

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	Marymount College
School Principal	Martina Millard
Business Manager / WHSO	Julie Edds

Pick up and drop off points for students (e.g. private vehicles and private buses)

The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
- On main roads as posted by GCCC
- Exit signage unavailable
- Designated pick up and drop off areas for students are located at:
- Western End of the Doyle Centre
 - o College students must wait on the grass near the new Tau building (L block).
 - o Primary students will wait on the lawn in front of the Doyle Centre and only proceed to their vehicles when the staff member on duty calls their name.
 - o Secondary siblings will wait with their younger brothers and sisters on the lawn in front of the Doyle Centre.
- Church Carpark (managed by Primary School)
- Pick up and drop off areas for students are clearly marked by:
- Doyle Centre Zone – Sign posted, parking bays and on road signage
- Designated pedestrian crossings are:
- Western end of Doyle Centre, Church Carpark, and main entrance to school
- Supervised at the following times....
- Morning and afternoon drop off times – Crossing Controllers manage main entrance crossing
- Western end of Doyle Centre – supervised during afternoon pickup only by duty teacher
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
- Crossing Controllers at main entrance crossing with all necessary PPE and whistles
- Crossing flags; and
- High visibility clothing

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- Traffic controllers at entry/exit to overflow/student carpark with all necessary PPE
- Pedestrian walkways are physically protected from designated roadways by:
 - Bollards at the western end of the Doyle Centre, around teardrop on main admin road, end of the internal road roundabout and beside H block
 - Fencing along main access road
- Pedestrian walkways are clearly marked/indicated by:
 - Designated pathways
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Doyle Centre drop off zone and road entrance to church carpark
 - Administration access road
 - Entry to overflow/student carpark
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps at both drop off zones
 - Speed hump on Administration access road
 - Speed humps installed at Mary statue roundabout
- Other considerations or risk controls that need to be documented?
- Management of student movements while waiting at Bus Bay and when boarding buses
 - o **College** students will be required to wait behind the bus shelter seats.
 - o **Primary** students will remain either seated on or in front of the bus shelter seats and board the buses first.
 - o We are endeavouring to work with the bus companies to be safer in their practice. We have requested that Bus drivers not open the doors until the children line up quietly and orderly
- Cars parking on roadway from Teardrop roundabout, blocking road at Doyle Centre drop off zone
- Cars blocking entrance road to Church carpark drop off zone
- Cars parking along yellow lines and grass verges in slip lane
- Administration entrance - parking bays restricting access road to become a one lane access
- Blind spot at entry to Administration roadway

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Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of assorted items to the workplace is undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the Uniform Shop or Facilities Office before entering the school grounds. Designated courier and/or delivery drop off points are directed by Facilities and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop-off points are clearly marked by:
 - Visitor parking available
 - Small vans and ute deliveries to the Uniform Shop or as directed on purchase order
 - Large vehicle deliveries to Grounds shed as directed on purchase order
 - Delivery times restricted, no deliveries between 8:00 to 9:00am and 2:30 to 3:30pm
- School speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - Doyle Centre drop off zone and road entrance to church carpark
 - Administration access road
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps at both drop off zones
 - Speed humps on Administration access road
- Other considerations that may need to be documented?
- Vehicles are prevented from accessing the following areas:
 - o The pathways leading into the school grounds

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

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The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, forklifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around Marymount College during the following time periods of peak pedestrian traffic:
 - 8:00 to 9:00am, First and Second Break, between periods and between Final Bell and 3:30pm
- Prior to entering Marymount College, drivers of any vehicles must report to the Facilities Office to arrange for a member of staff to act as a “spotter” to supervise vehicle movements whilst on site;
- Forklifts are only to be used in restricted areas under prior arrangement with Facilities; and
- Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - 3 speed control signs at Doyle Centre drop off zone
 - 1 speed control sign along admin entrance
 - 1 speed control sign on road to church carpark
 - 1 speed control/shared zone sign at entrance to overflow/student carpark
- Other considerations or risk controls that may need to be documented?
 - Roadways are of sufficient width to allow for cars going in both directions to pass each other safely;
 - Entrance to administration has parking bays restricting cars to passing in opposite directions
 - Load limit or vehicle size limit on main admin access road to be considered

