

## SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
<b>School / Location</b>	St Andrew's Primary School, Ferny Grove
<b>School Principal</b>	Amanda Steer
<b>Business Manager / WHSO</b>	Therese Hargreaves

### 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 signage to the school/workplace is located 89 Hogarth Road.  
; and
- Designated pick up and drop off areas for students are located in school carpark of Hogarth Road.

#### End of Day

- Bell one 2:40pm – all bus or pick up zone students can depart
- Bell two 2:50pm – riding or walking or OSHC students can depart
- Pedestrian access into the school grounds are also available from side street (Upper Kedron Road and Clyde Court).
- Pick up and drop off areas for students are clearly marked and signage and road markings. All vehicles including staff who exit or entry the staff carpark early must follow the Drop Off/Pick up procedures.
- Family name signage in family vehicles; megaphone are used by staff to call out vehicles ready for pick up/collection.
- Pick up zone 1 – external left side – Yr 3-6
- Pick up zone 2 – internal right side - Prep – Yr 2
- Family will go to lowest year level pick up zone

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- Two designated internal pedestrian crossings are located near the drop off/pick up zone.
- Staff will escort students across the middle crossing in the internal pick up zone.
- Pedestrian walkways are physically protected from designated roadways by fencing.
- Drop off/pick up zone and internal pedestrian crossings are supervised from 2:40pm to 3:10pm.
- If students are not collected by 3:10pm, they will be escorted by staff to the administration school reception, to wait for pick up there.
- Pedestrian walkways are clearly marked/indicated by signage.
- Speed restriction signage is clearly displayed in the workplace at the entry to the school carpark.
- School bus bay is located outside the school grounds on Hogarth Road.
- No turning right while exiting the school carpark before 3:30pm.

### Courier and/or delivery drop off points

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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 Administration School Reception on entering the school carpark. Designated courier and/or delivery drop off points are as directed by reception. If vehicle access is required to any other school areas (other than the school carpark) a staff member will escort the driver and act as a “spotter”. The driver must activate their vehicle’s hazard lights and limit their speed to 10km/hr.
- Courier and/or delivery drop off points are clearly marked Loading Zone.
- School speed limits are set at 10km/hr. with clearly displayed signage located at entry to school.
- Access to the school grounds from Upper Kedron Road (the goat track) is only permitted at the discrete of the principal. Access is restricted to pre-arranged service vehicles only e.g. rubbish collection. Vehicles access is not permitted at all during peak pedestrian traffic times (8:00am – 9:00am and 2:00pm -3:00pm).

### **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 place when large vehicles or mobile plant are required to move around the school:

- Other than the carpark vehicles, mobile powered plants are not permitted to move around the school grounds during the following time periods of peak pedestrian traffic:
  - 7:30am - 9:00am
  - 10:35am -11:15am
  - 1:15pm - 1:45pm
  - 2:45pm - 3:15pm
- Prior to entering the school carpark, drivers of any vehicles must report to the school reception to arrange for a member to staff to act as a “spotter” to supervise onsite vehicle movement.

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- The SOPs and SWMSs must be adhered to when using the tractor or ride on mower.
- Worksite speed limits are set at 10km/pr. with clearly displayed signage located at the entry to the school.

### Parking arrangements

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

- There are 70 carparks available for employees, 10 carparks available for visitors and 1 carpark available for people with disabilities.
- The staff carpark is for staff only. Parents are able to access the school carpark at the designated times. Parents and visitor parking is available in the street.
- Carparking areas are clearly designated with marked bays and signage displayed.
- Signage identifying the location of the office/reception is clearly visible and is located on the side of the administration building. There is also site map near the administration building.

