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# DRAFT SCHOOL TRAFFIC MANAGEMENT PLAN .

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## Traffic Management Plan

### Plan, Communicate and Enforce

Midcoast Christiann College ( Primary) , we understand that ensuring all members of the community arrive and depart the College safely every day is paramount and is a combined accountability that includes Parents, Caregivers, Students, Staff and the broader community.

Midcoast Christian College is in a mixed land use setting, in the suburb of South Forster and is situated on the Southern Parkway.

To ensure the safety of our Students, Midcoast Christian College has, wherever possible, tried to eliminate or control vehicle/pedestrian interactions.

Midcoast Christian College has developed a Traffic Management Plan for the School that encompasses the following items:

### **1.0 Description of the Workplace**

Site: Midcoast Christian College

- Address: The Southern Parkway South Forster NSW 2350
- No. of Students 300

- No. of Staff 20
- Catering for Kindergarten to Year 8
- Hours of Operation 8.00am to 4.00pm Weekdays
- Office Phone Office:
- Email:
- Website:

## **2.0 Site Plan:**

Refer to BTE-210058-CIV-COMBINED.

## **3.0 Traffic Plans**

### **3.1 Bus Transport**

#### **Overview**

To ensure student safety and control of traffic associated with the operation of the high school site, the Colleges' preference is for students to arrive onsite via bus. The use of public transport helps to reduce congestion of traffic movement around the College site. Refer to the below site plan, which notes the location of the bus zone along The Southern Parkway.

This area is clearly sign posted and is located between the car park entrance/exit and the pedestrian entrance/exit that joins the pathways going to and from the main building. The bus will approach the College in the morning and afternoon along Southern Parkway before stopping at the allocated bus stop area. The bus zone will operate from 8.00am – 9.30am in the mornings and from 2.30pm – 4.00pm in the afternoons and under no circumstances are cars to park in this zone during those times. Outside of the nominated school bus zone hours, this area is an unrestricted public parking zone. For further information regarding the bus company providing the school services, please refer to the below website link:

Busline <https://www.buslinesgroup.com.au/forster/>

Eggins: <https://egginscomfortcoaches.com.au/eggins-school-bus-service>

#### **Morning**

Students are to exit the bus calmly and safely and walk up the main path going up to the main building. Students are not permitted to loiter around the bus stop area or on the paths leading up the main building but rather they are to move to the allocated supervised yard area. Under no circumstances, are students allowed on the road or in the carpark area.

#### **Afternoon**

Students are to wait in the allocated footpath area under the direction of the teacher, before entering the bus. Students are not permitted to congregate along the public footpath area but must remain on school property until they are instructed to move onto their bus.

Students are not permitted to play ball games while waiting and under no circumstances are, they allowed on the road or in the carpark area. Upon entering the bus, they are expected to sit on any available seating and if they are required to stand to move to the back of the bus. They must hang on to the handrails.

### **3.2 Car Transport**

For the safety of the children, it is strongly recommended that parents drop-off and pick-up their children with the 'drop off and pick up zone' which is located within the College carpark. In any other case it is recommended that they are walked to the entrance of the College with particular care taken in crossing streets. Please do not walk or ride in the school driveway or across the entrance/exit to the carpark and within the carpark itself. Parents are to be aware that both sides of The Southern Parkway are designated for public parking – queueing on public roads, parking zones, cycle lanes or across the public footpath for entry to the 'drop off zone' is not accepted.

#### **Drop Off Zone**

A drop off zone is provided at the front of the school site, with an access from The Southern Parkway. There are 15 parallel parking spaces along the u-shaped facility.

Staff will manage the pick-up and drop off times to reduce confusion for parents and students.

In the event of queues building up, such as when the parent/carer has arrived before the student has come to the drop zone, staff on duty will request parents to recirculate to the carpark via the roundabout at the Akala Avenue intersection to reduce potential queuing on The Southern Parkway. This is to prevent queues spilling back onto The Southern Parkway.

During the morning peak, parents are to drop off their children in any available parking space in the drop off zone.