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- There are 205 car park spaces available for employees and visitors across multiple carparks, 3 car park spaces available for visitors on the admin access road and 4 car park spaces available for people with disabilities, 2 in the staff carpark and 2 on the admin access road. There is also an overflow carpark providing 50 spaces for extra parking by staff, students and visitors.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - One ‘staff carpark’ sign at the Doyle Centre staff carpark
 - Two carpark signs at the eastern carpark.
 - Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - Main school pedestrian entry
 - Main admin entry road
 - Access path on Northern side of Doyle Centre
 - Other considerations or risk controls that may need to be documented?
 - Main school pedestrian entry has no vehicular access
 - All parents, staff and students are required to obey the parking regulations
 - The College will employ two car park supervisors to ensure safety in leaving the student car park.

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- Parents are not permitted to park in the staff-designated car park.
- Cars must drive at a slow speed (walking pace) in the car park.
- Parking inspectors and police have been asked to make regular visits to the Marymount site to make it safer.
- No driver should be talking on or perusing their mobile phone while in the car park

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

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learnings from previous special events.

The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
- Additional car parking areas are clearly designated with signage displayed in the following areas:
 - Depending on function and amount of extra parking required.
- Other considerations or risk controls that need to be documented:
 - Pedestrian only pathways.

Additional documentation / Site Map (School map layout)

Marymount College Bus Traffic Management Plan

This document is to be read in conjunction with the Site traffic Management Plan – Marymount College, SOP Bus and SWP Bus

Access Routes

The college bus is to be driven on designated roadways and driveways only within the college. The bus is not permitted to be driven on the college oval or any other grassed area within the school. Extra care must be taken if driving the bus on the internal unsealed roadway between the ovals. This route must only be used while the bus is not carrying passengers and is not towing.

Internal speed limits and other road rules must be always adhered to.

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Loading and Unloading

Boarding and disembarkation of students, and loading and unloading of equipment is to occur in the following areas only:

- College Bus bay
- College 'kiss n go' zone adjacent to the Doyle Centre
- Designated bus loading area behind Art Block

No students are to board or disembark from the bus in or near the bus shed.

Areas with Reduced Visibility

Care should be taken when operating the bus in areas of reduced visibility or during adverse weather events. If practical a spotter should be engaged and bus to proceed at a reduced speed. Spotters are required to wear high-visibility vests.

Review

This plan is to be reviewed yearly, or at other times as required, e.g., during construction activities, and when there is a change to school operations.

Marymount College Mobile Plant Traffic Management Plan

Access Routes

Access routes for mobile plants are restricted to the shaded areas on each of the attached site plans. These restrictions apply during normal school operations, 8:00am to 3:30pm school days during term time. Please consult the appropriate map prior to planning your access route. Plant is not to be driven on publicly accessible roads unless registered.

High Traffic Areas

Extreme care must be taken when operating plant in areas of high foot traffic. Vehicles are to proceed at walking pace only (10km/h max) and must be stationary when students, staff or visitors pass the vehicle.

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Areas with Reduced Visibility

Care should be taken when operating plant in areas of reduced visibility. If practical a spotter should be engaged and plant to proceed at a reduced speed. This includes the use of plant in the Doyle Centre undercroft.

No Access Areas

No plant is to be driven in the following areas during normal school operations:

- Path in front of Administration
- Undercover area on Southern side of G Block
- Pathway on southern side of I block
- Undercover area in front of J Block and K Block
- Pathway in front of L Block ramp

Hours of Use

As much as is practical, plant should not be used at the following times:

- 8:00 to 9:00am
- First Break
- Second Break
- Between periods
- Final bell to 3:30pm

Review

This plan is to be reviewed yearly, or at other times as required, e.g., during construction activities, the acquisition of new plant or equipment and when there is a change to school operations.

