



Traffic Management Policy

(Ratified by School Council: August 2015)

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 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 between the two main buildings)
- Staff will be on duty at the High Street Road gates and the turning circle before and after school
- There is to be no parking in the turning circle and traffic is to flow in a clockwise direction

- The gates between the main carpark and the turning circle are to be closed between 9:30am-2:30pm each day
- Buses are to enter the school through the Brent Street entrance and exit through the High Street Road exit
- 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 walkways where possible

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 Policy Review (Education) Sub Committee of the School Council.

DUE DATE FOR REVIEW:

Due for review in August 2016.