



PROCEDURE 05.08.01a-E

Buildings, Premises & Facilities – Driveway, Parking and Pedestrian plan of Management

The following procedures are to be observed when utilising the St Edmund's College (the School) driveway and staff parking areas.

The School driveway has two (2) gates:

- Gate 1 is on the corner of Burns Road and Wahroonga Avenue
- Gate 2 is on Wahroonga Avenue

Vehicle entry to the school driveway is via Gate 1 and exit is via Gate 2:

- Staff, visitors, deliveries, ambulances etc. driving into the School grounds via the driveway must enter via Gate 1 and exit via Gate 2.
- The vehicle speed limit on school grounds is 10km/hr.

Pedestrian Access:

- Pedestrians should enter and exit via the pedestrian entry at Gate 2 and follow the marked footpath inside the grounds to Reception. The pedestrian area is separated from the driveway by physical barriers. Pedestrians are not to cross these barriers onto the driveway unless they are accessing a vehicle.
- Pedestrians entering or exiting via Gate 1 should walk on the side closest to the building and watch for vehicles entering.

Student Transport

Morning procedure

- 8am – Assisted Travel vehicles (taxis) and parents start arriving in the driveway via Gate 1. They progress down the driveway and students alight under the covered area in front of school reception. These vehicles then exit via Gate 2
- Taxis and parents flow through the driveway until 8.30am.
- Students who walk enter via the pedestrian entry at Gate 2 and follow the footpath to the front entry of the School.
- One staff member is on driveway duty monitoring students' arrival and directing activities in the driveway.
- Staff in reception can also observe this process

Afternoon procedure

- 2.30pm taxis enter via Gate 1 and stack inside the grounds on the driveway staying behind the yellow line near reception
- 3pm – students who travel home independently are to exit the building, walk along the pedestrian footpath and exit the grounds via the pedestrian area at Gate 2
- 3 – 3.05pm students who are picked up by parents/carers leave via the pedestrian area at Gate 2. Parents are to wait in the pedestrian area inside the School grounds outside reception.
- 3.05pm students are called for their taxis.
- An office staff member calls the taxis over the PA system and monitors the students loading into the taxis.
- One teacher is on duty inside the grounds and marks students off as they exit the front door.
- One teacher is on driveway duty at the exit door; marks students off and monitors students loading into vehicles. Three days per week the Principal may also be on this duty.
- Approximately 3 vehicles are loaded at a time directly in front of the school reception area.
- Taxis exit the driveway via Gate 2.
- This process is normally completed between 3.20 – 3.25pm

Visitor Parking

A limited number of off-street visitor parking spaces are available in the parking area in front of reception. Access to this parking is via the driveway at Gate 1.

Emergency Vehicle Access

Ambulance access to the front of the school is via the driveway through Gate 1. Access to the rear of the school is also available via the staff parking area accessed off Braeside Street. In the case of an incident requiring ambulance attendance, designated staff are to direct ambulance entry to the front or rear of the school.

Staff Parking

Staff are to park in designated parking spaces in the front parking area off the driveway, or in the rear staff-parking area accessed off Braeside Street. Where this is not possible, staff are to park legally in the surrounding streets.

Approval Authority	College Principal
Date for Next Review	May 2022
Related Policies, Procedures, Forms and Guidelines	02.21.01-E – Independent Travel To/From College Procedure 05.08.00-E – Buildings, Premises & Facilities Policy

	05.08.01-E – Buildings, Premises & Facilities Procedure 05.08.01a-E – Buildings, Premises & Facilities – Driveway Procedure 05.21.00-E – Motor Vehicle Policy 05.21.01-E – Motor Vehicle Procedure
--	---