



**ST JOHN'S COLLEGE, NAMBOUR  
SCHOOL / SITE INTERNAL TRAFFIC  
MANAGEMENT PLAN 2024**



### School Details

<b>School / Location</b>	St John's College, Nambour
<b>School Principal</b>	Martin Moloney
<b>Business Manager / WHSO</b>	Mark Maguire / Gayle Davenport

### 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:**
  - Perwillowen Road
  - Valley View Street off Perwillowen (Access to College)
  - Coes Creek Road (Access only to Hennessey Oval)
- **Designated pick up and drop off areas for students are located at:**
  - Outside the school gates at the Perwillowen Road entrance
  - Access to Valley View Cul-de-sac for private vehicles pick up after 3pm only
- **Pick up and drop off areas for students are clearly marked by:**
  - Signage
  - Marked Bays
  - No entry into the school at all between 8.15 – 8.45am and 2.30 – 3.00pm
- **Designated pedestrian crossings are:**
  - Perwillowen Road
  - Supervised at the following times: 2.30pm to 3.06pm
  - Supervision of bus pick up and pedestrian areas from 2.40pm to 3.20pm
- **School crossing supervisors use the following aids and personal protective equipment (PPE):**
  - Crossing Supervisor
  - Crossing Flags
  - High Visibility Jacket
  - Stop sign
- **Pedestrian walkways are physically protected from designated roadways by:**
  - Fencing of high volume pathways
  - Students are regularly reminded to remain on pathways
- **Pedestrian walkways are clearly marked/indicated by:**
  - Designated walkways, crossing markings, signage



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- **Speed restriction signage is clearly displayed at the following locations:**
  - There are three 5km/shared zone signs at intervals from the Entrance up the main roadway to the Administration Building
- **Speed controlling devices are in place to restrict vehicle speed on site:**
  - Speed humps are located on the main roadway to the top of the school and in the side access through the lower college grounds

### **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 delivering any goods. Designated courier and/or delivery drop off points are directed by reception:
- Courier and/or delivery drop off points are clearly marked by:
  - **Marked concrete areas "Trucks Turning".**
- School site speed limits are set at 5km/hr share zoned with clearly displayed signage located at:
  - **3 points up the main roadway.**
- Speed controlling devices are in place to restrict vehicle speed on site:
- **Various speed humps are located up the main roadway to the top of the school.**
- Other considerations that may need to be documented?
  - **Any vehicle that is required to access the school grounds is accompanied by a staff member and a spotter to accompany the vehicle. Where possible, delivery and service vehicles access the school areas out of school times and/or whilst students are in class.**



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**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:

- **Limited vehicle movement during peak periods including 8.15 – 8.45am; 10.45 – 11.15am; 1.15 - 1.45pm and 2.30 - 3.00pm.**
  - Vehicles to be secured when not attended.
  - All road rules to be followed when moving around and outside the College.
  - All vehicles to limit their use during break times and when there are large amounts of people moving through the school grounds.
  - All vehicles to travel at walking speed only during school hours.
  - Vehicles to be turned off, and keys removed when exiting the vehicles.
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- Worksite speed limits are set at 5km/hr/shared zone with clearly displayed signage located at:
    - **Various positions on the main roadway up to the Administration Building**



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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 86 gazetted car parks available for employees, 9 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:

- **45 staff carparks located under the MPC.**
- **9 visitor carparks available outside of the Administration Building.**
- **22 staff carparks outside the back area of courts off Dandenong Street.**
- **16 staff carparks outside the grounds shed on Shadforths Oval.**
- **3 staff carparks designated to the east of the ITD building.**

Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:

- **MPC parking area and the parking area near Administration Area.**
- **Signs are located at the top of the main road into the College.**
- **Sign outside the Administration Building.**

Other risk controls in place?

- **Pedestrian gate installed on back library courts to allow the vehicular gate to be locked and signage erected to prevent cars from entering the college grounds at that point.**
- **Safeguarding via Staff Education of safety of students and car parking.**
- **Any persons requiring a need to drive through school grounds to consult and gain approval from Principal/Business Manager.**

Other considerations or risk controls that may need to be documented?

