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RELATED DOCUMENTS	

## Traffic Management Plan

### Plan, Communicate and Enforce

At St Bede's Catholic College, we understand that ensuring all members of the community arrive and depart the College safely every day is paramount and is a combined accountability that includes Parents, Caregivers, Students, Staff and the broader community.

St Bede's Catholic College is in a residential setting, in the suburb of Chisholm and is separated from major roadways. St Bede's Catholic College is located beside St Aloysius Catholic Primary School, this promotes high traffic movement around the College across morning and afternoon peak periods.

To ensure the safety of our Students, St Bede's Catholic College has, wherever possible, tried to eliminate or control vehicle/pedestrian interactions.

St Bede's Catholic College has developed a Traffic Management Plan for the School that encompasses the following items:

- Bus Transport
- Car Transport
- Cycling and Pedestrian Travel

The following sections will detail the requirements for each.

This Traffic Management Plan is in line with Transport for NSW requirements and has had input from the following:

- NSW Police
- Maitland City Council Traffic Officer
- Catholic Schools Office
- Safety & Wellness Team
- Parent Forum

1.0 Description of the Workplace			
Site	St Bede's Catholic College		
Address	24A Heritage Drive Chisholm NSW 2322		
No. of Students	800	No. of Staff	100
No. of Students with Support Needs	0	Catering for	Years 7 - 12
No. of Buildings	5	Hours of Operation	8.00am to 3.30pm Weekdays
Office Phone	(02) 4088 8222	Office Email	admin@chisholmsb.catholic.edu.au
Website (if available)	www.chisholmsb.catholic.edu.au		
OOSH Onsite (Y/N)	N	Hours of Operation	N/A



### 3.0 Plans

#### 3.1 Bus Transport

##### Overview

To ensure student safety and control of traffic associated with the operation of the high school site, the Colleges' preference is for students to arrive onsite via bus. The use of public transport helps to reduce congestion of traffic movement around the College site. Refer to the below site plan, which notes the location of the bus zone along Heritage Drive.

This area is clearly sign posted and is located between the car park entrance/exit and the pedestrian entrance/exit that joins the pathways going to and from the main building. The bus will approach the College in the morning and afternoon from Dragonfly Drive and will turn right into Heritage Drive, before stopping at the allocated bus stop area. The bus zone will operate

from 8.00am – 9.30am in the mornings and from 2.30pm – 4.00pm in the afternoons and under no circumstances are cars to park in this zone during those times. Outside of the nominated school bus zone hours, this area is an unrestricted public parking zone. For further information regarding the bus company providing the school services, please refer to the below website link. <https://cdcbus.com.au/huntervalley-buses>

**Morning**

Students are to exit the bus calmly and safely and walk up the main path going up to the main building. Students are not permitted to loiter around the bus stop area or on the paths leading up the main building but rather they are to move to the allocated supervised yard area. Under no circumstances, are students allowed on the road or in the carpark area.



**Afternoon**

Students are to wait in the bus shelter area behind the sandstone blocks installed on the boundary line, under the direction of the teacher, before entering the bus. Students are not permitted to congregate along the public footpath area but must remain on school property until they are instructed to move onto their bus. Students are not permitted to play ball games while waiting and under no circumstances are they allowed on the road or in the carpark area. Upon entering the bus, they are expected to sit on any available seating and if they are required to stand to move to the back of the bus. They must hang on to the handrails.



**3.0 Plans (con't)**

**3.2 Car Transport**

For the safety of the children, it is strongly recommended that parents drop-off and pick-up their children within the 'drop off zone' which is located within the College carpark. If the 'drop off zone' is full, then parents should choose to either lap the local street network to await the internal queue to clear, or park in a designated parking zone, to leave their cars and collect their children from the school site, via pedestrian travel. Parents and guardians who use one of the nearby car parks or side-streets need to be aware that the safety of the children in walking unsupervised is not the responsibility of the College. It is recommended in such cases that they are walked to the entrance of the College with particular care taken in crossing streets. Please do not walk or ride in the school driveway or across the entrance/exit to the carpark and within the carpark itself. Parents are to be aware that both sides of Heritage Drive are designated for public parking – queueing on public roads, parking zones, cycle lanes or across the public footpath for entry to the 'drop off zone' is not accepted. Carparks in the estate are located:

- In Heritage Drive adjacent to Whitewater Park See below site plan with carpark location noted in red.



