

School Internal Traffic Management Plan

The **School Principal's** and **WHSO's** are to develop a Traffic Management Plan (TMP) by considering the unique traffic management issues at their school in consultation with the employees.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended annually to reflect specific traffic management controls at your school.

Traffic Management Plan:

School / Location	Immaculate Heart Catholic Primary School Leichhardt
School Principal	Brendan O'Reilly
Business Manager / WHSO	Natalie Rose

Pick up and drop off points for students – **NOT APPLICABLE**
(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:*
 - *Pick up zone sign displayed at the start of the pickup area at the front of the Admin Building.*
- *Designated pick up and drop off areas for students are located at:*
 - *front of the Admin Building on Old Toowoomba Road Leichhardt*
- *Pick up and drop off areas for students are clearly marked by:*
 - *Pick up and Drop Off signage, and 5 x numbered traffic cones*
- *Speed restriction signage is clearly displayed in the workplace at the following locations:*
 - *as per local government 40km flashing lights school zone signage*

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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:
 - *Marked loading zone out the front of the school*

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:
 - 8:00-8:50am
 - 10:20-10:50am
 - 12:50-1:20pm
 - 2:30-3:00pm
- 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.

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Parking arrangements

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

- There are 20 car parks available for employees, 0 car parks available for visitors and 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas: Sign at the entrance to the staff carpark indicating staff and disabled parking only. It also includes an arrow pointing to parent parking
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at: Signs are on site and not in the carpark

Special Events – ***WET WEATHER PICK UP***

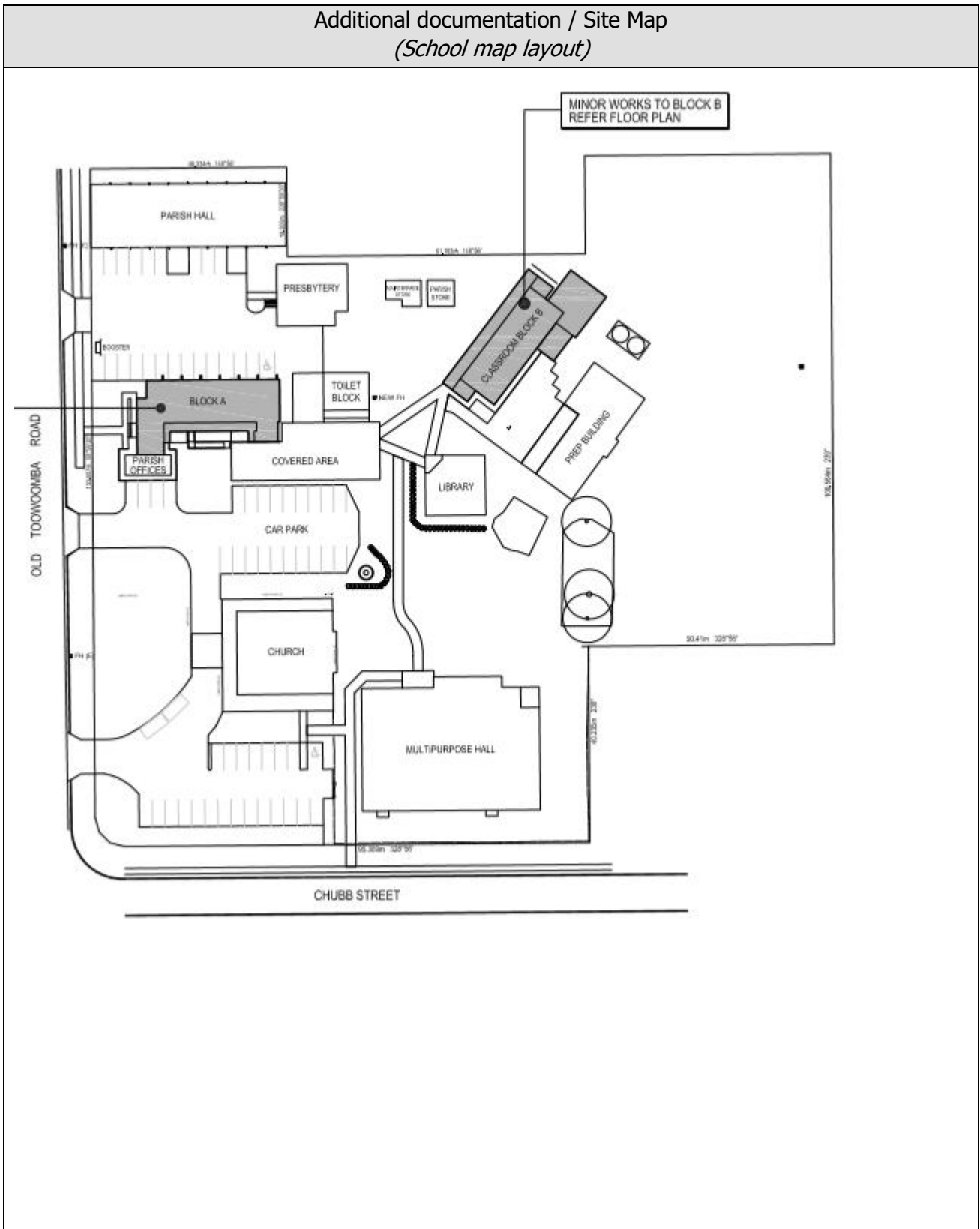
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

The following safety arrangements are in place to minimise the risks associated with wet weather pick up in conjunction with previously documented control measures:

- Students are seated in the covered area
- All students being picked up by parents move off first – remaining students sit together on the chairs closest to the basketball court
- A member of the Leadership team opens the gates and controls the cars entering and exiting the school
- 5 cars come in and park along side the covered area.
- Students do not stand up until all 5 cars have stopped.
- Teachers take the children to the cars. These cars exit the school before the next 5 cars come in.
- At least 5 staff are to be on duty in the covered area during wet weather pick up, wearing high viz vests.



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Additional documentation / Site Map
(School map layout)



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Signatures:

Principal		Date	26/02/26
Business Manager / WHSO		Date	26/02/26
Person completing TMP (if other than above)		Date	