

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	All Saints' School, Boonah
School Principal	Robert Campbell
WHSO	Clarissa Stone

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:

- Designated pick up and drop off areas for students are located at:
- *Side of School – John St, Boonah Qld 4310*
- Pick up and drop off areas for students are clearly marked by:
- *Pick up & Drop off signs*
- *Temporary barriers*
- Designated and supervised pedestrian crossings are:
- *In front of school along John and Oliver Street; and*
- *Crossing Flags are out at the following times 8.30am-9.00am and 3.00pm to 3.15pm*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
- *Crossing flags; and*
- *high visibility jacket*

Temporary Traffic Management while build is underway.

- 1. at the end of school day all children transition to hall for dismissal**
- 2. bus students will be escorted to either John Street or Oliver Street for collection (if they are transitioning to Oliver Street, they will be supervised by school staff)**
- 3. Students will be seated in hall or adjacent undercover walkway and wait for names to be called over loudspeaker.**
- 4. school staff on Frank St drop off/pick up will wear high vis to assist the movement from the hall to car collection-ideally one staff will be spotting for names of student and the other staff member transition students from hall/walkway to pick up zone.**

School Internal Traffic Management Plan

5. *Approximated 2 (or 3) bays for collection- this will be managed by school staff on loudspeaker e.g. Bay 1- family A, bay 2 -family C...*
6. *school staff are not to direct traffic and to ensure adequate delineation between themselves and mobile plant (consideration of X spot drawn on ground for visual)*
7. *students are not to cross Frank Street unless supervised by a parent or guardian.*
8. *parents and guardians are discouraged to queue in Frank Street before end of school.*
9. *parents and guardians are to adhere to all road rules.*

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;
- In surrounding streets school speed limits are set at (40 km/hr) with clearly displayed signage located at *Church Street*.

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

General

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 during the following time periods of peak pedestrian traffic:
 - 8.00am – 9.15am (drop off time);
 - 10.50am – 11.30am (morning tea time);
 - 1.30pm – 2.00pm (lunch time);
 - 2.30 – 3.15pm (pick up time).
- Prior to entering the school, drivers of any vehicles must report to the school reception to;
 - Gain approval from Principal to enter and drive through the school;
 - Arrange for a member of staff to act as a "spotter" to supervise onsite vehicle movements;
 - All mobile plant is to follow the highlighted map routes.

Golf Buggy

- Prior to operating the golf buggy staff members must meet the below criteria;

School Internal Traffic Management Plan

- Have written approval from school principal (signed training record);
 - Hold a valid driving license;
 - Signed and understand Safe Operating Procedure for Golf Buggy (Electric);
 - Signed and understand School Traffic Management plan;
 - Signed and understand Golf Buggy Plant Risk Assessment;
 - Understand operational and safety requirements detailed in the E-Z-GO Golf Buggy Manual.
- Golf buggy speed not to exceed walking pace.
 - When the golf buggy is not in use it must be reverse parked in the allocated parking spot in the school hall (as per Approved Plan).
 - When the golf buggy is not in use, the key must be stored securely at the reception desk.
 - Audible alarm system (forwards and reverse) and flashing light must be working at all times. Do not use the golf buggy if these safety features are not working – report any defects to school principal/WHSO immediately.
 - Transporting students in the buggy should be limited to emergency situations only.

Approved Drivers

Approved Primary Drivers (3 people)	1. Julie O’Connell (school officer) 2. Regina Noga (school officer) 3. Karen Schefe (School officer)
10. Regularly drive buggy to conduct daily field inspections prior to breaks or for grounds maintenance	
Approved Secondary Drivers	Refer to training record.
11. Drive buggy on an occasional basis (covering duties of a primary driver who is absent)	

Standard Morning Tea/Lunch Inspection Route (red route)

Prior to morning tea and lunch breaks the use of the golf buggy on Frank Street Oval is as stated below:

- Only follow the **red route** indicated on the traffic management plan.
- Golf buggy completes inspection route prior to students leaving classrooms
- Children to assemble on the footpath near the entrance to the John St Property as per teacher’s instructions.
- Staff member to drive buggy to allocated parking spot (top of shade cloth);
- Staff member completes walk over (indicated by the **green route**) of the oval to ensure there are no hazards (kangaroo’s, snakes, etc);
- Children can only to be released from waiting area after ensuring buggy is parked at allocated location and inspecting teacher has indicated oval is clear of hazards;
- During student play time the golf buggy is to remain parked at the allocated parking spot;
- If in the case of an emergency (ie. injured student requiring to be taken to the first aid office) the golf buggy may be required to drive during student play time. Students are to be moved away from the golf buggy transit route (**red route**) and an additional person “spotter” must accompany the driver;

School Internal Traffic Management Plan

- When leaving Frank Street oval, children are to assemble as per teacher's instructions and once children are to the top of the hill, the buggy is to leave Frank Street oval via the **red route** to the allocated parking spot in the hall.

Restricted Route to lower oval area (red route)

- In some circumstances it may be required for the buggy to access the lower oval area.
- This route should be avoided as far as possible, but it may be necessary to;
 - retrieve an injured student;
 - scare off kangaroos;
 - or conduct grounds maintenance.
- You must not drive on the **red route** for any other reason without approval from the Principal prior to doing so.

Ride On Mower

- Prior to operating ride on mower staff members must meet the 4 below criteria;
 1. Have written approval from school principal (signed training record);
 2. Signed and understand Safe Operating Procedure for Ride On Mower;
 3. Signed and understand School Traffic Management plan;
 4. Understand operational and safety requirements detailed in the Toro Lawn Mower Ride On Manual.
- Mowing of the Top Oval should only occur during the times of 9.00am-10.50am, 11.40am-1.20pm, 2.10pm to 2.55pm and after 3.30pm.
- Mowing of the Frank Street Oval should only occur during the times of 9.00am-10.50am, 11.40am-1.20pm, 2.10pm to 2.55pm and after 3.30pm.
 - The ride on mower is not to be used on slopes that are greater than 15 degrees on the Frank Street oval (as per Approved Plan)
 - Grass in this area must be cut using a wiper snipper
- Transiting along John Street between areas should only occur during times of 9.00am-10.50am, 11.40am-1.20pm, 2.10pm to 2.55pm and after 3.30pm.

Parking arrangements

All Saints' School does not have "on-site" parking available to staff or parents. All staff and parent parking is within adjacent streets where local council parking rules apply.

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

School Internal Traffic Management Plan

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

The closure of our entry street (Oliver Street) with people parking on the side streets or walking to our venue. A risk assessed site specific plan is conducted at time of event.

Additional documentation / Site Map
(*School map layout*)

