



**John Colet School**

**Traffic Management Plan**



### Revision Schedule and Stakeholders

#### Revision Schedule

Date	Version No.	Changes	By:
15/2/2011	V1.0		Bursar
15/3/2012	V1.1	Additions to address the management of the school's activities during the construction. (DA2011/1370)	Bursar
24/2/2013	V1.2	Generalisation of management during any construction periods. Construction of wombat crossing complete P 9 Replaced RTA with RMS	Bursar
28/3/2014	V1.3	P 9 Removed "The school employs a person trained in road safety to act as a road crossing supervisor each school morning (8am to 8.45am) and afternoon (2.30pm to 3.30pm). The supervisor puts out the "children crossing" flags at the start of the supervised period, and brings them in at the end of that time. The RMS procedure for road crossing is followed." Replace by "and is provided by the RMS."	Bursar
29/5/2015	V1.4	Removed annual Art Show from events as this is not currently held. Changes made to address the amended condition 6 in the approval of 225 students including: measures to be implemented to minimise pedestrian vehicle conflict and improve pedestrian vehicle safety; and additional bollards and rails are to be provided along the west side of Top House Outdoor Learning Area to prevent parking and compaction (opposite parking lot 16). Site Plan with driveway and current parking spaces marked as well as maps locating staff parking and accessible parking space.	Bursar
1/6/2015	V2	Indications included of proposed future parking	Bursar
02/12/2020	V3	Amendments to the parking layout when the netball court at the rear of the site is in use.	Bursar

#### Stakeholders

Document Owner
McLaren Traffic Engineering
Bursar

Document Reviewers
Headmaster
Teaching Staff
Bursar
School Executive
Board of Governors

Document Approval			
Name	Version No.	Date	Approved?
Board of Governors	V1.0	15/3/2011	YES
McLaren Traffic Engineering	V1.1	29/3/2012	YES
McLaren Traffic Engineering	V1.2	30/3/2013	YES
McLaren Traffic Engineering	V1.3	4/4/2014	YES



McLaren Traffic Engineering	V1.4		
	V2		
McLaren Traffic Engineering	V3	02/12/2020	YES



# ***Traffic Management Plan***

## **Introduction**

Schools generate traffic as children generally either catch buses or are driven to and from school in cars. Some children walk to and from school. There are regular occasions during school hours when children are transported to outside facilities. Children need safe ways to approach and leave the school grounds before, during and after school.

The school takes measures to ensure the amenity of local residents is protected by managing its activities with this in mind.

This Traffic Management Plan prepared by McLaren Traffic Engineering is the cornerstone to addressing the management of the school's activities and is designed to improve on existing conditions.

This document was originally developed to satisfy Condition 6 Traffic Management Plan of the Development Consent DA2010/1170 granted for Increase in student numbers (to 225) at John Colet School. The document has been amended on several occasions since it was originally prepared including in response to the concept and stage 1 development application approval, DA2015/0558. The document was amended on 2 December 2020 to show temporary car parking arrangements available to staff when the netball court is in use.

This Traffic Management Plan addresses the management of the schools activities including:

- a) the drop off and pick up of children,
- b) the types and frequency of school activities which generate traffic,
- c) the provision of suitable safety measures for children using Wyatt Avenue
- d) measures to ensure the amenity of local residents is protected
- e) the carparking provisions to cater for all the schools activities outside normal school times (such as open days, fetes, art shows and the like)
- f) measures to be implemented to minimise pedestrian vehicle conflict and improve pedestrian vehicle safety
- g) additional bollards and rails are to be provided along the west side of Top House Outdoor Learning Area to prevent parking and compaction (opposite parking lot 16)

This new version of the Traffic Management Plan addresses onsite staff parking when the netball court is in use, and the future development of the school.



## **Extra traffic during periods of construction work at the school**

During any construction work at the school consultation with the building contractors will minimise truck movements during the start and finish of the school day and help protect the amenity of local residents.