- **Sign could be erected at entrance to Café area "No Unauthorised vehicles beyond this Point" with exception of maintenance staff and a walking spotter if they are utilizing this area in school times.**
- **Potential to make the undercover ITD driveway that staff are restricted from driving through this area between 8.30am and 3.00pm on school days.**



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### **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.**
- **Additional car parking areas will be clearly designated with marked parking bays and signage displayed.**
- **If required, staff will be advised to move car to back courts and Shadforth Oval to free up car park spaces.**

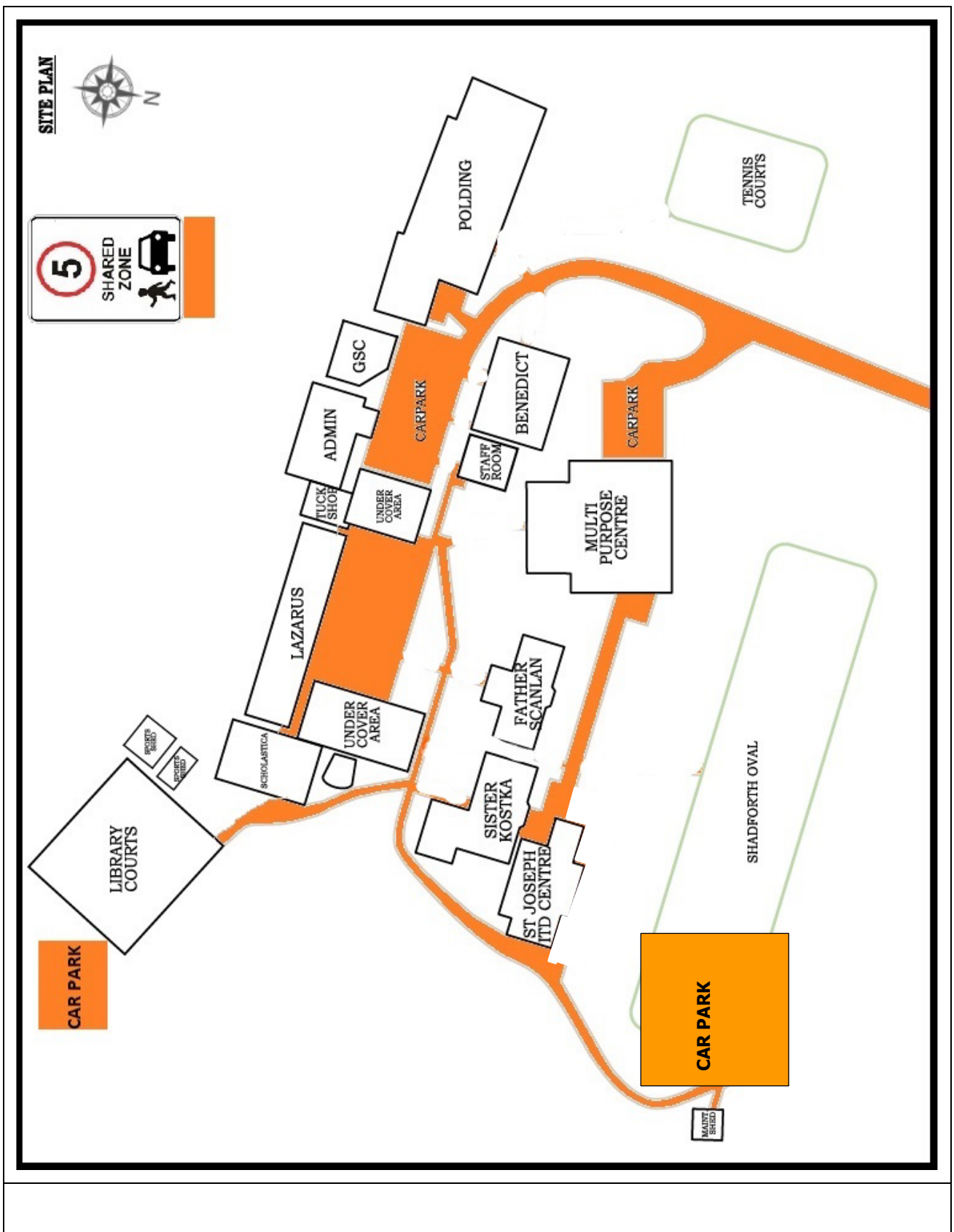
### **Additional documentation / Site Map (School map layout)**

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

- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic:
  - o **All vehicles to limit their use during break times and when there are large amounts of people moving through the school grounds.**
- 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;
  - All vehicles to travel at walking speed only.



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**Signatures:**

<b>Principal</b>		<b>Date</b>	20/02/24
<b>Business Manager / WHSO</b>		<b>Date</b>	20/02/24
<b>Person completing TMP (if other than above - print name and sign)</b>		<b>Date</b>	