

# Head-Royce School

*scholarship · diversity · citizenship*



## ***Transportation Policy Guide***

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# overview & 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 guidelines about parking, pick-up, and drop-off procedures. We aim 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.*



# bus options

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, visit AC Transit: [actransit.org](http://actransit.org) and Michael's: [headroyce.org/transportation](http://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.



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](http://headroyce.org/transportation).

## *AC TRANSIT CLIPPER YOUTH CARDS*



The AC Transit 31-Day Youth bus pass is \$30/month for 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 how to obtain a youth bus pass, visit [actransit.org](http://actransit.org).



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



Students can also ride AC Transit without a pass by paying \$1.10 per ride.



# carpooling/walking/biking

## *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 has a carpooling map available for parents of HRS. To access, login to the portal and click the link to the Carpool Google Map.

## *BIKING/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 Middle School Athletics Donna Hagans (dhagans@headroyce.org).

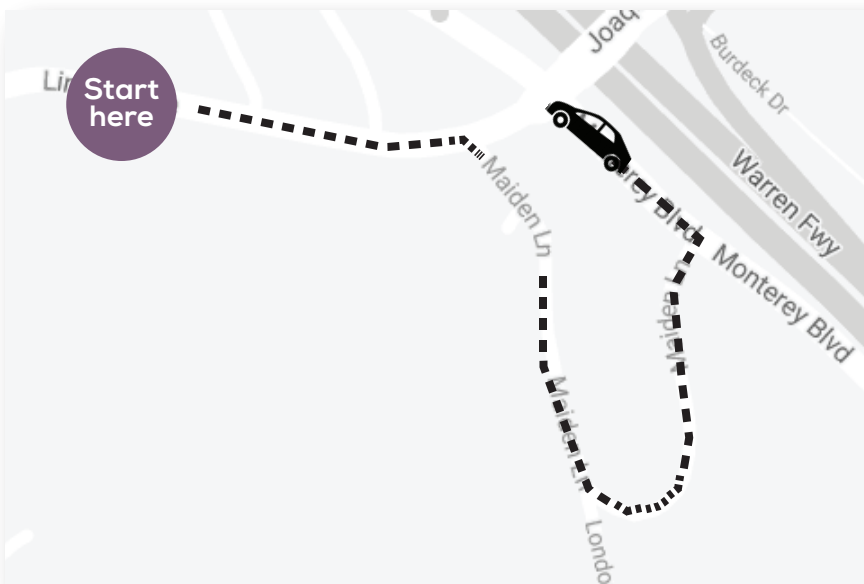


# the loop

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 3-5 minutes to drive through.

