Good Shepherd Catholic Primary School
SPRINGFIELD LAKES
Traffic Management Policy
# Good Shepherd’s Traffic Management Procedures Policy

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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 08.15am
- to park in designated spaces (parking bays closest to Good Shepherd Administration Block)
- not to park in 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.

**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**

**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 diagram below.
Good Shepherd Catholic Primary School

Springfield Lake’s 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 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 date January 2016.

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. 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, Springfield State High School, St Peter’s Lutheran, University Southern Queensland and the Mater Hospital).

Due to the high number of school students in the local Springfield Central area staggered departure times exist between the schools.

Good Shepherd Prep – Year 6 Students are dismissed at 3.00pm.
**Morning Procedures**

**Before School Drop-off**

Supervision commences in the Undercover area at 8.15am (Adults and older children read a book to younger children. Books are located in several Book Tubs in the Assembly Area.)

OSHC (Outside School Hours Care) operates on site from 6:30am for students arriving prior to 8:00am. Contact Tracey Shadendorff at springfieldlakesoshc@bne.centacare.net.au or phone: 0477 551 313 for more information.

Parents are encouraged to use either the **Drive Through** or walk to the undercover area to drop students off and/or remain for reading and Morning Prayer:

*If parents are using the Drive Through:* Remember this is 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 or read to students, please park in the car park. When the first bell rings at 8:35am students are invited to put their books away and assemble for morning exercise, greeting, prayer and assembly.

**After School Procedures**

**After School Pick-Up**

Supervision starts from the 3.00pm dismissal bell and finishes at 3.15pm in the pick-up area.

OSHC (Outside School Hours Care) operates on site from 3.00pm to 6pm for students needing supervision beyond 3:15pm, need to contact OSHC.

Parents are encouraged to use either the **Drive Through** 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 carpark please park and walk over to the **Students Gathering Area** (grassed area adjacent to Administration Block and Drive Way) and await students to be dismissed by the teacher on duty.

Parents who wish to enter from **Springfield Central Boulevard** via the front entrance staircase, need to wait for their 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 Area to wait for their parents. If parents are running late, please phone the office 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).
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 QLD 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 was issued with two (2) Identification Tags in the first few weeks 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.

- Throughout the school all students have been sent home with an Identification Tag 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 approaches the pick-up zone, a teacher on duty will call out the name printed on the Identification Tag. Then your child can 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 carpark 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 name 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 times 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 though 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 near-by 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 carpark 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 when entering the school grounds from Opperman Drive. They should then walk their bike 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

- Use the carpark pedestrian crossing rather than randomly crossing the road to the Catherine McAuley Boulevard.
- Ensure all students are escorted by an adult when using the pedestrian crossing.
- All cyclists must dismount bicycles on school footpaths.

Role of Teacher on Duty

- All teachers on duty must wear a yellow 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.

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