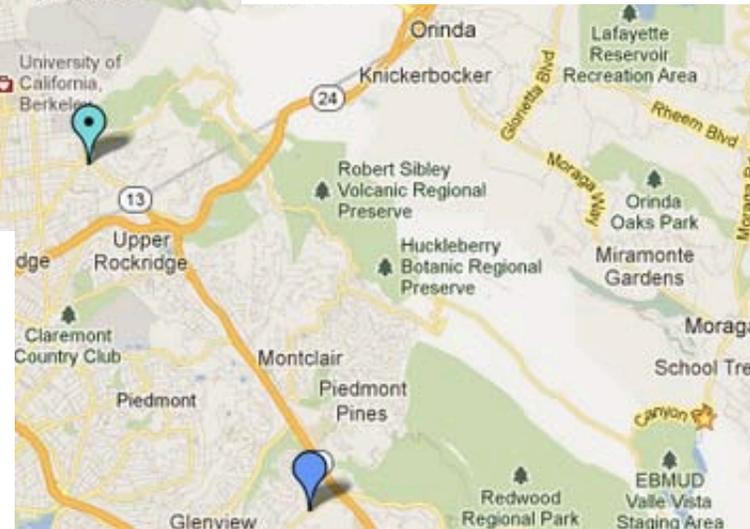


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# Michael's Bus Stops: Berkeley/El Cerrito



- Arlington Blvd & Thors Bay Rd  
El Cerrito, CA 94530
- Arlington Ave & Kensington Park Rd  
Kensington, CA 94707
- Grizzly Peak Blvd & Spruce St  
Berkeley, CA 94708
- Euclid Ave & Eunice St  
Berkeley, CA 94708
- Ashby Ave & Domingo Ave  
Berkeley, CA 94705
- Head-Royce School