## **Amended parking layout**

Pursuant to DA2015/0558 the site has approval for 30 car parking spaces. Condition 6 of DA2015/0558 required an amended parking and access plan to be prepared confirming the width of spaces and the access road was in accordance with Australian Standards. McLaren Traffic Engineering prepared a letter in support of the amended parking and access plan and was submitted to Council on 17 April 2020 as part of the application assessment process. Amended architectural plans were prepared to this effect.

However, this plan did not consider a netball court overlapping with spaces 16- 22 at the rear of the site. This updated traffic management plan provides a strategy to manage the relocation of cars on the site while the netball court is in use. Updated architectural plans illustrate the amended layout.

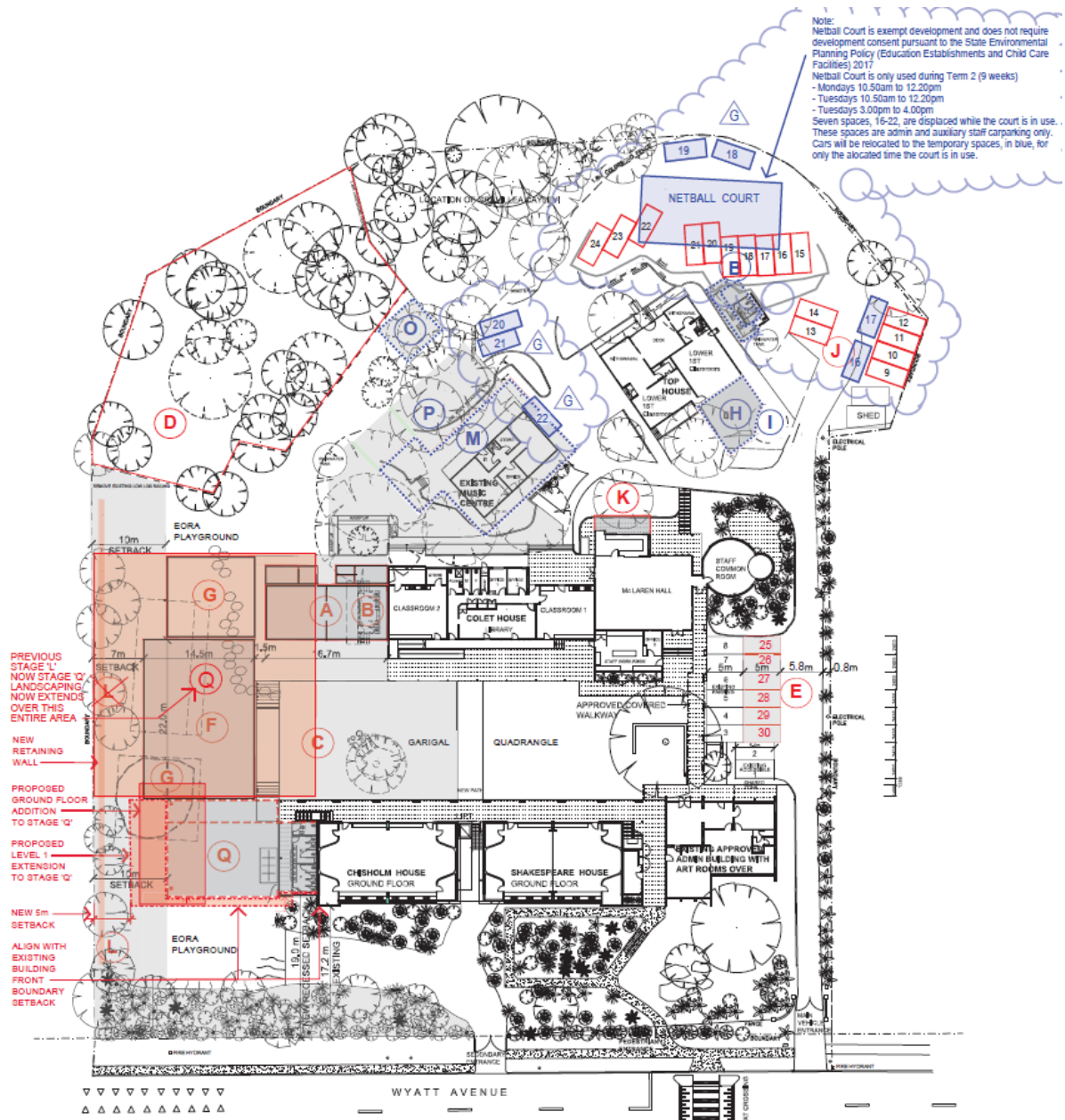
The driveway and car parking spaces 1-30 are shown on the site plan which is below, and following figures show more clearly enlargements of the car parking areas. Typical on-site parking is shown using red numbered spaces. Blue numbered parking spaces denote alternative temporary parking spaces for staff when the netball court is in use. The netball court is used during Term 2 for the following times only:

- Mondays between 10.50am and 12.20pm,
- Tuesdays between 10.50am and 12.20pm, and
- Tuesdays from 3.00pm to 4.00pm.

Term 2 is 9 weeks in total.

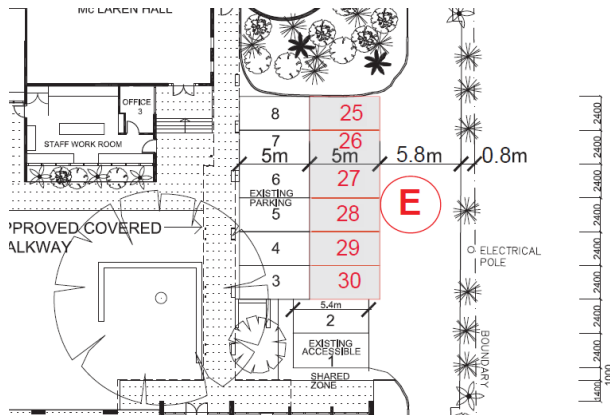
Spaces 16 to 22 are dedicated spaces for administration and auxiliary staff. Admin and auxiliary staff are not required for drop off and pick up as these duties are undertaken by teachers and the Principal. Admin and auxiliary staff will relocate their cars to the spaces shown in blue prior to the netball court being in use and will not be returned until after the netball has concluded.





Car parking spaces 1-8 and future stack parking 25-30 (in red) are north of the admin building. Space 1 is accessible for disabled parking. Current spaces 2-8 and future spaces 25-30 will be staff parking.



