

Traffic Management Policy

Good Shepherd Catholic Primary School - Springfield Lakes



Good Shepherd's Traffic Management Policy

Contents

GOOD SHEPHERD'S TRAFFIC MANAGEMENT PROCEDURES POLICY	2
MAP OF GOOD SHEPHERD SITE	3
MISSION AND WAY OF BEING COMMUNITY	4
SCHOOL CONTEXT	4
MORNING PROCEDURES	5
AFTER SCHOOL PROCEDURES	5
SAFETY PROCEDURES	6
PARKING PROCEDURES	6
WALKING AND RIDING TO SCHOOL PROCEDURES	6
PEDESTRIAN SAFETY INCLUDING MOBILE PLANT	7
ROLE OF TEACHER ON DUTY	7

Good Shepherd's Traffic Management Procedures Policy

Rationale

Good Shepherd Catholic Primary School, Springfield Lakes aims to create a safe environment for students, staff and visitors within the grounds of the School. Parking and traffic procedures are highly important to ensure smooth traffic flow and the wellbeing of members of the community.

Aims

The Traffic Management Policy contains specific information about onsite parking, visitors/contractors/volunteers, parents/carers parking on premises, student parking, bicycles, and traffic management devices. The overall aim of this policy is to minimise, as far as possible, the health and safety risk to all users (staff, students, parents and visitors) of the school site.

Implementation

Staff:

- To restrict speed on the school site to a maximum of 10kph
- Be vigilant of pedestrians and other vehicles
- Take extra care at pedestrian crossings
- To arrive before 8.15am
- To park in designated spaces (parking bays closest to Good Shepherd Administration Block)
- Not to park in the bus bay area
- To avoid departure at 3.00pm

Parking – Staff

Staff parking spaces are limited to the front two bays closest to Good Shepherd Administration Block. Every effort is made to accommodate the vehicles of staff. The parking bays are marked in white (Staff) and yellow (Good Shepherd Staff). These parking bays occupation by staff assists with traffic safety.

Parents

- To restrict speed on the school site to a maximum of 10kph
- Be vigilant of pedestrians and other vehicles
- Take extra care at pedestrian crossings
- To drop off/pick-up using **Drive-Through System (Drop, Kiss, Go)**
- **The drive-through system operates between the hours of 8.15 – 8.30am and 3.00 – 3.15pm.** A one way system around the school rear car park has been designed to ensure traffic movement is predictable and safe. The parent drive-through system is shown in the map overleaf.

Visitors and Contractors

- All visitors, including delivery vehicles and contractors are to report to the Good Shepherd Reception in the Administration Office.
- All visitors, including delivery vehicles and contractors temporary parking allocations will be issued from Reception in the Administration Office to those who require parking.
- No vehicles will be permitted to enter the school grounds without permission from the Office and due diligence will apply at all times, in regards to the safety of students, staff, parents and visitors.

Map of Good Shepherd Site



Mission and Way of Being Community

Our Mission

As the community of Good Shepherd Catholic school, we are called by name to **teach, challenge and transform**:

- ~ by being open and welcoming, reaching out to others with justice and compassion;
- ~ by embracing stewardship as a way of life, sharing our time, talents and treasure;
- ~ by celebrating, living and enriching our Catholic Christian faith through worship, spiritual and faith formation, evangelisation and hospitality;
- ~ by teaching that everyone is made in the image and likeness of God, and by ensuring that learning is personalised so that every child reaches their full potential.



Good Shepherd Catholic Primary School Springfield Lakes' Traffic Management Policy is for the purpose of our families and all who drive onto the school site particularly during morning put-down and afternoon pick-up procedures. **Good Shepherd's Mission Statement** and **Good Shepherd's Way of Being Community** encourages respect and promotes wellbeing for all.

Good Shepherd Catholic Primary School takes the health and safety of all site users very seriously. It is therefore, imperative that individuals take care, exercise caution when in the school grounds or within the vicinity of the school grounds and follow instructions to avoid risk of injury. If there are any concerns about traffic safety, they should be reported immediately to the Leadership Team.

The school urges all site users to read the policy carefully and act in accordance with the instructions contained therein. The instructions constitute site rules.

The document will be reviewed annually as the school grows and develops. Review dates: January 2016, Term 1 2017 and Term 1 2018.

GOOD SHEPHERD'S WAY

...of being community

In our community we:

1. Appreciate each other and give thanks and recognition
2. Set clear goals and have time lines for when things need to be decided on and complete
3. Give people time to form opinions and to process ideas
4. Are honest and respectful while acknowledging each other's feelings
5. Build trust to work collaboratively as a team
6. Challenge yourself to try new things, be open minded, review and modify
7. Give feedback in a constructive and positive manner
8. Listen to others and respect everyone's ideas
9. Speak up in a considerate and respectful manner
10. Create a welcoming and positive attitude to all
11. Celebrate!



