

Traffic Management Plan (TMP)

School/Workplace:	Korumburra Secondary College
Workplace OHS Nominee:	Rebecca Anthony
Staff OHS Representative:	Maureen Campisi
The person completing TMP:	Julie Johnstone
In Consultation with The Principal	John Wilson
Date of Plan:	September 2023
Date of Plan Review:	September 2027

Buses and Mini Buses – Bus Loop

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

- speed limits are set at 10k/hr
- drivers should be vigilant of pedestrians and other vehicles
- take extra care at pedestrian crossings
- Entry and exit signage to the school/workplace is located at:
 - The front of the college
- Designated pick up and drop off areas for students are located at:
 - The front of the college
- Designated pedestrian crossings are located at:
 - The front of the college
- The bus loop area is supervised at the following times:
 - Before School 8.30 am – 8.55 am
 - After School 3.15 pm – 3.45 pm

All Other Vehicle Drivers

The following safety features are in place to ensure the safety of everyone onsite.

- speed limits are set at 10km/hr
- drivers should be vigilant of pedestrians and other vehicles
- take extra care at pedestrian crossings
- avoid/restrict driving on/off premises during recess/lunch times

Safe passage of vehicles at Korumburra SC

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

- Vehicles are not allowed to move around the premises during the following time periods of peak pedestrian traffic:
 - Before School 8.30 am – 9.00 am
 - Recess Break 11.35 am – 12.00 pm
 - Lunch Break 1.30 pm – 2.15 pm
 - After School 3.15 pm – 3.45 pm
- Prior to entering Korumburra SC, drivers of large vehicles must report to the general office to arrange for a member of staff to act as a "spotter" to supervise vehicle movements whilst on site.
- Forklifts are only to be used in clearly marked areas as designated on the site map.
- Worksite speed limits are set at 10 km/hr
- Other considerations or risk controls that may need to be documented?
 - Roadways are of sufficient width to allow for cars going in both directions to pass each other safely
 - Concave mirrors to assist with visibility

Parking arrangements

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

Employees

- Park in a designated car parks
 - top park at the rear of the school
 - front park near drop-off/pick-up zone
 - side park near the learning hub
- Not to park in the bus loop area
- Arrive prior to 8.45 am
- Car parking areas are clearly designated with marked parking bays where possible.
- To avoid departure through the bus loop area between 3.15 pm – 3.35 pm

Parents

- Upon arriving, all visitors should use the car park at the front of the school alongside the bus drop off/pick up loop during the hours of 9.00 am - 3.00 pm and report directly to the general office
- Signage identifying the whereabouts of the Office/Reception is visible from the bus drop off/pick up zone
- The student drop off/pick up system operates between the hours of 8.30 am – 9.00 am and 3.00 pm – 3.45 pm. It is a one-way system around the top/rear car park and has been designed to ensure traffic movement is predictable and safe.

Students

- Senior students who have acquired their license and intend to drive to/from school, are required to complete a parking form and are to park in the top park at the rear of the school
- Arrive prior to 8.45 am
- No movement of cars throughout the day

Visitors

- Upon arriving, all visitors should use the car park at the front of the school alongside the bus drop off/pick up loop during the hours of 9.00 am - 3.00 pm and report directly to the general office
- Signage identifying the whereabouts of the Office/Reception is visible from the bus drop off/pick up zone

Bikes, Skateboards and Scooters

All persons riding bicycles, skateboards and scooters

- Dismount at the school gates and push to the designated parking area
- Be vigilant of all other drivers and pedestrians

Injuries to Persons

Any injuries caused by traffic onsite should be reported to the college for further investigation. The college will only have a responsibility if proven to be negligent in any way.

