

School Internal Traffic Management Plan

Traffic Management Plan: 2020

School / Location	St Joseph's Primary School - Nambour
School Principal	Michelle Young
Business Manager / WHSO	Glen Decker (WHSO)

Pick up and drop off points for students (e.g. private vehicles and private buses)

St Joseph's Primary School Traffic Management Plan (TMP) considers the unique traffic management issues and controls at our school. The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

School Site (Appendix 1)

St Joseph's Primary School official entrance is via Reilly Road.

Sydney Street

Sydney Street is **not** a pick up/drop off zone. The pedestrian gates at this entrance may be used by families who have parked and walked into the school but are NOT to be used as a pick up zone.

Road markings (yellow lines) in Sydney Street indicate that it is a 'no standing anytime' zone, so you are breaking the law if you choose to stop on the yellow line. Authorities monitor this area for illegal parking.

As of **26 October 2020**, Coolum Coaches will be providing student transport for ongoing school excursions. The designated pickup and parking area for the bus is the asphalt area inside the Sydney Street gates. The buses will be parked at a pre-arranged time and barriers will be placed around this area as an exclusion zone. See attached image. Relevant teaching staff will supervise embarking/disembarking of the students.

School Internal Traffic Management Plan



William Street

The cyclone wire gates will remain locked at this entrance and are for maintenance, deliveries and/or emergency vehicle access only as required.

Currie Street Bus stop (Appendix 2)

There are specific requirements associated with the Currie Street bus stop. Staff are to make themselves familiar with the protocols when on duty at this location.

Reilly Road (Appendix 3)

The car park is one-way traffic with a designated entry and exit.

To assist the flow of traffic, there are two lanes with a LEFT TURN ONLY. (during peak times) on leaving the car park

The area contains 39 car parks, one disabled car park, 17 staff car parks, a pedestrian crossing and the school's drop off/pick up zone

There are two pedestrian entrances to the school grounds –

1. at the main school gates (near the drop off / pick up zone) and
2. Via the stairs at the end of the administration building, through the court yard and up the staircase to the library/terrace.

- Staff are on duty at the main gates until 3.10pm at which time, remaining students move to the school office to wait for collection.
- All road rules apply on school property.
- The top end of the car park (near the Fr Heffernan garden) is for staff use only.

School Internal Traffic Management Plan

Helpful hints:

Display your family's nametag on the passenger sun visor, for ease of recognition by staff. • Get students using the drop off/pick up zones. There is always a teacher on duty. Encourage older students to collect younger siblings from classrooms (especially Preps and Year 1's) and proceed to the pick-up zone together.

Drivers, please say your 'goodbyes' in the car and keep full attention on the road (especially pedestrians who are using the crossings) as you pull away from the curb.

Staggered arrival times for pick-up are a great idea.

Finally, patience truly is a virtue when picking up and dropping off at school! Thank you for your patience and courtesy at all times and for observing the direction of staff on duty.

How to use the drop-off/pick-up zone

The following protocols have been developed to provide maximum safety for all children, parents and carers who use the zone. Adherence to these few simple rules will also assist with a quick and efficient pick-up and drop-off.

Use the zone like a quick-moving taxi rank. Please remain alert to other vehicles and children in the vicinity. Follow the directions of staff that are on duty.

Stay in the queue and move forward as a space becomes available.

Drivers must remain in the car while in the zone; do not leave the car – even momentarily – while it is parked in the zone. If you need to leave the car, then you must park elsewhere.

If you are waiting in the zone prior to the bell, it is essential that your child/ren arrive promptly otherwise, the zone will not flow freely. Staff will then ask you to move on and park.

Children must enter and exit from the PASSENGER/FOOTPATH side of the vehicle only. This is a safety issue.

Children's school bags & other items need to be with children in the car, not in the boot. Please do not ask children to get school bags in or out of the boot, nor should adults leave the car to do so. If you need to carry bags in the boot, please park in a designated parking area rather than use the zones.

Staggering your arrival times will also ease the traffic immediately before and after school.

Thank you for your attention to these matters, your cooperation and patience is appreciated.

School Internal Traffic Management Plan

Courier and/or delivery drop off points

The following safety controls are in place to ensure that deliveries of various items to the workplace are undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the school reception before making deliveries to the school grounds. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points:
 - *Reilly Road car park*
 - *Alternative drop off points by appointment with receptionist or grounds man*
- Car park speed limits are set at **10 KPH** with clearly displayed signage located at:
 - *Reilly Road Car park*
 - *Sydney Street*

All other vehicular speeds within the grounds are walking pace only.

Safe passage of vehicles within the school

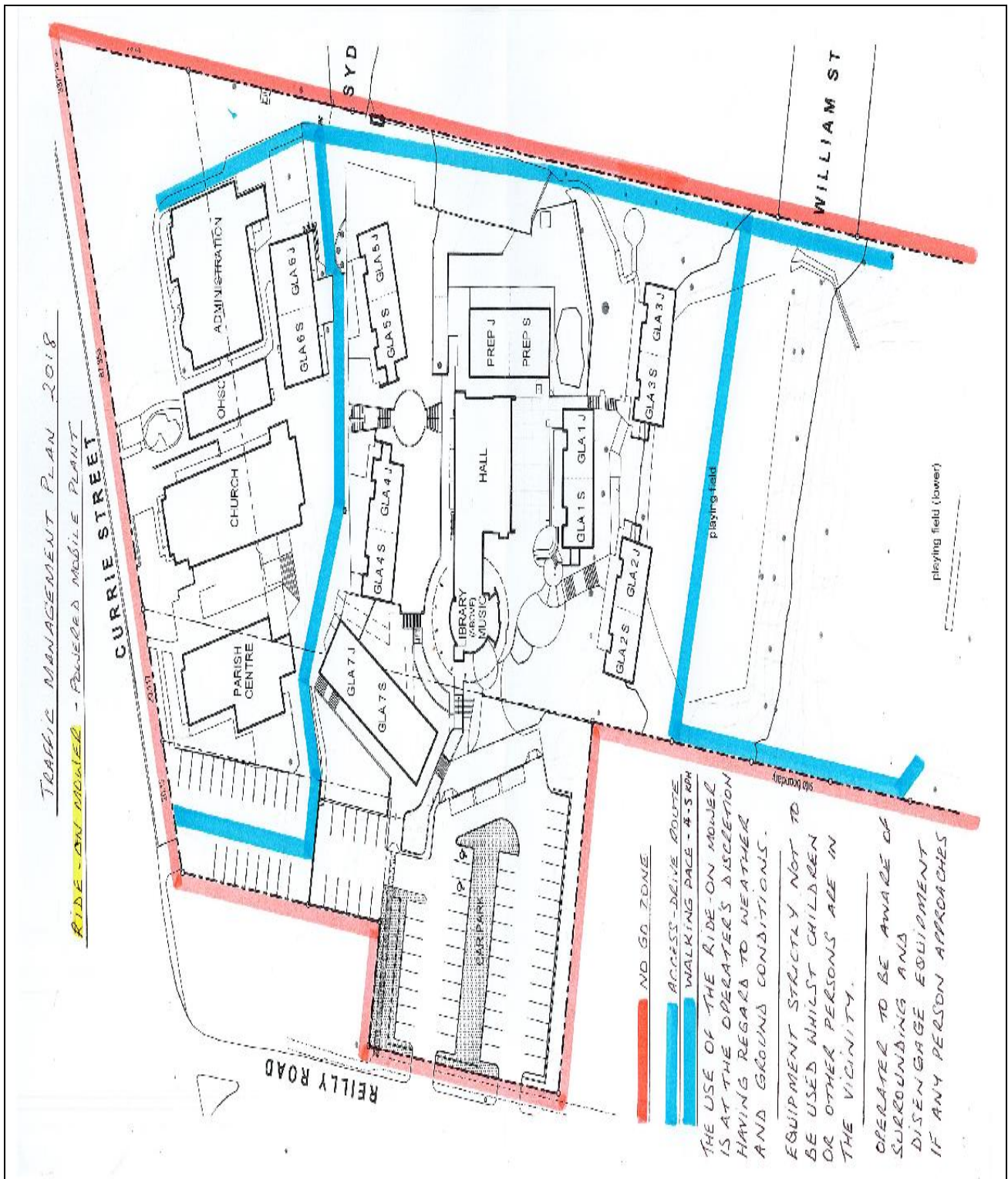
(e.g. tractors, golf buggies, ride on mowers, etc.)