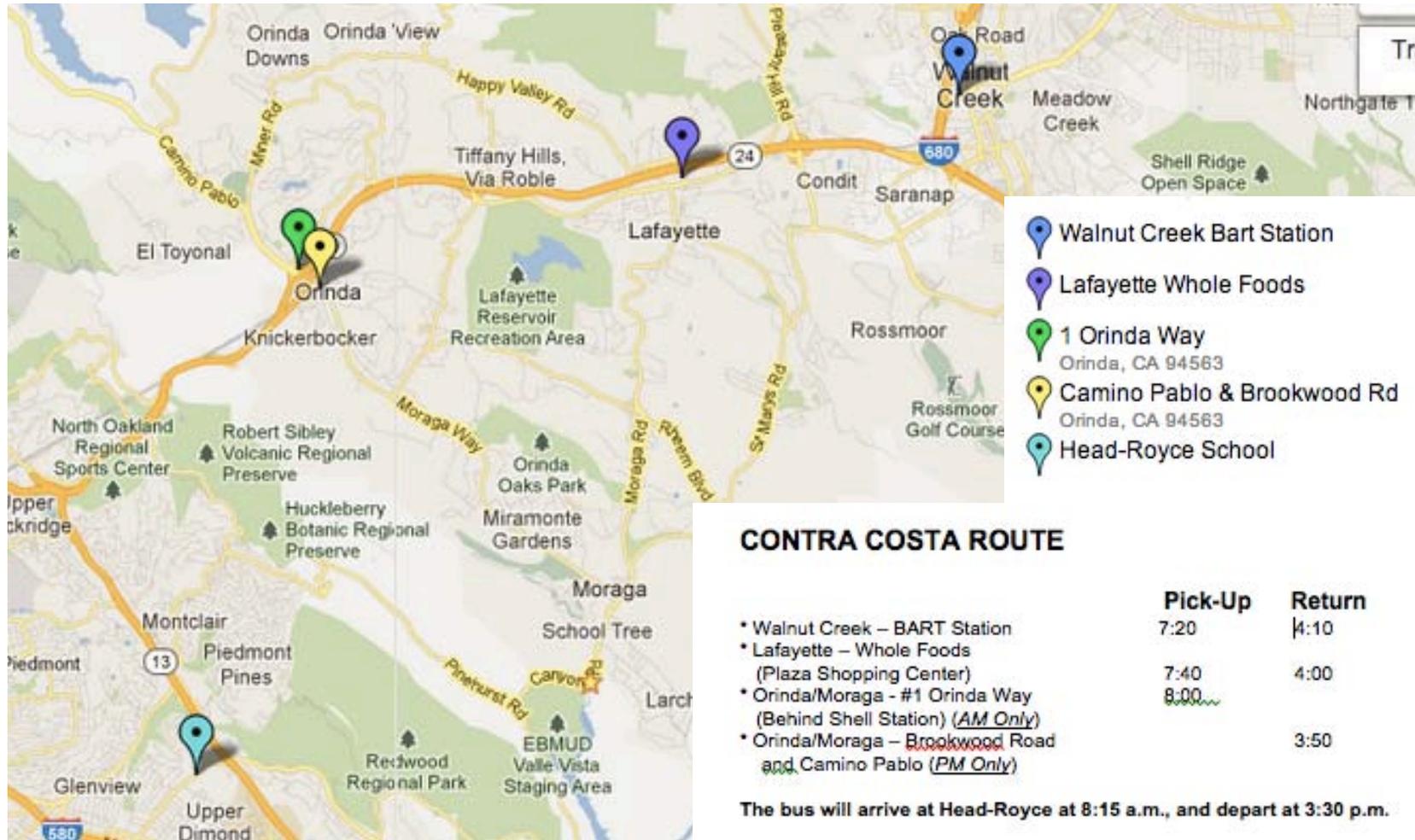
## NORTH BERKELEY / EL CERRITO ROUTE

	Pick-Up Time	Return Time
* Arlington Blvd. & Thors Bay Rd. (Near Arlington Park)	7:10	4:30
* Arlington Blvd & Kensington Park Rd	7:20	4:20
* Grizzly Peak Blvd and Spruce St	7:35	4:05
* Euclid Ave & Eunice (Right before the tennis courts)	7:50	3:50
* Domingo & Ashby	8:00	3:40

The bus will arrive at Head-Royce at 8:15 a.m., and depart at 3:30 p.m.

<http://goo.gl/maps/JKv3o>

# Michael's Bus Stops: Contra Costa



- Walnut Creek Bart Station
- Lafayette Whole Foods
- 1 Orinda Way  
Orinda, CA 94563
- Camino Pablo & Brookwood Rd  
Orinda, CA 94563
- Head-Royce School

## CONTRA COSTA ROUTE

	Pick-Up	Return
• Walnut Creek – BART Station	7:20	4:10
• Lafayette – Whole Foods (Plaza Shopping Center)	7:40	4:00
• Orinda/Moraga - #1 Orinda Way (Behind Shell Station) <i>(AM Only)</i>	8:00	
• Orinda/Moraga – Brookwood Road and Camino Pablo <i>(PM Only)</i>		3:50

The bus will arrive at Head-Royce at 8:15 a.m., and depart at 3:30 p.m.