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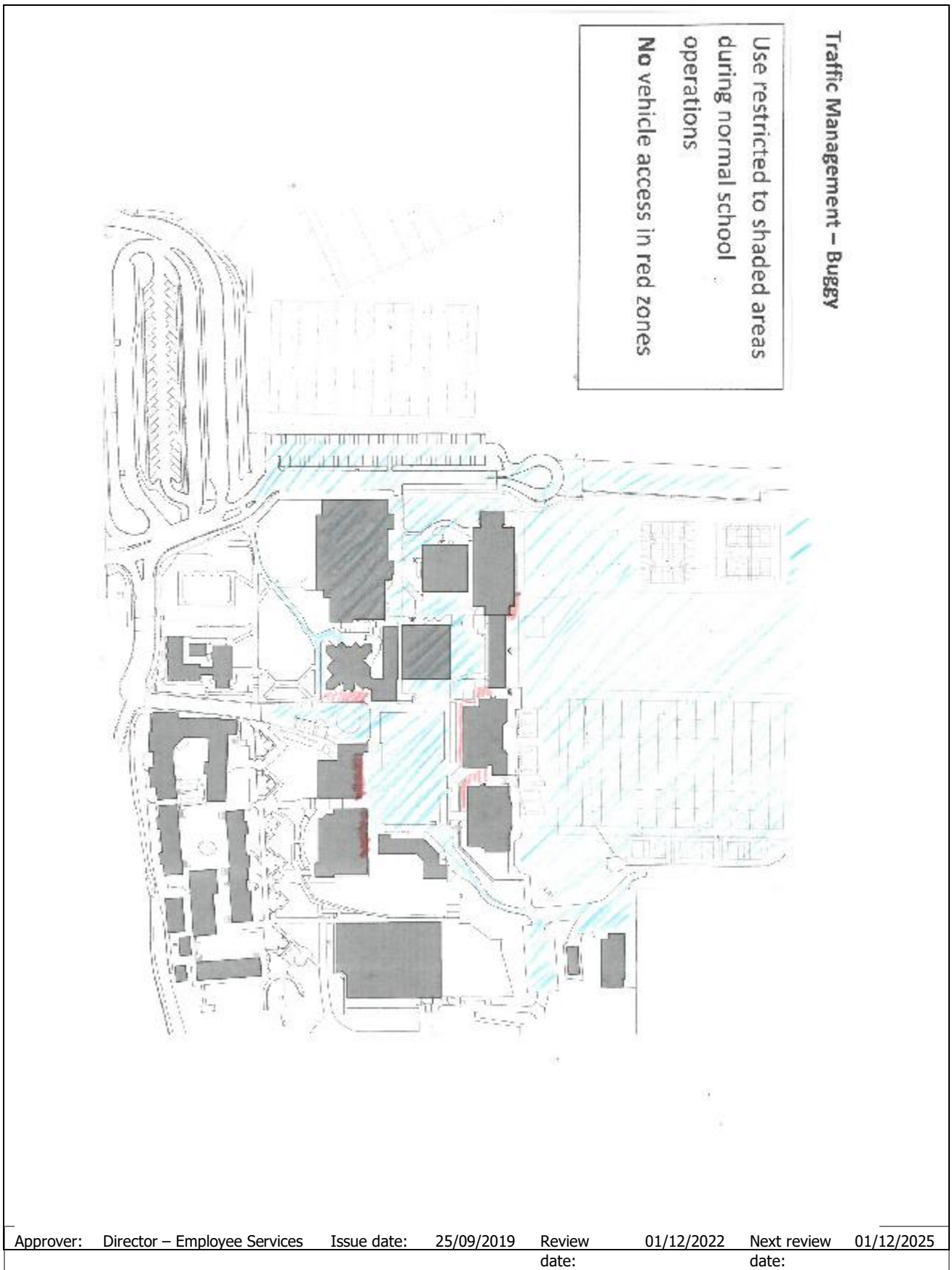
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Traffic Management – Whole School

