

Transportation Policy Guide

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overview and objectives

Head-Royce School is located in a residential neighborhood. This Transportation Policy Guide (TPG) outlines procedures intended to mitigate the impact of the school on our neighbors' quality of life. Everyone who drives to campus must follow these transportation guidelines. Violating these guidelines puts the school at risk of losing its permit to operate. Our objectives are to:

 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.

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.



BIG 5 DRIVING RULES



Our driving rules are in effect 24/7, 365.



Do not drop-off or pick-up anywhere other than on the uphill side of the Gatehouse. You are expressly prohibited from doing so on any side street, including the back gate on Whittle Avenue.



You must remain in your vehicle during drop-off and pick-up and should not load or unload your trunk on Lincoln Avenue.



Do not make a U-turn on Lincoln, Alida, Burlington, Laguna or in any of the neighborhood cul-de-sacs.



Do not double park or use private driveways for turns, parking or waiting.



Jayhawks don't jaywalk!



bus options

AC Transit operates three dedicated school bus routes (604, 605 and 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 five subsidized school buses to supplement the AC Transit service. For detailed accurate route descriptions, visit AC Transit: actransit.org and Michael's: headroyce.org/transportation

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.



The annual rate per family can be found on the headroyce.org/transportation page.



Single ride tickets may be purchased from **Roz Fleury** in the Business Office.



Sign up forms are available on the Head-Royce website: headroyce.org/transportation.

AC TRANSIT CLIPPER YOUTH CARDS



Students can ride AC Transit without a pass by paying a daily ride fee, however, AC Transit offers a 31-Day Youth Pass with unlimited local rides. There is a one-time process to create a personalized AC Transit Youth Pass that includes your student's photo. For more details on AC Transit costs and how to obtain a Youth Pass, visit actransit.org.



Once established, it is easy to reload your student's Clipper Card online with a credit card.



carpooling/walking/biking

CARPOOLING

Carpooling is encouraged for families not served by buses.

The school provides preferential parking for student and faculty carpools in Lot F.

Head-Royce families interested in connecting with other families for carpooling can access a detailed map of all school families on **HRSConnect**. Click onto the Directories section and use the “map” option in the upper right to access a map overlaid with family locations.

Upper School student drivers interested in carpooling with fellow HRS students must complete a carpooling agreement and return it to the Upper School office.

WALKING/BIKING

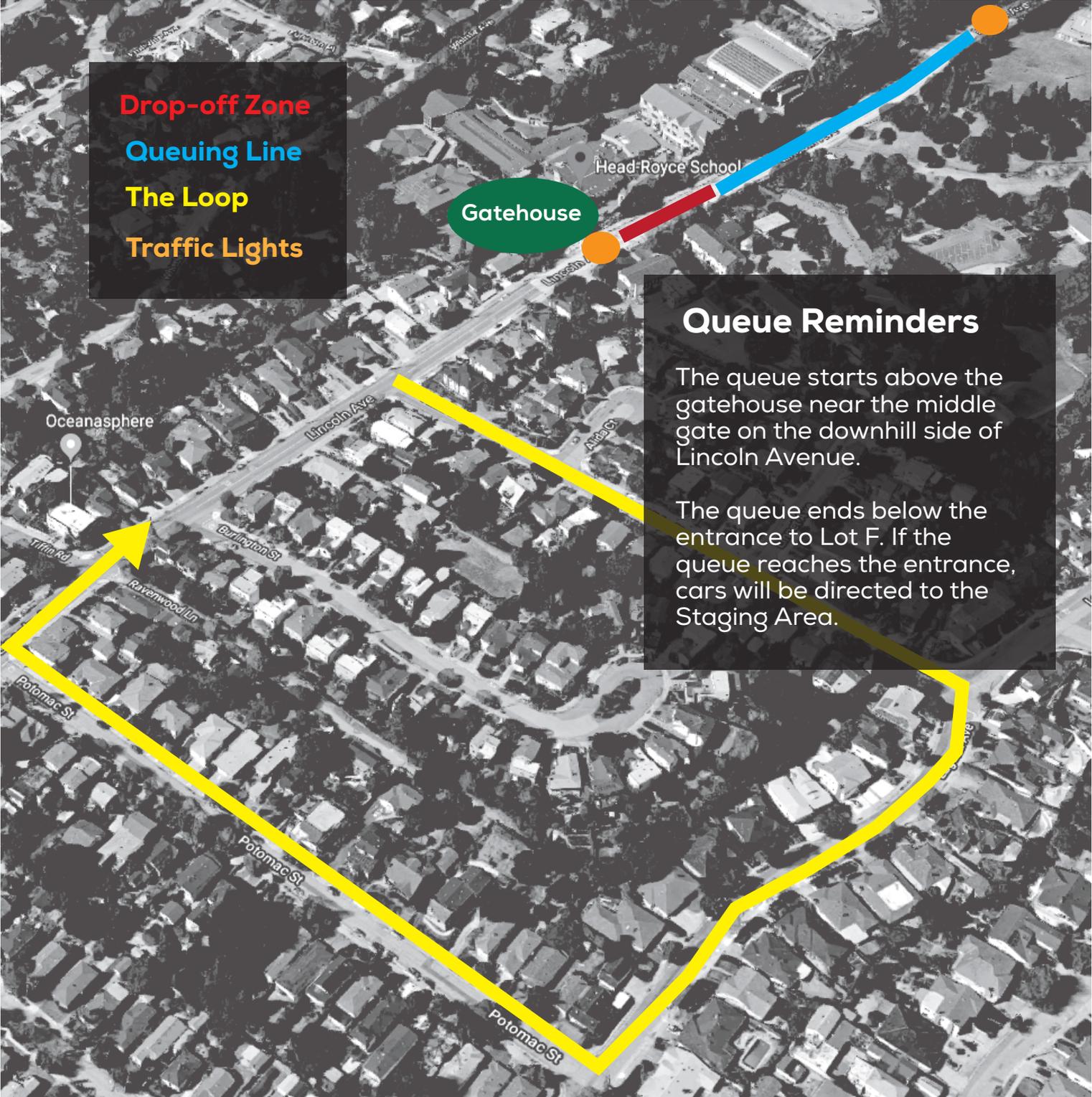
The Whittle Avenue gate provides a less hilly route than Lincoln Avenue for students who walk or bike to school. These students may obtain a key card from the business office to enter the back gate. No student may ever exit a car and enter the back gate.

