



## TRAFFIC MANAGEMENT PLAN

St Paul's College takes a proactive approach in managing traffic safety around our College. Moving vehicles around the College poses a significant risk to our students and to date we have avoided injuries. In order to maintain a high standard of safety for our College students, parents/carers are reminded to use extra caution when driving in or near the College, particularly at the beginning and end of the school day. St Paul's College is fortunate to have separate car and bus pick-up zones for students. The speed limit within the College is 10 km/hr.

Your support through the correct use of our Traffic Management Plan and in demonstrating safe behaviours is appreciated in keeping all persons safe and free from injury. We thank you for your patience and hope you understand that these reminders are to reduce and minimise the risks of danger from motor vehicles to all persons within the College.

### Student arrival and departure

#### **Drop-off/pick up before, during, after school**



Parents/carers are requested to pick up their children from the **Drop off/pick up Zone** (see map below) outside of the College in Sea Street. Students are advised that they are not to go outside of the College gates unless they are with an adult or are moving directly toward their parent/carer who is waiting for them in their vehicle. Please note that all students **MUST** be physically collected from Student Reception in the Office by a parent/carer if they are leaving the College during the school day (the only exception to this is if a student has parent permission to drive themselves).

#### **Bus services**



All bus services at the College drop off and collect students in the dedicated **Student Bus Drop off/pick up Zone ('Bus Zone')** (see map below). Students may **ONLY** enter and exit buses in the dedicated Bus Zone and via the openings in the safety barriers that align with the bus door. Teachers who are on bus duty supervise students who are boarding/alighting buses to ensure student's safety. Safe, efficient boarding also allows the bus to exit our College grounds promptly, reducing traffic congestion.

Please note that the Bus Zone:

- is a dedicated space for buses to drop off or pick up students
- is a no stopping area for other vehicles
- requires extra caution when a bus with flashing lights is present as the lights are indicating that children are within the vicinity

### Parent/carer visits to the College

If you are collecting a child during the school day please park in Sea St and access the College via the pedestrian gate (intercom to Office to enter and a green button to exit). Make your way to Student Reception at the College Office.

If you wish to speak to staff at the College and your visit hasn't be prearranged please park in Sea St and access the College via the pedestrian gate (intercom to Office to enter and green button to exit). Make your way to Parent Reception at the College Office.

If you are attending a prearranged meeting at the College you may park in Sea St (see above) or in the North St car park (intercom to Office to enter; auto opening gates to exit). Make your way to Parent Reception at the College Office.

## **Parking**

### **Visitor car park**

The car park situated within the North St gate is for use by visitors, including parents/carers who have a prearranged meeting at the College. The visitor car park should not be used to drop off or pick up students at any time (drop off and pick up must be via the main gate on Sea St). Students are not permitted to park in the Visitor car park unless given specific permission by the Principal. Users of the car park are reminded that:

- the speed limit is 10km/hr
- of the need for care and attention especially to pedestrians including children
- they must always park in the designated areas and avoid dangerous manoeuvres like U-turns and three-point turns
- Visitors with children are required to maintain direct supervision of their children in the car park and to be wary of vehicles especially when they are manoeuvring.
- **Accessible parking** is available in the Visitor car park and there are other accessible car parking spaces at the College can be made available by arrangement with the College Office if required.
- Users of the visitor parking must use the footpath towards the College to exit the parking area.

