

**St Luke's Grammar School**

**TRAFFIC MANAGEMENT PLAN**

10 July 2018

Ref 18028

# **Traffic Management Plan**

**Dated 10 July 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 12 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 5 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.

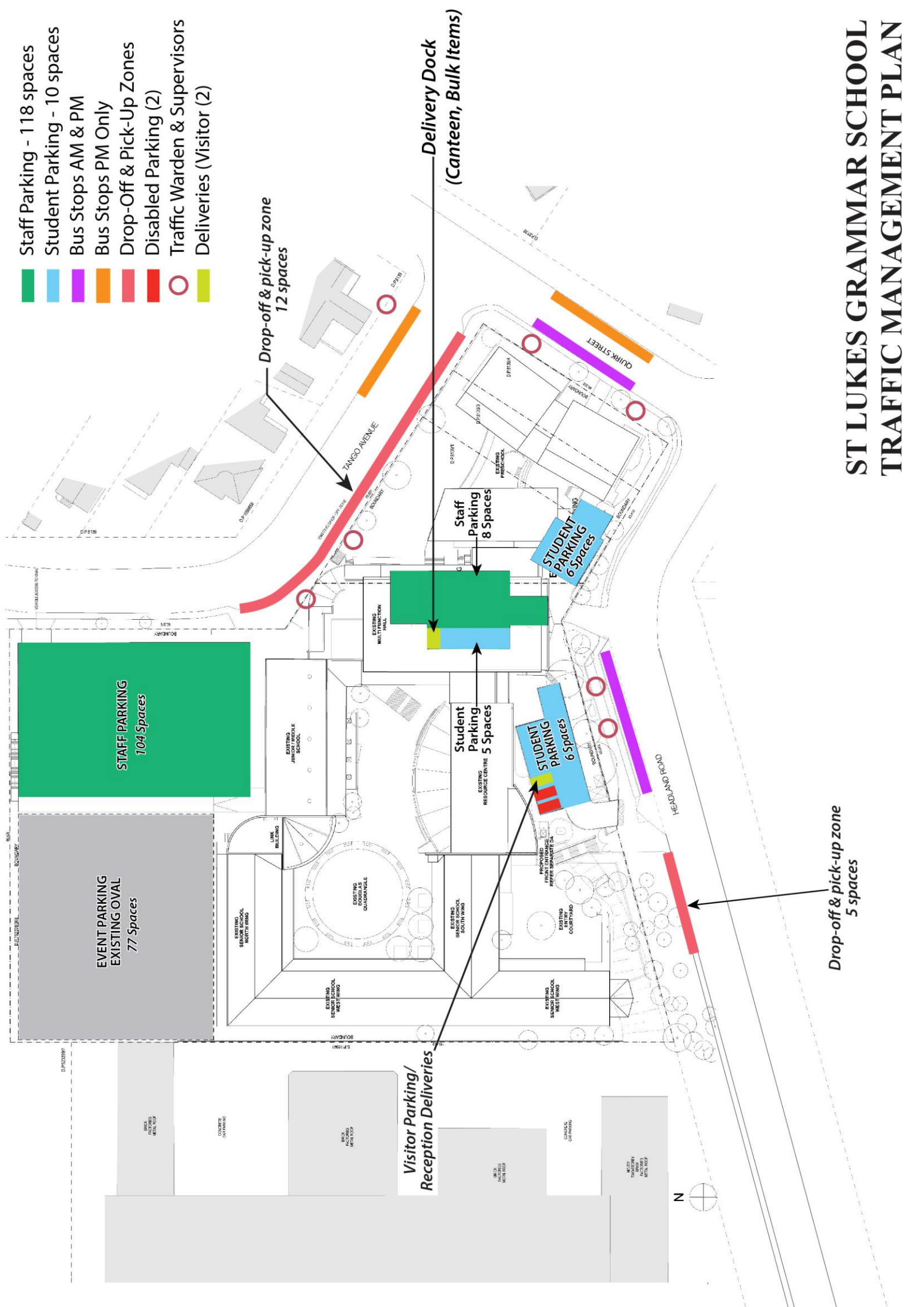
### **3.8 Management of Complaints**

All complaints should be addressed to the Principal or Business Manager by telephone or email. The email address is: [office@stlukes.nsw.edu.au](mailto: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.

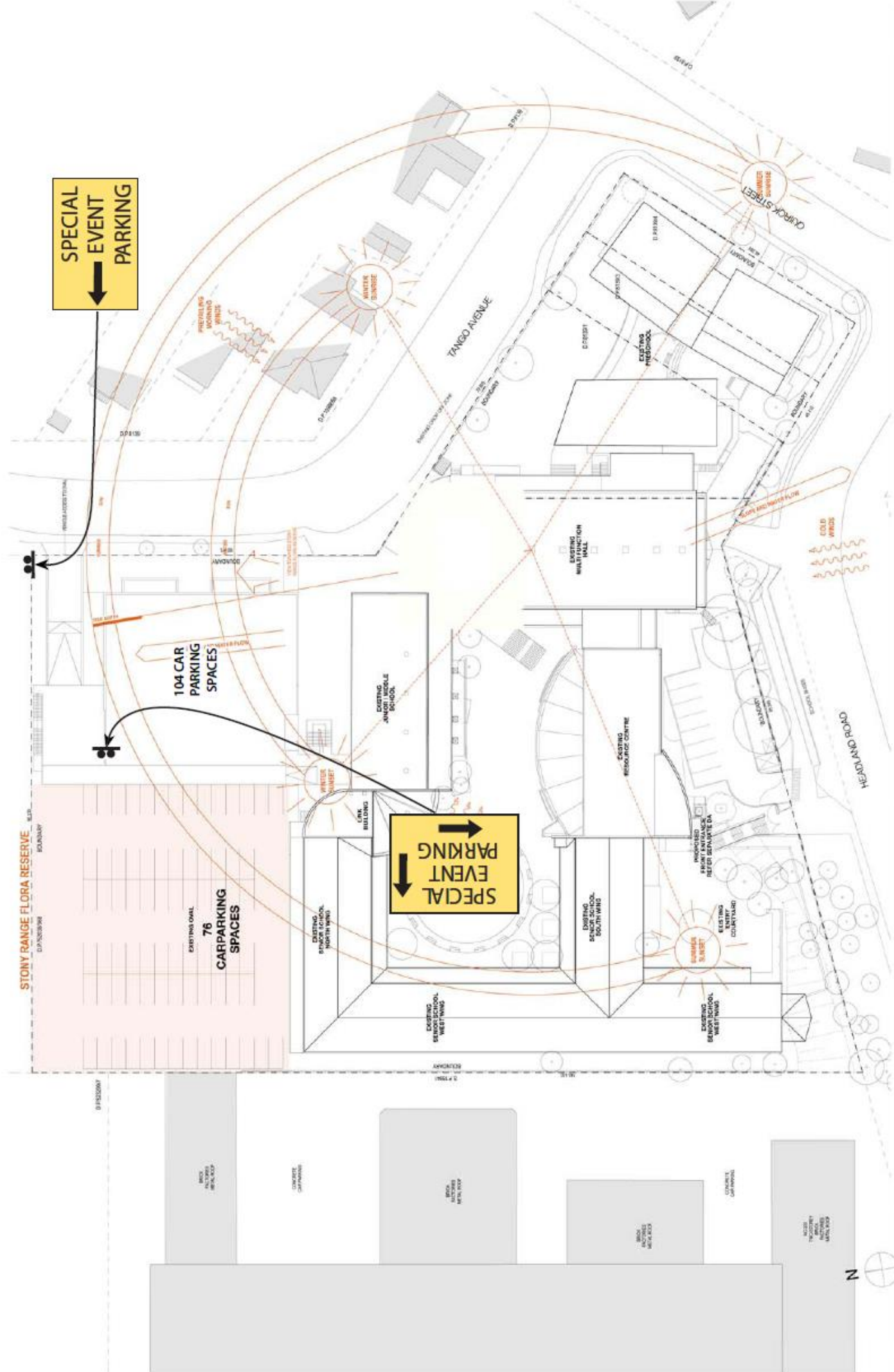
- Staff Parking - 118 spaces
- Student Parking - 10 spaces
- Bus Stops AM & PM
- Bus Stops PM Only
- Drop-Off & Pick-Up Zones
- Disabled Parking (2)
- Traffic Warden & Supervisors
- Deliveries (Visitor) (2)



# ST LUKES GRAMMAR SCHOOL

## TRAFFIC MANAGEMENT PLAN





# SPECIAL EVENT PARKING PLAN