The school offers Physical Education Optional Credit for students who walk or bike to school.

For details on PE credits, please contact Physical Education Chair, **John Miottel**.



queue overview



Drop-off Zone
Queuing Line
The Loop
Traffic Lights

Gatehouse

Queue Reminders

The queue starts above the gatehouse near the middle gate on the downhill side of Lincoln Avenue.

The queue ends below the entrance to Lot F. If the queue reaches the entrance, cars will be directed to the Staging Area.

navigating the queue

MORNING DROP-OFF

- If there is a full car length for you to pull into the queue, please do so. Please refer to the drop-off zone on page 6. **You may NOT drop off a student of any age anywhere downhill of the school's gatehouse.**
 - If your car will be blocking traffic while waiting to enter, please go through The Loop (see page 9). Once through The Loop, you may drop off above the gatehouse facing uphill or can re-enter the queue via the Staging Area (see page 10) at Lincoln and Monterey.
- Pull your car completely to the curb so no part of it is protruding into traffic.
- 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 for your child to exit.
- Children must exit on the sidewalk side, not 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 the queue.
- You may park legally on the uphill side of Lincoln above the gatehouse and walk your student to the school.

AFTERNOON PICK-UP

- Dismissal gives preference to students riding buses. Buses depart promptly at 3:30 pm.
- Cars pick up only above the gatehouse on the downhill side of Lincoln after the buses depart. **You may NOT have your student walk to your waiting car anywhere below the school's gatehouse.**
 - If there is a full car length for you to enter the queue, please do so. If not or if your car will be blocking traffic while waiting to enter, go through The Loop (see page 9) and re-enter the queue via our Staging Area at Lincoln and Monterey.
- If the queue has reached the entrance to Lot F, a monitor will direct you into the Staging Area. A traffic monitor will be in the lot to let you know when space becomes available in the queue.
- If you need to reverse direction after picking up your child, you must use The Loop.
- After the buses depart, you may park legally on the either side of Lincoln Avenue above the gatehouse and pick up your student.



quick tips for drop-off and pick-up

Free care is available beginning at 7:30 am. Students benefit from socializing and playing before the school day begins.

If your student has an appointment right after school, arrive early, park legally (on either side of the street above the gatehouse), and walk to the school to meet your child.

Afternoon pick-up is faster if you arrive later or use the Staging Area (see page 10).

For the fastest afternoon pick-up, come down Lincoln at 3:40 pm for Lower and Middle school students.