**DROP OFF ZONE**

- Approach the College carpark by driving up Dragonfly, turn into Heritage Drive and turn left into the carpark.
- Students are not to be dropped off in the bus zone.
- Parents may pick up and drop off students on Heritage Drive, as long as they abide by road rules and regulations.
- Drivers and/or students should not alight from the vehicle while in the queue or in the drop off zone. Please wait until you reach the drop off area within this area.
- Students must enter and leave the vehicle via the kerb side door.
- Drivers who have collected their passengers may depart by safely overtaking vehicles in front of them. Other drivers must move forward in the queue to relieve congestion.
- To reduce the time taken by each student in being dropped-off and picked-up, items should not be collected or placed in the boot.
- Items should stay with the student as they exit/enter the car and not be collected from the boot to avoid delays and students on the road.
- A maximum of 2 minutes will apply in waiting for students. After this time, drivers are to exit the 'drop off zone' and either park in a nearby street and walk up to collect their child or to re-join the queue within the 'drop off zone' area of the carpark. Please do not argue with the supervising teacher if this is applied to you, as this is the only way of minimising the total waiting time for the other drivers and students. Please drive very carefully and slowly within the College carpark and do not overtake other vehicles. Parking spaces within the carpark are not to be used in-lieu of the drop off zone, however they may be used as a park and pick up location, with parents parking and leaving their vehicles to collect their children from the waiting zone. In exiting the carpark, please drive safely, turn left onto Heritage Drive, stay within the school zone speed limits, and give way to the buses and pedestrians. Vehicles are also not to queue across the public footpath, on either entry or exiting, the carpark area.

## TIMES

To minimise traffic congestion and to allow the St Aloysius drivers to complete their drop-off and pick-ups within the designated times, please adhere to the allocated times.

**Morning** (8.15– 8.40am): Students should be dropped off no earlier than 8.10am, as the area will not be supervised, and no later than 8.40am to allow them to comfortably arrive at class by the scheduled 8.45am start time.

**Afternoon:** (3.00 – 3.30pm): Drivers should not arrive any earlier than the finishing time of 3.10pm Monday- Thursday and 3.10pm Friday, which will allow the traffic at St Aloysius to ease. Teacher supervision will be provided to ensure all students have been collected within 20 minutes of the conclusion of the school day. At the end of the school day, students should move quickly to the pick-up area and under the direction of the teacher enter the vehicle by a kerb side door.

**School zones:** The school is located in a 40 km school zone for the hours of 8.00 - 9.30am and 2.30 - 4.00pm on school days. The speed limit is lowered to 40km during these hours to increase the safety of the students arriving and departing the school. Drivers must abide by these speed regulations.

Diocese of Maitland Newcastle	St Bede's Catholic College – Traffic Management Plan	Revision No. 0
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**3.0 Plans (con't)**

**3.3 Cycle & Pedestrian Travel**

The College accepts that more 'active' forms of transport may be used by students and parents in travelling to and from the school site. All are to be aware that the safety and security of students travelling via this mode is not the responsibility of the College. Walking or riding to school also helps to reduce traffic congestion and promotes healthy lifestyle. The local suburb has an internal footpath network which should be used by both cyclists and pedestrians when travelling to and from the College site. As per convention & etiquette, bikes and walkers should travel along the left side of the pathway and ensure that they pass any other users in a safe and courteous manner. Cyclists are also instructed to make themselves aware of the road rules associated with cycle travel and abide by these at all times. Cyclists are instructed to alight their bikes as they approach, and crossroad junctions via foot, pushing their bicycles. Cyclists are also instructed to be wearing a helmet at all times, when travelling via bicycle, and use pedestrian crossings where available, see below site plan for closest crossing locations in blue. Students are also reminded to Stop, Look, Listen & Think when crossing roads.



As per the Catholic Schools Office and Transport for NSW Government guidelines, parents must give written permission (refer to Section 10.0 of this document) for their child/ren to ride their bike or walk to/from school, with parents aware that children are under parent's duty of care once they leave school grounds.

**Information for Parents/Caregivers and Students**

1. The School and Transport for NSW (TfNSW) recommends that children under 10yrs DO NOT ride bicycles to or from school unless accompanied by an adult.
2. Children must at all times wear a Standards Australia approved bicycle helmet that is correctly fitted and fastened on the rider's head. They should check for the AS/NZS2063 approval sticker.
3. All TfNSW road rules concerning bicycles are to be followed.
4. Children under 12yrs should ride away from busy roads. They may ride bikes on the footpath unless there are signs that specifically prohibit cycling. Riders must keep to the left, take responsibility for avoiding other footpath users, give way to pedestrians and ensure they DO NOT encroach on the rights of other users. At driveways where a vehicle may be entering or leaving, the rider needs to check carefully for vehicles before proceeding across the driveway. At intersections, children and adults must dismount and use safe pedestrian behaviour as they wheel the bike across the road.
5. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the Parent/Caregiver to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided. Adult assistance is required for a child to perform a safety check every time the bike is ridden i.e., bell, brakes, reflectors, chain, tyres and pedals.
6. Upon arrival cyclists are to dismount at the corner of Heritage Drive and Dragonfly Drive or before the pedestrian crossing and walk their bikes onto School grounds. When departing the school Students are to walk their bikes from the school grounds until they reach the corner of Heritage Drive and Dragonfly Drive or the pedestrian crossing before mounting their bike.
7. Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.
8. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
9. Parent/Caregivers will be notified if children do not adhere to the School's Bicycle Policy. Parent/Caregivers will be notified if students do not adhere to the School's Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.
10. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

**Note:** Skateboards and rollerblades are not permitted at the school under any circumstances, unless directed by Staff. If Staff do allow it, riders should wear an approved helmet and protective gear such as knee and elbow pads.