Damage to Vehicles

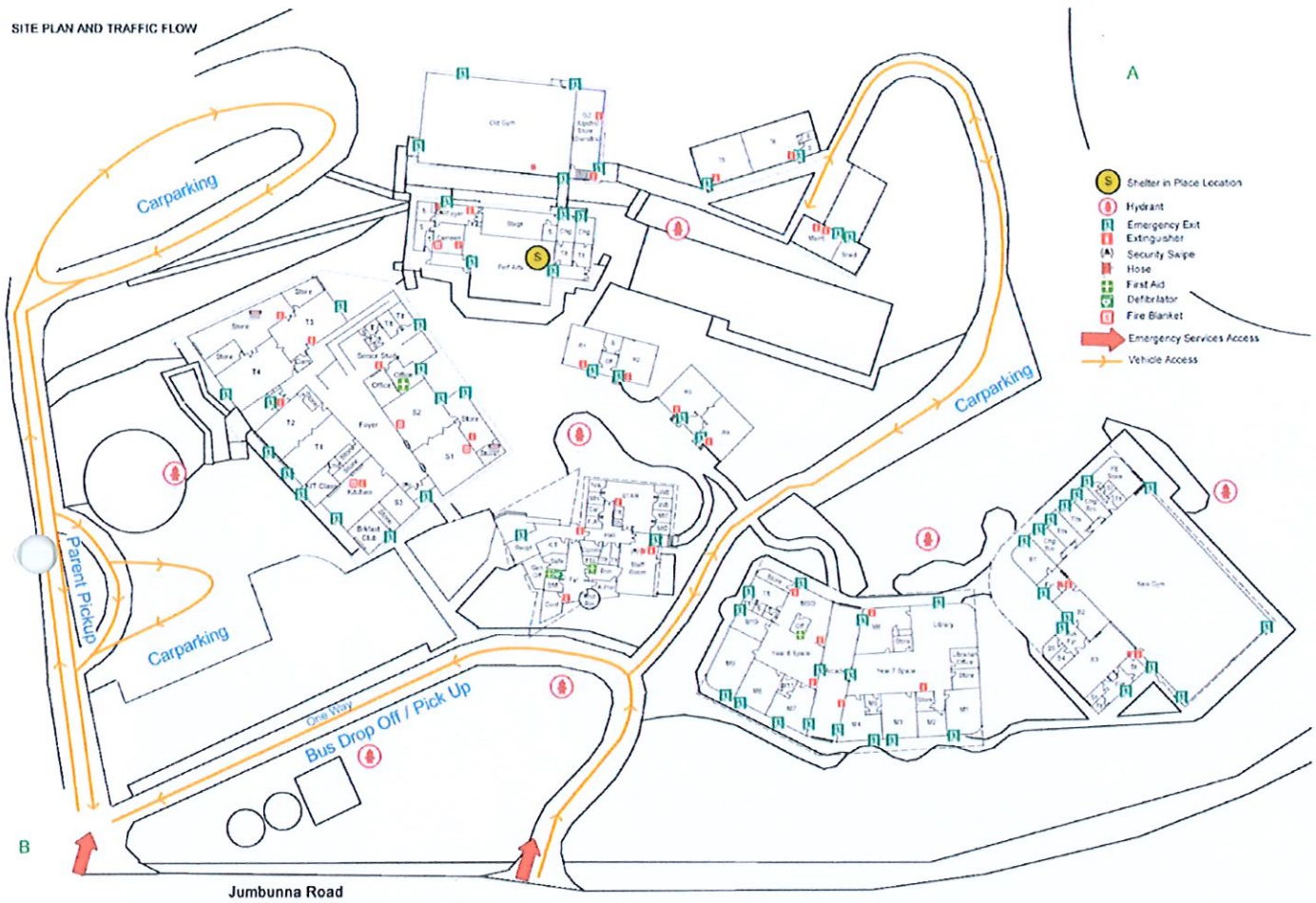
The college will not be responsible for claims relating to damage or theft from vehicles on the site. Any damage to any vehicle on school grounds should be reported to the general office as soon as possible.

Compliance

All site users are expected to comply with this TMP. Persistent offenders will be banned from bringing vehicles onto the school premises.

WORKPLACE LAYOUT

SITE PLAN AND TRAFFIC FLOW



Signatures:

Workplace Manager/Management OHS Nominee.....Date 3-10-23
 Health and Safety Representative.....Date 3-10-23
 Person Completing TMP.....Date 3-10-23
 In Consultation with the Principal.....Date 3-10-23