### **Staff car park**

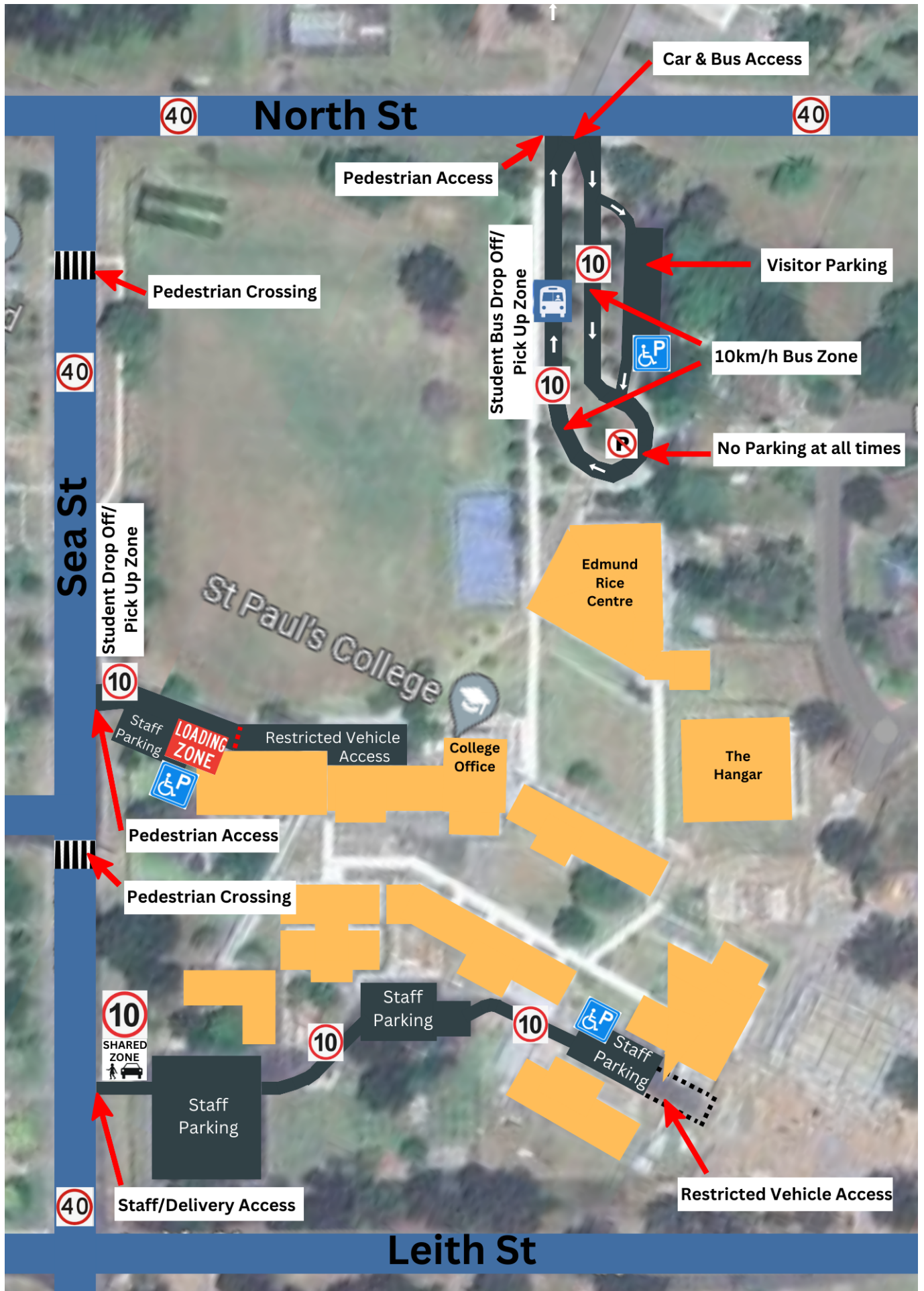
This is situated within the Sea St staff gate for use by staff only.

### **Signage**

Signage identifying the whereabouts of the Administration Office/Parent and Student Receptions is clearly visible from the Visitor car park and from the Sea Street main entrance. Car parking areas are clearly designated with marked parking bays and signage displayed including accessible parking bays and visitor parking bays.

### **Student drivers**

Please see the [Students' Driving to and from College](#) policy.



### **Deliveries**

Deliveries should where possible be prearranged and occur before 8.30am or after 3.25pm. Deliveries will enter via the Sea St main gates. If a delivery must be made during the school day the vehicle must arrive during class time and be met by a member of the Maintenance and Grounds team to ensure that precautions are in place to limit student movement when delivery takes place. Delivery will also be determined based on the items being delivered, who the recipient is and the size of the delivery.

### **Safe passage of vehicles in the College (large vehicles, buses, 4WD, mobile plant etc.):**

The following safety features are in place to when large vehicles or mobile plant such as tractors, forklifts or ride on mowers are required to move around the worksite:

- Prior to entering the College, drivers of large vehicles must contact the College Office to arrange for a member of the Maintenance department to act as a “spotter” to supervise vehicle movements whilst on site
- Worksite speed limits are set at (10km/hr) with clearly displayed signage located at entrance gates

### **Special Events**

(e.g. fetes, Sporting Events etc.) Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learnings from previous special events: The following broad safety arrangements and features are in place to minimise the risks associated with special events:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the College:
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas: - On special events, stakeholders are directed to additional parking supplied by the College
- Use of safety equipment for the controllers, lighting, high vis vests
- Application of cordoned off areas for extra parking
- Direction for pedestrians on entry to the College.
- Extra College lighting for safety
- Consideration of the safe delivery of items to the Canteen etc