

Traffic Management Policy

(Ratified by School Council: July 2026)

PURPOSE:

The purpose of this policy is to ensure that all risks associated with traffic on the Glen Waverley Primary School site are identified and managed, promoting a safe teaching and learning environment for staff, students, visitors and the school community. The Traffic Management Plan (TMP) details the arrangements in place to manage the risks associated with the interaction of pedestrians and vehicles within the school.

GUIDELINES:

The interaction between traffic and pedestrians can create a significant risk of incident and injury. The Principal and/or OHS Nominees are responsible for completing a Traffic Management Plan (TMP) for their site utilising the Traffic Management Plan template.

The plan is inclusive of traffic flow on the whole site, which includes:

- Pick-up and drop-off of students by private vehicles and/or buses
- Couriers/deliveries
- Employee car park
- Special events such as fetes, sports carnivals and excursions
- Mobile equipment, such as ride-on lawn mowers and tractors, and any other large vehicles (e.g. buses, four-wheel drives) that access the site

Examples of traffic management controls could include:

- Eliminating the need for vehicles to enter school grounds where students play
- Improving workplace design and layout with marked walkways, parking bays and physical barriers
- Clearly signed speed limits
- Providing personal protective equipment, such as high visibility vests, for staff who are required to interact in areas with a traffic flow
- Educating employees, contractors and visitors and the school community about traffic related hazards within the grounds of the school

IMPLEMENTATION:

The supporting TMP document provides details of the implementation of traffic management within the school. Major points of implementation are:

- Staff are to park in the designated main and lower staff car parks (main – High Street Road entrance/exit, and lower - located at the eastside of the school premises off High Street Road)
- Staff will be on 'before' and 'after' school duty at the following designated areas:

<i>Brent St.</i>	1 staff at the bottom of Brent St./ 1 staff at the basketball court near the turning circle.
<i>ELC</i>	1 staff in the ELC courtyard
<i>High St. A</i>	1 staff at High St. black gate (near McDonalds)
<i>High St. B</i>	1 staff at High St. near the ELC gate.
<i>High St. C</i>	1 maintenance staff in front of the school main entrance along High St. Rd. before school
<i>Mountain View</i>	1 staff at Mountain View Hotel carpark before school 2 staff at Mountain View Hotel carpark after school 1 x maintenance and 1 x teaching staff
<i>As needed</i>	At times, extra staff can be placed strategically to support traffic management when required.

- The car park gates will be closed between 9.15 am and 3.00 pm
- Bollards will be placed at the entrance of the main carpark between 8.45am – 9.15am and 3.00pm – 3.45pm, to minimise traffic movement during arrival and dismissal times.
- On school excursions, buses are to pick-up and drop-off parents, staff and students at the Mountain View Hotel opposite the school premises
 - Additional staff will chaperone students to the buses at Mountain View Hotel and return upon arrival
- Buses will be permitted onto school property at the discretion of the Principal
- Only cars with an allocated “disability permit” are to park in the designated disability parking spaces
- When moving through the carpark pedestrians are advised to use the marked walkways where possible
- Glen Waverley Primary School will liaise and work with the City of Monash in regards to all issues pertaining to traffic flow and management
- All traffic-related incidents, near misses and vehicle accidents occurring on the school site must be reported on eduSafe Plus as soon as practicable, in line with the Department's Reporting and Managing School Incidents (including emergencies) policy. This applies in addition to any immediate first aid or emergency response required.

RELATED LEGISLATION:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

RELATED DOKUMENTATION:

[Traffic Management Template \(DE guidelines\)](#)

Glen Waverley Primary School's Traffic Management Plan (attached)

[Duty of Care \(DE guidelines\)](#)

POLICY EVALUATION:

Evaluation will be conducted yearly by the Policy Review (Education) Sub Committee of the School Council.

DUE DATE FOR REVIEW:

Due for review in July 2027.