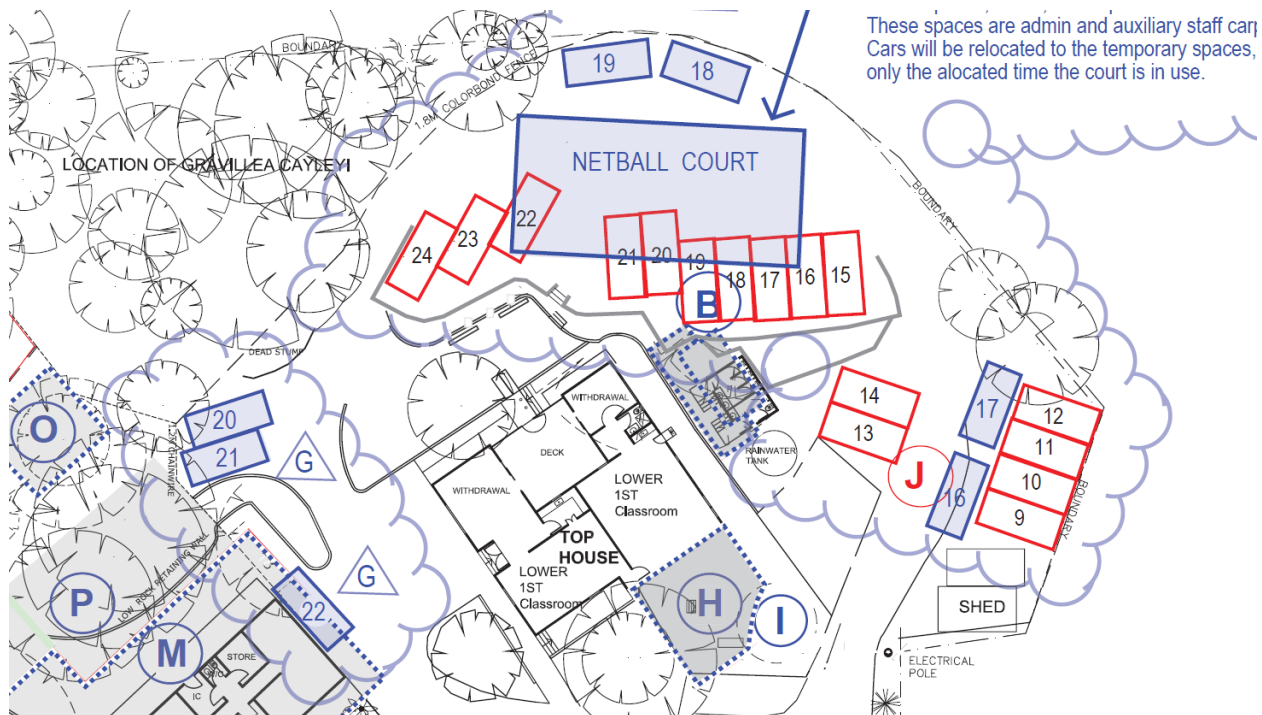


Stage E, the stack parking at the mid-eastern boundary of the site (spaces 25- 30), was approved as part of stage 1 of DA2015/0558. The construction of these spaces has not yet occurred on-site. The use of the netball court does not affect this parking once it is constructed.

Car park spaces (in red) 9-14 are east of Top House are for staff parking.

Car park spaces (in red) 15-24 are between the Music Centre and Top House are for staff parking, noting spaces 16- 22 are parking only for administration and auxiliary staff.

Car park spaces 16- 22 (in blue) are temporary administration and auxiliary staff parking spaces while the netball court is in use only.



The management process is summarised as follows:

- All staff on the site are to be made aware of the administration and auxiliary staff parked within spaces 16- 22 and their contact details. This will ensure contact can be made if the vehicle is required to be moved for access.
- At the conclusion of the netball practice, a staff member attending netball will inform administration and auxiliary staff when it is suitable for them to move their cars back to spaces 16- 22 from the temporary spaces after each practice period. McLaren Traffic Engineers have advised a reasonable method is via text message through mobile phones, however this contact method can be managed internally between staff to find the most convenient method.
- Netball hoops and other equipment will be temporary structures such they will be moved from a storage area to the court at the beginning of every netball session. Hoops and other equipment will be returned to the storage area prior to any staff vehicles returning to typical spaces 16- 22.





### (a) Drop Off and Pick Up of Children (refer Council Condition 6(a))

The school's Drop-Off and Pick-Up (DOPU) zone operates from the school's western driveway to the western boundary of the school, on the school side of Wyatt Avenue. The existing signage indicates *"No Parking 8-9.30 am 2.30-4.30pm School Days only"*.

- In the mornings parents drop off the children generally between 8:00am and 8:25am and the children enter via the Pedestrian Gate.
- In the afternoon the teachers walk the children down the stairs between Chisholm House and Shakespeare House and through the Western gate to line up on the verge west of the western driveway.
- Teachers and the Principal assist with traffic movement and monitoring parking. When not required to move vehicles in spaces 16- 22 for the netball court use, administration and auxiliary staff may assist with drop off and pick up.

### **TYPICAL OPERATION**

Mornings: Students can be dropped at the DOPU zone and enter the grounds directly from there.

