

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
School / Location	Our Lady of the Rosary
School Principal	Tracey Gerrard
Business Manager / WHSO	Leonie Egan

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

- Entry and exit to the school drop off/pick up zone is along Alfred Street and forms part of the staff car park. Entry is via the eastern end and is single lane one-way traffic. Pedestrian Crossings are clearly marked and signposted where the carpark entry and exit cross onto the street. See attached diagram.
- Pedestrian walkways are protected from roadways by fencing.
- Parents are not permitted to park in the staff carpark and must follow the clearly marked lines and stopping bays only.
- Children must get in and out of the car via the left side of the vehicle only.
- At least two staff members are on duty to assist at both drop off and pick up and supervise children arriving by bus and waiting for bus pick up in the afternoon.
- Traffic/crossing controllers utilise the safety aids such as high visibility vests as PPE

Staff Parking

Staff parking is situated on the road side of the student drop off/pick up area.

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

- There are 15 car parks available for employees marked "staff parking."
- Signage situated throughout carpark stating "Staff carpark."
- One way traffic only – entry/exit signage
- Pedestrian crossings across entry and exit clearly signed

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Parent/Parish Parking

- Parent/Parish parking is available in the carpark along Edmund Street. Entry is via Edmund Street with one-way signage on the road surface to the exit on Alfred Street. Parking is REVERSE in only.
- Disabled parking is available in this carpark.
- A pedestrian crossing is located near the exit of the carpark. It follows along the footpath down towards the school crossing along Edmund Street. A staff member is on duty at this crossing after school. A school crossing supervisor is also on duty before and after school at the Edmund Street pedestrian crossing.
- Street parking is also available along Edmund and Alfred Streets.
- Signage identifying the whereabouts of the Office/Reception is visible from the carpark and is located above the entrance

Courier and/or delivery drop off points

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

- Standard deliveries are via the Edmund Street carpark
- Deliveries are brought to reception before being delivered to other areas of the school
- Deliveries which require use of the staff carpark are to call in advance to notify their arrival. If required, a staff member will assist in escorting the driver.
- Deliveries on to the oval will be escorted by a staff member and only proceed outside school playtimes. If the delivery is to take an extended amount of time, the vehicle and area will be cordoned off.

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Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)

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

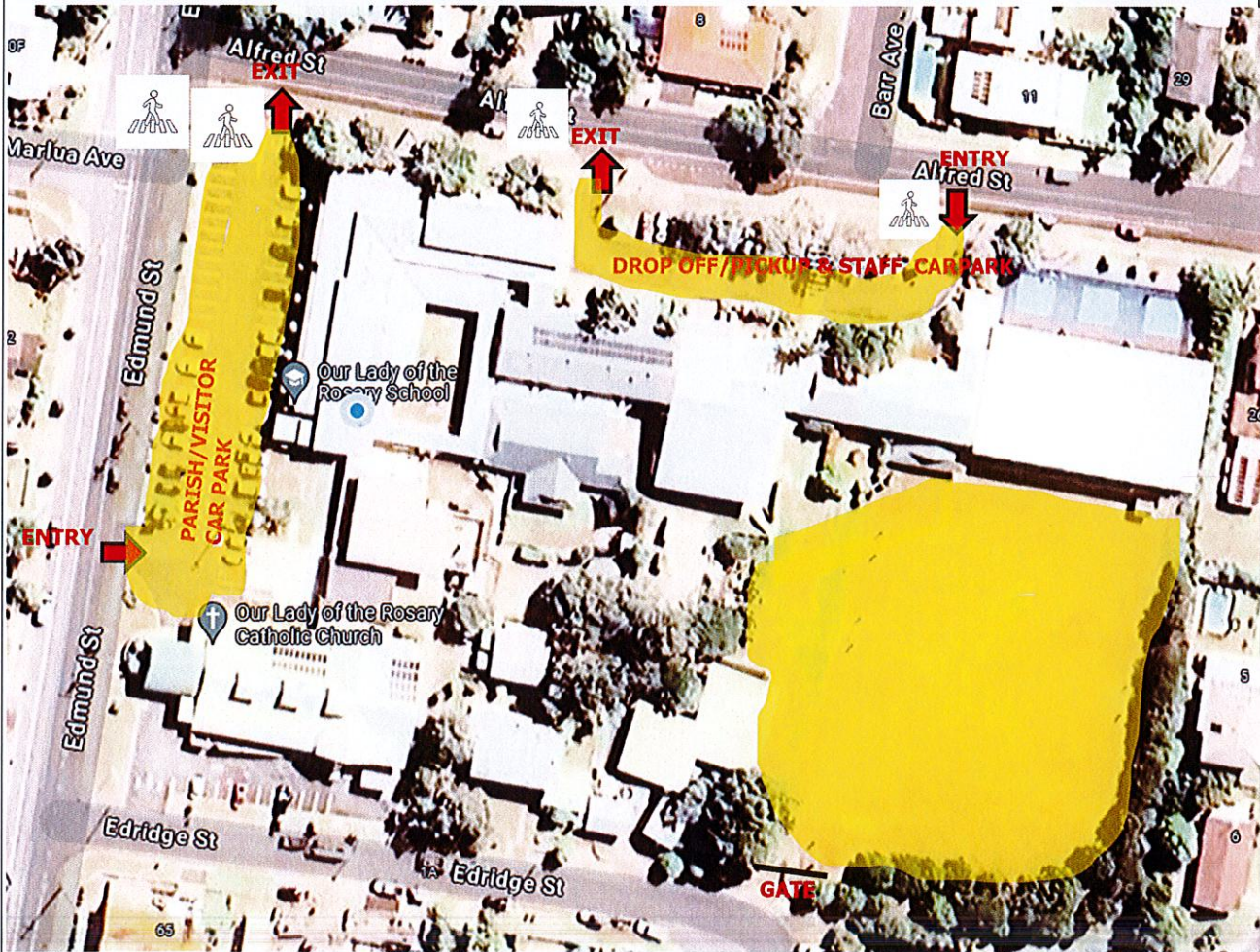
- PEDESTRIANS HAVE RIGHT OF WAY AT ALL TIMES.
- Vehicles are not allowed to move around the school grounds during peak traffic times, before and after school and during lunch breaks.
- Prior to entering the site, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a 'spotter' to supervise vehicle movement whilst on site.
- School speed limits are set at 10km/hr. Should vehicles be required to cross the campus 5km/hr (walking pace) is the maximum.



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

- For any special events where vehicles are on site, the Traffic Management Plan should be reviewed, and information included in the Event Checklist and a risk assessment is to be completed

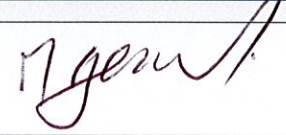

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Additional documentation / Site Map (School map layout)



-  Pedestrian Crossing
-  Limited mobile equipment access

Signatures:

Principal	Tracey Gerrard 	Date	26/5/21
WHSO	Leonie Egan 	Date	26/3/21

Approver: Director – Employee Services Issue date: 25/09/2019 Next review date: 25/09/2022