

St Luke's Grammar School

TRAFFIC MANAGEMENT PLAN

12 February 2018

Ref 18028

Traffic Management Plan

Dated 12 February 2018

1. Objectives of the Traffic Management Plan

- 1.1** Ensure the safety of children, parents, staff and the public as a result of the operation of the School.
- 1.2** Parents, and any students eligible to drive to School, are to be made aware that they are subject to the same parking restrictions and road safety rules as every member of the public, and those rules can be enforced by Warringah Council's Traffic Wardens and the NSW Police.
- 1.3** Encourage due courtesy the owners of the residential properties surrounding the School.
- 1.4** Safety of children arriving to and departing from the School.
- 1.5** Provision of parking onsite for staff.
- 1.6** Provision of parking onsite for students.
- 1.7** Provision of parking for visitors to the School, including delivery trucks.
- 1.8** Minimisation of inconvenience to local residents both during normal school days and for "special events" at the School.

2. Procedures

2.1 *Buses in Headland Road – morning arrivals*

Buses arrive in Headland Road in the morning from approximately 8.00 am to 8.25 am. Parents and students are instructed not to park within the designated bus zones.

Students arriving by bus each morning will move directly from the Bus Bay into the School.

2.2 *Buses in Headland Road – afternoon departures*

There are 2 staff members rostered to supervise student activities during departures at the Headland Road bus stop.

Buses depart from the designated bus bays from approximately 3.25 pm to 3.40 pm.

Students are to wait within areas specified by the staff member, and are called forward as buses arrive. Students are to move in line onto the designated bus under supervision.

2.3 *Tango Avenue and Quirk Street buses – afternoon departures*

Two staff members are rostered to supervise students departing School via the two bus stops in Tango Avenue and Quirk Street in the afternoon. A staff member is allocated to each of the 2 bus stops on the western side of Quirk Street and on the northern side of Tango Avenue. Students are to wait within the areas specified by the rostered staff member. The 2 members of staff will assist students to cross Tango Avenue.

2.4 Drop off and pick up zone in Tango Avenue

A drop off and pick-up zone with a capacity of approximately 14 cars is provided in an indented parking bay in Tango Avenue. Four staff members are rostered to supervise students in the Tango Avenue “Drop & Go” zone. The arrival and departure of students via the Tango Avenue drop off/pick up zone is supervised by the School's Traffic Warden. The parents are not permitted to wait in the “Drop & Go” zone and drivers must remain the driver's seat. Parents are to move away from the zone immediately upon being requested by staff.

2.4.1 Morning Drop-Off

Parents/carers using the Tango Avenue “Drop & Go” zone will not exit their vehicle. Drivers must remain in the driver's seat. A member of the St Luke's staff will open the passenger side door(s) and assist your children to exit the car. In order to support this process drivers must ensure that they:

- move as far forward in the line as possible
- remain in the car at all times
- have your children's school bag in the vehicle, rather than in the boot
- students will *exit* the car from the passenger side of the vehicle
- when departing drivers must continue in the same direction along Tango Avenue. U-turns are not permitted.

2.4.2 Afternoon Pick-Up

Parents wishing to use the Tango Avenue “Drop & Go” zone in the afternoon must place their family name *label* on the passenger side of the dashboard or suspended from the passenger side sun visor – so that it can be seen by St Luke's staff. As the vehicle nears the front of the “Drop & Go” zone a member of St Luke's staff will call your child(ren) to come to the gate. St Luke's staff will then assist your child(ren) into the vehicle. To support this process drivers must ensure that they:

- move as far forward in the line as possible
- remain in the car at all times
- have your children's school bag in the vehicle, rather than in the boot
- students will *enter* the car from the passenger side of the vehicle
- when departing drivers must continue in the same direction along Tango Avenue. U-turns are not permitted.

2.5 Drop off/pick up zone in Headland Road

A drop off pick up zone is provided in Headland Road to the south of the site access driveway which has the capacity of 9 cars. The arrival and departure of students via the Headland Road drop off/pick up zone is encouraged to be used parents /carers.

