

School Internal Traffic Management Plan



SJV Traffic Management Plan

School / Location	St. John Vianney's 15 Oceana Terrace Manly Qld
School Principal	Katherine McKay
WHSO	Susan Delaney

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

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

▪ **Entry and exit signage to the school/workplace are located at:**

- Kooralgin Street, Administration
- Oceana Terrace, stairwell
- Ernest Street gates

Designated PICKUP and DROPOFF areas are located at:

- Oceana Terrace stairs
- Ernest Street gates

Parents/carers are only permitted to stop for up to two minutes if they are dropping off or picking up children. If students are not ready to be collected, motorists must leave the zone and re-join the queue. Motorists must listen to any instructions given by loading zone supervisors. Drivers are not to park or leave the vehicle.

Children are to enter and exit the vehicle from the footpath side only.

In the event that children are not collected within 15 minutes at PICKUP, teachers and children return to the Admin Office, and parents are contacted by phone. Children remain supervised in the office until collected.

Designated supervised WALKING BUSES travel to:

- Valetta Street (cnr of Ernest St)
- Wellington Street (cnr of Kooralgin St)

These are utilised to ease congestion and move traffic flow away from the school site. Staff members walk students to these areas and supervise children until they are collected. Staff members wear high visibility vests and carry mobiles phones with them.

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In the event that children are not collected within 15 minutes, teachers and children return to the Admin Office, and parents are contacted by phone. Children remain supervised in the office until collected.

- **Pick up and drop off areas for students are clearly marked by:**
 - Enhanced Pick up zone signage
 - Gutters painted green
 - Witches hats are used when buses pickup/drop students off in Kooralgin street.
- **Designated pedestrian crossings are:**
 - Located at Oceana Terrace and Kooralgin Street
 - Supervised from 8:00am – 9:00am and 2:50pm - 3:20pm
- **School crossing supervisors use the following aids and personal protective equipment (PPE):**
 - “Lollipop” sign
 - Crossing flags
 - High visibility jacket and hat or raincoat when required
- **Pedestrian walkways are physically protected from designated roadways by:**
 - Fences
- **Speed restriction signage is clearly displayed outside the school:**
 - Kooralgin Street, Oceana Terrace and Ernest Street.
- **Speed controlling devices are in place to restrict vehicle speed on roads:**
 - Speed humps have been installed in Kooralgin Street, Oceana Terrace and Ernest Street.
 - Flashing Lights have been installed on Oceana Terrace and Ernest Street
- **Other considerations or risk controls that need to be documented?**
 - Due to close proximity of Manly State School in Ernest Street, concerns have been raised about vehicle queueing and vehicles driving on the wrong side of the road to overtake queued vehicles. Rules regarding student pick up/drop off are advertised in the school newsletter and on social media
- **Parking**
 - There is no on-site parking at SJV
 - Street parking is available on Kooralgin Street, Ernest Street, Oceana Terrace, School Lane, Arnold Street and surrounding streets.
 - Motorists are reminded to obey all Qld Traffic Parking Regulations - no stopping in a Clearway, No Parking Zone, School Zones, and not to park across resident’s driveways, pedestrian crossings or intersections.

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Courier and/or delivery drop off points

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

- All couriers and/or delivery drivers must report to the school reception before entering the school 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 and act as a "spotter"
- Vehicles are not allowed to enter the school grounds during students' lunch times or at times of high pedestrian traffic.

Parking Arrangements

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

- There are 0 permanent car parks on site
- Emergency Vehicles will be guided onto grounds through Kooralgin St Gates, parking just inside gates.
- Contractor vehicles may be allowed access into stage area (in special circumstances).
- Other vehicles (incursions, book fairs) may be allowed to park in the area outside Hall (in special circumstances).

Safe passage of vehicles within the school (ride-on mowers, staff vehicles, contractor vehicles, emergency vehicles,

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

- Appropriate numbers of traffic controller/spotters will be in place to restrict/direct traffic on-site
- Other considerations or risk controls that need to be documented:
 - Access and egress times will be limited to the times the least amount of people, especially students, are on site.
 - No vehicle access allowed on Oval (artificial grass has a soft sand base)

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Site Map



Legend

- School 2-minute zone drop off/pick up
- Blind spots. Stop/look, proceed at crawling pace
- School entrance/exit/emergency parking, stop/look, proceed at crawling pace. Spotter required
- Amber zone – controls required to access
- Green zone – proceed with caution