

# Head-Royce School Traffic and Parking Rules



August 2010

## **HEAD-ROYCE SCHOOL TRAFFIC AND PARKING RULES**

Head-Royce is committed to ensuring a safe environment for our students, employees and those who live in our immediate neighborhood. To ensure the School's ability to provide for the safety of all its students, all who drive to and from School, drop off or pick up students at School or ride buses to and from School must read these rules carefully and follow them at all times. Following our commitment to be a model, green School, we urge that where possible, all students ride the bus. To reduce the traffic in our neighborhood, we also urge all parents and students who drive to form carpools. By taking these steps, we can fulfill our commitment to being the best neighbors we can be.

Please read carefully the sections below that outline the following aspects of our traffic and parking rules, including:

1. Big Ten Driving Rules
2. Neighborhood Driving Map
3. Bus Schedules for AC Transit and Michael's Transportation
4. The Importance of Carpooling
5. Parent Vehicle Registration Form
6. Student Driver and Parking Rules and Registration Form
7. Parking at Special Events Guidelines and Map
8. Sports Team Parking Requirements

### **1. THE 'BIG TEN' TRAFFIC RULES**

1. Obey The TRAFFIC LAWS in our School Zone.
2. Respect and obey the TRAFFIC MONITORS.
3. Do not make U-TURNS anywhere on Lincoln, Alida, Linnet, Burlington, or Laguna.
4. Do not JAYWALK or encourage jaywalking.
5. Do not use PRIVATE DRIVEWAYS for turnarounds, parking, waiting, or pick up.
6. REMAIN IN YOUR VEHICLE during drop off and pick up on Lincoln Avenue.
7. Do Not DOUBLE PARK to drop off or pick up.

8. Do Not use WHITTLE AVENUE to drop off or pick up.
9. Do not DRIVE ON CAMPUS to park, drop off or pick up.
10. Know the dangers of unloading and loading THE TRUNK during peak traffic times in the carpool lane on Lincoln Avenue.

If you are driving to School, please make every effort to arrive no later than 8:10 am for drop off and after 3:30 pm for pickup as this will help greatly to reduce the back up in our cue on Lincoln Avenue. Please recall that there is no student pick up/drop off on Lincoln Avenue below and to the west of the School's crosswalk.

## **2. NEIGHBORHOOD DRIVING MAP**

*See Attachment A—Driving Map*

## **3. AC TRANSIT AND MICHAEL'S TRANSPORTATION BUS SCHEDULES**

1. To reduce the amount of traffic on Lincoln Avenue, families are urged to use AC Transit Bus Service or the private, contracted buses. Bus services are described in the AC Transit Supplementary Schedule and in the private, contracted bus service literature. AC Transit Schedules are available in the Business Office and can be obtained from the Receptionist's Office.
2. Students may purchase AC Transit bus tickets from the Receptionist's Office at anytime between 8:30 am and 4:00 pm. Lower School students may also purchase tickets in the Lower School Office.
3. School rules apply while our students are on the AC Transit buses and private, contracted buses.
4. Parents/guardians/care givers are responsible for students until the student's arrival at school in the morning and after school dismissal.

*See Attachment B—Bus Schedules*

## **4. THE IMPORTANCE OF CARPOOLING**

The expanded use of carpools is a way our community can reduce traffic congestion on Lincoln Avenue and reduce our School's carbon footprint. To assist parents in forming carpools, a zipcode list of Head-Royce families is available; please call the Admissions Office to obtain the list for your neighborhood. Student drivers who carpool receive priority in assigned places in the School's parking lot.

## **5. PARENT VEHICLE REGISTRATION AND PLEDGE**

We request that families register all their vehicles used to transport students to and from School and pledge to follow the School's rules. It is vital that families comply with our request should it be necessary to follow up to clarify our rules. In the event that there are rule infractions observed by or reported to staff, several steps will be taken.

1. An email or letter reminder of the procedure that the driver was reported or observed not to follow.
2. A call from the Community Relations Officer.
3. A call from and/or meeting with the Head of School or a designate.
4. Issuing a fine and/or withholding of the student's enrollment agreement.

*Attachment C—Parent Vehicle Registration Form*

## **6. STUDENT DRIVER AND PARKING RULES AND REGISTRATION FORM**

1. Driving to School is a privilege. It is expected that all students who drive to School or who ride with students to School have permission to do so from their parents. Parents (or legal guardians) must register in the Business Office any vehicle that will be driven to School. Please refer to the Student Driver/Vehicle Registration Form available from the School receptionist. This will also be posted on the School web site.

2. Student drivers are required to park on Lincoln Avenue above the School or in the School parking lot, or if registered, in the Greek Orthodox Cathedral's parking garage. Only Juniors and Seniors may use the School parking lot and they must park in designated areas. Priority parking is reserved for student car pools. Students may not drive or park on the lower campus. All student vehicles must display a School-issued sticker. Residents who live near the School want their neighborhood to remain quiet and free from driving and parking complications. Restricted areas and private property surrounding the School must not be abused or littered.