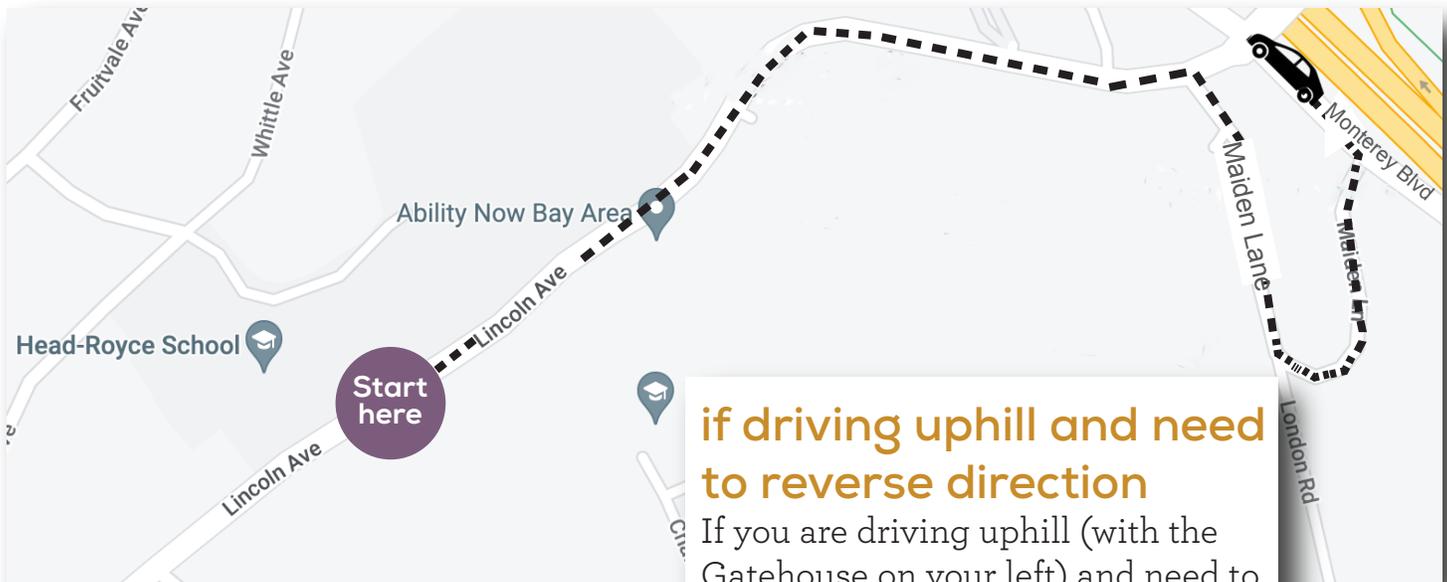


the loop

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

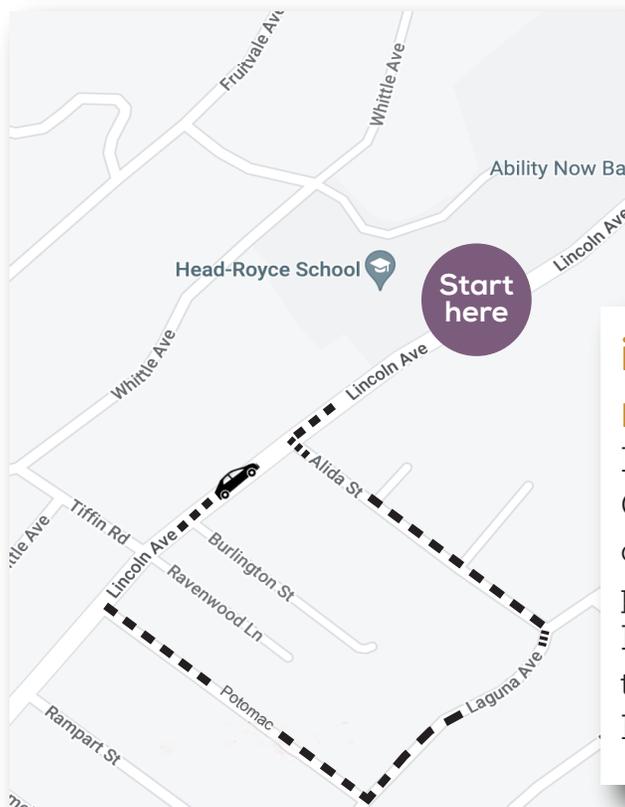
Your enrollment contract requires that you follow this traffic route. You will see monitors located along The Loop citing infractions and reporting them back to the school.