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## Michael's Transportation

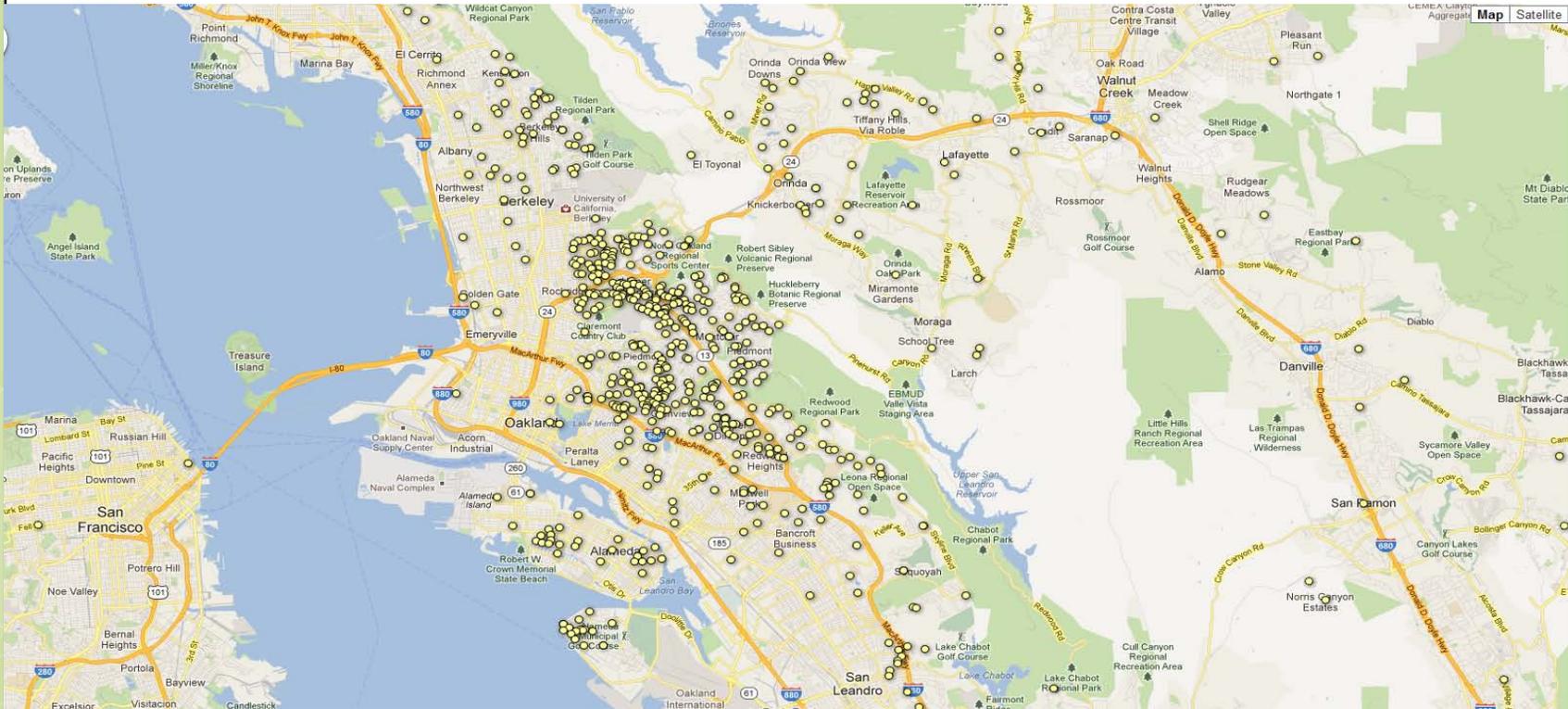
- Yearly rate available.
- Daily ride tickets are also available in booklets of 10 at a cost of \$5 per ride. These are available for purchase at the Head-Royce gatehouse.
- Sign up forms are available on the Head-Royce website.

## Carpooling

- Carpooling is encouraged for families not served by buses.
- The school provides preferential parking for student/faculty car pools 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.
- Please note that 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 Google 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



## Bike or Walk to School

- 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](mailto:bblakeley@headroyce.org))

