



# Traffic Management Plan

## Details

Workplace:	Stella Maris Catholic Primary School, Point Cook		
Person completing:	Henrietta Stoffels		
Workplace Manager / OHS Management Nominee:	Stephen Harrison Rose Pascal		
Health Safety Rep:	Henrietta Stoffels		
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## Pick-up and drop-off points for students (e.g. private vehicles, buses etc.).

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during pick-up and drop off times.

- Entry and exit signage to the school is located at:
  - Entrance gate: On Hewett Drive
  - Exit gate: On Innisfail Drive
- Designated pick-up and drop-off areas for students are located at:
  - Waiting Area 1-3 on Hewett Drive (front gate)
  - Waiting Area 4-5 on Innisfail Drive (side gate)
  - Parents may also park in Keneally Drive (back gate) and other side streets which are uncontrolled
- Pick-up and drop-off areas for students are clearly marked by:
  - Signage
  - Pick-up and drop off areas for students are regularly maintained.
- Designated pedestrian crossings are:
  - Located at
    - The front of the school on Hewett Drive
    - The side of the school on Innisfail Drive
    - The rear of the school on Keneally Drive
  - All crossings are supervised at the following times by Wyndham City Council Crossing Controllers from 8:15-9:00am and 2:30-4:00pm.
- Traffic/Crossing Controllers utilise the following safety aids and personal protective equipment (PPE):
  - High visibility clothing
  - Stop signs / “lollipop sign”
  - Crossing flags and
  - Whistles
- Pedestrian walkways are physically protected from designated roadways by:
  - Curbs and gutters.
  - There is a fence around the school grounds to prevent students from entering the walkways except via designated gates.
- Pedestrian walkways are clearly marked/indicated by:
  - Designated walkways and road markings
- Speed restriction signage is clearly displayed in the school at the following locations:
  - 40km sign is displayed on the eastern boundary of Hewett Drive
  - 40km sign is displayed on the western boundary of Hewett Drive
  - 40km sign is displayed on the northern boundary of Innisfail Drive
  - 40km sign is displayed on the southern boundary of Innisfail Drive
  - 40km sign is displayed at the western end of Keneally Drive

- Speed controlling devices are in place to restrict vehicle speed on site:
  - The school's drive way into the school is a curved, which slows cars down.
  - The school's drive way is one way
  - 5km/hr signage in the driveway
- Other considerations or risk controls that need to be documented
  - The school community are regularly reminded of the school's Traffic Management requirements through the newsletter.
  - School drive way is coned off at 8:30am to prevent parents dropping students off down the driveway – except for those requiring accessible parking.
  - In the morning 8:30-8:50am
    - Front yard duty staff are rostered to be along Hewett Drive and Innisfail Drive to supervise drop off.
    - Back yard duty staff are supervising the back gate/side gate/playground along Keneally Drive
  - In the afternoon 3:15-3:30pm yard duty staff are rostered to
    - Supervise the front gate/Wait Zones on Hewett Drive
    - Supervise the side gate/Wait Zones on Innisfail Drive
    - Supervise the back gate on Keneally Drive

### Courier and/or delivery drop-off points

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors during a courier or delivery drop-off.

- Designated courier/delivery drop off points are located at:
  - The main school driveway off Hewett Drive.
- Worksite speed limits are set at (5 km/h) with clearly displayed signage located at:
  - The school driveway off Hewett Drive.
- Speed controlling devices are in place to restrict vehicle speed on site:
  - 5km/h signage
- Communication process is in place to control access
  - *Not applicable*
- Other considerations that may need to be documented?
  - Internal driveway is one way

### Safe passage of vehicles (e.g. buses, mobile plant, large vehicles, 4WD etc.).

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors when large vehicles or mobile plant move around the school:

- Vehicles are not allowed to move around the school during the following time periods of peak pedestrian traffic:
  - 8:30-9:00am – school start
  - 11:00-11:35am – morning recess
  - 1:30-2:20pm – lunch break
  - 3:00-3:30pm – end of school day
- Prior to entering the school, drivers of large vehicles must report to the front office to arrange for a member of staff to act as a "spotter" to supervise vehicle movements while on-site.
- Forklifts are only to be used by contractors when;
  - Signage is in place
  - Exclusion zones for pedestrians
- School speed limits are set at (5 km/h) with clearly displayed signage located at:
  - 1x is located in the school driveway.
- **Buses for excursions**
  - School staff will put out safety cones to prevent parents parking in the parking bays along Keneally Drive.
  - Buses for excursions are to park in the parking bays at the rear of the school in Keneally Drive.

