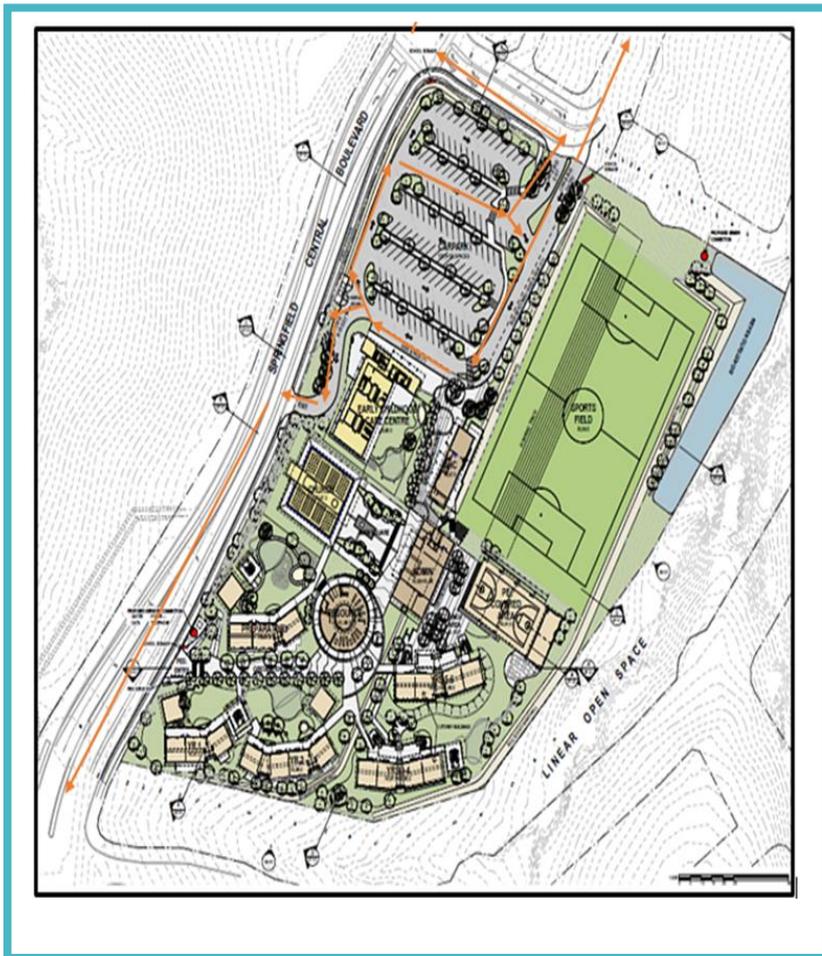




# Traffic Management Policy

## Good Shepherd Catholic Primary School - Springfield Lakes



# Good Shepherd's Traffic Management Policy

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# Good Shepherd's Traffic Management and Safety 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, labelled Good Shepherd School Staff)
- Parking in the bus bay area is prohibited
- To avoid departure at 3.00pm. If needing to leave early endeavour to leave between 2.30 and 2.45pm
- Staff rostered on morning and afternoon duty to meet and dismiss students

### 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 and this will increase as the staff grows. The parking bays are, labelled with blue **Good Shepherd School Staff** on the edge of the gutter, also marked in white (Staff) and yellow (Good Shepherd Staff) at the commencement of the parking bay. 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)**
- **Parents are to refrain from exiting (leaving) their vehicle with drop-off and pick-up. Staff are on hand to support the students.**
- Student resilience to exit the vehicle and collect bags as they walk to the arrival point where staff wait for students.
- **The drive-through system operates between the hours of 8.15 – 8.34am 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. Parents can exit through the Boulevard, turning left and Opperman Drive turning right from the drop off and pick up zone.

### 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 Staff and Leadership Team, due diligence will apply at all times, regarding 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.

### 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!



(Review dates: January 2016, Term 1 2017 and Term 1 2018, Term 2 2019, Term 2 2020 (reflecting COVID-19 Protocol), Term 1 2021).

## 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 and Supervision

### Before School Drop-Off

Supervision commences in the designated classrooms where Good Shepherd Staff read to the children from 8.15 to 8.34am.

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

### School Drop Off

Parents are encouraged to use either the drive-through or park and walk to the commencement of crossing where students cross independently to proceed to their learning pod in readiness for learning.

#### If parents are using the Drive-Through:

- *Parents are required to literally drop off and pick up. **It is important that parents do not get out of their vehicle or congregate on the walkways.** Staff are present to assist families.*
- *Students are responsible for getting out of the car. **Parents can teach their children how to get out of their car. Children love being responsible and parents, you are building resilience in your children, including greeting the staff member.***
- *No parents will be permitted to enter the school grounds. Only staff and students are permitted to enter the grounds as per COVID-19 Guidelines.*
- *Students will be met by staff, each morning, at the drop off area.*
- *In the afternoon, the same procedures apply. Parents, due to social and physical distancing, will not have the luxury of gathering for conversation, whilst waiting for their child/children.*
- *Parents will be required to drive through or park and wait in their vehicle or wait on the opposite side of the crossing with physical distancing.*

When exiting the School's Drop Kiss Go please use extreme caution while entering and exiting.

**Parents may walk their children to the school crossing; they are not free to cross over, however, may Kiss and Go. The students are asked to cross independently.** During COVID-19 parents cannot gather for a chat, however, may catch up on the path opposite the Church in the Carpark, whilst maintaining social distancing.

These procedures are in place for the wellbeing of all and the prevention of spreading COVID-19. **REMEMBER, we are in this together!**

### Pedestrian Crossing

All community members, (Church, School or Centacare) for the purpose of safety are asked to access the crossing.

