



SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details

School / Location	St Bernardine's Primary, 25 Vergulde Road, REGENTS PARK
School Principal (Acting)	Katrina Bartholomew
WHSO	Nerida Murphy

Pick up and drop off points for students (e.g. private vehicles and private buses)

The following safety controls are in place to ensure that the picking up or dropping off students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
 - *Digital sign advertising school at the entrance to the school/parish; and*
 - *Within the carparks along with arrows*
- Designated pick up and drop off areas for students are located at:
 - *Entrance of the school (right hand side of bottom carpark)*
 - *After 3:30pm pick up is from the office. Parents are to come up to the office and collect child/children.*
- Pick up and drop off areas for students are clearly marked by:
 - *Covered waiting areas*
 - *Signage on waiting area*
 - *Signed bays*
 - *Lined car park bays*
- Designated pedestrian crossings are:
 - *From Pick up and drop off area to end of lower staff carpark*
 - *From Lower staff carpark to top carpark and across the carparks to undercover area;*
 - *From pick up and drop off area across to visitor/parent carpark and down through the middle of the visitor/ carpark*
 - *Across the top of the top staff carpark to the end and down to the lower carpark*

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

- *Across the bottom of the lower staff carpark through to the years 3 and 4 eating area*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
 - *Lollipop sign*
 - *Crossing flag*
 - *White jacket with high vis sashes (Horizontal and diagonal) high vis hat*
- Pedestrian walkways are clearly marked/indicated by:
 - *Designated walkway*
 - *Road markings in each area*
- Speed restriction signage is clearly displayed at the following locations:
 - *On Entry into the school grounds right hand side of the road half way up*
- *Signs within the Pickup / drop off zone (10km/hr)*
 - *Speed controlling devices are in place to restrict vehicle speed on site:*
 - *Speed bumps throughout carparks*
 - *Boom gate separating Pick up / drop off zone / visitor car park with staff carparks and buildings*
 - *Boom gate operates between 7:50-8:50am, 10:45am-11:15am, 1.15pm-1.45pm and 2:45-3:30pm*
 - *Traffic through Pick up / drop off zone and Visitor carpark*
 - *Traffic through staff carpark is all one way*
 - *Road markings and signage*
- Other considerations or risk controls that need to be documented?
 - *Traffic flow impeded by vehicles picking up or dropping off students*

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

Courier and/or delivery drop off points

The following safety controls are in place to ensure that deliveries of various items to the workplace is undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points are clearly marked by:
 - No specifically marked bays for deliveries or couriers.
 - They usual park behind staff cars and attend office

School / site speed limits are set at (10 km/hr.) with clearly displayed signage located at:

- *Entrance to school*
- *Pick-Up and Drop-Off zone*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *Speed bumps throughout carparks*
 - *Stop sign near Church and top of crossing in top level staff car park*
 - *Boom Gate.*
- Other considerations that may need to be documented?
 - *Internal roadways are only one way;*
 - *Vehicles are prevented from accessing the following areas:*
 - *Most pathways used by students etc*
 - *Staff Car Parks*

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

Safe passage of vehicles within the school (e.g. tractors, golf buggies, ride on mowers, Utes, school buses)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, golf buggies or ride on mowers are required to move around the school:

- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
 - Before School 7:30am - 9:00am
 - 1st Break 10:45am - 11:15am
 - Snack 1:15pm - 1:45pm
 - After School 2:30pm - 3:30pm
- Prior to entering the school, drivers of any vehicles must report to the school reception to arrange for a member of staff to act as a "spotter" to supervise onsite vehicle movements.
- Plant only to be operated in clearly marked areas as designated on the site plant traffic management map.
- Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - *Entrance*
 - *Pick-Up and Drop-Off zone.*
- Other considerations or risk controls that may need to be documented?
 - *roadways one-way vehicle traffic.*
 - *vehicles are prevented from accessing the following areas etc. - Staff carpark by boom gate*
 - *cyclists must walk their bike throughout the school and only embark onto their bicycle at the front footpath of the school.*

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking within the school:

- There are (58) car parks available for employees, (92) car parks available for visitors and (3) car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays:
 - *Clearly designated marked parking bays in all car parks*
 - *All staff and visitors **must always reverse park** into their designated parking bays at the carpark near Siena Hall so if they need to leave during breaktime they have ample view through the front of their vehicle.*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - *Entry to Staff Car Park*
- Other considerations or risk controls that may need to be documented?
 - *Zebra crossings throughout Visitor/Parent car park*

Special Events (e.g. Fetes, Sporting Events etc.)

