

## School Internal Traffic Management Plan

The **School Principal's** and **WHSO's** 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	Stella Maris School, Maroochydore
School Principal	Mark Ballam
Business Manager / WHSO	Justine Shanahan (WHSO)

<p>Pick up and drop off points for students (e.g. private vehicles and private buses)</p>	
<p>The following safety controls are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:</p> <ul style="list-style-type: none"> <li>▪ <b>Entry and exit signage to the school/workplace is located at:</b> <ul style="list-style-type: none"> <li>- <i>Stella Way – entry and exit.</i></li> <li>- <i>Rear entrance to school – Bliss Lane of Tepequar Drive – locked gate only opened for special occasions or in the event of an emergency.</i></li> </ul> </li> <li>▪ <b>Designated pick up and drop off area for students is located at:</b> <ul style="list-style-type: none"> <li>- <i>Front of school in front of Administration Block.</i></li> </ul> </li> <li>▪ <b>Pick up and drop off areas for students are clearly marked by:</b> <ul style="list-style-type: none"> <li>- <i>6 car bays (line marked on road) with corresponding waiting points for students.</i></li> <li>- <i>"Pick Up/Drop Off Only" signage on approach to area.</i></li> </ul> </li> <li>▪ <b>Designated pedestrian crossings are:</b> <ul style="list-style-type: none"> <li>- <i>Access from angled parking outside Hall and Chapel across to main footpath into school,</i></li> <li>- <i>Access from Front car park across to footpath into school,</i></li> <li>- <i>Access across front of staff carpark allowing pedestrian access along footpath to/from bus zone ;</i></li> <li>- <i>alternate footpath across exit road behind Smartland Kindergarten.</i></li> <li>- <i>All pedestrian crossings are UNMANNED</i></li> </ul> </li> <li>▪ <b>Pedestrian walkways are physically protected from designated roadways by:</b> <ul style="list-style-type: none"> <li>- <i>Raised footpath, raised cement barrier strips, fencing.</i></li> </ul> </li> <li>▪ <b>Pedestrian walkways are clearly marked/indicated by:</b> <ul style="list-style-type: none"> <li>- <i>Designated footpaths.</i></li> </ul> </li> <li>▪ <b>Speed restriction signage is clearly displayed in the workplace at the following locations:</b> <ul style="list-style-type: none"> <li>- <i>Upon entry to school premises – 20kph</i></li> <li>- <i>Upon exit of staff car parks – 20kph.</i></li> </ul> </li> </ul>	
Approver: Director – Employee Services	Issue date: 25/09/2019
	Next review date: 25/09/2025

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- **Speed controlling devices are in place to restrict vehicle speed on site:**
  - *Speed humps in place at the front of each pedestrian crossing.*
  - *Speed hump at exit of Pick Up/Drop Off Zone,*
  - *Speed hump at exit of main car park (front of school).*
  - *Speed hump upon approach to exit point of Bus Zone.*
- **Other considerations or risk controls that need to be documented?**
  - *"Bus only access" (turn right) road marking and signage upon entry to school grounds.*
  - *Bus access area marked with "No car parking or stopping at any time" to ensure clear passage for buses.*
  - *"Staff Car Parking Only" signage at entry to staff car parks to eliminate parent/student pedestrian and car movement through this area at peak times.*

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:**
  - *Yellow striped zone at front of school (Administration Block)*
- **School speed limits are set at (20 km/hr.) with clearly displayed signage located at:**
  - *Entry to school grounds (Stella Way), exit point of Staff Car Park.*
- **Speed controlling devices are in place to restrict vehicle speed on site:**
  - *Speed humps at the front of each pedestrian crossing, speed hump at exit point of Exit of Pick UP/Drop Off Zone, speed hump at exit from main parent car park, approach to exit point of Bus Zone.*
- **Other considerations that may need to be documented?**
  - *All traffic is one way traffic only – signage at entry to school, exit point of main parent car park, exit from staff car parks.*

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

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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:

- **Vehicles are not allowed to move around school grounds or in front of the school area during the following time periods of peak pedestrian traffic:**
  - 8.00am – 9.00am,
  - 10.30am – 11.30am,
  - 1.15pm – 1.50pm,
  - 2.30pm – 3.30pm
- **Prior to entering the school, 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 movements;**
- **Worksite speed limits are set at (5 km/hr.) with clearly displayed signage located at:**
  - *Entry to school grounds. Contractors must report to reception and will be briefed on access points, speed limits and a spotter assigned.*
- **Other considerations or risk controls that may need to be documented?**
  - *No access through the middle of school unless in the event of an emergency and accompanied by a spotter.*

### Parking arrangements

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

- **There are 61 car parks available for employees, 55 formal car parks available for visitors and 2 car parks available for people with disabilities.**
- **Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:**
  - *Staff Car Parking only signage at entry to parking area*
- **Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:**
  - *End wall of A Block facing Administration.*
- **Other considerations or risk controls that may need to be documented?**
  - *Informal car parking being utilized by parents:*
    - *on grassed area beside Hall,*
    - *gravel area at entry to school,*
    - *angle parking on grassed area beside exit road (parallel to Bus Zone).*

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### 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.
- **Additional car parking areas are clearly designated with high visibility markers/bollards:**
  - *Bliss Oval (special occasions only)*
- **Other considerations or risk controls that need to be documented:**
  - *Oval closed to all students for duration of car parking;*
  - *Parking attendants to wear high-visibility vests;*
  - *Thorough risk assessment conducted and approved prior to event;*
  - *Car parking attendants briefed prior to event.*

## School Internal Traffic Management Plan

Additional documentation / Site Map  
(School map layout)

