

Head-Royce School

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January 16, 2018

Dear Head-Royce Community,

As we begin the second semester of the school year, I wanted to take a moment to ask that you please revisit the driving guidelines that are outlined in our [Transportation Policy Guide](#). **There has been an increase in reported infractions**, and adherence to our traffic rules is critical if we are to remain in good standing with our neighbors and meet our Conditions of Approval with the City of Oakland. Our enrollment agreement also requires that all families comply with our Transportation Policy Guide.

Please be reminded:

- Pick-up and drop-off is only permitted above the stoplight on Lincoln Avenue (above the Gatehouse). No one (adult or student) may be picked up or dropped off on any of the side streets (particularly Alida, Burlington, and Tiffin) or in the residential portion of Lincoln Avenue.
- U-turns and driveway turns are not allowed at any time of the day. Please continue to use The Loop to change directions.
- When parking on any of the public streets, make sure you are not blocking any part of a driveway. Our neighbors will alert us to any blocked portion of their driveways.

An important note for rideshare service users:

If you use a ride service like Lyft or Uber, the driver may not pick-up or drop-off at the back gate on Whittle Avenue. In addition, pick-up or drop-off is not permitted below the Gatehouse on Lincoln Avenue or on any of the side streets. In the morning, you may be dropped off in the queue on either the north or south side of Lincoln Avenue. Please note that there is **no Lyft/Uber pick-up** between 3:15 p.m. and 3:35 p.m., which is our busiest dismissal period. The designated rideshare pick-up zone is between the two stop lights on Lincoln Avenue.

Thank you for your attention to this important matter. The safety of our school community remains a top priority. Please contact me with any questions or concerns.

Sincerely,

Mary Fahey
Director of Community Relations