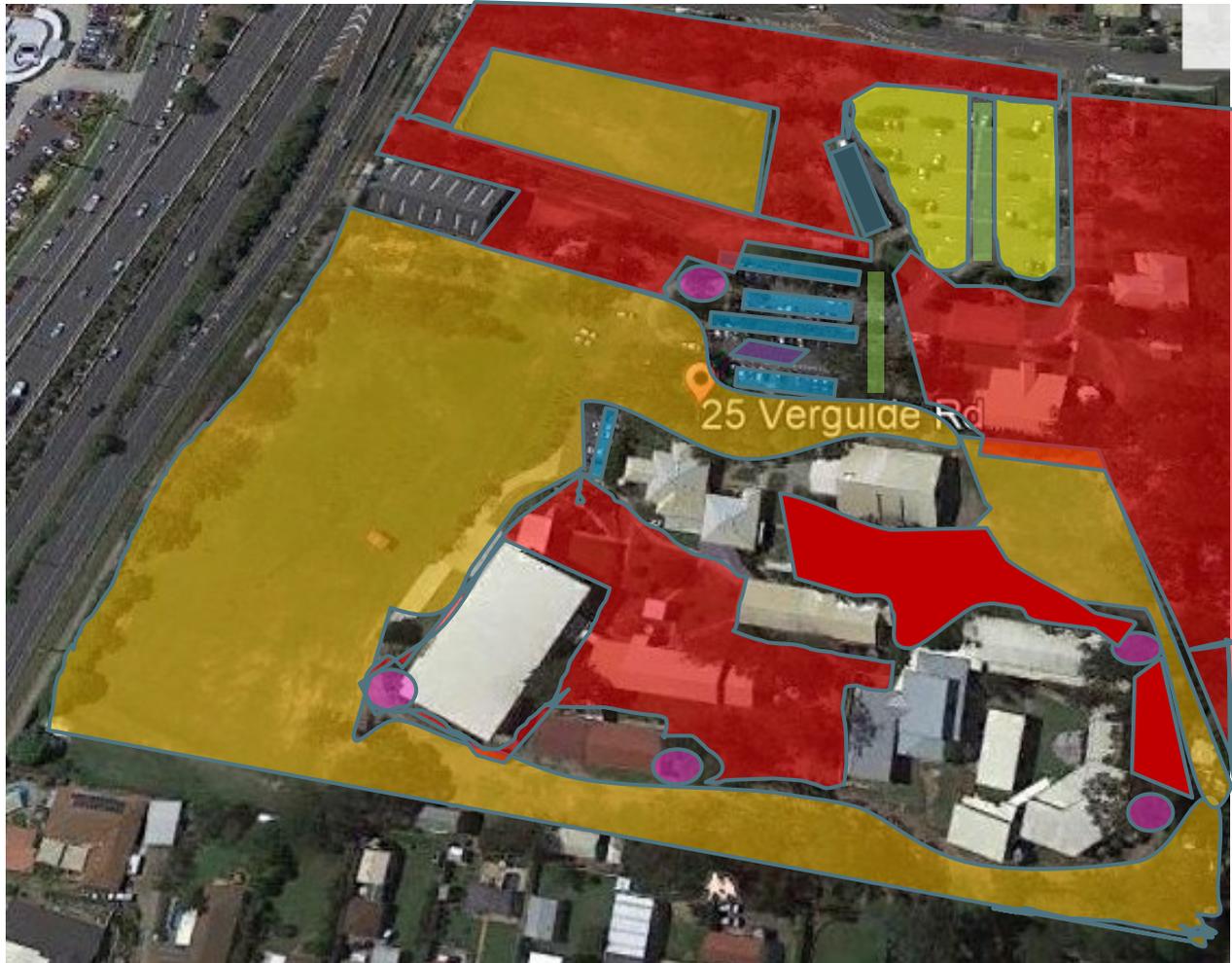
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events). Each event treated differently.

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace.
- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *Jagera Oval (as discussed with Principal for number of cars)*
- Other considerations or risk controls that need to be documented:
 - Walking from Jagera Oval to venue*
 - Extra traffic controllers to man pedestrian walkways*

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

Additional documentation / Site Map (School map layout)



Legend

- Deliveries/emergency vehicles**
- Pick up/Drop off zone**
- Visitor Parking**
- Staff car Parking**
- Blind spot** – stop/look and proceed at crawl (est 2km)
- Pedestrian Crossing** – stop/look and proceed at crawl – 2km
- Amber Zone** – controls required to Access
- Red Zone** – NO ACCESS
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Site Vehicle Access

No private vehicles to access site during term time unless an escort/spotter is arranged.

Depending on where emergency is **emergency vehicles** have access to whole of school grounds.

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

Signatures:

Principal		Date	17/03/2026
WHSO		Date	17/03/2026
Person completing TMP (if other than above - print name and sign)		Date	