



St Joseph's School Port Lincoln

In all things love

Traffic Management Plan

Prepared by:

Date:



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1. PURPOSE

This Traffic Management Plan aims to communicate how hazards associated with pedestrian / vehicle and vehicle / vehicle interactions which are considered to present a risk of harm to people, property or environment if not managed in a careful and systematic way are addressed in the workplace.

The Traffic Management Plan is based on the outcomes of a formal Traffic Management hazard identification and risk assessment which has been completed in consultation with Leadership and WHS Committee.

2. SCOPE

The Traffic Management Plan details the risk controls for managing traffic at the workplace of St Joseph's School Port Lincoln. It applies to all workers and visitors to the workplace.

3. RESPONSIBILITIES

All workers and visitors are responsible for complying with the requirements of the Traffic Management Plan.

The site manager is responsible for ensuring the Traffic Management Plan is developed and maintained.

4. OVERVIEW

4.1. General site description

The workplace consists of a multiple building complex with car parking facilities within the grounds and internal access roads.

The schools' hours of operation are 08.00 am until 04.30pm, five (5) days a week, with the exception of school holidays.

4.2. Vehicle & pedestrian traffic

The type of vehicles accessing the site would include cars, motorbikes, bicycles, buses and couriers with the highest traffic periods being at pick up (8:15 am – 9:00 am) and drop off (2:50 pm – 3:30 pm).

Pedestrians access the site from Mortlock Terrace, Oxford Terrace, Cranston Street and Park Terrace. There are internal and external car parking areas and public footpaths which provide access to the building entrance. High pedestrian traffic times are also at the start and end of the day.

4.3. Basic traffic rules

Vehicles accessing the site and parking areas must observe all standard road rules including:

- observing all signposted speed limits;
- pedestrians always receive "right of way";
- pedestrian walkways must be kept clear at all times;
- give way as needed;
- traffic signs and directional marking must be adhered to;
- keep to the left; and
- designated and marked roadway's must always be used.

4.4. Traffic management measures

The key risk areas identified and associated controls are detailed below:

Drop off and Pick up Zone



The following arrangements are in place to minimise the risks associated with vehicles dropping off and picking up students:

- DO NOT enter from Mortlock Terrace to use the pick-up/drop off zone outside the Kelly Centre
- Younger students should be accompanied by an adult if walking to cars parked behind the church
- Vehicles must only turn left onto Oxford and Mortlock Terrace during peak times as the signs indicate
- All vehicles must drive within the 10 km speed limit within the school grounds
- Senior students and gym pick up vehicles are encouraged to leave via Oxford Terrace
- There are several car parks available for Parish visitors near the presbytery. These are clearly labelled as PARISH Parks and must not be parked in. Likewise, there are carparks available for people with disabilities.
- Pedestrian walkways lead from the car park to the school entrance.

Vehicle Passage Arrangements

The following measures ensure that vehicles travel within the workplace in a safe manner:

- Designated drop off and pick up points are located at front of the Kelly Centre and behind the gym.
- Designated drop of and pick up points are clearly marked
- Site speed limit is set at 10 km / hr with clearly displayed signage located at entrances
Speed controlling devices are in place to restrict vehicle speed on site. They include speed humps located on the Cranston Street entrance
- Internal roadways are only one way, traffic flow directional lines are marked on ground

Pedestrian Arrangements

Control measures to protect pedestrians from vehicle interaction include:

- Pedestrian road crossing clearly marked
- Pedestrian walkways marked on the ground

Additional Gravel Car Park at Rear of School

Control measures to ensure vehicles parking in the rear gravel car park travel safely with the site

- No right turn when exiting the car park
- Speed limit is set at 10 km / hr

Special or Complex Traffic Situations

Traffic control requirements for special events or complex traffic situations may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learnings from previous similar situations

The following broad safety arrangements are in place to minimise the risk associated with these situations:

- Appropriate number of traffic controllers to restrict / direct traffic with high visibility vests



- Additional car parking areas clearly designated, and signage displayed
Information communicated to relevant personnel regarding arrangements

Special or Complex Traffic Situations

In an emergency situation, traffic management controls are implemented by the Business Manager and/or Leadership and/or WHS and include:

- Evacuation wardens to control traffic / restrict access
- Evacuation wardens to guide pedestrians to assembly area

5. TRAFFIC MANAGEMENT DIAGRAMS

An illustration of the layout of barriers, walkways, signs and general traffic arrangements for the workplace is provided in Appendix 1.

6. INFORMATION, INSTRUCTION & TRAINING

All workers and visitors shall be made aware of the site traffic management requirements as detail in the Traffic Management Plan by way of incorporating some of its requirements within the site specific induction.

7. REVIEW

A review of the Traffic Management Plan will be undertaken after any incident as well as an annual forma review to ensure it is effective and takes into account changes at the workplace.

Drop-off and Parking

A traffic management system is in place at peak times during drop-off and pick-up. We are very fortunate that we are able to drive onto school grounds to drop off and pick up students. Due to the large volume of traffic at these times we ask that parents observe the following rules for the safety of our students.

- Follow the traffic flow directions (as per image to below)
 - Entry via the Mortlock Terrace entrance is for car parking only (not drop off zone)
- Younger students should be accompanied by an adult if walking to cars parked behind the church
 - Vehicles must not perform U-Turns whilst in line
- Vehicles must only turn left onto Oxford Terrace and Mortlock Terrace during peak times
 - Drive within the signed speed limit within the school grounds