The following safety arrangements are in place when vehicles or mobile plant such as tractors or ride on mowers are required to move around the school:

- Ride-on mowers are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - During lunchtime or recess breaks or when students/staff are in the vicinity of mower*
- Council refuse collection is to occur via the Sydney Street gates. This is to be at designated times with the school grounds-man's instruction and discretion. Rubbish collection occurs on a Monday and Friday between 6.00-6.30am. Collection trucks do not enter the grounds but the bins are transported to the trucks outside the premises.

See attached plan below for 'no go zones' and access routes for ride-on mower and mobile plant.

School Internal Traffic Management Plan



School Internal Traffic Management Plan

Parking arrangements

The following safety arrangements and features are in place to minimize the risks associated with vehicle parking within the school:

- There are 17 car parks available for employees, 39 car parks available for visitors and 1 car park available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *Reilly Road*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - *Reilly Road entry*

Special Events

(e.g. Fetes, Sporting Events etc.)

Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

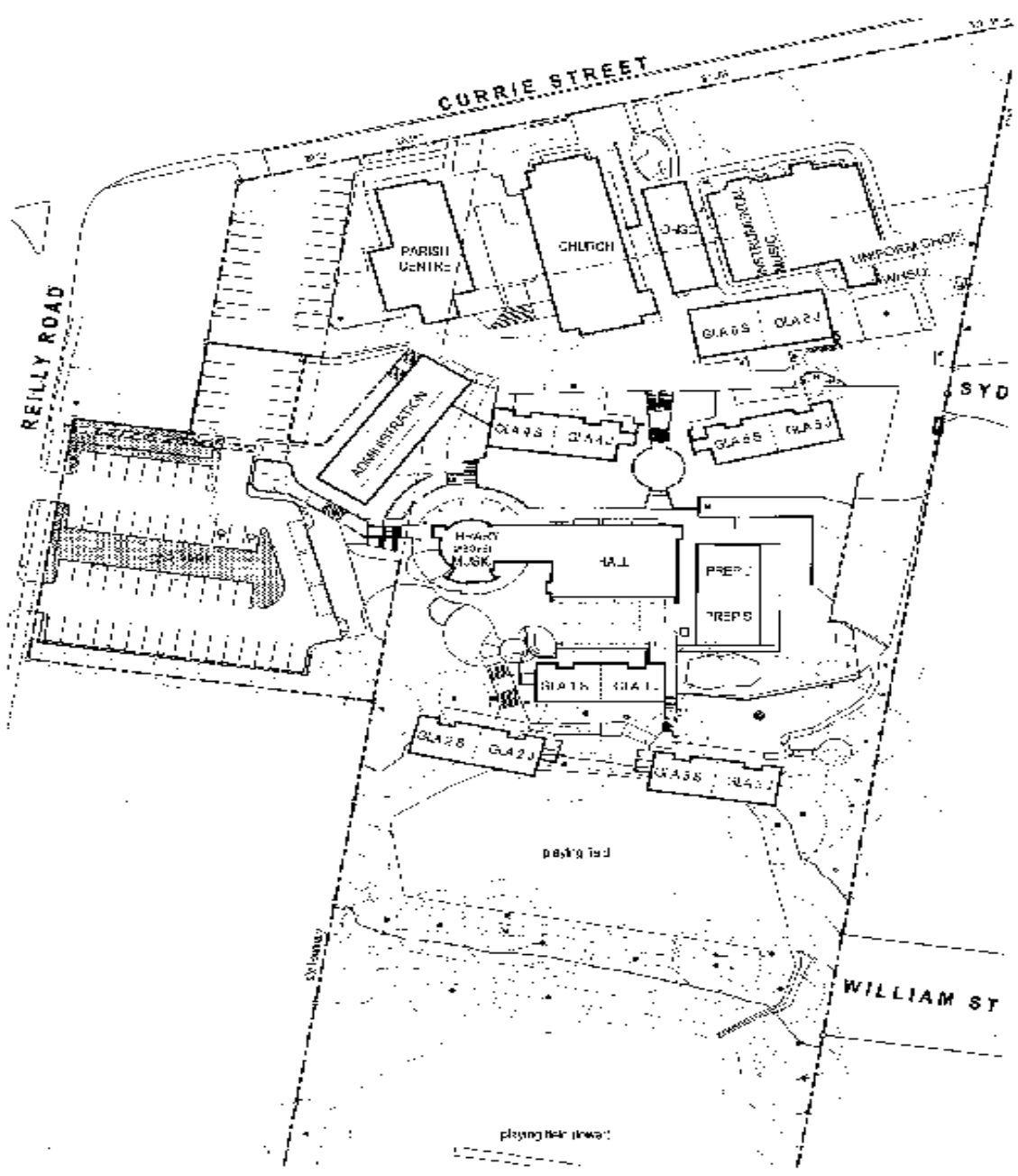
The following safety arrangements are in place to minimize the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace or within the school grounds;
- Emergency vehicle access points are at no time to be obstructed or blocked
- Other considerations or risk controls that need to be documented:
At the discretion of the school Principal/WHSO, Reilly Road car park may be blocked off.