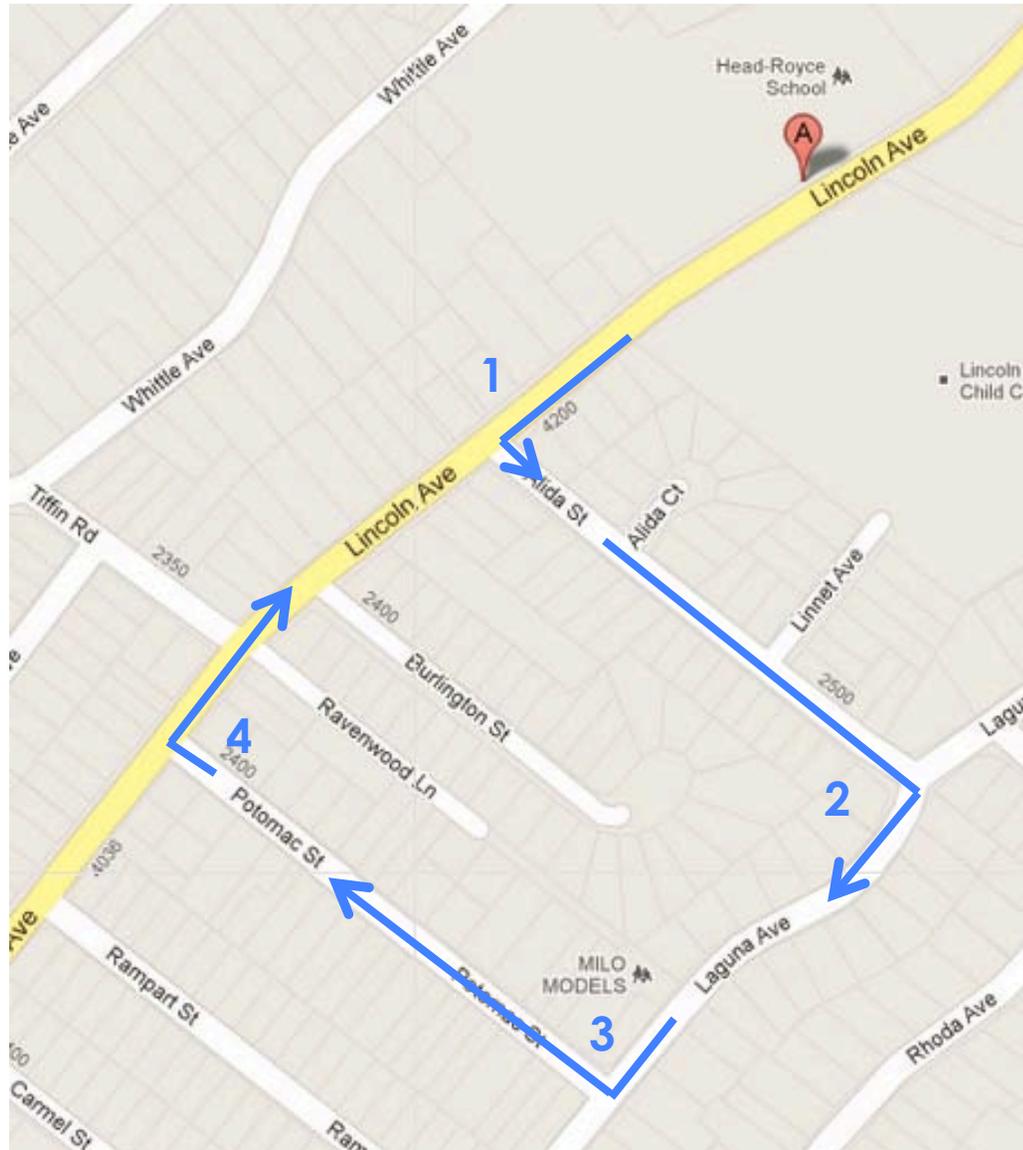
## The Loop

To change direction on Lincoln Avenue you must use **The Loop**.

- Downhill (west-bound) drop-offs who want to return up Lincoln Ave towards Highway 13 must turn left on **Alida** Street, then right on **Laguna** Street, right on **Potomac** Street and then right on Lincoln 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.
- The Loop takes about 3-5 minutes. Your enrollment contract requires that you follow this traffic route.