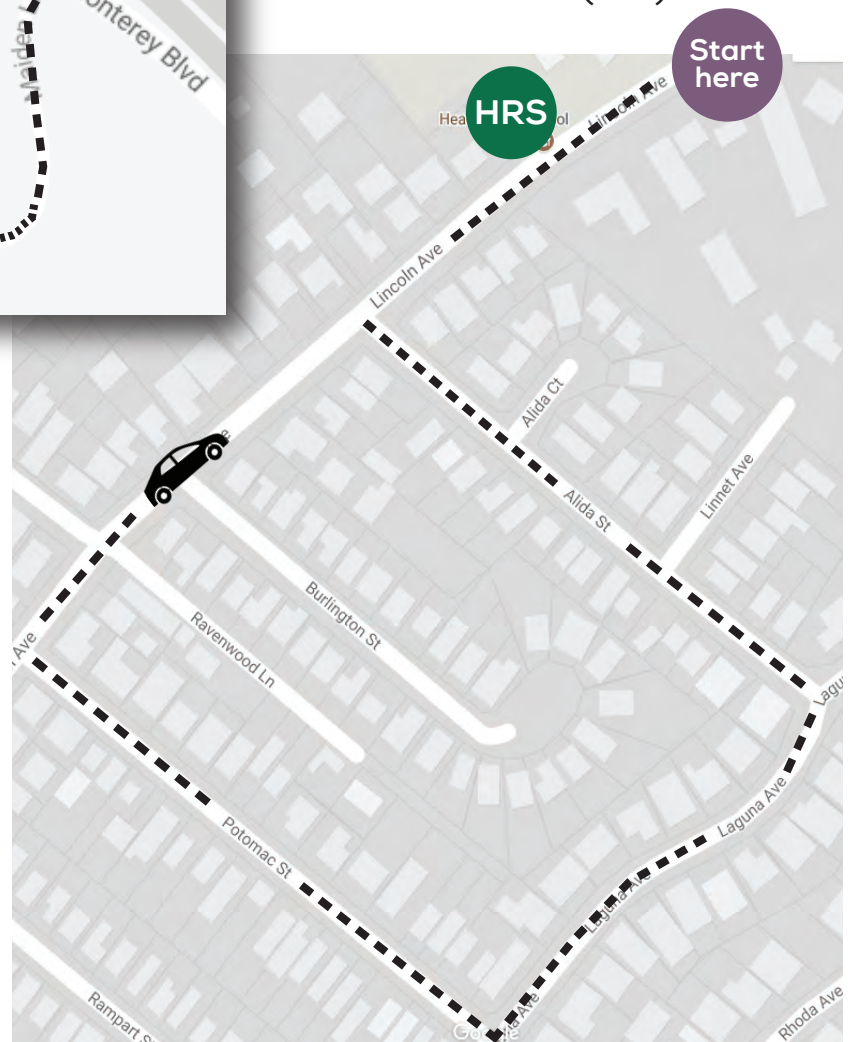


## Uphill (east bound)

To return down Lincoln Avenue towards 580, you must turn right on Maiden Lane, left on Monterey Blvd., then left on Lincoln Avenue (east).

## Downhill (west bound)

To return up Lincoln Avenue towards highway 13, you must turn left on Alida St., right on Laguna St., right on Potomac St., and then right on Lincoln Avenue to head uphill (east).



# navigating the queue

## *MORNING DROP-OFF*

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

Don't pull in until there is a full car length to do so. If there is insufficient room in the queue, you must go through 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 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 and walk your student to the School.

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

Yield by pulling over to the right for emergency vehicles.

## *AFTERNOON PICK-UP*

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

Cars pickup only on the westbound (downhill) side after the buses depart. Please see the detailed instructions on queuing on page 8. You may not have your student walk to your waiting car anywhere below the School's main gate.

If the queue has reached the School driveway, a monitor will direct you into our staging area at the Mormon Temple parking lot located at Lincoln Avenue and Monterey. A traffic monitor will be in the lot to let you know when space becomes available in the queue.

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.