School Internal Traffic Management Plan

Additional documentation / Site Map
(School map layout)

SITE PLAN (Appendix 1)



School Internal Traffic Management Plan

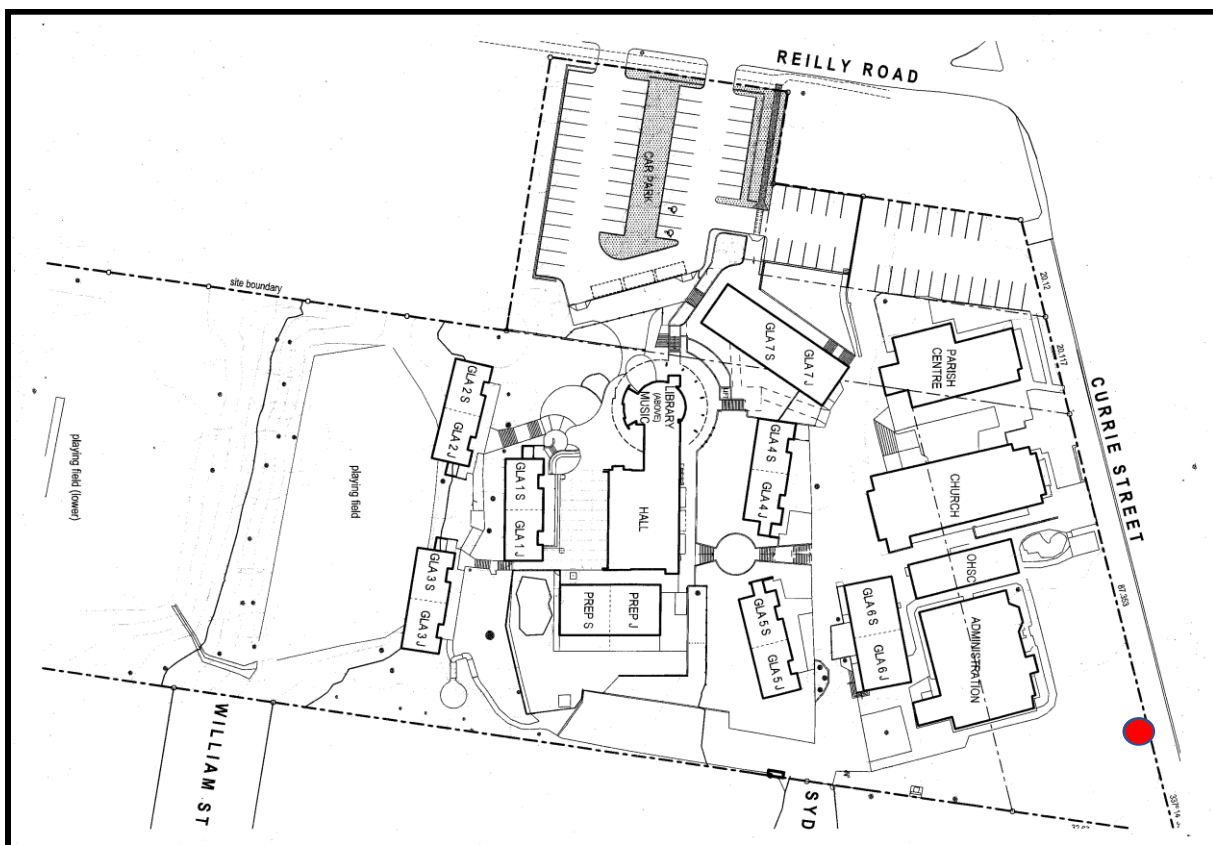
Currie Street Bus Stop. (Appendix 2)