2.6 Deliveries

Deliveries are to be made by parking in carparking space “No.15”(shown on the approved plans) in the Undercroft, to be signposted and used for routine/bulk deliveries One (1) delivery / visitor space is to be allocated for (adjacent the disabled persons parking) for general visitors to reception entry carpark off Headland road.

The location of staff parking areas, student parking areas, bus zones and drop off/pick up zones are illustrated on the attached diagram to the Traffic Management Plan.

3. General Issues

3.1 *Staggering of school hours*

Class times have been staggered to minimise peak parking demands and congestion at the School. These hours are currently:

- Cottage Classes – 8.30 am to 2.45 pm
- Kindergarten – Year 6 – 8.30 am to 3.00 pm
- Year 7 to Year 12 – 8.30 am to 3.20 pm
- Before and After School Care is provided from 7.00 am to 8.30 am and then from 2.45 pm to 6.00 pm.

3.2 *Traffic Warden*

3.2.1 The School will use supervisors to assist safety management and employs a Traffic Warden during the morning and afternoon school peak periods. The Traffic Warden monitors traffic at the Quirk Road and Tango Street intersection to reduce congestion in the surrounding streets. The primary purpose of the Traffic Warden is to ensure the safety of students and to request parents/drivers to:

- carry out drop off and pick up activities safely and efficiently,
- move on to avoid congestion, and
- adhere to the correct road and parking rules.

so the School is a safer place for the community.

3.2.2 Parents will be reminded that Warringah Council's Rangers and the NSW Police will apply penalties for non-compliance with the road traffic rules.

3.2.3 The Traffic Warden is to wear a reflective vest with "Traffic Warden" in visible lettering to enable identification by pedestrians and drivers. Supervisors are to also wear a reflective vest.

3.3 *Senior students driving to School*

3.3.1 The School does not encourage the senior school students to drive to school.

3.3.2 Senior School students are granted permission to drive to school at the School's discretion. The School keeps a list of students who have been granted permission.

3.3.3 The School provides 17 spaces for senior student parking, located in the 2 parking areas off Headland Road within the School site, and in the hall undercroft area.

3.3.4 The School shall monitor student parking on site and routinely remind students who drive to school to be considerate with respect to public parking within the surrounding streets near the school.

3.3.5 Parents of students driving to school and parking on the surrounding public streets must:

- (a) give details of the registration no. and student name to the Business Manager by email or letter;

- (b) Request the students not to park in Tango Avenue. (Reason: safety and neighbours' amenity)

3.4 Staff Parking

A total of 112 parking spaces are provided on the site for staff. They are:

- (a) 104 car spaces in the Tango Avenue carpark;
- (b) 8 car parking spaces in the Undercroft.

3.5 Special Events

- 3.5.1 Limitation of special events on site: school speech days, and HSC exams are held off site to minimise the impact of ingress to and egress from the School.
- 3.5.2 Where possible, parking of parents cars for special events will be accommodated in the Tango Street carpark (eg a meeting of parents of a Year group or a Class group).
- 3.5.3 For large functions, such as the Musical/Drama Production Nights the School will provide off street parking for parents in the Tango Street carpark (104 cars). If additional special event carparking is required then the School will provide parking for 76 vehicles on the existing playing field located on site, entry via Tango Avenue and at these times:
 - entry to the Tango Avenue carpark and over-flow to the existing playing field will be monitored by School staff guiding the traffic,
 - there is to be a directional sign installed to assist parents accessing this special event parking facility (as illustrated on the plan annexed), and
 - exit from the Tango Avenue carpark and the playing field overflow will be monitored and directed by School staff

- 3.6 The use of the existing playing field for overflow parking is subject to the prevailing weather and condition of the playing field.

3.7 Alternative transport

- 3.6.1 The School will actively promote students catching public transport to and from the School. At the beginning of the new School year in Junior and Senior School, information booths are displayed relaying information regarding bus routes and timetables.
- 3.6.2 Carpooling is encouraged and for school families to car pool and take turns in delivering students to, and collecting them from, the School.