School Context

Good Shepherd Catholic Primary School, Springfield Lakes is situated at 58 Opperman Drive, Springfield Lakes. It has two additional streets running on either side of the school grounds, Springfield Central Boulevard and Grande Avenue (there is no access from Grande Avenue to the school grounds).

The main entrance to the school is on Opperman Drive, off Springfield Central Boulevard. This Drive provides access to the school car park which is a drop-off and pick-up area.

Good Shepherd is located in close proximity to three other schools, (Springfield Central State Primary School, Springfield Central State High School and St Peter's Lutheran College) as well as the University of Southern Queensland and the Mater Hospital. In addition, the site also includes Our Lady of the Southern Cross Church and Good Shepherd Centacare Centre.

Due to the high number of school students in the local Springfield Central area, staggered departure times exist between the schools as well as awareness of Church and Centacare traffic.

Good Shepherd's Prep to Year 6 students are dismissed at 2.55pm and walked by the teachers to the pick-up zone.

Morning Procedures

Before School Drop-Off

Supervision commences in the designated classrooms where Good Shepherd Staff read to the children from 8.15 to 8.35am.

OSHC (Outside School Hours Care) operates on site from 6.00am for students arriving prior to 8.15am. Telephone 3324 3910 for more information.

Parents are encouraged to use either the drive-through or park and walk to the classroom to drop students off.

If parents are using the Drive-Through: Remember this a **2-minute NO STANDING ZONE** designed for quick and easy *Drop, Kiss and Go*. Please be considerate of other vehicles and students by not stopping for longer than 2 minutes and using extreme caution while entering and exiting.

If parents wish to walk their children into school or chat with other parents in the morning, please park in the car park. When the first bell rings at 8.35am, students are invited to assemble for greeting, prayer and assembly.

After School Procedures

Supervision starts from the 2.55pm dismissal bell and finishes at 3.15pm in the pick-up area. Social stories are created by teachers to show children what this looks like.

OSHC (Outside School Hours Care) operates on site from 2.55pm to 6.00pm for students needing supervision beyond 3.15pm. Contact OSHC on ☎3324 3910 for details.

Parents are encouraged to use either the Drive-Through or walk in to collect students:

- **When using the Drive-Through** – Remember this is a **2-minute NO STANDING ZONE** designed for quick and easy collections via our program. Please do not queue up prior to 3.00pm. If parents arrive early, park in the car park. Queuing up in the drive way or in the **DROP, KISS, GO ZONE** could potentially cause a hazard by blocking access to the school's main entrance.
- **Parents who wish to walk in and collect their children personally from the car park** – Please park and walk over to the Parents Gathering Area outside the Administration Building near the Library and await for students to be dismissed by the teacher on duty as they come through with the students.

Parents who wish to enter from Springfield Central Boulevard via the front entrance staircase, need to wait for the child/children at the bottom of the staircase and not the classrooms.

Good Shepherd recommends parents inform their children as to how and where they will be picking them up on a daily basis. The school understands that circumstances change which is why students are supervised until 3.25pm until parents arrive. Students who have not been met by their parents will be taken to the Administration Building to wait for their parents. **If parents are running late, please phone the Office ☎3437 5000 and alert staff to the late arrival. Students need to be collected by 3.25pm at the latest.** After this time, students will be referred to OSHC (Outside School Hours Care) if enrolled in the service. Students not picked up will be referred to the Police.

The Pick-Up Program

In our Drive-Through, Good Shepherd operates a highly efficient, effective and safe, after school pick-up program, developed by the Queensland Government. Staff escort students to their oncoming vehicles, which are easily identified by a Family's Named Identification Tag on the vehicle's visor (each family are issued with two (2) Identification Tags upon enrolment acceptance or for Prep students, at the beginning of Term 1).

Parents are asked to **remain in their vehicles at all times when picking up via the Drive-Through**. If it is necessary to assist your child with their seat belt, please pull forward into a parking bay to do so. This eliminates traffic congestion during the loading process.

Safety Procedures

These procedures aim to provide a safe and more efficient pick-up and drop-off system for Good Shepherd's community.

- **Identification Tags** have been issued to families with their surname printed on it. We ask that parents display this in an area that is clearly visible, when they approach the school. This could be either on the dashboard or the sun visor of the vehicle.
- As parents approach the pick-up zone, a teacher on duty will call the name printed on the Identification Tag. Your child will then move towards the front of the pick-up area. Note: It is only necessary to display the **Identification Tag** in the afternoon.