#### Afternoons:

- The whole school cohort will be escorted down to the zone by their class teachers by 3.05pm.
- On Tuesdays during term 2 when the netball court is in use, admin and auxiliary staff will relocate affected cars in spaces 16- 22 to the temporary spaces.
- Once all are settled, names will be called out by a member of staff and the children will enter their car. The parents have a large laminated sign with their name on it.
- Parents line up from the start point of the zone and wait in line for the children to be placed in the car. **The parent is not to leave the car** as the staff member will open the back door for the children to get in.
- If the car has an automatic boot release, then the students can place their bags directly in the boot before entering the car. If the car does not have this feature, the bags will be placed in the back seat with them.
- Anyone not collected by 3.30pm is taken straight to ASC.
- The DOPU zone cannot be used if a child is unable to secure his/her own seatbelt.
- Student/s are to exit or enter the vehicle from the kerbside doors ONLY.
- Parents are encouraged to be considerate of our neighbours – no blocking of driveways or using their drives to turn around.
- Every student must have a raincoat – **no umbrellas permitted**.



- Every family is issued with a laminated sign to put in the car window for the staff member to see which children are to be collected. If additional children are to be picked up, a whiteboard marker can be used to add the family name to the collecting family sign, and then easily wiped it off later.

### **GENERAL SAFETY TIPS**

- Children should always get in and out of the car through the rear kerb side of 'safety car door'.
- Children to be dropped off on the school side of the road.
- Children not to be hailed from across the road.
- Children to be reminded by parents of the 'STOP! LOOK! LISTEN! THINK!' routine every time an accompanied crossing is made of the road:
  - STOP! One step back from the kerb
  - LOOK! For traffic to your right, left and right again
  - LISTEN! For the sounds of approaching traffic
  - THINK! Whether it is safe to cross
  - Always look and listen for traffic as you cross the road
- To reduce conflicts, improve traffic flow and traffic safety, parents are encouraged to approach the school via Ralston Avenue and Cotentin Road, rather than turning into Wyatt Ave direct from Forest Way. Parents are encouraged to depart from the school area along Wyatt Avenue toward Forest Way.



**(b) Types and frequencies of school activities which generate traffic (refer Council Condition 6(b))**

The following table indicates the types and frequencies of school activities which generate traffic.

TYPE	FREQUENCY	COMMENT
Daily drop off of children before school by cars	Generally Monday to Friday 38 weeks a year	Not on public holidays or school holidays. Approx ¾ of enrolments use this.
Daily pick up of children after school by cars	Generally Monday to Friday 38 weeks a year	Not on public holidays or school holidays. Approx ¾ of enrolments use this.
Bus to take classes to swimming lessons	2 buses on Wednesdays and Fridays, in Term 1 for 6 weeks; 2 buses on Wednesdays and Fridays in Term 4 for 6 weeks	Pick up and drop off by bus company. See note below detailing buses for sport and excursions.
Bus to take sport team to competition	1 bus once a week (Friday) for terms 1,2,3	Pick up and drop off by bus company. See note below detailing buses for sport and excursions.
Bus to take classes on day excursions	Each grade (7 grades) generally has 1 excursion a term (4 terms). So around 28 days a year may have excursion bus pick up and drop off.	Not all excursions involve bus transport. See note below detailing buses for sport and excursions.
Bus to take classes on overnight excursions	2 annual excursions in September – one to Milson Island (3 <sup>rd</sup> and 4 <sup>th</sup> class) ; one to Bathurst or Canberra (5 <sup>th</sup> and 6 <sup>th</sup> class)	Coaches are used. Approximate times: departure 7am and return 5pm. See note below detailing buses for sport and excursions.
Bus to take school to Glen Street Theatre	Frequent bus movements for one week for rehearsal and performance at Glen Street Theatre	Generally 1 week in November. See note below detailing buses for sport and excursions.
Annual School Open Day and Fair	Saturday preparation for Sunday event 9am to 4pm once a year in May	About 50 people are involved in set up on the Saturday. About 600 people visit the open day and fair at any one time on the Sunday.
Walkathon	Once a year each	Generate traffic in the middle of the day. Involves about 50 parents as spectators.
Reception for New Parents	Once a year	Generally a Friday evening in February. Involves about 100 people.
Information Evening for Prospective parents	Twice a year on a week day evening.	Generally involves about 50 people attending.
Parent and Friends evening meetings	Each month during term time only	Generally a week day evening for about 12 people.
Working bees	Twice a year on a Sunday for half a day	Generally involves about ¼ of the enrolment