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

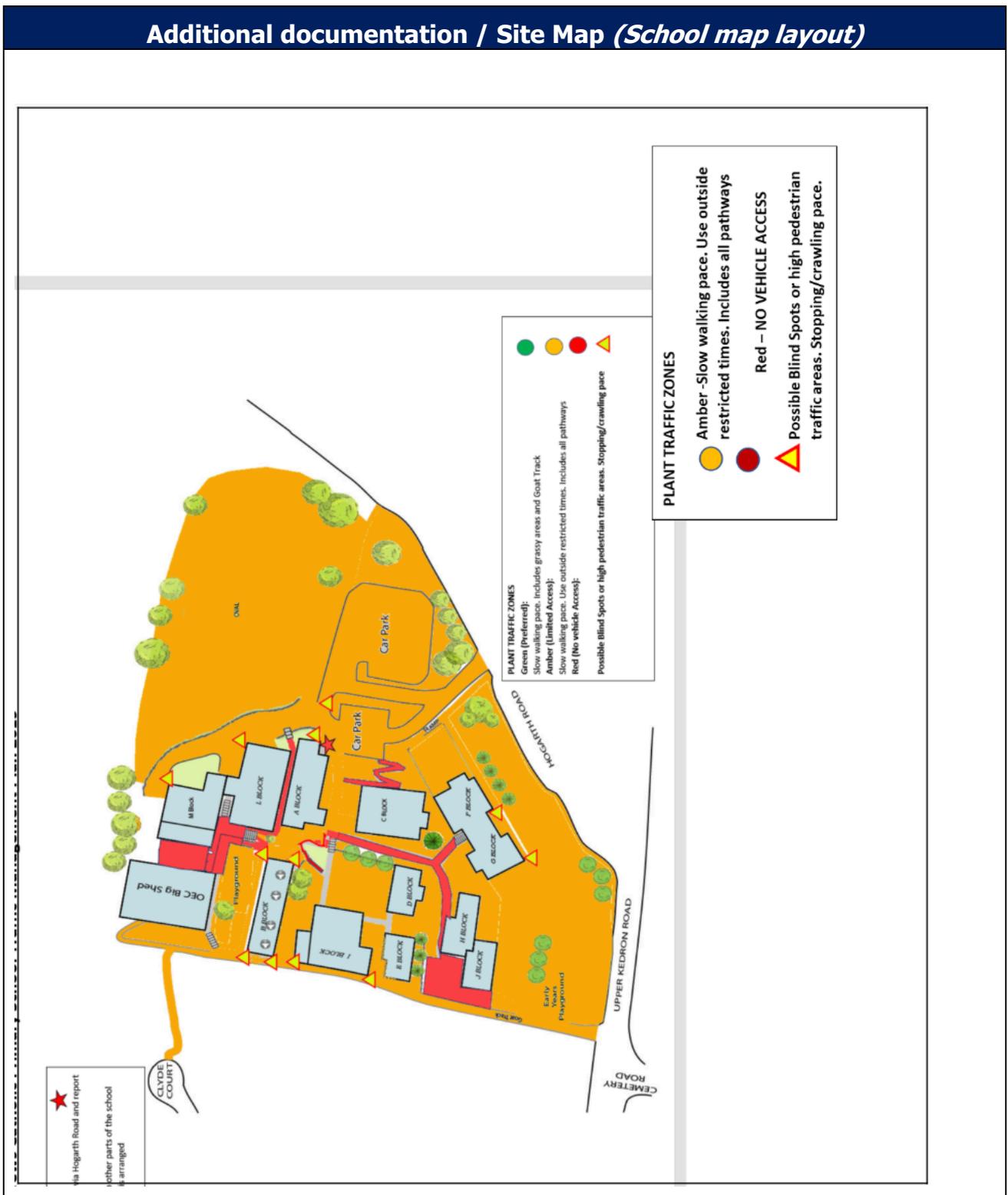
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

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.
- No parking is permitted on school grounds during special events unless with prior approval.

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## Additional documentation / Site Map (*School map layout*)



Approver: Director – Employee Services      Issue date: 16/03/2026      Next review date: 16/03/2027

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<b>Signatures:</b>			
<b>Principal</b>	Amanda Streer	<b>Date</b>	
<b>Business Manager / WHSO</b>	Therese Hargreaves	<b>Date</b>	17/03/2026
<b>Person completing TMP (if other than above - print name and sign)</b>	Alana Le Mura	<b>Date</b>	