3. Student drivers must sign an agreement to abide by the School's rules on driving and parking. Failure to abide by the School's rules on driving and parking will result in disciplinary action. If a student breaks one of the driving rules, his/her driving privileges will be suspended for five (5) school days. If a second offense occurs, the consequence will be a ten (10) day driving suspension from school. If a third offense occurs, consequences may include suspension from school. Driving privileges of a student who has broken a substance (alcohol/drug) related rule might be revoked (e.g., possession, use, sale/distribution of alcohol or drugs). More serious forms of student discipline may be imposed for such rule violations in accordance with School policy as outlined in the on-line School Handbook.

4. Students may not drive other students on field trips. Student athletes may not drive other team members or classmates to practices or games.

*See Attachment D—Student Driver Registration Form*

## **7. SPECIAL EVENTS PARKING**

The following information is provided to all members of the Head-Royce community and to our School’s visitors: “Limited parking is available around the Head-Royce School campus for School events, and visitors are advised to come early. Limited parking is available in the School's parking lot located off Lincoln Avenue at the east end of campus. Additional parking is available in designated areas on Lincoln Avenue to the east of the School and above the crosswalk. Please do not block driveways, or use them to turn around, do not make U-turns on Lincoln Avenue, Alida Street, or Alida Court. Do not park at the rear of campus, on Whittle or Funston Avenues. Please remember that you are a visitor in a residential neighborhood, so please be courteous at all times to our neighbors. To avoid being cited, do not park in bus zones, and please note street sweeping signs.”

On those occasions when attendance at a School event is less than 150 people, the School’s parking lot and spaces on Lincoln Avenue provide adequate parking. For events with larger attendance—e.g. School Picnic, Back-To-School Nights, Admissions Open Houses, the Holiday Program, musical concerts, and Promotions/Graduation—the Greek Orthodox Cathedral parking lot is available and should be used.

## **8. ATHLETICS AND FINE ARTS DRIVING RULES**

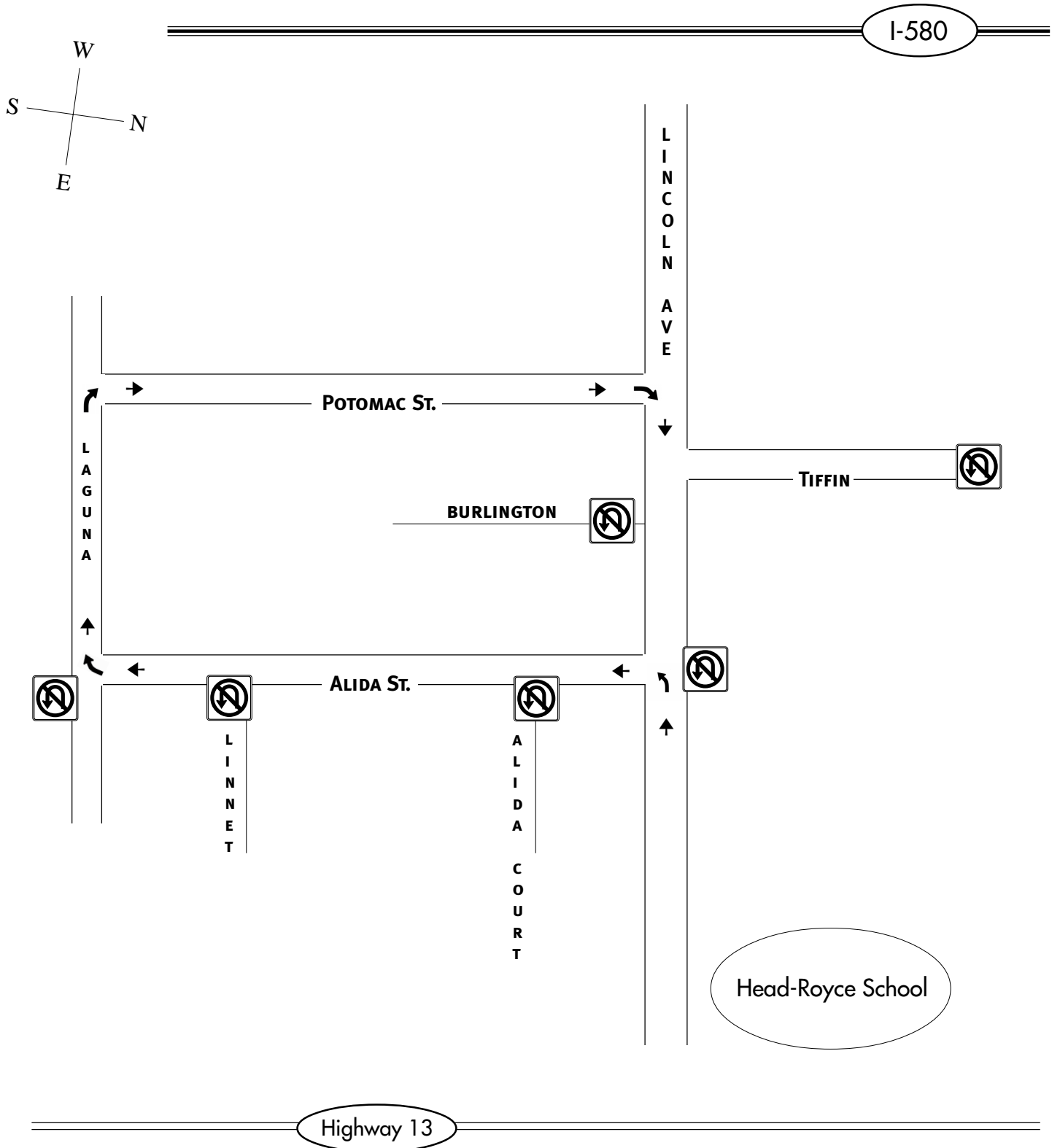
Students and their families who arrive for early morning drop off for practices and rehearsals or late afternoon/evening pickup are especially advised of the No U-Turn policy on adjacent streets. All student participants are required to sign the following pledge at the beginning of the season of play:

### **Good Driving Pledge**

We have read the School’s rules about driving and parking and pledge that we will follow them faithfully. More specifically, we will not U-turn on Lincoln Avenue and Alida, especially during before and after school drop off/pick up and special events.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# STUDENT DROP-OFF WITHOUT U-TURNS ON SMALL STREETS OR IN DRIVEWAYS



**After drop-off and/or pick-up on Lincoln Avenue in front of School proceed down hill to first left onto Alida St., continue to the end, turn right on Laguna, then right on Potomac taking you back to Lincoln Avenue.**

## Fall 2010-2011

### Head Royce Supplementary Service

#### 604 Eastbound Weekday

	North Berkeley BART	University & Shattuck	Durant & Telegraph	College & Ashby	Bentley School	Lincoln & Monterey	Head Royce	Hebrew Day School
604	730a	736a	740a	746a		801a	803a	815a
604		738a	742a	748a	804a	809a	811a	

#### 605 Eastbound Weekday

-	University & Shattuck	Durant & Telegraph	College & Ashby	Rockridge BART	College Prep	Florence & Broadway Terrace	Moraga & Medau	Lincoln & Monterey	Head Royce
605	725a	729a	734a	738a	742a	755a	803a	808a	810a

#### 606 Eastbound Weekday

-	Moraga & Highland	Highland Way	Crocker & Hampton	Mandana & Lakeshore	Lincoln & Monterey	Head Royce
606	741a	743a	747a	754a	808a	810a

#### 604 Westbound Weekday

-	Head Royce	Lincoln & Monterey	Bentley School	College & Ashby	Bancroft & Telegraph	Center & Shattuck
604	330p	335p	341p	346p	351p	354p

#### 605 Westbound Weekday

-	Head Royce	Lincoln & Monterey	Moraga & Medau	Florence & Broadway Terrace	College & Broadway	Rockridge BART	College & Ashby	Bancroft & Telegraph	Center & Shattuck
605	330p	335p	340p	346p	352p	355p	359p	404p	407p

#### 606 Westbound Weekday

-	Head Royce	Mandana & Lakeshore	Crocker & Hampton	Highland Way
606	330p	340p	346p	349p

## SCHEDULE FOR MICHAEL'S BUS SERVICE

### ALAMEDA ROUTE

	<b>Arrival Time</b>	<b>Return Time</b>
*Park & Ride at Island and Doolittle (across from Amelia Earhart School)	7:25	4:20
*McDonald's at Shoreline Drive and Towne Centre	7:35	4:10
*McDonald's at Central and Webster (across from Washington Park)	7:50	
*Washington Park (across from (McDonald's at Central and Webster)		3:55

### CONTRA COSTA ROUTE

	<b>Arrival Time</b>	<b>Return Time</b>
*Danville/Alamo – Sycamore Valley Park & Ride	7:00	4:15
*Walnut Creek – BART Station	7:15	4:05
*Lafayette – Albertson's Plaza Shopping Center	7:30	4:00
*Orinda/Moraga - #1 Orinda Way (Behind Shell Station)	7:50	
*Orinda/Moraga – Brookwood Road and Camino Pablo		3:45

***Buses will arrive at Head-Royce School at 8:15 a.m. and depart at 3:30 p.m.***

***Please Note: All students must be at the bus stop 5 minutes prior to arrival time.***