During the afternoon peak:

- Staff will identify zones within the pick-up area based on the last name of the student (e.g., students with last names A-G in the first three spaces, last names H-N in the next, etc.). The pickup zones will be clearly signposted for arriving parent to observe. This reduces the chance that a student is waiting for their parent on the incorrect side of the facility, leading to longer drop-off times.
- Cars picking up students will have the last name displayed on a printed sheet of A4 paper on the dashboard so that staff can direct students to the correct car.

### **3.3 Cycle & Pedestrian Travel**

The College accepts that more 'active' forms of transport may be used by students and parents in travelling to and from the school site. All parents are to be aware that the safety and security of students travelling via this mode is not the responsibility of the College. Walking or riding to school also helps to reduce traffic congestion and promotes healthy lifestyle. The local suburb has an internal footpath network which should be used by both cyclists and pedestrians when travelling to and from the College site. As per convention & etiquette, cyclist's and walkers should travel along the left side of the pathway and ensure that they pass any other users in a safe and courteous

manner. Cyclists are also instructed to make themselves aware of the road rules associated with cycle travel and abide by these at all times.

Cyclists when leaving the college must walk their bike off the college grounds until they reach the pedestrian crossing on The Southern Parkway or the corner of The Southern Parkway and Tandara Place. Once the child has crossed the street, they may then proceed to ride their bicycle with caution adhering to all road rules.

### **Times**

To minimize traffic congestion and to allow the drivers to complete their drop-off and pick-up within the designated times, please adhere to the allocated times.

Morning: Students should be dropped off no earlier than 8.15am, as the area will not be supervised.

Afternoon: Drivers should not arrive at the drop-off zone any earlier than 2.30pm.

Students must move quickly after school to wait at the bottom of the ramp to the drop-off zone and await instructions from the supervisor if being collected by vehicle.

School zones: The school will be located in a 40 km school zone for the hours of 8.00 - 9.30am and 2.30 - 4.00pm on school days. The speed limit is lowered to 40km during these hours to increase the safety of the students arriving and departing the school.

Drivers must abide by these speed regulations.

As per the Transport for NSW Government guidelines, parents must give written permission (refer to Section 10.0 of this document) for their child/ren to ride their bicycle to/from school, with parents aware that children are under parent's duty of care once they leave school grounds.

### **Information for Parents/Caregivers and Students**

1. Students must at all times wear a Standards Australia approved bicycle helmet that is correctly fitted and fastened on the rider's head. They should check for the AS/NZS2063 approval sticker.
2. All NSW road rules concerning bicycles are to be followed.
3. Students may ride bicycles on the footpath unless there are signs that specifically prohibit cycling. Riders must keep to the left, take responsibility for avoiding other footpath users, give way to pedestrians and ensure they DONOT encroach on the rights of other users. At driveways where a vehicle may be entering or leaving the rider needs to check carefully for vehicles before proceeding across the driveway. At intersections, students must dismount and use safe pedestrian behaviour as they wheel the bike across the road.
4. Bicycles ridden to school must be in good, safe working order and bicycles must be fitted with a bell. It is the responsibility of the Parent/Caregiver to ensure that the bicycle is in good and safe working order and that all protective equipment as required by law is provided. Adult assistance is required for a student to perform a safety check every time the bike is ridden i.e., bell, brakes, reflectors, chain, tyres and pedals.

5. Cyclists are to dismount before entering the school grounds and walk their bicycles whilst on site.
6. Bicycles are to be stored in the bike rack provided. Bicycles must be locked with a chain and padlock supplied by the bicycle owner.
7. Bicycles and helmets are brought and stored on school grounds at the owner's risk.
8. Parent/Caregivers will be notified if students do not adhere to the School's Bicycle Policy and permission will be withdrawn until the issues identified have been satisfactorily addressed.
9. No riding of bicycles, scooters, roller blades or skateboards is permitted in school grounds during and after hours.

Note: Skateboards, scooters and rollerblades are not permitted at the school under any circumstances, unless directed by Staff. If Staff do allow it, riders must wear an approved helmet and protective gear such as knee and elbow pads.