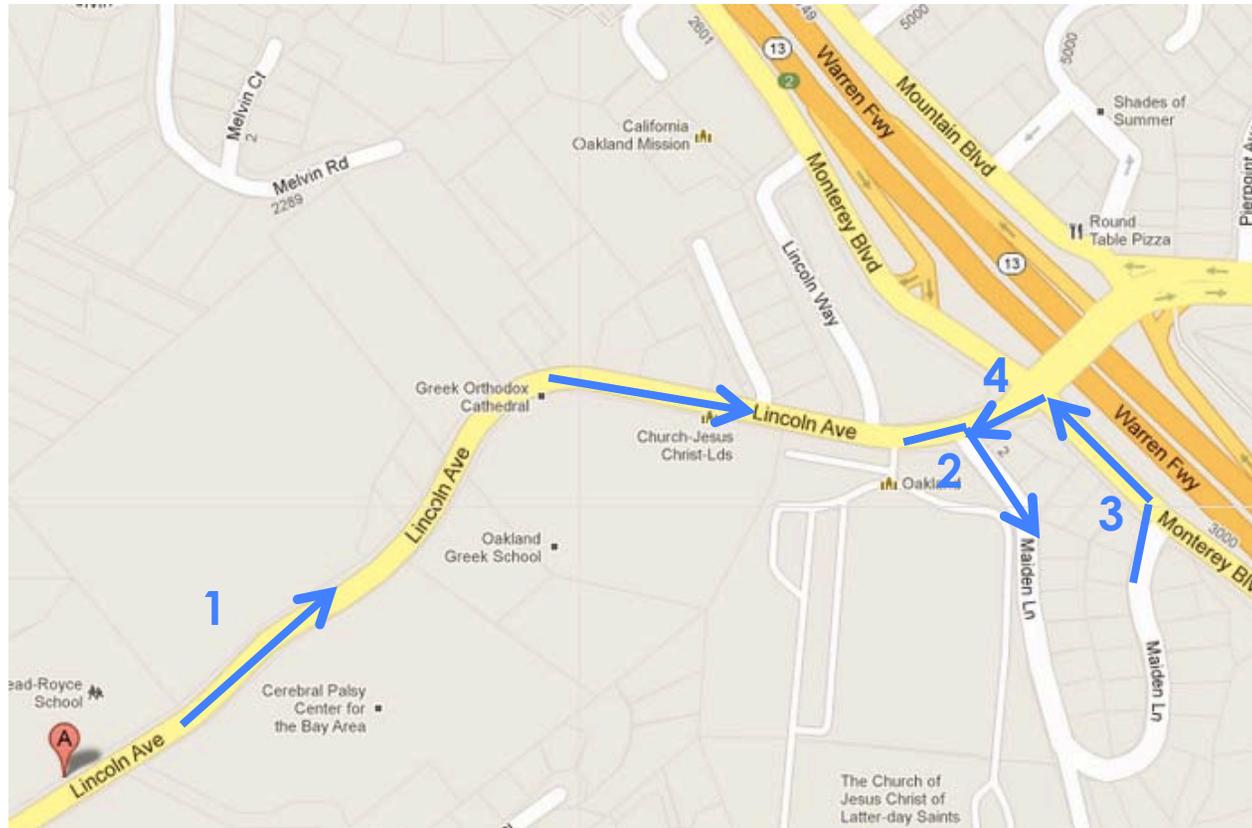
# The Loop

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



# The Loop

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



## The Queue

- Morning care on campus is free. Teachers will tell you how much kids benefit by arriving before 8:05 am 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-school children. Come 10 minutes later for Middle- and Upper-school students. You will avoid the congestion and hassle and pick-up your child quickly.

## The Queue: Morning Drop-Off

- Do not allow part of your car to protrude into traffic. Don't pull in until you have a car length. If there is insufficient room in the queue, you must do "the Loop."
- Pull as far forward as possible. Once stopped, kids immediately exit, no need to get to the front of the queue.
- Children must exit on the sidewalk side, not the street.
- Do not retrieve backpacks from a trunk while in queue. Keep backpacks, instruments and other items where the kids can reach them inside the car.
- 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 by pulling over to the right for emergency vehicles.

## 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 3:30pm.
- Cars pickup only on the westbound (downhill) side after the buses depart. Please see the detailed instructions on queuing. You may not have your child walk to your waiting car anywhere below the School's main gate.