That all pedestrians comply with occupational safety by:

- Respecting the use of the car park pedestrian crossing, rather than randomly crossing the road leading to the Catherine McAuley Boulevard.
- Ensuring all students are escorted by an adult when using the pedestrian crossing if a staff member is not on duty.
- Ensuring that all cyclists must dismount bicycles, all scooter/skateboard riders also dismount on school footpaths.

## 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 park and wait on the opposite side of the crossing to collect students:

### School Pick up

Parents are encouraged to use either the drive-through or park and walk to the commencement of crossing where students cross independently to proceed to meet their family member.

If parents are using the Drive-Through:

- Parents are required to literally pick up. Staff are present to assist families. **It is important that parents do not get out of their vehicle or congregate on the walkways, unless they are social distancing.**
- Students are responsible for getting into the car. Parents can teach their children how to get out and into their car and undo seat belts Children love being responsible and parents, you are building resilience in your children.
- No parents will be permitted to enter the school grounds. Only staff and students are permitted to enter the grounds as per COVID-19 Guidelines.
- Staff on duty, each afternoon, at the pick-up area to assist students.
- Parents, due to social and physical distancing, will not have the luxury of gathering for conversation, whilst waiting for their child/children.
- Parents will be required to drive through or park and wait in their vehicle or wait on the opposite side of the crossing with physical distancing.

When exiting the School's Drop Kiss Go please use extreme caution while entering and exiting.

**There is no pick-up via the Springfield Central Boulevard stairs and gate.**

Good Shepherd recommends parents inform their children as to how and when they will be picking the students up on a daily basis. The school understands that circumstances change which is why students are supervised until 3.20pm 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 3.20pm 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 as part of student protection.

**Good Shepherd operates a highly efficient, effective and safe, Drive-Through before and 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 is 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. In many situations, the students are ready and waiting for their parents as they pull into the pick-up zone due to their awareness of their family vehicle.

### Traffic Procedures for Drop-Off and Pick-Up Zones

- It is important that parents follow the Good Shepherd Staff's directions on duty (*wearing Safety Hi Vis vests with the school logo*) in the car park to ensure safety and wellbeing of all children.
- When approaching the 10km school grounds after school, please ensure that your Family Identification Tag is clearly visible, and you are travelling at the required speed. Staff are on duty at the school crossing and will wave cars through or stop cars when necessary to allow for groups of students, School, Centacare, Church 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, moving to the top of the lane. It may take a few moments longer, but it will ensure student's and your safety.
- All drivers need to be aware of the buses pulling in and out of the bus put-down and pick-up zone which is also accessed as a pick-up and drive-through.
- When you approach the school, a staff member, on duty will call out your child's 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 staff member 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 parents arrive early and their child is not present to be collected, parents must drive through the pick-up zone and complete a circuit.
- Good Shepherd advises parents to delay pick-up times to avoid congestion in these areas.
- 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.

- Parents are not to leave pre-school or school aged children in the car.

### Parishioners and Centacare

- There is parking available for School, Parishioners and Centacare visitors in the school car park for a short time
- There is parking available for School, Parishioners and Centacare staff in the school car park in consultation with the Principal
- Parishioners and Centacare visitors are not to leave their car when in a drop-off or pick-up zone.
- Parishioners and Centacare staff are **not to park in the designated staff car park areas.**
- Parishioners and Centacare staff and parents are not to park in the drop-off, pick-up zone at any time. This causes problems when parking or reversing. Cones will be in place to prevent parking morning and evening due to dangerous procedures of parents taking students out of the car and putting students into the car.
- There is disabled parking available in the car park for card holders.
- Parishioners and Centacare visitors are not to leave pre-school or school aged children in the car.

## 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. Students should then walk their bike/scooter/skateboard to the lock up area.
- All students who are walking or riding to school, must cross the road using the traffic lights if required when coming along Springfield Central Boulevard.
- No adult is to access their phone whilst crossing over the crossing.

## Pedestrian Safety Including Mobile Plant

### Pedestrians

That all pedestrians (*Church, Centacare, Good Shepherd School, and visitors*) comply with occupational safety by:

- Respecting the use of the car park pedestrian crossing, rather than randomly crossing the road leading to the Catherine McAuley Boulevard, especially after 8.00am Mass.
- **Ensuring that Mobile Phones are not in use (texting or reading text-messages) when accessing the Pedestrian Crossing**
- Ensuring all students are escorted by an adult when using the pedestrian crossing if a staff member is not on duty.
- 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 complies 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, WHSO 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, **inclusive of School, Parish and Centacare Communities, Contractors and other stakeholders.**

### **Role of Good Shepherd Staff on Duty**

- All staff on duty must wear a yellow (hi-vis) vest with the Good Shepherd Logo on the back for identification.
- A staff member is on the crossing duty
- A staff member calls out the name of the student using a megaphone to inform them of the approaching family vehicle
- A staff member, if required, walks the student to the car and assists where necessary.
- Staff members monitor and supervise the students waiting for the arrival of their parents.
- **All staff ensures that all drivers are exercising safety.**
- **Supervision of Duty of Care for all students.**
- **Staff are not free to engage in conversations with parents whilst on duty. Free to make an appointment.**

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
		20 May 2020 Judith Anne Seery	Amendments: In-line with COVID-19 Directives regarding physical distancing and additional staff on duty with morning drop-offs.
Term 2 2020	Current in practice. To be shared with the School, Church and Centacare communities.	Sections re-written to ensure safety for all, especially parishioners' safety after the 8.00am Mass.	18 June 2020 reviewed by the Leadership Team
		Added: highlighting use of mobile phone on the crossing Centacare parents parking in Drop-off and pick up zone.	28 February 2021