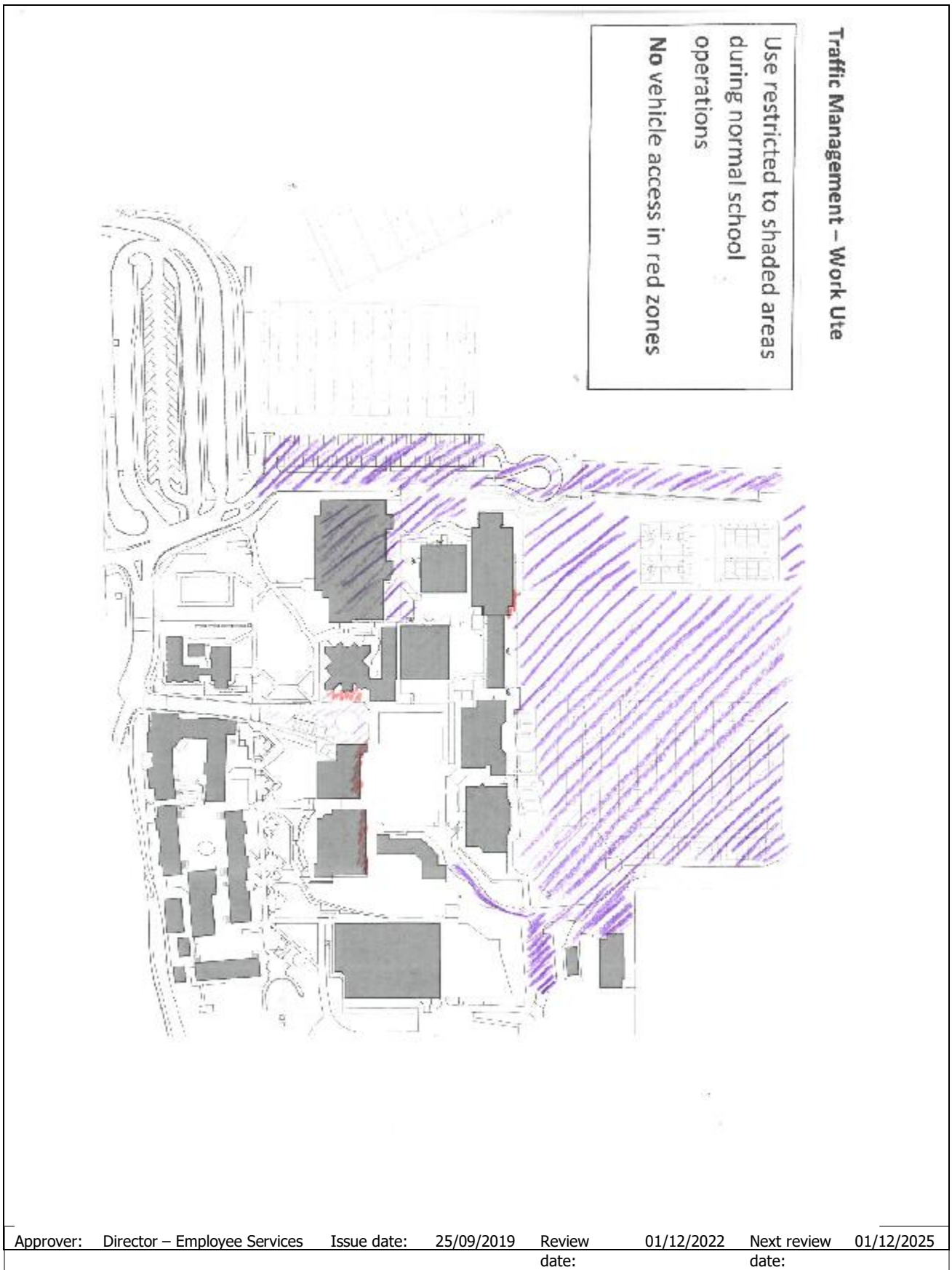
Yellow areas – reduced visibility, proceed with caution at crawling pace, use a spotter
Red – no vehicle access allowed