## The Afternoon Queue

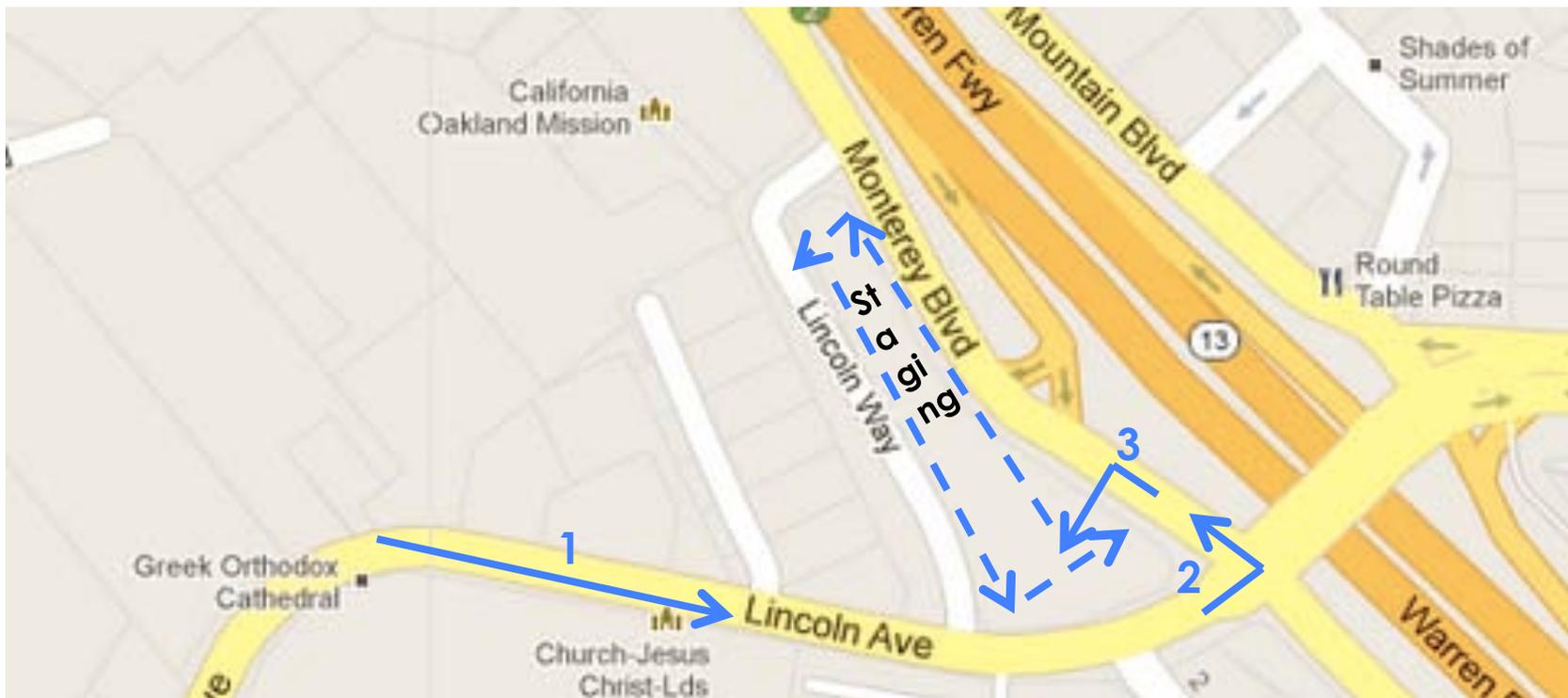
- If the queue has reached the school driveway, please drive on, do the legal “Loop” and proceed to the new staging area where you will be notified when there is room in the queue for additional vehicles.
- Do not allow your car to block traffic in the travel lane while waiting to enter the queue.
- Yield by pulling over to the right for emergency vehicles.

## The Staging Area

- Head-Royce has secured the Mormon Church overflow parking lot for use by cars arriving after the Lincoln Avenue queue reaches the HRS upper driveway and 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.
- Map of the staging Area follows.
- 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

A Place to wait when you arrive early for PM pickup or when the queue is full to the HRS Driveway



The Mormon Temple allows us to use this lot for free to relieve congestion and for some overnight trip loading. Please return the courtesy by refraining from coffee, tea or smoking on their property.