St Joseph's Primary School – NAMBOUR

STUDENT/BUS PICK UP SAFETY PROTOCOLS

These guidelines form part of the overall School Traffic Management Plan

SITE PLAN

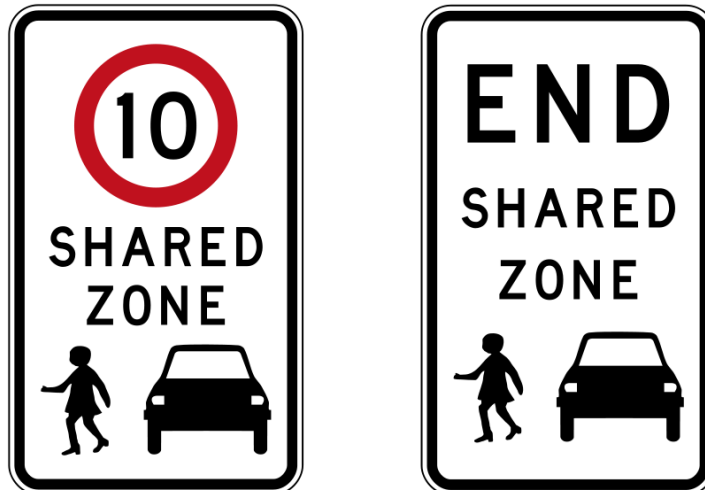


The red dot on the site plan indicates the designated bus pick up/exit point from the school. (Currie Street bus shelter)

Nominated school staff will attend and monitor the school bus shelter exit point during the designated bus pick up times. The nominated staff will be advised of these times prior to duty.

School Internal Traffic Management Plan

Staff are to note that the exit point from the school to the bus stop is partly contained within a shared vehicle/pedestrian roadway. The speed limit for vehicles is 10 KPH. This shared roadway is partly contained within the service road to the school/church.



