

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
School/Location	St Joachim's Primary School
School Principal	Jayne Solomon
Business Manager/WHSO	Melissa Durant

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

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

- No vehicles are to enter the school grounds to pick up or drop off students. Driveway gates on Crown Street are locked.
- Designated pick up and drop off areas for students are located at:
 - Yuletide Street (along Yuletide Street in the morning and afternoon).
 - Crown Street (along Crown Street in the morning and afternoon), outside the pedestrian gate.
- Pick up and drop off areas for students are clearly marked by:
 - Signage.
 - Pick-up and drop-off areas are supervised until 3:10pm by staff in the afternoon. Students not collected by this time are walked to the school office to wait.
- Designated pedestrian crossings are:
 - Located at the Logan Road end of Yuletide Street; and
 - No crossings exist immediately outside the school.
- Pedestrian walkways are clearly marked/indicated by footpath, which is separated from the road by the gutter and grass strip.
- Buses picking students up for excursions and other events are to park on Crown Street in the designated bus zone. Students are walked to the bus by staff.
- Speed restriction signage is clearly displayed at the following locations:
 - Crown Street and Yuletide Street – 40km/h school zone between 2pm and 4pm and 50km/h at other times.
- Other considerations or risk controls that need to be documented: -

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- If a vehicle requires access during school hours, admin will co-ordinate access with the vehicle to be walked in and out **by spotters.**
- **The Principal to send out an email to all families to remind them of safe pick up procedures in Crown and Yuletide Street.**

Courier and/or delivery drop off points

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

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds.
- Courier and/or delivery drop off points are located at:
 - Reception on Yuletide Street (no vehicle access to grounds).
 - Designated courier and/or delivery drop-off points are directed by reception and if vehicle entry into the school is required, a staff member will escort the driver.
 - Deliveries requiring entry onto the school grounds via Crown Street must be scheduled outside of playground times and be walked on site. If this occurs during OSHC hours, notice must be given to OSHC staff so that they can make arrangements to supervise the children in their care.

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

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

- Vehicles and/or ride on lawn mowers are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - Student break times – 10:40am-11:10am and 1:10pm-1:50pm;
 - Between 7:30am-8:45am and 2:30pm-3:30pm;

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- Or other times where vehicle movement is not deemed appropriate by school or OSHC staff.
- If OSHC is onsite during the times that vehicles and/or ride on lawn mowers are to be used, they must be advised so children in their care can be supervised.
- Prior to entering the school, drivers of any vehicles and/or ride on lawn mowers must report to the school reception to arrange for a member of staff to act as a "spotter" to supervise onsite vehicle and/or ride on lawn mowers movements.

Parking arrangements

There is no onsite parking available for parents or staff.

The church carpark may be used by the Parish for special events. The Parish will notify the school in advance and the grassed area next to the church will be closed as a playground during this time.

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

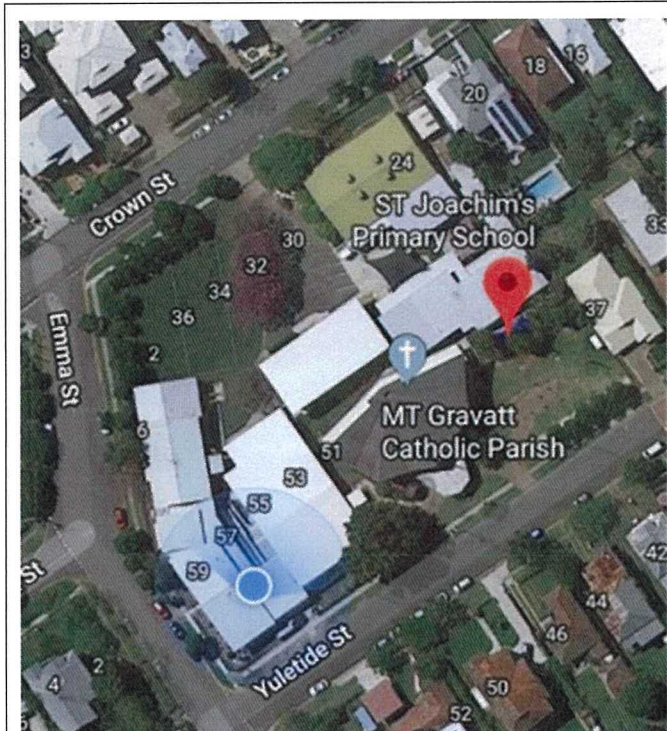
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

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

- A risk assessment and traffic management plan for each event.
- Local businesses (Dan Murphys/Holland Park Hotel) will be informed of large school events so they can adjust their parking requirements as needed.

Additional documentation / Site Map (*School map layout*)

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Signatures:

Principal	<i>Solomon</i>	Date	19/05/26
Business Manager / WHSO	<i>M. Durant.</i>	Date	19.5.26
Person completing TMP (if other than above - print name and sign)	Jayne Solomon and Melissa Durant	Date	