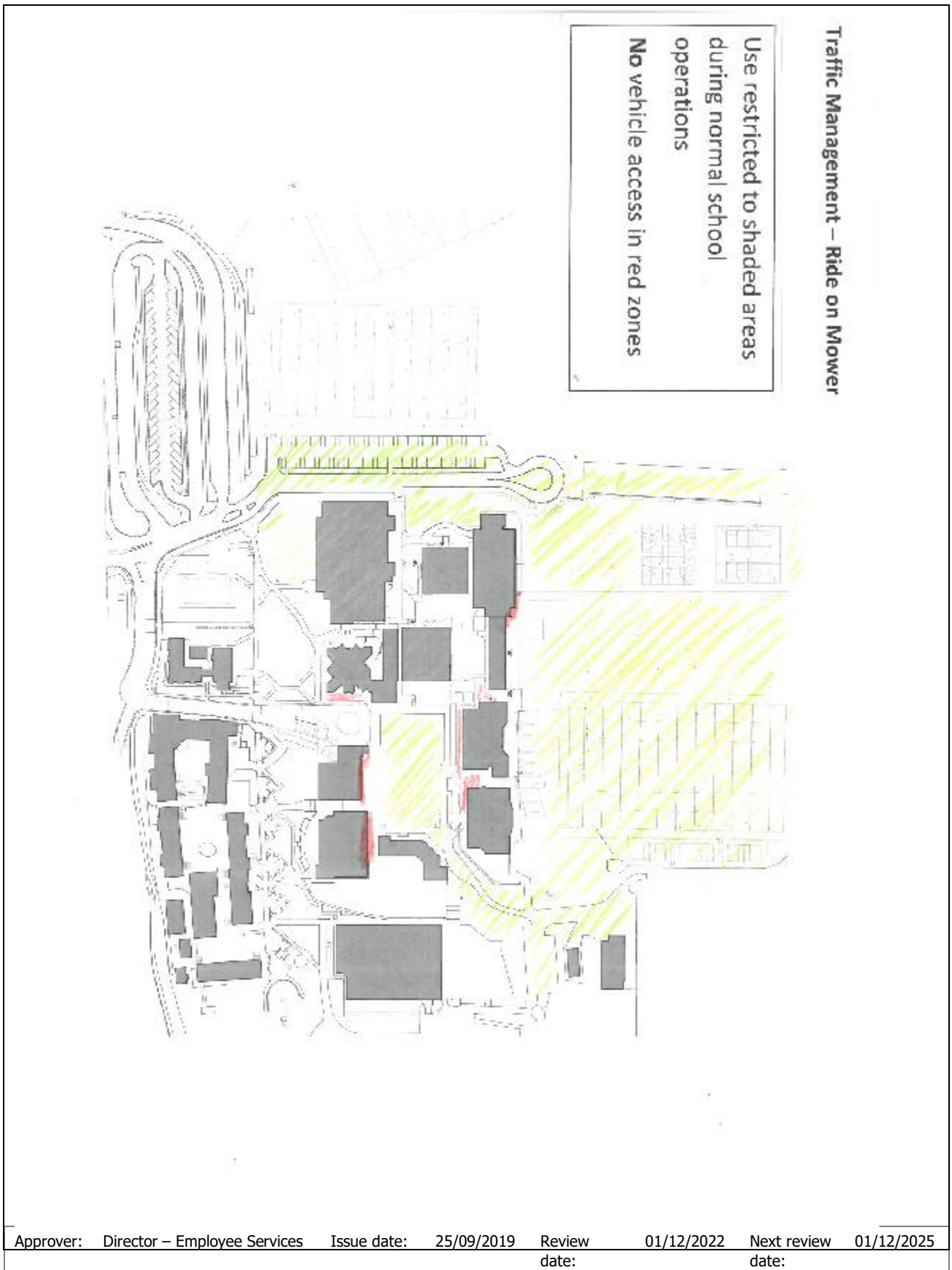
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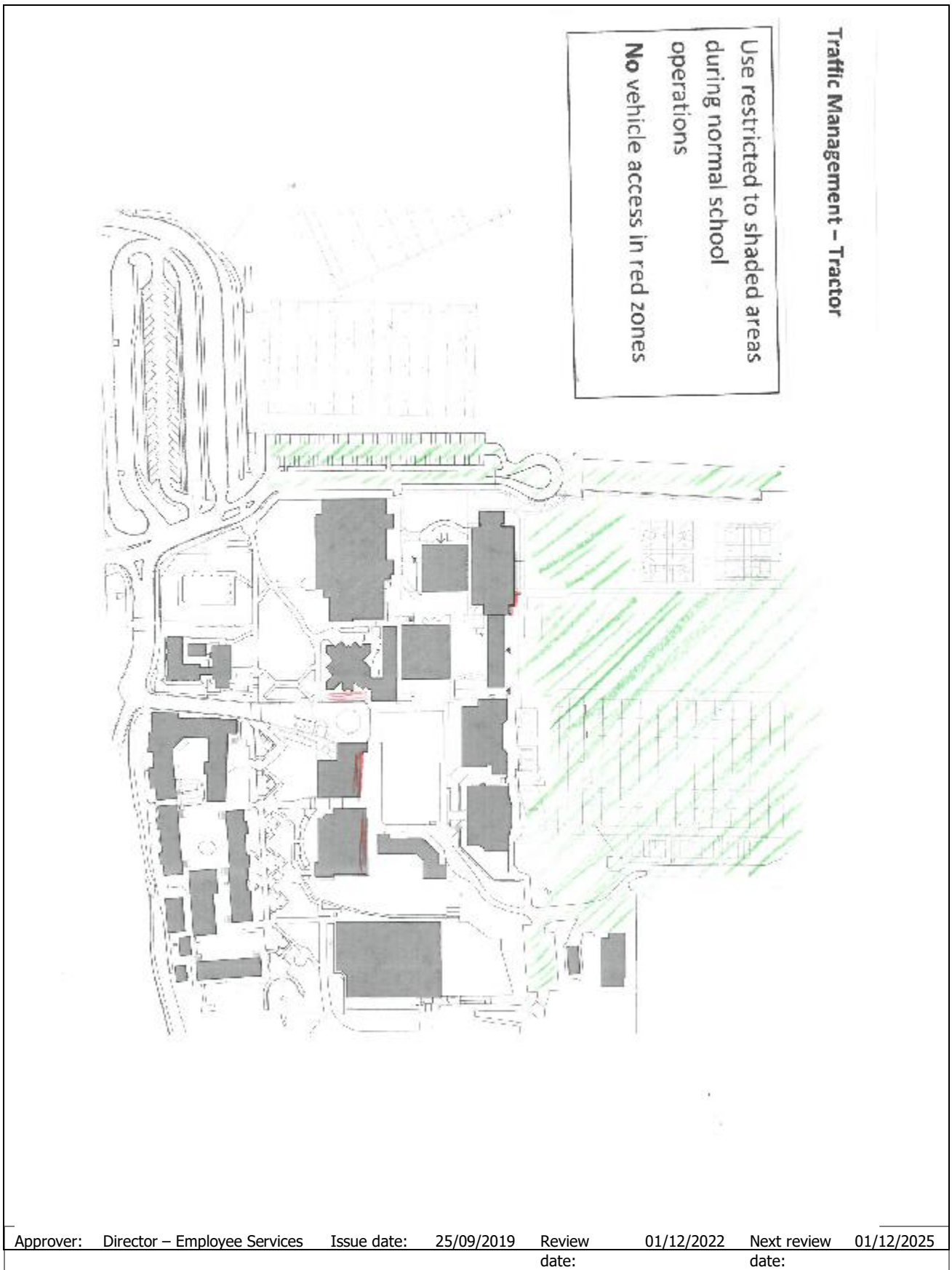
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Signatures:

Principal		Date	
Business Manager / WHSO		Date	
Person completing TMP (if other than above)		Date	