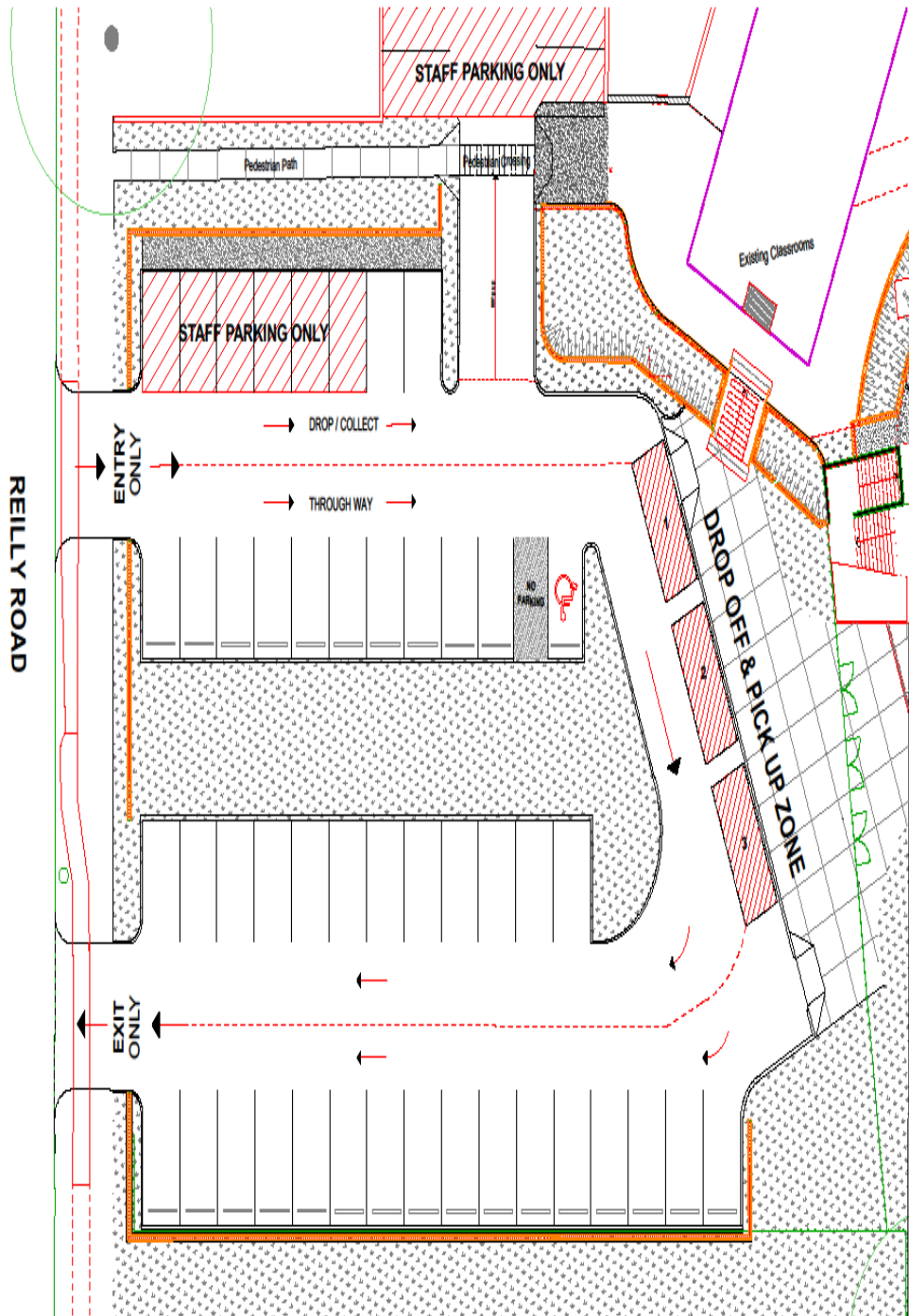
Staff on duty are to be aware of the private Motel driveway that is located between the school gate and the bus stop. It was noted that the line of sight when drivers are leaving the Motel property is partly obstructed by a high block wall and special attention and observation should be given to this fact.

Standard road rules governing access/egress from a private driveway apply.

Ensure all children progress to the bus stop in a timely, safe manner without running when advised to do so.

School Internal Traffic Management Plan

Reilly Road (Appendix 3)



School Internal Traffic Management Plan

If any staff, teachers, parents or visitors have any queries regarding this Traffic Management Plan, please contact either the School Principal or Work Health & Safety Officer.

Signatures:

Principal	Michelle Young	Date	23-10-2020
Business Manager / WHSO	Glen Decker	Date	23-10-2020
Person completing TMP (if other than above)	n/a	Date	n/a

Next review date 2021.