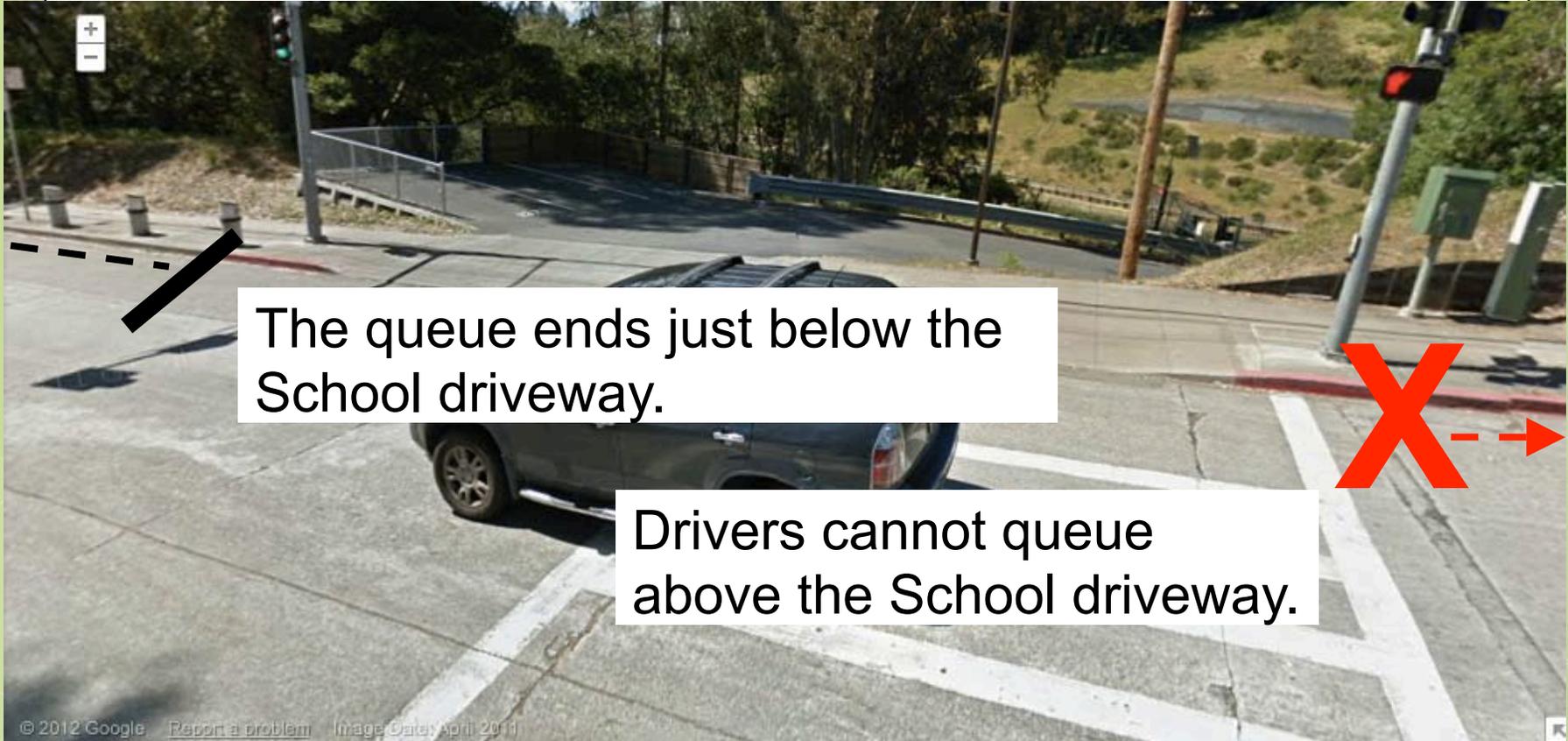
# Queue Diagram The Queue



# Queue Diagram



# Queue Diagram



The queue ends just below the School driveway.

Drivers cannot queue above the School driveway.

## 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 courts.

## The Big 10 Driving Rules

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

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 trunk during peak times.
10. Jayhawks don't jaywalk!

## 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.

# Parent Agreement

Acting as good role models for our students and good citizens in our community is an essential component of our school's mission.

Compliance with these rules in the Transportation Policy Guide is a condition of Employment and Enrollment in Head-Royce.

# 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.