

ST BEDE'S CATHOLIC COLLEGE
TRAFFIC MANAGEMENT PLAN



APPLICABLE TO	Staff, students and parents
DOCUMENT OWNER	Principal
APPROVAL DATE	23 March 2018
APPROVED BY	Principal
SCHOOL ACTIONS	School Policy – Staff and parents are to ensure practices are consistent with this policy.
LAST REVIEW DATE/S	Not Applicable
NEXT REVIEW DATE	23 March or earlier if traffic conditions change.
RELATED DOCUMENTS	St Bede's Child Protection Policy St Bede's Work Health and Safety Policy

PURPOSE

St Bede's Catholic College is committed to the safety of the students in our care. The safe transport to and from school of all students is an absolute College priority. This policy outlines the procedure for parents to follow when dropping off and picking up their children, as well as students traveling to and from school on buses. In developing this policy, consideration has been given to the traffic management plan of St Aloysius, the primary school located next door, and to our neighbours, council requirements, our bus providers and to all members of our College community.

Specific consideration has also been given to two other College policies:

- Work, Health & Safety
- Child Protection

WHO MUST COMPLY WITH THIS POLICY

In addition to the absolute priority given to the safety of our students, St Bede's Catholic College values the importance of close and positive relationships with our neighbours, the local council and our bus providers. By complying with this policy, both of these priorities can be achieved. Therefore, this traffic management plan policy applies to all those involved in the transport of students to and from school, including the students themselves and parents, guardians and friends who are involved in the transport of the children. It is expected that parents/carers, grandparents and family members will support the school through role modelling safe road use behaviours.

In addition to students complying with this policy, exemplary behaviour and the correct wearing of the College uniform are expected of them at all times in travelling to and from school.

PROCEDURES

The procedures for this traffic management plan are divided into two sections:

1. Bus transport
2. Car transport

1. BUS TRANSPORT

Overview

An area outside the College site has been allocated for the buses to safely drop-off and pick-up students. This area will be clearly sign-posted, but essentially will be 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. Buses will overtake vehicles in the parking lane using the travel lane to gain access to the bus zone. The travel lane is not to be used at any time for queuing or stopping. The bus zone will be operational from 8.00 – 9.00am in the mornings and from 3.00 – 4.00pm in the afternoons and under no circumstances are cars to park in this zone during those times.

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 allocated footpath area, under the direction of the teacher, before entering the 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.

2. Car transport

For the safety of the children, it is strongly recommended that parents drop-off and pick-up their children within the 'kiss and drop' area which is located within the College carpark. Parents and guardians who decide to 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.

Carparks in the estate are located:

- Corner Tigerhawk Drive & Emporer Drive
- Corner Heritage Drive & Longtail St
- In Heritage Drive adjacent to Whitewater Park

KISS & DROP

Overview

Consistent with the arrangements at St Aloysius, drivers are to stay to the left at all times. Until the Settlers Boulevard and Dragonfly Drive connection is open, the following interim Kiss and Drop arrangement will operate.

Approach the College carpark by driving up Dragonfly, turn right into Heritage Drive and turn left into the carpark.

Students are not to be dropped off on the school side of Heritage Drive as this will be reserved for buses.

Drivers and/or students should not alight from the vehicle while in the queue or in the kiss and drop zone. Please wait until you reach the drop off area within this area. Students must enter and leaves the vehicle via the kerb side door.

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.

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 kiss and drop.

In exiting the carpark, please carefully drive Please drive safely, stay within the school zone speed limits and give way to the buses.

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: 8.10 – 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 to class by the scheduled 8.45am start time. Items should stay with the student as they exit the car and not be collected from the boot to avoid delays and students on the road.

Afternoon: 3.10 – 3.30pm

In the afternoon, drivers should not arrive any earlier than the finishing time of 3.10pm 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. Items should stay with the student as they enter the car and not be placed in the boot so at no stage will they be on the road.

A maximum of 2 minutes will apply in waiting for students. After this time, drivers are to exit the 'kiss and drop' area and either park in a nearby street and walk up to collect their child or to re-join the queue within the 'kiss and ride' 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.

School zones

The school is located in a 40 km school zone where a 40 km speed limit applies 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. The school has one set of flashing school zone lights located on Heritage Drive before the Tigerhawk Drive intersection.

SPORTS AFTERNOON

The same principles as outlined in the above 'afternoon' section will apply on Friday afternoon sports afternoons.

WET WEATHER

The same principles as outlined in this policy 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.

COORDINATION AND EDUCATION

Following the approval of this Traffic Management Plan by the Maitland City Council, both the Primary School and High School will work together in the ongoing education of parent and community members, focused on the safety of students at both the pick-up and drop-off times.

REVISION

This Traffic Management Plan will be revised and reviewed every 12 months.

DIAGRAMS

Please refer to the diagrams below.