3.8 Management of Complaints

All complaints should be addressed to the Principal or Business Manager by telephone or email. The email address is: office@stlukes.nsw.edu.au. The School will always make contact with the complainant to address the particular complaint. The School Council receives a report of any particular complaint at each School Council meeting. The School keeps a record of each complaint on file and how the complaint has been addressed.

3.9 Annual Review

- 3.9.1 There are to be annual review meetings between the School and Council, the first one to be one year after the final occupation certificate is issued for this consent.
- 3.9.2 The School is to arrange these meetings between relevant School representatives (which must include the principal or deputy principal) and the relevant Council traffic engineer and planner to discuss and review the effective operation of this Traffic Management Plan.





7 February 2018

Dear Parents,

In the interest of continued student safety and to assist families with an orderly arrival and departure to school, we have decided to develop some new procedures in regards to set down and drop off of Junior School students.

For many years now there has been a "Drop and go" zone on Tango Avenue and to ensure the most efficient use of this area the following measures will be taken from Monday 19th February 2018. This is a significant change to the way things have been done and we would appreciate your full support to ensure the initiatives are successful.

All Junior School parents will be issued with a sign that we ask is displayed on the passenger side of the dashboard for pick up and drop off (two signs will be provided and should you need any additional signs please contact the Junior School office).

PLACE SNAPSHOT OF LABEL HERE

Mornings

Parents/carers using the "Drop and go" zone will not exit their vehicle. A member of the St Luke's staff will open the passenger side door(s) and assist your children to exit. In order to support this process please ensure you:

- move as far forward in the line as you can.
- keep close to the kerb.
- remain in your car.
- Have your children's school bag in the vehicle, rather than the boot.
- students will exit from the passenger side of the vehicle.
- continue in the same direction down Tango avenue and do not u-turn.
- do not double park or overtake in the zone.

Should for any reason you need to enter the school with your son/daughter, you are asked to observe all local road rules and park appropriately off-site.

Afternoons.

Parents will no longer be able to exit their vehicles if they wish to use the "Drop and go" zone. You are requested to place the label that has been provided on the passenger side of the dashboard of their vehicle - so that it can be seen by St Luke's staff. When the vehicle arrives to the front of the "Drop and go" zone a member of St Luke's staff will call for your child(ren) to come to the gate. St Luke's staff will then assist your child(ren) into the vehicle. To aid this process all Junior students will be grouped by family name on the eastern side of the John Scott Hall.

2.45pm - Parents of Cottage children are no longer required to collect their children from the classroom. Should you wish to use the "Drop and go" zone. Cottage students without siblings (in K-6) will be assisted to their parent's vehicle by a St Luke's staff member while parents/carers remain in their car.

Dee Why Campus
Pre-K to Year 12

210 Headland Road
Dee Why NSW 2099
office@stlukes.nsw.edu.au
(02) 9438 6200

Bayview Campus
Pre-K to Year 6

1977 Pittwater Road
Bayview NSW 2104
bayviewoffice@stlukes.nsw.edu.au
(02) 9979 5755

Cottage children who have older siblings will wait in the Cottage classroom until 3.00pm. At 3.00pm these children, under direction and supervision of staff, will be accompanied to the eastern side of the John Scott Hall to join their siblings.

3.05pm - Parents using the "Drop and go" zone will not exit their vehicle and a member of St Luke's staff will accompany your child(ren) and assist them into the vehicle.

We will endeavour to ensure students are dismissed from class on time. If, for any reason, your child is not waiting when you arrive, please move on and complete another loop of the car park.

It is requested that should you need to pick up another family's children you notify the school office well in advance if you wish to use the "Drop and go" zone.

Should you wish to enter the school (to go to the office or speak to a teacher/parent) you are asked to park in surrounding areas rather than the "Drop and go" zone. Please ensure that you obey all local road rules and signs.

