



Traffic Management Policy

(Ratified by School Council: February 2018)

PURPOSE:

The purpose of this policy is to promote a safe teaching and learning environment for people who are operating within the school grounds, inclusive of staff, students, visitors and the school community. The Traffic Management Plan (TMP) details procedures are in place to minimise the interaction between pedestrians and traffic flows.

GUIDELINES:

The interaction between traffic and pedestrians can create a significant risk of incident and injury. The Principal and/or OHS Nominees are responsible for completing a Traffic Management Plan (TMP) for their site utilising the Traffic Management Plan template.

(source: <http://www.education.vic.gov.au/school/principals/management/Pages/trafficmgt.aspx#link91>)

The plan is inclusive of traffic flow on the whole site which includes:

- Pick up and drop off of students by private vehicles and/or buses
- Couriers/deliveries
- Four wheel drives on school grounds
- Employee car park
- Special events such as fetes, sports carnivals and excursions
- Lawn mowers and tractors.

Examples of traffic management controls could include:

- Eliminating the need for vehicles to enter school grounds where students play
- Improving workplace design and layout with marked walkways, parking bays and physical barriers
- Clearly signed speed limits
- Providing personal protective equipment, such as high visibility vests, for staff who are required to interact in areas with a traffic flow
- Educating employees, contractors and visitors and the school community about traffic related hazards within the grounds of the school.

IMPLEMENTATION:

The attached TMP provides details of the implementation of traffic management within the school.

Major points of implementation are:

- Staff are to park in the designated staff bays where possible (located on either Morris Road or Riley Road sites)
- Pedestrian crossings will be manned on Griffiths Road and Morris Road between 8:30am-9:00am and 3:15pm-3:45pm.
- There is to be no parking in the roadway of the Riley Road site and traffic flow is to be one way as per signage.
- Buses are to collect and drop-off students from the marked areas on Morris Road.

- Only cars with an allocated “disability permit” are to park in the designated disability parking spaces
- When moving through the carpark pedestrians are advised to use the marked footpaths where possible
- Cars are not to enter the school play areas (eg: basketball court) or enter fenced off areas (eg: behind school gymnasium) during 8:30am-4:00pm, unless prior approval has been given by the OHS Management Nominee.
- Bicycles are not to be ridden within the school grounds or on footpaths. All bike riders will be asked to dismount upon entering the school grounds. Scooters, tricycles, skateboards and similar human-propelled vehicles will also require the rider to dismount upon entering the school grounds.
- Bicycles may only be ridden during school hours (8:50am-3:30pm) on-site if the student is partaking in an approved Bicycle Education Course.
- All bicycles and human propelled vehicles, as outlined above, are to be parked in the designated racks adjacent to the senior playground.

RELATED LEGISLATION:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

RELATED POLICIES:

Traffic Management Template (DET guidelines)

POLICY EVALUATION:

Evaluation will be conducted yearly by the Educational policies Subcommittee of the School Council.

DUE DATE FOR REVIEW:

Due for review in March 2019.

Principal signature:

School Council President signature: