

Operational Transport and Access Management Plan

The Scots College,
Bellevue Hill

For The Scots College
10 February 2021

**parking;
traffic;
civil design;
wayfinding;
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Document Control

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1 Introduction

1.1 Background

ptc. has been engaged to prepare an Operational Transport and Access Management Plan (OTAMP) for the operation of the Scots College in Bellevue Hill.

The Scots College (the college) is located at 53 Victoria Road, Bellevue Hill, as shown in Figure 1.



Figure 1: Site Location (Source: Google Maps)

This report presents the on-site day to day management measures in place to ensure the safe and efficient movement of students and staff to and from the Victoria Road Campus. It is noted that at the time of publication, the college employs a number of traffic management measures, which will continue to be adopted and improved overtime in response to feedback from the community.

1.2 The Scots College

The Scots College, established in 1893, is a private educational facility for boys, providing primary and secondary education (K-12).

The College, located in Bellevue Hill, is subject to the Woollahra Local Government Area (LGA). In regard to the local surrounds, the college lies within a residential neighbourhood (R2 – Low Density Residential), predominantly connected by local roads.

The nearest town centre, Double Bay, is located approximately 1km west of the campus.

The college comprises a number of campuses, each dedicated to a specific year group, whereby:

- The Early Learning Centre on Kambala Road accommodates Kindergarten to Year 1;
- The Preparatory School on Mansion Road accommodates Years 2 – 4; and
- The main Victoria Campus (East and West) serve Years 5 to 12. This report applies to the Victoria Road campus.

These campus locations are outlined in Figure 2.

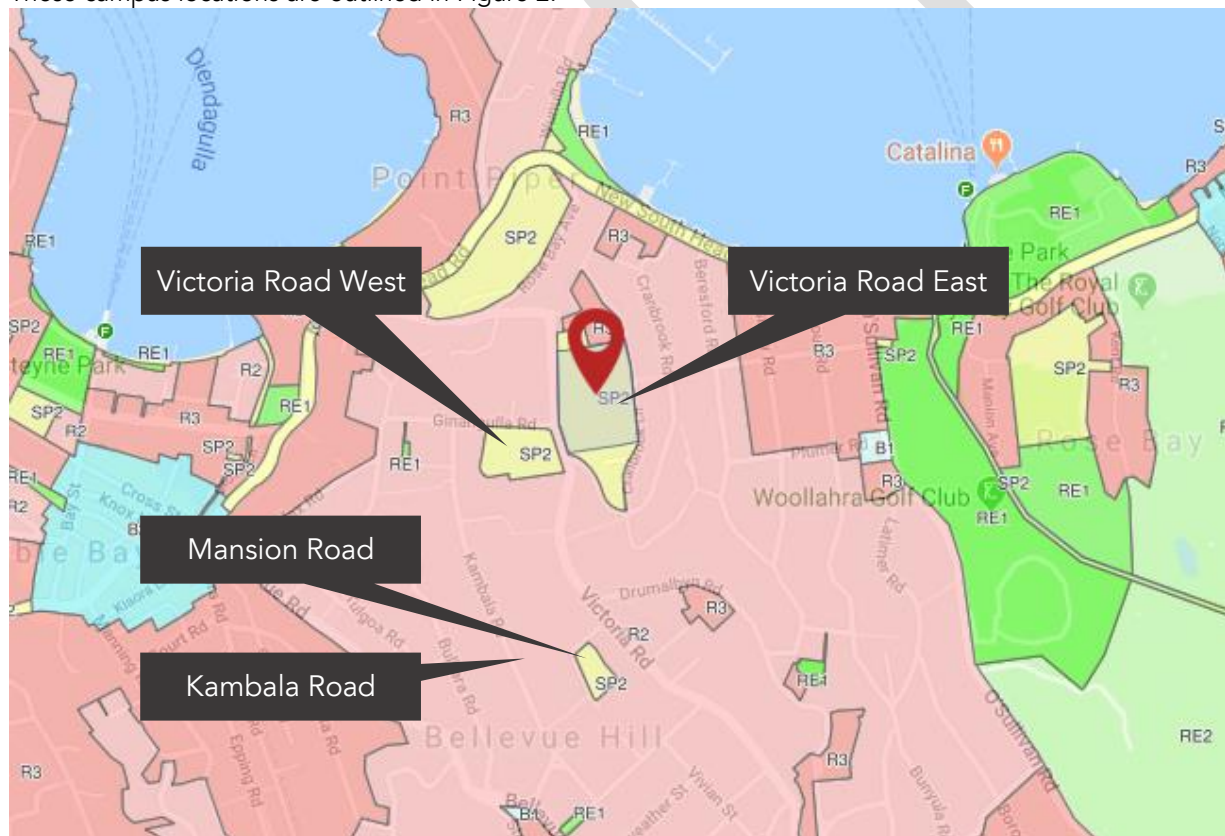


Figure 2 - Local Land Use (Source: Department of Planning & Environment)

1.3 Staff and Student Numbers

The school has the following number of students and staff (as of 2019):

- School Staff:
 - Full Time Equivalent (FTE) Teaching Staff –
 - (FTE) Non-Teaching Staff –
- student enrolments
- School bell times:
 - 8.45am in the morning and
 - 2.45pm in the afternoon.
- OOSH provides before and after school as well as vacation care services. The timetable are as follows:
 - Before School: 7:00am-9:00am
 - After School: 2:00pm-6:00pm, and
 - Vacation Care: 7:00am-6:00pm.

A summary of the existing and future student populations across each campus is shown in Table 1

Table 1 - Existing and Future Student Populations (Source: The Scots College)

College Unit	Location	Academic Year	Student Cap	Existing Student Population
Victoria Road Campus	Ginahgulla Campus	5-6	1,120	253
	Main Campus	7-12		1,122*
Glengarry				114
Sub-total				1,489
Preparatory School	Mansion Road/Victoria Road	2-4	500	270
Early Learning Centre	Kambala Road/Mansion Road	K-1		196
Sub-total				409
TOTAL			1,620	1,898

* Includes 198 Boarders

It is noted that the college proposes to increase the existing student cap of 1,120 for the Victoria Road Campus to 1,520.

2 School Access and Transport Facilities

The Victoria Road campus is divided across two properties on the eastern and western side of Victoria Road. The west campus accommodates year 5 and 6 students with all remaining senior years accommodated within the east campus, although there is use of facilities for all years across both campuses (e.g. sport facilities etc.).

The access provisions are illustrated on the following figure:



Figure 3 - Transport and Access Facilities

2.1 Pedestrian Access Provisions

Facilities are available to the public within the vicinity of the site. These are summarised in Table 2 and shown in Figure 4.

Table 2 - Pedestrian Facilities

Road	Pedestrian Facilities
Victoria Road	East Side – 4.0m wide footway West Side – 4.0m wide footway Signalised crossings on all arms of the Victoria Road / Ginahgulla Road intersection
Cranbrook Road	East Side – 1.5m wide footway West Side – 1.5m wide footway
Cranbrook Lane	East Side – 1.2m wide footway



Figure 4 - Pedestrian Facilities

2.2 Bicycle Parking and End of Trip Facilities

Bicycle racks are located within the car park beneath the Maths and Science Building, having direct access from Ascot Gardens.

The school provides End of Trip Facilities (EOTF) within the Victoria Road campus within the Maths Science building. It is noted that the McIntyre car park development proposal includes an EOTF.

2.3 School Bus Service

The Scots College provides subsidised private bus services to students from Monday to Friday. The service is extended to other family members who attend neighbouring schools.

There are 16 College bus routes (highlighted in Figure 5) available to students in surrounding suburbs, in addition to this is the Eastern Suburbs Bus Service and State Transit Buses.



Figure 5 - The Scots College Bus Routes

There are currently in excess of 500 subscribers to this service, which has been extended to a number of eastern suburbs girls' schools to reduce traffic congestion.

Parents and others can access information including news, notices, timetables, and payment advice on:

<https://schoolbox.tsc.nsw.edu.au/homepage/12704/>

and the College website

<https://www.tsc.nsw.edu.au/resources/bus-routes/>

NOTE: TSC TSC8, TSC11, TSC14, TSC15 services are specifically targeted to service Waverley and Woollahra municipalities. 126 students travel on these services each day.

2.4 Public Bus Services

The subject site is well serviced by buses on Route 326 – Edgecliff to Bondi Junction (via Bellevue Hill), which operates from 5 bus stops in the vicinity of the subject site, as shown in Figure 6.

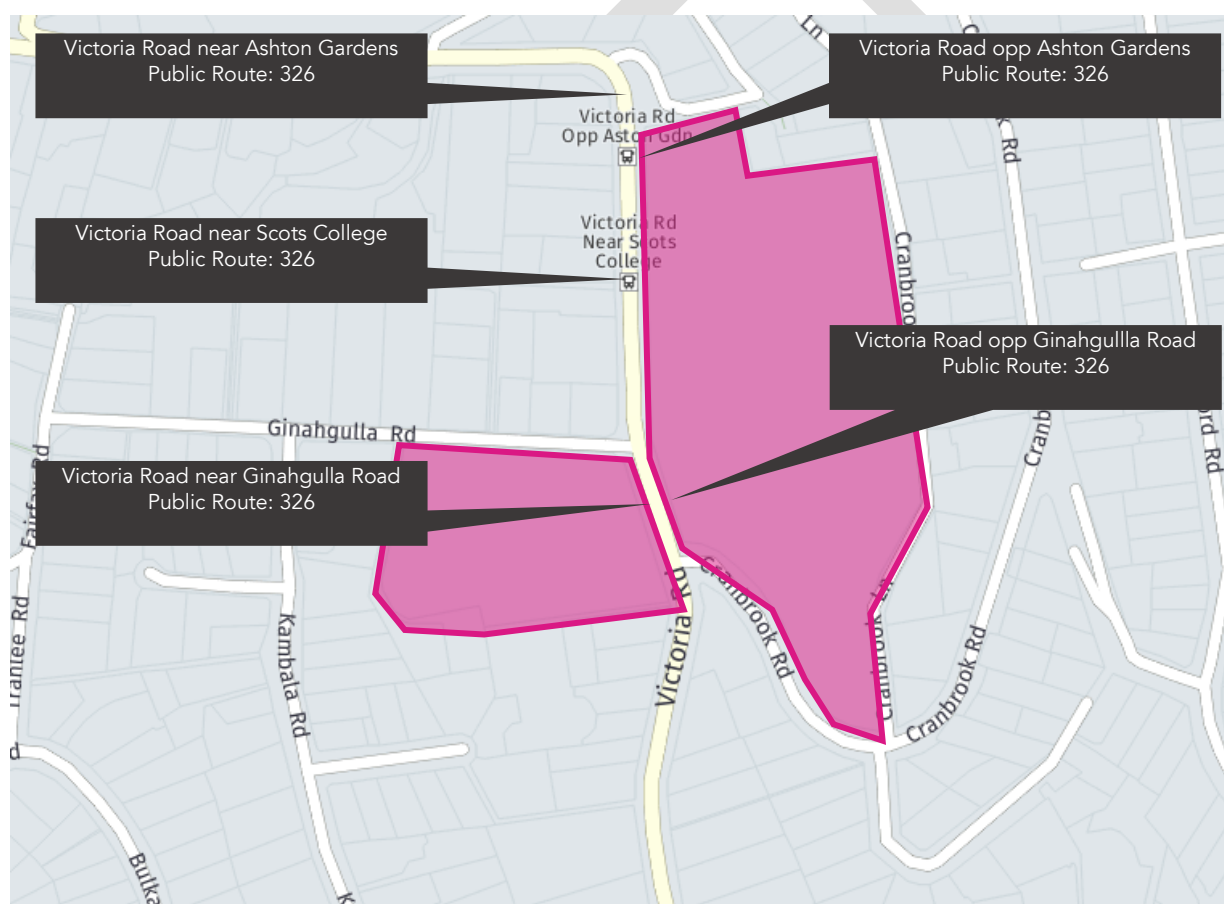


Figure 6 - STA bus services

The bus service is operational between 06:30 and 00:15 and provide access from the local area to the City at approximately 60-minute intervals, with additional services at peak times.

2.5 On-street Parking Controls

The college benefits from frontages to Victoria Road and Cranbrook Road, both of which provide on-street parking, while Victoria Road also provides bus zones and pick-up/drop-off zones on the eastern and western sides.

The pick-up and drop-off zones are managed by Scots staff to ensure a reasonable turnover of vehicles. A proposal is currently being assessed by Council for the provision of an internal drop-off area within the west campus, which will assist in reducing drop-off activity on the western side of Victoria Road.

The overall parking controls are illustrated in the following figure:

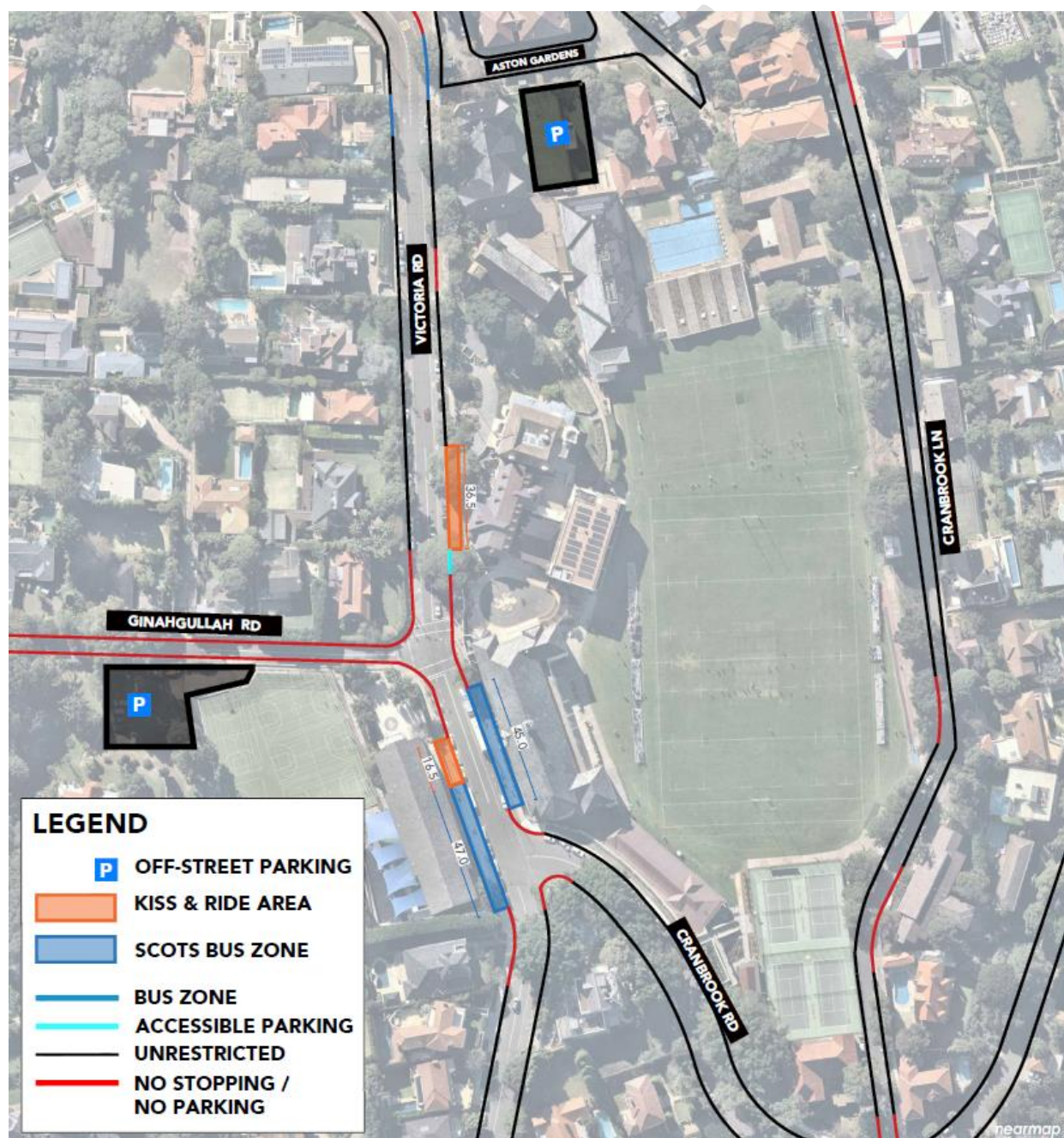


Figure 7 - On-street Parking Controls

2.6 Vehicular Access

Vehicular access to the College is provided in a number of locations in order to serve the car parking areas, loading areas and for emergency vehicles. The existing vehicle access locations are presented in Figure 8:

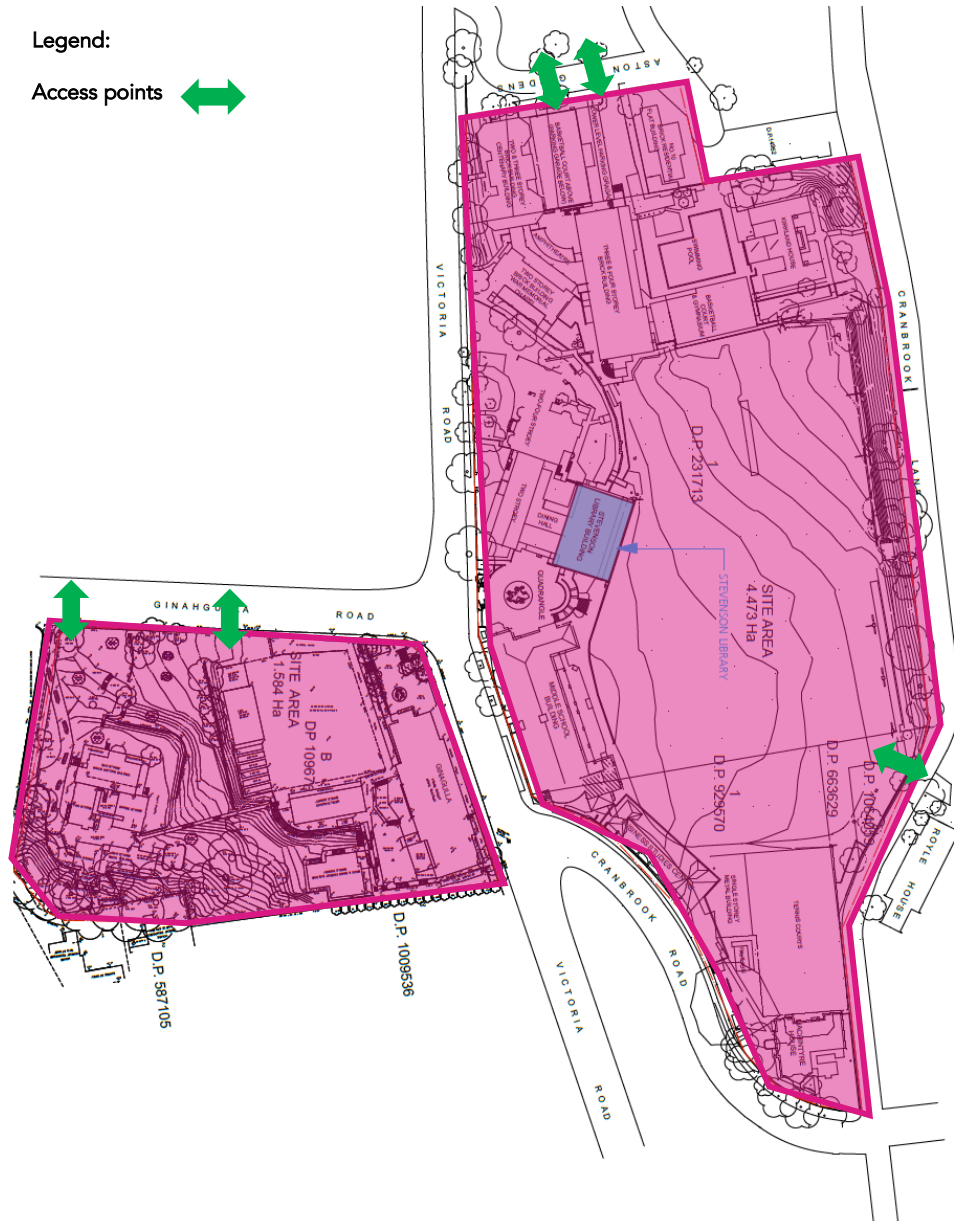


Figure 8 - Existing Vehicle Access

2.7 Parking Facilities

The College currently accommodates 79 on-site parking spaces, comprising:

- 17 car parking spaces in the Ginahgulla car park;
- 5 car parking spaces at Aspinall House;
- 3 car parking spaces at Royal House; and
- 3 car parking spaces adjacent to the Fairfax House;
- 48 car parking spaces at Aston Gardens;
- 3 car parking spaces at Tintern.

The location of these spaces are shown in Figure 9.

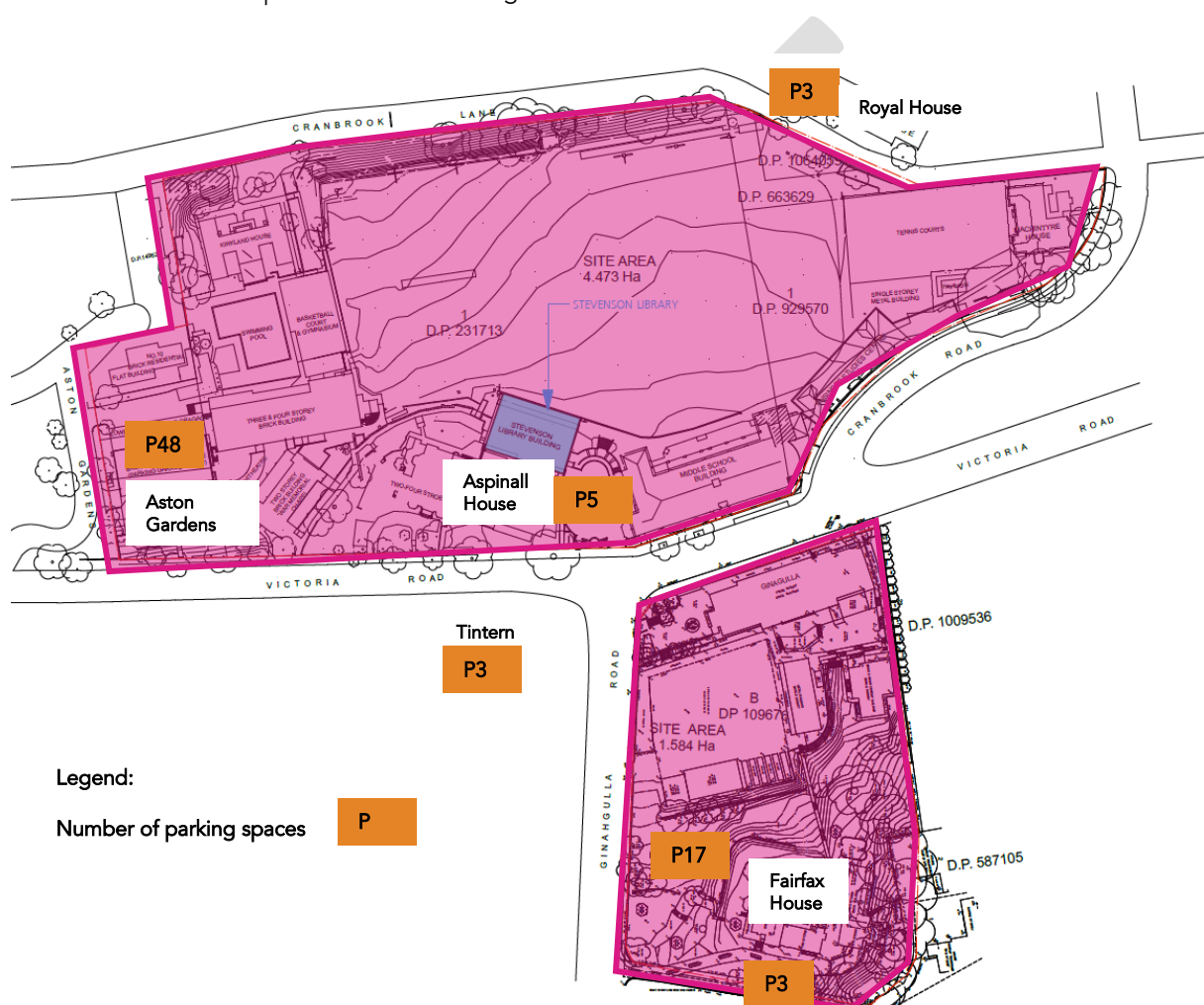


Figure 9 - Existing on-site parking facilities

2.8 Service Vehicle Access

The subject site provides two access points for service vehicles as shown in Figure 10.

The existing access points are able to accommodate Medium Rigid Vehicles (MRV) and Council waste collection vehicles.

The service vehicle access is generally scheduled outside of the school operating hours to minimise potential conflicts with staff, students and the peak periods of the local road network.

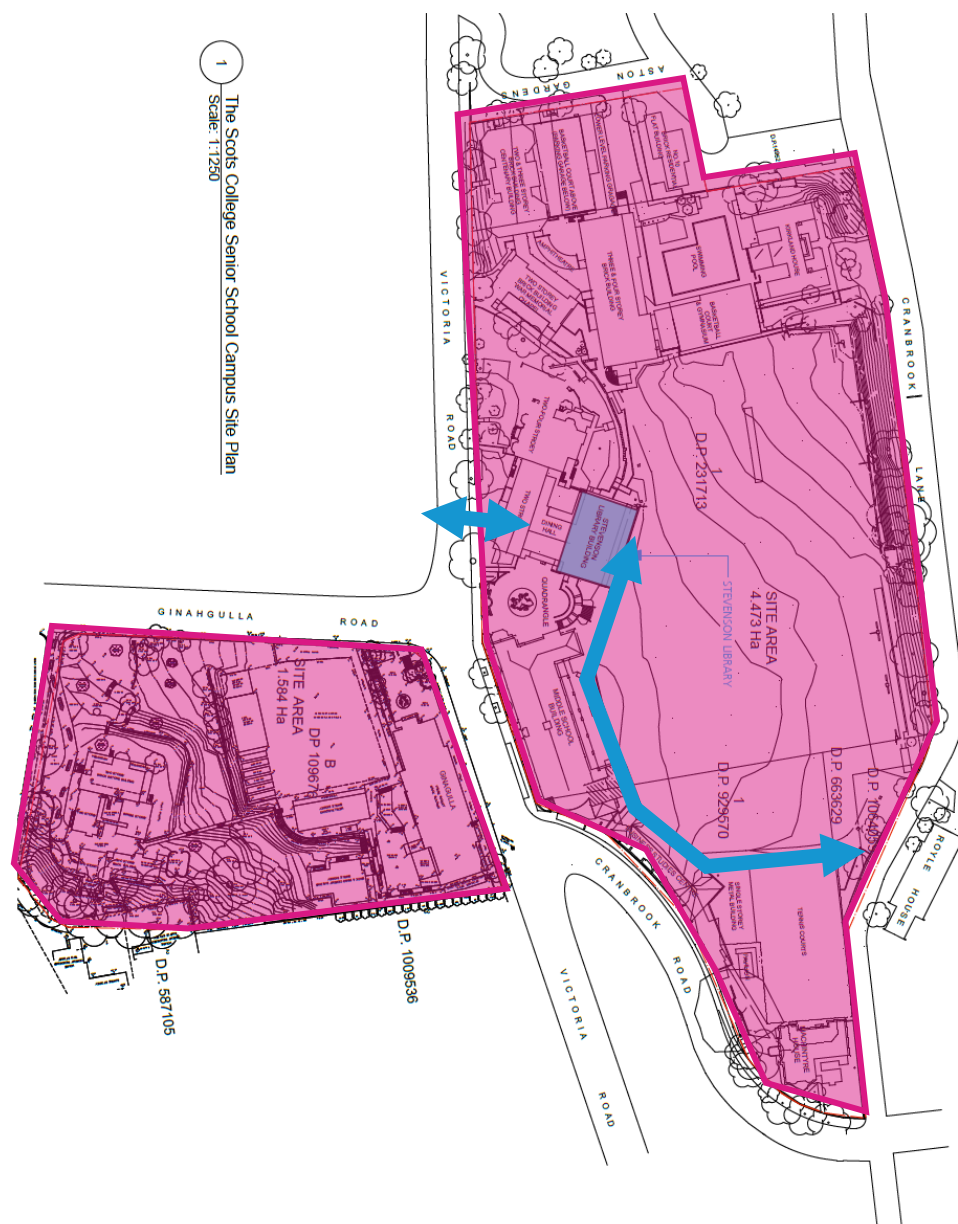


Figure 10 - Service Vehicle Access

2.9 Emergency Vehicle Access

The Scots College provides access for emergency vehicles directly from the local road network along Victoria Road, Cranbrook Road, Cranbrook Lane and Ginahgulla Road.

3 Operational Transport and Access Management Plan

3.1 Operational Management for Pedestrians

Walking is a viable and popular mode of travel to/from the campus and a high level of amenity is provided in the Bellevue Hill area comprising footpaths along both sides of each road and signalised pedestrian crossings within the school frontage.

Students must enter and exit the campus via the official gates and adhere to the road rules when walking to/from the campus.

3.2 Operational Management for Cyclists

Cycling is not a major transport mode at present, due to the lack of dedicated infrastructure in the vicinity of the campus.

Bicycle racks and End of Trip Facilities are currently provided within the eastern campus and further facilities will be located in the planned McIntyre car park.

Cyclists must park bicycles in the dedicated areas and must not block or hinder any public footpaths when parked.

Cyclists must adhere to the road rules relating to bicycles when riding to/from the campus and must not ride in a manner that impacts the safe use of the footpaths by all road users.

3.3 Operational Management for Public Transport Users

Students using public buses to travel to school will be dropped off at the bus stops on Victoria Road. A staff member is positioned at Gate 1 to oversee the arrivals and departures.

In the afternoon, staff members are positioned at Gate 1 and Gate 2 to support students getting onto the correct buses. Students should be grouped within school grounds according to the buses they need to take to enable a smoother process and shorten the time outside of the school gate.

3.4 Operational Management for Student Pick-up and Drop-off

The following management measures are currently in place:

- A kerbside traffic management leadership team consisting of the Senior Master, School Sergeant, Traffic Coordinator, and a rostered staff of 24 teachers are assigned to daily AM & PM student pickup/drop off zones/Bus Stops as detailed:
1. Years 5-6 Preparatory & Senior School –
 - Location: Victoria /Ginahgulla Road
 - Times 08:00_08:20AM 5 staff/ PM 3:05-3:30 7 Staff
 2. Years 3-4 Preparatory School
 - Location: Mansion/Victoria Road
 - Times 08:00_08:20AM 2 staff/ PM 3:05-3:30 2 Staff
 3. Years 1-2 Preparatory School
 - Location: Mansion Road
 - Times 08:00_08:20AM 2 staff/ PM 2:30-3:30 2 Staff
 4. Years K-1 Preparatory School
 - Location: Kambala Road
 - 08:20_08:40AM 2 staff/ PM 3:05-3:30 2 Staff

4 Monitoring and Review

This OTAMP shall be reviewed and updated upon commencement of each year by the Principal and the caretaker of the School. If any changes occur throughout the year, this report shall also be amended accordingly.

Changes which trigger the requirement to update the OTAMP include, but are not limited to:

- Number of staff and students
- School operating hours, including OOSH programs
- Layout arrangement and the use of the individual components identified in this report (car park, pick-up and drop-off area, waste / delivery areas)
- Amendments / additions to bicycle and EOTF provisions
- Amendments / additions to pedestrian amenities in the direct surroundings of the school (zebra crossing, cycle paths, etc.)
- Changes in operational management, including the quantity / positioning of personnel at gates and other locations
- Gate operating hours for different users (students, staff, waste / deliveries)
- Waste collection timing

Attachment 1 OTAMP

DRAFT

Traffic information communicated to Parents

SAFETY APPEAL

The Scots College Traffic Management Plan aims to reduce traffic congestion and promote student safety in school zones. We make this appeal to all persons responsible for student drop off and pick up at Kambala Road, Mansion Road, cnr Victoria Road/Mansion Road and cnr Victoria/Ginahgulla and Victoria Road (outside dining room).

Please refer to the diagrams for details.



Senior School Campus Pick up / drop off zone

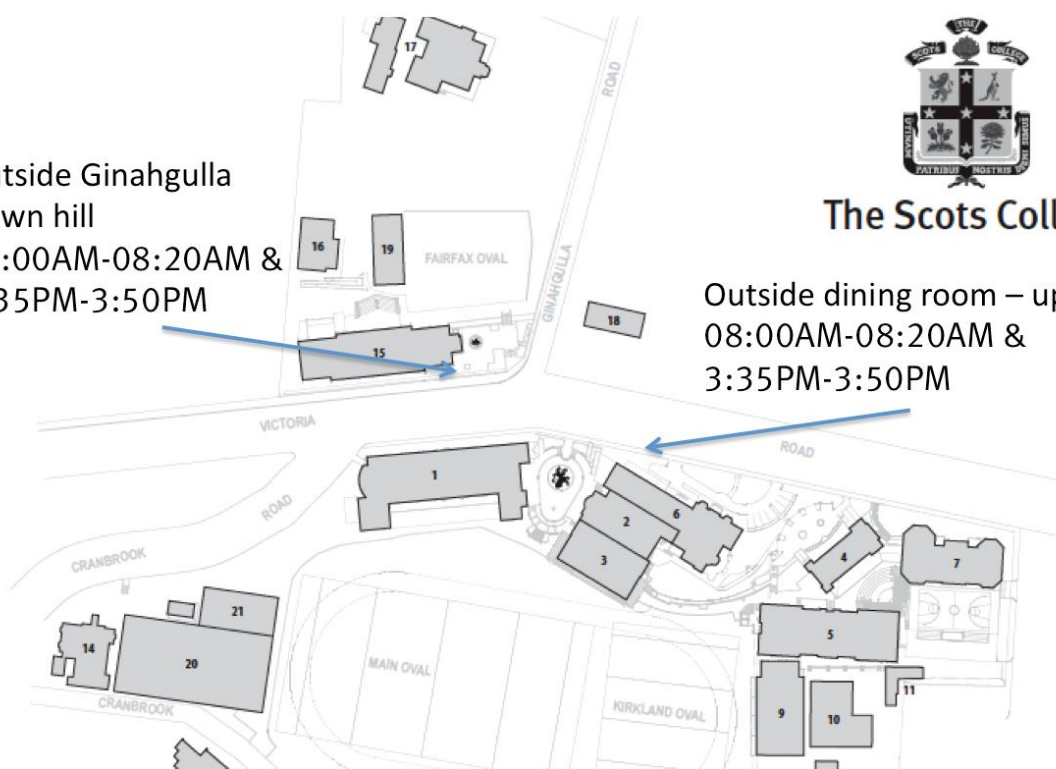
Outside Ginahgulla
Down hill

08:00AM-08:20AM &
3:35PM-3:50PM



The Scots College

Outside dining room – uphill
08:00AM-08:20AM &
3:35PM-3:50PM



Advantages of the Drop off Pick Up student marshalling initiative

The 'Drop off and Pick Up' student marshalling initiative has a number of safety advantages for school students which include:

- Relieving traffic congestion around the school by ensuring cars don't park for long periods of time in the No Parking zone.
- Providing teacher supervision for students being dropped of and picked up from the school.
- Managing the various transport options available in the school environment 'Drop-off Pick-up' Times
- Stagger your time of arrival to avoid the rush, or park further away and walk.
- Walking reduces congestion near schools.
- AM drop off Mansion Road Transition (Cubs & Lions). Parents are required to park and walk students to their teacher. Please note 5 minute parking is available only.
- AM drop off Kambala Road K - 1 operates from 8:20am to 8.40am.
- AM drop off operates from 8:00am to 8:25am for Junior Prep on Victoria Road.
- AM drop off operates from 8am to 8.25am for All other SCHOOL ZONES at the College.
- PM pick up times Mansion Road operate from 2:30PM-3:30PM.
- There is no ELC PM pick up zone in Kambala Road. Parents are required to park and pick up from students classroom
- PM pick up times for Junior Prep on Victoria Road operates from 3:05pm to 3:30pm.
- PM pick up times at Senior School campus outside Ginahgulla Centre operates from 3:35PM-3:50PM
- PM pick up times at Senior School campus outside Dining Room operates from 3:10PM-3:30PM

Child safety is the responsibility of all road users. Drive safely, park legally.

- The corner of Cranbrook Road and Victoria Road is not a drop-off zone.
- Fairfax car park is not a drop off zone, please use the above locations for all 'Drop-off Pick-up' movements.

Safety tips for drivers

- Always drop-off or pick-up your child from the designated area.
- Move to the front or as far as possible in the drop off zone (not at the beginning or middle).
- Drivers should remain in their vehicles at all times in the 'Drop-off and Pickup' area.
Learner drivers must not use the "drop-off or pick-up" area to exit or remove L plates.
- Ensure that children use the footpath-side door when getting in and out of a car.
- Make sure the hand brake is applied when the vehicle is stationary.
- Never double park.
- Never park across a pedestrian crossing.
- Do not block the neighbour's driveways.
- Never undertake a U-turn in close proximity to the school.

Safety tips for students

- Stay buckled up until the vehicle has stopped in the 'Drop-off and Pick-up' area.
- Make sure your school bag and other items are in a safe position, e.g. on the floor.
- Be ready to get out of the car with your belongings when the car has stopped and you have unbuckled your seatbelt.
- Always get out of the footpath-side door of the car.

SCHOOL ZONE parking offences carry demerit points as well as fines in NSW.

This reflects the increased risks to students caused by parking illegally in school zones. Police will enforce all School Zone offences.



With patience, we can all pick up our children from school while respecting the safety of other children and all road users.

List below shows a range of offences related to school zones with estimated fine and point demerit.

School Zone Offences

1. Exceed Speed Limit - over 10km/h - \$327 - 4 points.
2. Exceed Speed Limit - over 20km/h - \$545 - 5 points.
3. Not Stop before traffic lights at yellow light school zone - \$519 - 4 points
4. Not stop motor vehicle before lights at red lights at red light (school zone) - \$519 - 4 points.
5. Not stop motor vehicle before lights at red arrow (school zone) - \$519 - 4 points.
6. Make U-turn at intersection with traffic lights - school zone - \$311 - 3 points.
7. Drive motor vehicle with person/animal in lap - school zone - \$519 - 4 points.
8. Drive use mobile phone (in school zone) - \$415 - 4 points.
9. Proceed through red traffic light (school zone) - \$519 - 4 points.
10. Enter intersection lights/arrows yellow/red in school zone - \$519 - 4 points.
11. Not give way at lights to pedestrian on road in school zone - \$415 - 4 points.
12. Proceed at school crossing while sign shown - school zone - \$519 - 4 points.
13. Not stop before hand-held stop sign in school zone - \$415 - 4 points.
14. Not reverse vehicle safely (in school zone) - \$242 - 3 points.
15. Disobey No Stopping (in school zone) - \$311 - 2 points.
16. Disobey No Parking Sign (in school zone) - \$173 - 2 points.
17. Stop on/near school crossing (in school zone) - \$415 - 2 points.
18. Double Park in school zone - \$311 - 2 points.
19. Stop on/across driveway etc to/from land (in school zone) - \$173 - 2 points.
20. Stop at/near bus stop (in school zone) - \$311 - 2 points.

NOTE: Pupil-free days fall within the gazetted school days, thus school zones are operating and enforceable.