



St Joseph's Primary School

Wagga Wagga

'All things for God'

TRAFFIC MANAGEMENT PLAN

INTRODUCTION

Managing traffic is an important part of ensuring St Joseph's Primary School is without risks to health and safety. Traffic at Joseph's may include: vehicles like cars, trucks, vans, buses and cyclists, and pedestrians including workers, visitors to the workplace and members of the public.

Vehicles moving in and around the school, reversing, loading and unloading may cause a danger to members of the community and needs to be managed effectively by the school. Effective traffic management can help keep St Joseph's school safe by ensuring traffic moves safely and efficiently within, through and around the school.

SCHOOL LAYOUT AND ACCESS

St Joseph's school is situated on the corner of Johnston and Tarcutta Streets in Wagga Wagga. It is an enclosed area with high fencing surrounding the school and a main sliding gate and small gate on the northern side of the property.

Another small gate is situated on the eastern side of the property and one which accesses the carpark of McAlroy House. (CEDWW and Chancery) A double gate is situated at the southern end of the property and is accessed only for occasional maintenance work at the weekend. Other access through the tennis court to St Andrews Church remains locked.

There is also a small fire gate at the western end of the property, adjacent to the current year 4 classroom. This is used only in an emergency, and along with the sliding gate, it automatically opens when the fire alarm sounds.

General visitors access the school through the main entrance at the sliding glass doors on the northern side and sign in to the school.

All gates are locked during at all times, except at the end of the day when the main sliding gate is opened at 3:00pm until the last bus leaves at 4:00pm.

CARS and BUSES

There is a management plan in place for the safe pick up and drop off students. (See Pick up and Drop off Policy). The school has worked in collaboration with the Wagga Wagga City Council to set effective zoning for cars and buses and formulate a plan to keep risk to a minimum. The following conditions are in place:

- There is a dedicated bus zone, which is used daily for pick up and drop off of students, before and after school and during the school day on occasions.
- There are dedicated disabled parking space/s near the school with easy access via a ramp at the front door.
- There is a dedicated car drop off and pick up zone for students.
- There is very limited parking around the school and parent are encouraged to access the carpark near the river if needed.
- If vehicles need to have access to the school ground during school hours, for emergency or important maintenance work, a staff member must be on watch to ensure the safety of all students and staff.
- All visitors must sign at the front desk and arrange for appropriate access. ie when students are not out of class.
- The vehicle needs to be parked in a safe place and workers must not allow dangerous equipment near students.
- A staff member needs to be on watch as the vehicle leaves to school grounds and gates must be closed
- Grounds work is generally carried out after 4:00pm or on weekends, unless specified, such as weeding, picking up of leaves etc.
- Parents picking up or dropping off students during school time, must sign the child out/in at the front desk.
- Teachers taking student groups out of the school during the day must do so in consultation with the principal and submit a formal risk assessment, which needs to be approved beforehand.

- Students leaving the school by bike or walking must be fully aware of road rules and cross at traffic lights.
- Students under 10 years of age must not ride.
- Younger students who walk to school need to be accompanied by a responsible older person or adult.
- Teachers must ensure the safety of students at all times and take particular care when students are crossing roads and with traffic.

COMMUNICATION

- The school regularly communicates safety aspects and school policy regarding traffic management and pick up and drop off of students through newsletters, emails, staff memos and meetings and the school council.

REFERENCES:

Pick Up and Drop Off Students Policy, 2018

Traffic Management in Workplaces, Code of Practice 2013