- **Large vehicles requiring access to the school grounds**
  - In the event a large vehicle requires access to the school grounds, if possible it will be during a time when students are not in the playground. If it is at a time when students are in the yard during class time, there will be extensive supervision of students.
  - Prior to entering the school, drivers of large vehicles must report to the front office to arrange for a member of staff to act as a “spotter” to supervise vehicle movements while on-site.
  
- **Container Deposit Scheme**

Stella Maris Catholic Primary School has a Container Deposit Scheme in the staff car park beside the hall. Staff are to take care moving in the carpark when the truck is onsite. School community needs to be aware when crossing the driveway in front of the staff car park.

## Parking arrangements

The following risk controls have been put into place to ensure the safety of staff, students, contractors, volunteers and visitors and minimise the risk associated with vehicle parking:

- There are:
  - 54 car parks available for employees
  - zero (0) car parks available for students
  - zero (0) car parks available for visitors and
  - three (3) 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 Parking” car park sign in the hall parking off Hasset Place
  - “Staff & Accessible Parking” sign in the front driveway off Hewett Drive
- Parents can park in off street parking around the school.
 

**Note** – No parking exists on the school side of the road on Hewett Drive and Innisfail Drive in the Drop Off/Pick Up zones between 8:00am - 9:30am and 2:30pm - 4:00pm.
- Specialist vehicles (e.g. ride on mowers, forklifts, golf carts etc.) have designated car parks:
  - *Not applicable as contractors supply their own specialist vehicles*
- Signage identifying location of reception is clearly visible from the car park and is located at:
  - On the gate in front of the school office.

## Special Events

Traffic control requirements for special events may vary. Specific risk controls will need to be determined by carrying out a risk assessment and taking learning’s from previous events held.

The following risk controls can be implemented in order to reduce the risk associated with special events in conjunction with previously documented risk controls:

- Suitable numbers of traffic controllers are in place for all special events with an aim to restrict and/or direct traffic to and from the school.
  - Traffic controller is at the front of the staff hall car park managing pedestrians crossing the driveway. For those for the event they are directed down the carpark to the very end where there is a gate.
  - Traffic controller at the corner where the cars turn into the Wild West playground to ensure pedestrians do not walk into the hall car park but rather enter the school via the student access gate into the Wild West playground from the Western oval.
  - Traffic controller in the Wild West playground directing where cars are to park
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
  - An announcement is made in the school app/newsletter/Class Dojo that parking will be available in the Wild West playground
- Other considerations or risk controls that need to be documented:
  - Bollards and/or barriers are set up to separate cars from pedestrians
  - Pedestrians are to enter the school via the student access gate into the Wild West playground from the Western oval.

## Section 2: Additional documentation

### Workplace Layout



## Our School Drop Off / Pick Up Zone Information



### Drop Off / Pick Up Zone – Hewett Drive and Innisfail Drive

Three Drop off / Pick up zones exist along Hewett Drive.

Hewett Drive – At pick up time students will wait in sign posted Waiting Areas 1-3.

Innisfail Drive – At pick up time students will wait in sign posted Waiting Areas 4-5.

No Parking is permitted between sign posted hours 8:00-9:30am and 2:30-4:00pm.

Please indicate to pull into and out of the Drop Off / Pick Up Zone.

Please drive as far as possible along the drop off zone before you stop.

**Do not leave your car unattended in these areas.**



### School Driveway

This is a one way driveway with entry from Hewett Drive and exits onto Innisfail Drive.

There is no entry to this driveway between 8:30-9:00am and 3:00pm-3:30pm except for those requiring accessibility car parks.

During the day parents may park here to pick up unwell children from the school office.

Be aware of the pedestrian entry when driving through this area and reduce your speed.

Couriers and large vehicles will enter the driveway.



### Student Entry / Exit Points

Students enter and exit the school beside the school hall, through the front playground, beside Waiting Area 4-5 and along the back of the school on Kennelly Drive.



### Staff and Accessibility Parking

The two car parks above are for staff parking only. Please do not park in these areas at any time.

Note – There are three mobility impaired/accessible car parks available off Hewett Drive one (1) is to the left of the driveway and two (2) are down the school driveway.

Be very cautious driving in the driveway and carparks as students and families move in these areas before and after school.