Be aware that The Loop takes about three to five minutes to drive through.



if driving uphill and need to reverse direction

If you are driving uphill (with the Gatehouse on your left) and need to reverse direction, **do NOT make a U-turn**. Instead, please turn right on Maiden Lane, left on Monterey Boulevard then left on Lincoln Avenue towards 580.



if driving downhill and need to reverse direction

If you are driving downhill (with the Gatehouse on your right) and need to reverse direction, **do NOT make a U-turn**. Instead, please turn left on Alida Street, right on Laguna Street, right on Potomac Street and then right on Lincoln Avenue towards Highway 13.

staging area

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

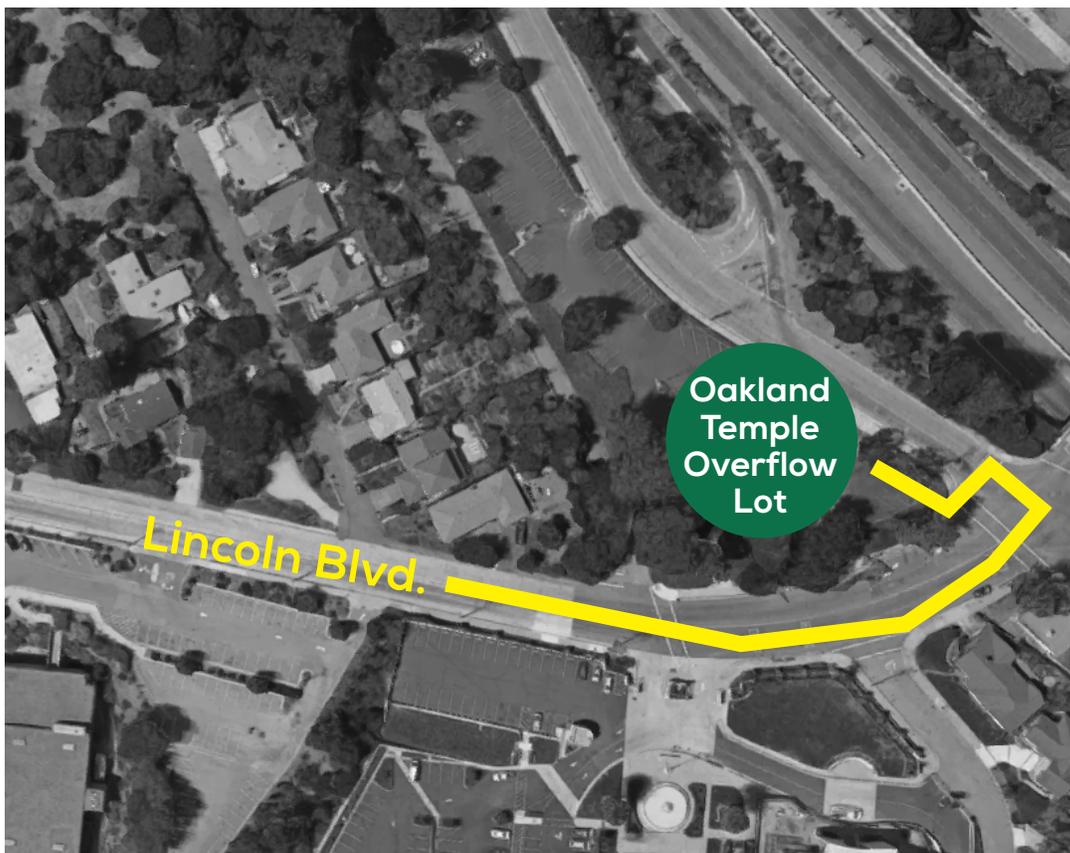
Cars should not queue above the school driveway. If the queue is full, a school safety monitor will notify drivers with a sign at the corner of Monterey and Lincoln, adjacent to the Staging Area.

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

In the afternoon, this is the place where you can wait if you arrive early for pick-up or when the queue is full.



special events parking

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

If you are attending an event outside of school hours, please check first for space in one of the school parking lots (A, B, C, D, F), which are all located uphill of the gatehouse on the south side of Lincoln Avenue, except for Lot F, which is adjacent to the school's athletic field.

Once the lots are full, please park on 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.

parking 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 student'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.

