

## School Internal Traffic Management Plan

School Principals and WHSOs are to develop a Traffic Management Plan (TMP) by considering the unique traffic management issues at their school in consultation with the employees.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended annually to reflect specific traffic management controls at your school.

### ***Traffic Management Plan:***

School/Location	SACRED HEART SCHOOL SANDGATE
School Principal /Site Manager	JOANNE KIMMINS
Business Manager/Site WHSO	KENDELL BURTON

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

The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
  - Brighton Road Sandgate
- Designated pick up and drop off areas for students are located at:
  - Parents park in allocated parking bays located in Burnett Place, Brighton Road and the Church Parish carpark for those wishing to walk their child in to school. Only limited parking is available in both carparks as they are shared with either the Church or bowls club.
  - Disabled parking is available in both car parks.
  - All driveways and access points must remain clear at all times.
- Designated pedestrian crossings are:
  - Located on Brighton Road, Sandgate.
  - When crossing from or to the opposite side of Brighton Road, the pedestrian crossing lights must be used at all times.
  - On the signal to walk, cyclists must dismount their bike and walk it across the road.
  - Students must enter the school via the gate near the marked pedestrian crossing lights outside the front of the school.
- Pedestrian walkways are physically protected from designated roadways by:
  - Fencing and locked gates.

## School Internal Traffic Management Plan

Other considerations or risk controls that need to be documented?

- There are "No Standing" areas in both carparks. Parking in these areas are strictly prohibited.
- Speed limits in both carparking areas is 10kph.
- Parents are required to drive in a continuous line on Burnett Place following marked arrows indicating the direction of traffic flow. Cars are required to wait in this line (do not overtake) until parked safely.
- All students entering the carpark are to be accompanied by an adult at all times.
- At this time, they can then exit the school grounds and get into the car.

## School Internal Traffic Management Plan

### 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:

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points are clearly marked by:  
Loading zone signs on Brighton Rd. Deliveries are to be trolleyed in.
- School speed limits are set at 10KM/H

## School Internal Traffic Management Plan

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 emergency vehicles, tractors, golf buggies or ride on mowers are required to move around the school:

- Prior to entering the school grounds, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a "spotter" to supervise onsite vehicle movement and must travel at walking pace.

### Parking arrangements

There is no allocated parking within the school grounds and is prohibited.

## School Internal Traffic Management Plan

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

Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- Delivery of equipment in relation to special events is to take place after school hours and a spotter is to be present at all times.

Where individual TMPs are developed for each separate event, the above points must be included.

## School Internal Traffic Management Plan

Additional documentation / Site Map  
(School map layout)



Areas marked in **YELLOW** are accessible to vehicles under restrictions only

## School Internal Traffic Management Plan

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***Signatures:***

Principal		Date	
Business Manager / WHSO		Date	
Person completing TMP (if other than above)		Date	