# queue overview



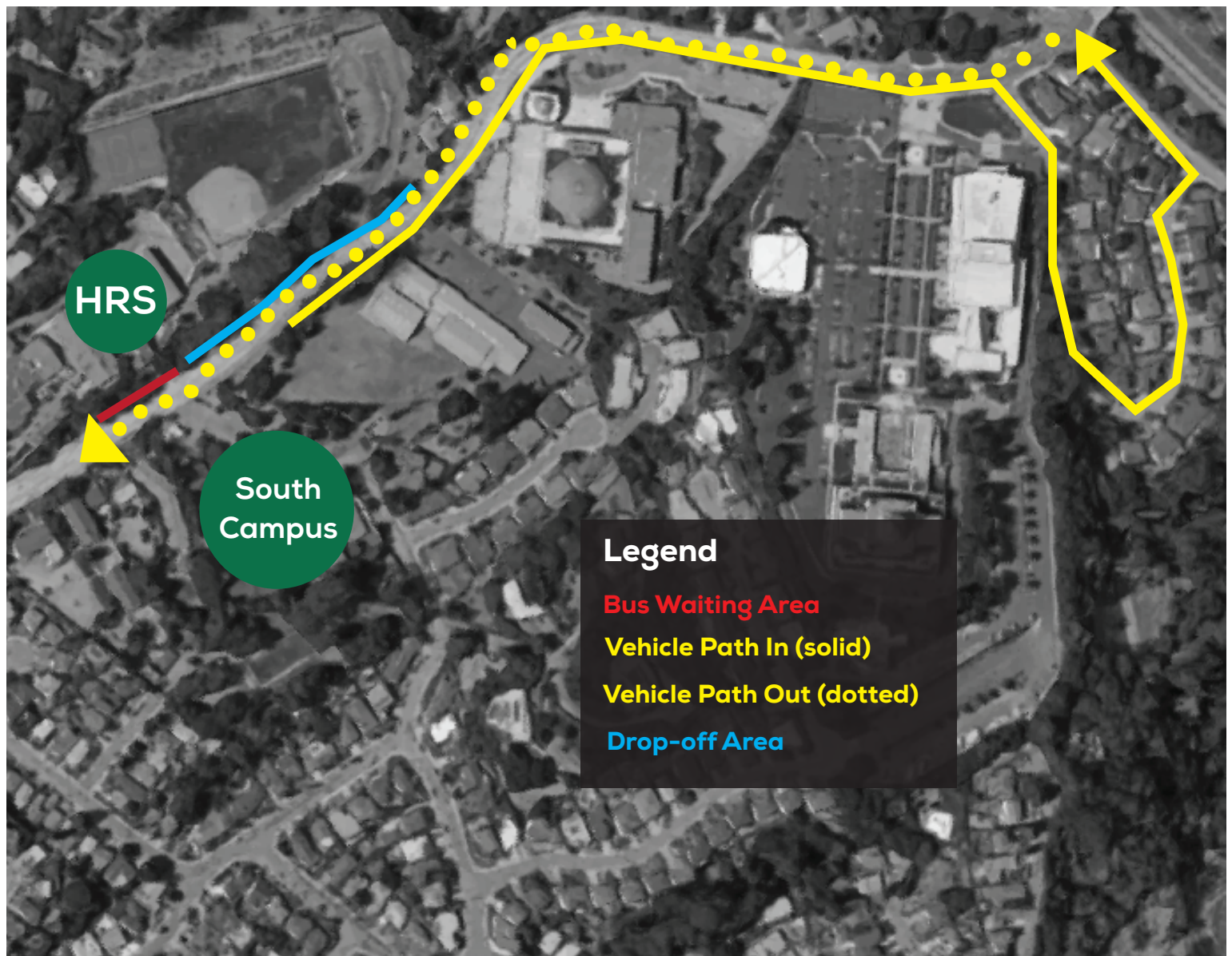


# the loop: going downhill (west)





# the loop: going uphill (east)



# pick-up & drop-off procedures

## *QUICK AND EASY TIPS*

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

If your student has an appointment right after school, arrive early, park legally, and walk to the School to meet your child.

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

For the fastest afternoon pick-up, come down Lincoln at 3:40 p.m. for lower and middle school students. You will avoid congestion and hassle and will be able to pick up your student quickly.



# staging area

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

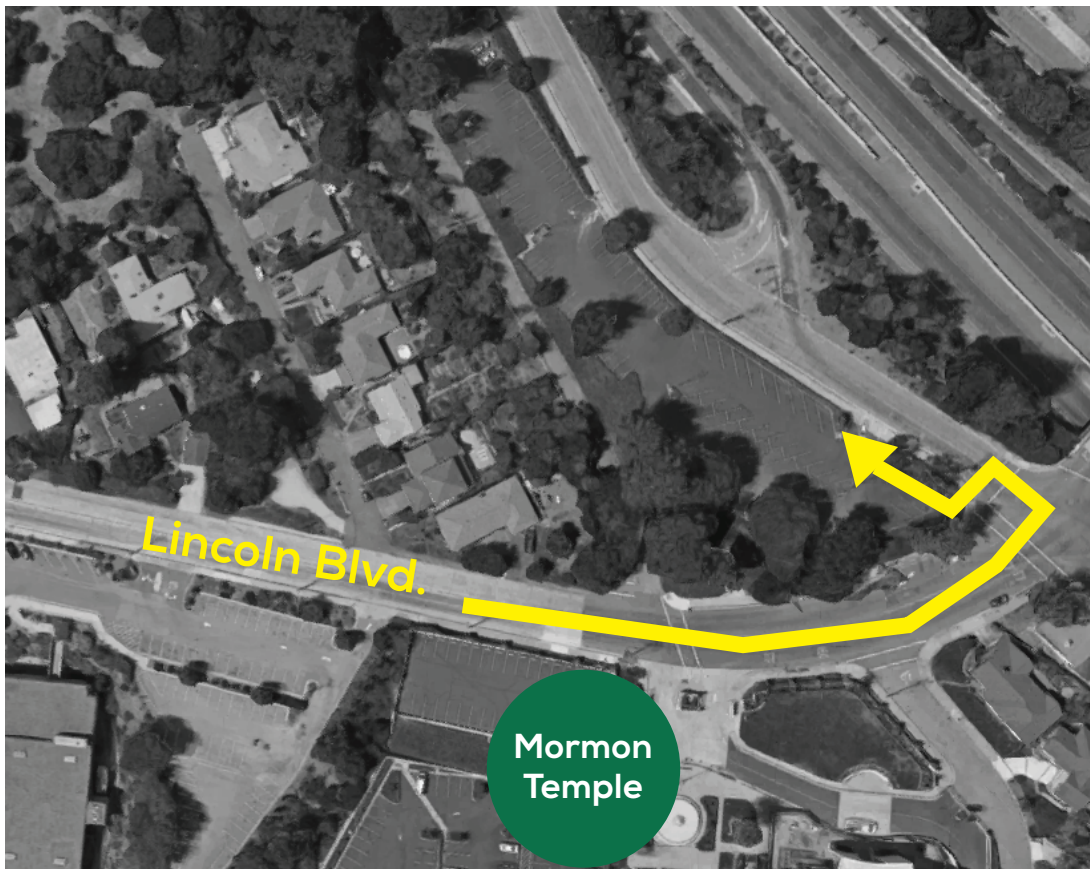
Cars should not queue above the school driveway. If the queue is full, a school safety monitor will notify drivers with a sign at the corner of Monterey and Lincoln, adjacent to the Staging Area.

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.

*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 schoolwide 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 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.

## 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.





# BIG 10 DRIVING RULES

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



Observe the traffic laws in our school zone.



Respect the traffic monitors.



Do not dropoff or pickup below the Gatehouse on Lincoln Avenue



Remain in your vehicle during dropoff and pickup on Lincoln Avenue



Do not make Uturns on Lincoln, Alida, Burlington, Laguna, or in the culdesac.



Do not use private driveways for turns, parking, waiting or pickup or dropoff.



Do not double park to drop off or pickup.



Do not use Whittle Avenue to drop off or pickup.



Know the dangers of loading and unloading the trunk during peak times.



Jayhawks don't jaywalk!