### **3.5 Afternoon Home Pick up Arrangements**

Where possible, parents/caregivers are to contact the school before 2:00pm if there is an urgent change to their child's pick-up arrangements. After this time, it is difficult to relay a message to a child as they are already moving to their last afternoon lesson.

These changes should only be in the event of an emergency.

Similarly, if you need to pick up your child for a (one off) appointment you will need to attend the office before 2:00pm to do this. Parents/Caregivers are asked not to remove their child from school early consistently. Appointments (e.g. dentist) as well as outside school activities (such as swimming lessons) are expected to occur out of school hours or in school holidays. The Education Act clearly states that children are to remain at School for the duration of the School day and the Principal has responsibility to ensure this occurs. If for some reason you need to remove your child early on a consistent basis, please write a letter to the Principal explaining the educational reasons for this, seeking permission for this to occur.

### **4.0 General Safety**

1. All Staff members on duty will wear "Hi Visibility" Vests.
2. Parents/Caregivers are reminded of the 40kmph speed limits in place for School Zones.
3. During wet weather the same principles as outlined in this plan will apply. However, greater care and lower speeds are requested. Students are to protect themselves from the rain as much as possible by using a raincoat and/or umbrella.
4. The same principles as outlined in the above 'Bus Transport - afternoon' section will apply on sports afternoons.

### **5.0 Permission Notes**

Parents/Caregivers are asked to provide written advice/instructions about their child's afternoon pick up arrangements on each day of the school week. Parents/Caregivers will also need to complete a permission form if your child rides to/from school at any time.

#### **7.0 Site Emergency Contact(s)**

<b>Contact Position/Role</b>	<b>Phone</b>	<b>Telephone Number</b>
Principal		
Assistant Principal		
Clerical Manager		

#### **8.0 Additional Emergency Contacts:**

<b>Name/ Organisation</b>	<b>Telephone Number</b>
Emergency Services	000
Ambulance	1300 655 200
Hospital	(02) 6592 9111
Police	(02) 6555 1299
Bus Companies Eggins	(02) 6552 2700
Bus Companies Forster Buses	(02) 6554 6431

#### **9.0 Further Education**

**1. Parents/Caregivers will be informed via Compass, newsletters, handbooks, and orientation activities and parent take-home notes of the importance of:**

- modelling safe road user behaviour;
- parking vehicles safely outside the school and observing all parking signs;
- ensuring that children are protected whilst travelling to and from school;
- reinforcing the safety messages taught at school;
- supervising the travel of young students;
- identifying and reporting safety issues in and around the school; and
- contributing to solving road safety issues that are of concern to the school and community

**The School will consult with the NSW Police Force and the Midcoast Council on this Traffic Management Plan.**

## 10.0 Permission Slip- Cycling

Permission to ride to and from school is to be authorised by the Parents/Caregiver (please complete the following)

I..... authorise my child to ride a bicycle unaccompanied (see bicycle rules below) For Bicycle Riding

- I give permission for (child's/student's name) to ride his/her bicycle to and from school in 2024
- I have read and understand the bicycle information provided in this Traffic Management Plan and explained the details with my child.
- I have checked my child's bicycle for roadworthiness and understand that it is my responsibility to keep the bicycle well maintained with all component parts working correctly.
- My child will correctly wear a Standards Australia approved helmet when riding a bicycle to and from school.
- I understand that bicycles are brought to school at the owner's and user's risk.

Signed.....

(Parent/Caregiver).....

Relationship to child/student.....

Date.....

### Bicycle User Commitment

- I have read and understand the bicycle information provided in this Traffic Management Plan.
- My Parent/Caregiver has read and understood the bicycle information provided in this Traffic Management Plan.
- I understand that it is a joint responsibility between my Parents/Caregivers and I am to keep the bike well maintained with all component parts working correctly.
- I will wear my Standards Australia approved helmet correctly when riding a bicycle to and from school.
- I understand that I bring my bicycle to school at my own risk and will secure it with a lock and chain in the bike rack.