Temporary Traffic Management Plan below



Approver:  Director – Employee Services

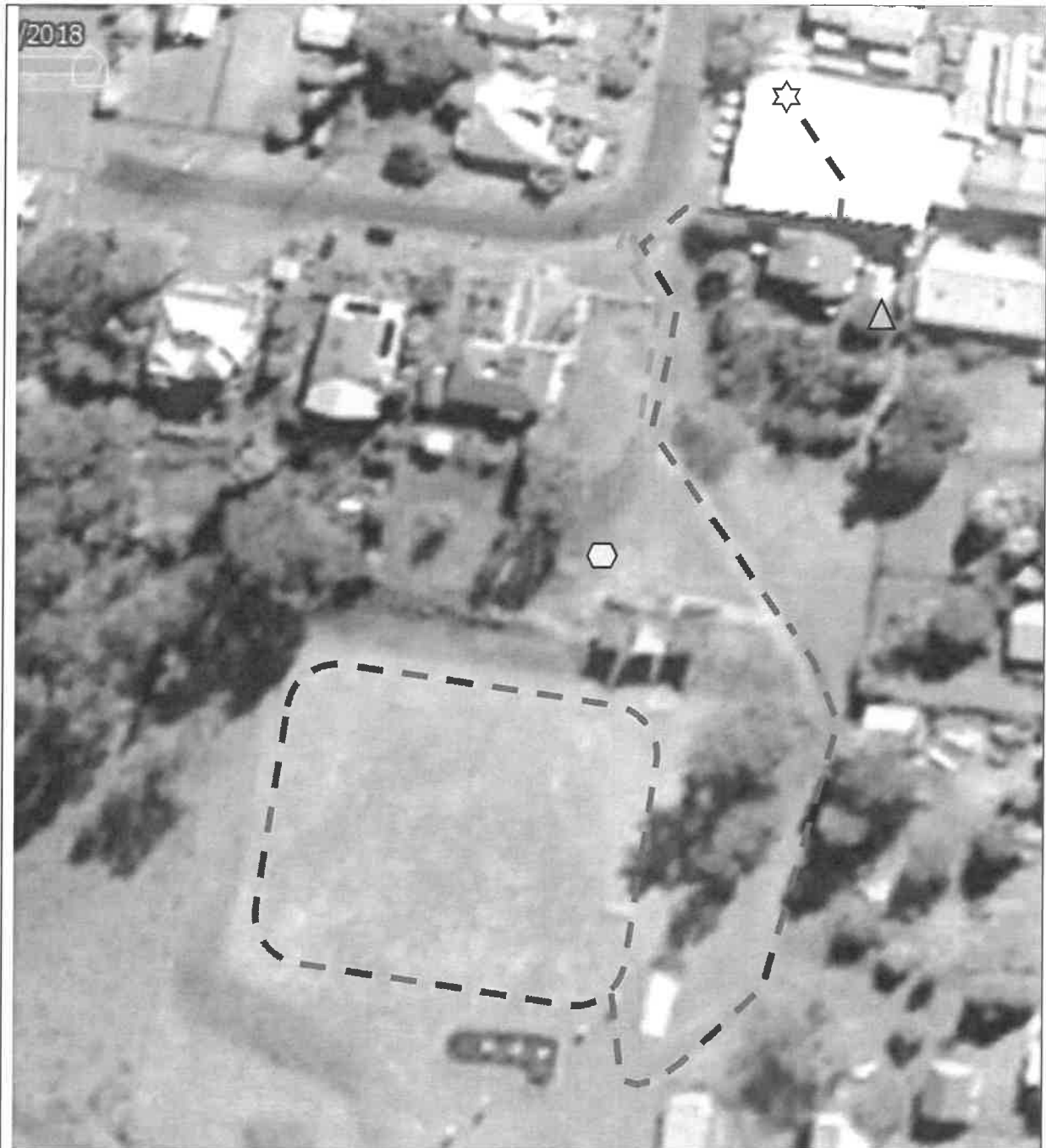
Issue date: 20/05/2021 Next review date: 22/04/2023

School Internal Traffic Management Plan

Building Site

Drop Go Zone


School Internal Traffic Management Plan



Golf Buggy Approved Plan

☆	<i>Golf Buggy Storage</i>	⬡	<i>Golf Buggy waiting point for sport carnival events, etc.</i>
- - -	<i>Golf buggy route for checking oval prior to students breaks</i>	- - -	<i>Ambulance access</i>

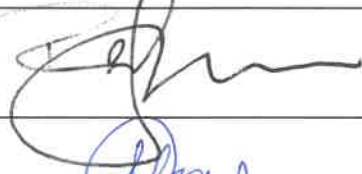

School Internal Traffic Management Plan

△	<i>Student waiting point until buggy has completed inspection and returned to storage point.</i>		
			
<i>Ride On Mower Approved Plan</i>			
☆	<i>Ride On Mower Storage</i>	□	<i>No Ride On Mower Area (slope >15%)</i>

School Internal Traffic Management Plan

— — —	<i>Ride On Mower Pathway</i>	<input type="checkbox"/>	<i>Required Mowing Area</i>
-------	------------------------------	--------------------------	-----------------------------

Signatures:

Principal		Date	21/2/24
WHSO		Date	20/2/24
Person completing TMP (if other than above)		Date	