Traffic Procedures for Drop-Off and Pick-Up Zones

- It is important that parents follow the teacher's directions in the car park to ensure safety and wellbeing of all children.
- When approaching the school grounds after school, please ensure that your Family Identification Tag is clearly visible. A teacher is on duty at the school crossing and will wave cars through or stop cars when necessary to allow for groups of pedestrians to proceed.
- All cars in pick-up zones need to remain in a continuous line. Please wait in this line (i.e. do not overtake) until you reach the drop-off and pick-up zone. It may take a few moments longer, but it will ensure student's safety.
- All drivers need to be aware of the buses pulling in and out of the bus put-down and pick-up zone.
- When you approach the school, a teacher on duty will call out your surname using a megaphone. Your child is to stand and walk to the top of the line or close to this point and wait with the teacher until your car has come to a complete stop.
- At no time are parents to park in these zones. There are designated parking areas if you need to leave your car for any reason.
- If you arrive early and your child is not present to be collected, you must drive through the pick-up zone and complete a circuit.
- We advise parents to delay pick-up times to avoid congestion in these areas.
- Parents might want to consider parking in the parking bay to avoid the peak hour traffic or park on Springfield Central Boulevard or park in a nearby street and walk to the student pick-up area.
- It is extremely unsafe to double park. No child will be permitted to enter a car that is double parked.
- Please ensure that all driveways and access points remain clear at all times.

Parking Procedures

Traffic Procedures for Parking

- There is parking available for parents in the school car park.
- Parents are not to leave their car when in a drop-off or pick-up zone.
- Parents are not to park in the designated staff car park areas.
- There is disabled parking available in the car park.

Walking and Riding to School Procedures

Procedures for Students Walking and Riding to School

- Students must enter the school using Opperman Drive or Springfield Central Boulevard if walking to school.
- All students who are riding to school must wear a helmet and dismount their bike/scooter/skateboard when entering the school grounds from Opperman Drive. They should then walk their bike/scooter/skateboard to the lock up area.
- All students who are walking or riding to school, must cross using the traffic lights if required when coming along Springfield Central Boulevard.

Pedestrian Safety Including Mobile Plant

Pedestrians

That all pedestrians comply with occupational safety by:

- Respecting the use of the car park pedestrian crossing in place of randomly crossing the road leading to the Catherine McAuley Boulevard.
- Ensuring all students are escorted by an adult when using the pedestrian crossing.
- Ensuring that all cyclists must dismount bicycles, all scooter/skateboard riders also dismount on school footpaths.

Powered Mobile Plants

A Powered Mobile Plant is a plant that is provided with some form of self-propulsion that is ordinarily under the direct control of an operator. Examples of a Powered Mobile Plant include:

All-terrain vehicle	Bus, vehicle or utility
Cherry picker or mobile lift/hoist/elevated work platform	Forklift
Mobile digging equipment	Motorised buggy/golf cart
Ride on mower	Ride on vacuum/sweeper
Segway or mobility devices	Tractor

That the use of all Powered Mobile Plants within Good Shepherd's site comply with occupational safety by:

- Ensuring that no Powered Mobile Plant is to be used whenever and wherever there are pedestrians accessing pathways.
- Ensuring that where children and their families (including younger siblings) are present within the school vicinity and that there is the possibility that they can be anticipated to move around the area at any time of the day, no mobile plant is to operate.

Good Shepherd community strongly urges that for the purposes of rigorous safety, all internal and external community members respect the safety requirements by:

1. Ensuring that a Powered Mobile Plant is not used until a safe operating procedure is in place.
2. Ensuring that there is no parking of the Powered Mobile Plant on/or across pedestrian pathways.
3. Ensuring that there is no parking on any grass area around the school grounds for the purpose of safety.
4. Ensuring that all occupiers (School Community, Parish and Centacare) of Good Shepherd's Traffic Management site participates in all updates and review processes of the school's **Traffic Management Plan** with the school's Leadership Team, WSO and other relevant personnel to maintain safety at all times.

Communication

Leadership takes seriously the responsibility to communicate the Traffic Management Plan to all Staff, School, Parish and Centacare Community, Contractors and other stakeholders.

Role of Teacher on Duty

- All teachers on duty must wear a yellow (hi-vis) vest.
- One teacher is on the crossing and calls out the name of the student using a megaphone informing the teacher assisting the student at the pick-up zone.
- A teacher receives the student and walks them to the car and assists where necessary.
- A teacher monitors the students who are waiting for the arrival of their parents.
- Monitor that all drivers are exercising safety.
- Supervision of *Duty of Care* for all students.

Policy Completed	Policy Implemented	Policy Reviewed	Policy Reviewed By
Term 1 2015	Term 1 2015	Term 1 2016	Leadership Team
		To review again Term 1 2017	Judith Seery
		April 2018 to ensure the inclusion of BCE's Safety Alert request re Mobile Powered Plant (Vehicle).	Judith Seery – GS James Bradley – GS Lesley Parry – GS Mauro Conte – PP Janelle Moro - Centacare