## ***BUSES FOR SPORT AND EXCURSION TRANSPORT***

The school regularly hires buses for sports travel and excursions.

The school directs buses to use identifiable kerbside areas (not in front of the 90 degree spaces opposite or 20m on approach to pedestrian crossing and 10m on departure from the pedestrian crossing) where they should park, preferably on the school side of the road. The prohibited bus stop locations are shown in **Figure 1** below.

The school also recommends that buses approach the school from Contentin Road, turning right into Wyatt Avenue so that the bus can park on the school side of Wyatt Avenue and that the departure route is along Wyatt Avenue to Forest Way. This is so that no buses “U” turn in Wyatt or anywhere else except at existing roundabouts.



**Figure 1: Prohibited Bus Standing Zones**

### **(‘c) Provision of suitable safety measures for children using Wyatt Avenue (refer Council Condition 6(c))**

The school provides suitable safety measures for children using Wyatt Avenue.

## ***ROAD CROSSING SUPERVISION***

The school has a wombat crossing located just near the pedestrian entrance to the school. A RMS accredited crossing supervisor is provided by the RMS.



**(d) Measures to ensure the amenity of local residents is protected (refer Council Condition 6(d))**

The school actively reviews its traffic management and regularly communicates to the school community about appropriate traffic behaviour.

Review takes place in staff meetings, both teaching and administration. The school executive acts on feedback from these reviews including modification of procedures and consequent updating of staff training as required.

The Weekly Note to parents and friends regularly includes communication and advice regarding following of traffic management procedures in order to maintain the amenity of local residents.

The school currently contains its major “outside normal school times” activity (that is, the Open Day, and Fair) to a single weekend per year.

The school responds to individual resident concerns about issues including traffic management and takes these into account in refining the processes. The school’s Complaints Management Plan includes the documentation of concerns and the school’s timely response to address the issue raised.



**(e) Car parking provisions to cater for all the schools activities outside normal school times (refer Council Condition 6(e))**

<b>TYPE</b>	<b>FREQUENCY</b>	<b>Car park provisions</b>
School Open Day and Fair	Annual over one Sunday in May	On street car parking is available in Wyatt Avenue and surrounding streets.
Annual School Open Day and Fair	Saturday preparation for Sunday event 9am to 4pm once a year in May	On street car parking is available in Wyatt Avenue and surrounding streets.
Reception for New Parents	Once a year in February	Off-street car parking on the school grounds is used and on street car parking is available in Wyatt Avenue.
Information Evening for Prospective parents	Twice a year on a week day evening.	Off-street car parking on the school grounds is used and on street car parking is available in Wyatt Avenue.
Parent and Friends evening meetings	Each month during term time only	Off-street car parking on the school grounds.
Working bees	Twice a year on a Sunday for half a day	Off-street car parking on the school grounds is used and on street car parking is available in Wyatt Avenue.

**(f) Measures to be implemented to minimise pedestrian vehicle conflict and improve pedestrian vehicle safety (refer Council Condition 6(f))**

Pedestrians use the pedestrian gate to enter the school, not the driveway, to minimise pedestrian vehicle conflict and improve pedestrian vehicle safety.



### ***Periodic Review of School Activity Traffic Management Plan***

The school reviews its school activity traffic management plan annually and as the need arises. The school also commissions a Traffic and Safety Audit report on a regular basis that addresses the effectiveness and performance of traffic and pedestrian safety measures including this traffic management plan.