**3.0 Plans (con't)**

**3.5 Afternoon Home Pick up Arrangements**

Parents/Caregivers are to contact the school before 2:15 PM if there is an urgent change to their child's pick-up arrangements. After this time, it is too difficult for us to relay a message to a child as they are already moving to their last afternoon lesson. These changes should only be in the event of an emergency.



Similarly, if you need to pick up your child for a (one off) appointment you will need to attend the office before 2:15pm to do this. Parents/Caregivers are asked not to remove their child from school early consistently. Appointments (e.g. dentist) as well as outside school activities (such as swimming lessons) are expected to occur out of school hours or in school holidays. The Education Act clearly states that children are to remain at School for the duration of the School day and the Principal has responsibility to ensure this occurs. If for some reason then you need to remove your child early on a consistent basis, please write a letter to the Principal explaining the educational reasons for this and seeking permission for this to occur.

**4.0 General Safety**

1. All Staff members on afternoon duty will wear "Hi Visibility" Vests.
2. Parents/Caregivers are reminded of the 40kmph speed limits in place for School Zones.
3. During wet weather the same principles as outlined in this plan will apply. However, greater care and lower speeds are requested. Students are to protect themselves from the rain as much as possible by using a raincoat and/or umbrella.
4. The same principles as outlined in the above 'Bus Transport - afternoon' section will apply on Friday afternoon sports afternoons.

**5.0 Permission Notes**

Parents/Caregivers are asked to complete the accompanying form about their child's afternoon pick up arrangements on each day of the school week

Parents/Caregivers will also need to complete a permission form if your child walks/rides to/from school at any time.

**6.0 Site Emergency Contact(s)**

Contact	Position/Role	Phone (BH)
John Murphy	Principal	(02) 4088 8222
Brett Donohoe, Emma South	Assistant Principal	(02) 4088 8222
Joanne West	School Officer (Clerical)	(02) 4088 8222

**7.0 Emergency Contacts/Resources**

Agency Service	Emergency Situation	Phone Number
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Fire, Police, Ambulance	Emergency	000
Catholic Schools Office	Assistant Director	0429 157 575
Catholic Diocese	Safety & Wellness Business Partner	0447 002 714

**8.0 Additional Emergency Contacts:**

Name	Number
<b>Emergency Services- KEY CONTACT</b>	<b>000</b>
The Maitland Hospital	(02) 4939 2000
Poisons Information Centre	13 11 26
Bus Companies	Hunter Valley Coaches - (02) 4935 7200
St Aloysius Primary School	(02) 4088 8030
Parish Priest	(02) 5507 4048
Head of Safety & Wellness Team – Peter Roberts	0477 016 701
Office of Safeguarding	(02) 4979 1390
Access EAP	1800 613 155

**9.0 Further Education**

- Parents/Caregivers will be informed via Compass, newsletters, handbooks, and orientation activities and parent take-home notes of the importance of:
  - modelling safe road user behaviour;
  - parking vehicles safely outside the school and observing all parking signs;
  - ensuring that children are protected whilst travelling to and from school;
  - reinforcing the safety messages taught at school;
  - supervising the travel of young students;
  - identifying and reporting safety issues in and around the school; and
  - contributing to solving road safety issues that are of concern to the school and community
- The School will consult with the NSW Police Force and the Maitland City Council on this Traffic Management Plan.

**10.0 Permission Slips**

Permission to either walk or ride to and from school is to be authorized by the Parents/Caregiver (please complete the following)

1. I authorise my child to

- Walk unaccompanied
- Ride a bicycle unaccompanied (see bicycle rules below)

**For Bicycle Riding - Parent/Caregiver Permission Note**

I give permission for \_\_\_\_\_ (child's/student's name) to ride his/her bicycle to and from school in 20\_\_\_\_\_

- I have read and understand the bicycle information provided in this Traffic Management Plan
- I have read and explained the bicycle information provided in this Traffic Management Plan
- I have reviewed the "[A guide to bicycle maintenance: Eight Point Safety Check](#)" to check my child's bicycle for roadworthiness and understand that it is my responsibility to keep the bike well maintained with all component parts working correctly
- My child will correctly wear a Standards Australia approved helmet when riding a bicycle to and from school
- I understand that bicycles are brought to school at the owner's and user's risk

<b>Signed (Parent/Caregiver):</b>	<b>Relationship to child/student:</b>	<b>Date:</b>

**Bicycle User Commitment**

- I have read and understand the bicycle information provided in this Traffic Management Plan.
- My Parent/Caregiver has read and understood the bicycle information provided in this Traffic Management Plan.
- I understand that it is a joint responsibility between my Parents/Caregivers and I to keep the bike well maintained with all component parts working correctly.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school.
- I understand that I bring my bicycle to school at my own risk and will secure it with a lock and chain in the bike rack.
- I will not lend my bike to another student when travelling to and from school.
- I will not carry any passengers on my bike.

<b>Signed (Child/Student):</b>	<b>Signed (Parent/Caregiver):</b>	<b>Date:</b>