I realise that this is a significant change to the way things have occurred over the last few years, however, I hope that you can work with the staff at St Luke's to ensure the continued safety of the children at our school.

Should you have any questions please do not hesitate to contact the Head of Junior School or myself.

Your sincerely,
Scott Bedingfield
Deputy Principal

For the back of the sign....

[St Luke's logo]

When using the "Drop and go" zone at the school:

- Move as far forward in the line as you can.
- Keep close to the kerb.
- Remain in your car.
- Ensure the school bag is in the vehicle with your children, rather than the boot.
- Students will exit/enter from the passenger side of the vehicle.
- St Luke's staff will assist your child out of the vehicle.
- Please continue in the same direction down Tango avenue and do not u-turn.
- Do not double park or overtake in the zone.

Thank you for your cooperation.



9 February 2018
Ref 18028

Northern Beaches Council
725 Pittwater Road
DEE WHY NSW 2099

Attn: Mr Alex Keller

Dear Alex,

**ST LUKE'S GRAMMAR SCHOOL
PROPOSED AMENDMENTS TO PARKING ARRANGEMENTS
AND THE SCHOOL'S TRAFFIC MANAGEMENT PLAN**

Thank you for making the time available to meet with us at the school on Wednesday, 7 February. Your assistance was greatly appreciated.

As discussed, the school is proposing to implement a new drop-off/pick-up arrangement in the "Drop & Go" zone in Tango Avenue to ensure a more efficient use of this area.

The new arrangements will require parents/carers to display the family name on a *label* on the passenger side dashboard (or sun visor) of their vehicle to enable school staff to call their children forward in readiness to get into their car.

School staff will open the car door(s) and will assist students into the car. There will be 4 additional school staff positioned at the Tango Avenue "Drop & Go" zone to assist students and to ensure that:

- drivers do not get out of the car, and
- cars keep moving forward to minimise delays.

Additional details on the proposed new arrangements are provided by the attached letter on school letterhead.

The proposed new arrangements in Tango Avenue have been incorporated into the updated Traffic Management Plan.

As discussed, a number of changes are proposed to the existing parking arrangements as follows:

(1) Kerbside Parking Zone – Headland

Within 30 days St Luke's shall apply to the Northern Beaches Council's Local Traffic Committee for consideration and approval to extend the pick-up/set-down area in Headland Road to include the 5 unrestricted kerbside parking spaces located near the western boundary of the School, east of the driveway to 224 Headland Road.

(2) Change the P2 Minute Signs in Tango Avenue to No Parking

St Luke's shall apply to the Northern Beaches Council's Local Traffic Committee for consideration to changing the existing "*P2 Minute 2:30pm-4:30pm School Days*" signage to "*No Parking*" at the same times to prevent drivers parking their car in the "Drop & Go" zone.

(3) St Luke's shall apply to the Northern Beaches Council's Local Traffic Committee requesting approval for the installation of "*No Stopping 8:am-9:00am, 3:00pm-4:00pm School Days*" restrictions in Headland Road between the access driveway into the hall undercroft parking area and Quirk Street.

(4) Year 12 On-Site Parking

An additional 5 car spaces shall be made available off Headland Road in the hall undercroft for Year-12 students which together with the 10 car spaces made available in the outdoor parking areas fronting Headland Road will equal 15 car spaces available for Year-12 students.

The changes proposed to the existing kerbside parking signs are shown on the attached plan. Also attached is the school's TMP Traffic Management Plan which has been updated to incorporate:

- the changed procedures and additional staff to be adopted in the "Drop & Go" zone in Tango Avenue
- changes to the parking restrictions proposed around the perimeter of the site, and
- the provision of the 5 additional on-site parking spaces for Year-12 students.

Please do not hesitate to contact me on telephone 9904 3224 should you have any enquiries.

Yours sincerely



Robert Varga
Director
Varga Traffic Planning Pty Ltd



**EXISTING & PROPOSED
KERBSIDE PARKING SIGNS**