



Covenant Christian School

TRAFFIC MANAGEMENT POLICY

Prepared by	Mrs C O'Sullivan (Deputy Principal)
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Review by	Executive
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Version	Date	Notes
1.0	Nov 2009	Approved at Executive meeting
2.0	April 2011	Approved at Executive meeting
3.0	October 2011	Approved at Executive meeting in relation to DA2010/1949

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1. Introduction

The aim of the Traffic Management Policy of Covenant Christian School is to oversee traffic parking, bus transfers and pedestrian management. Its main purpose is to protect the safety of the school children, the staff and the general public. In addition it is to ensure that there is minimal impact on the surrounding community and neighbouring residents.

It is expected that those coming to Covenant Christian School, whether they are parents, staff or visitors, will adhere to this plan. This will maintain a safe environment and show courtesy and respect to the surrounding community. Covenant Christian School is committed to respecting the concerns of the local community regarding traffic, to maintaining good traffic management and to ensuring the safety of its students, staff, parents and visitors.

2. Background

Prior to 2009, all the school buses for Covenant Christian School deposited and picked up students in the top car park, at the Dell Street Entrance.

However, midway through that year Forest Coach Lines and the school met to improve safety and traffic management, especially in the afternoon. This coincided with their desire and need to deploy more "bendy buses" on the school routes.

Several options were considered. These included:

1. A roadway through from Linden Avenue
2. A bus bay on Waldon Road
3. Relocation of buses according to their direction.

Options 1 and 2 were not practicable for various reasons. These included the danger of walking students up Dell Street to catch the bus, the narrow width of Linden Avenue relative to the size of the bendy buses and the difficulty of supervising the students. Other negative factors to be considered were the impact on the environment, the engineering works required and the high cost involved.

Thus option 3 was adopted.

This policy describes and formalises these changes, the supervision required and other issues involving the management of the traffic.

Following a meeting with Warringah Council & the RTA held on 25 October 2011 in regards to DA 2010/1949, it has been agreed to stagger the arrival & departure of the north bound buses on Forest Way with one, and no more than 2 buses, being at the Forest Way bus stop lay-by at any one time.

In order to bring this about buses use Waldon Avenue as a 'holding point' where Forest Coach Lines use radio communication to manage the loading and departure procedure on Forest Way. Each bus will then be dismissed in turn. This will entail staff holding students back on school property until their bus is ready to load. This will ensure a smoother and safer traffic management. The "holding point in Waldon Road" will be reviewed after 6 months to ensure it is working well. Other alternatives such as Crozier Road being used as a holding point or buses performing a continuous loop until the bus stop becomes available are other considerations.

During January staff preparation week 2012 all staff will be made fully conversant with this new procedure. Whenever possible the staff on bus duty will be rostered on a regular basis. The Deputy Principal will supervise the implementation of the new traffic requirements of the Traffic Plan. Parents will be informed of the changes via the school website and newsletter.

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In addition school Executive will discuss the logistics of this schedule with Forest Coach Lines as the bus service provider for this service agreement.

3. Policy and Procedures

3.1 Bus Management

a) Morning period

In the morning, buses arrive at regular intervals from about 8.20 until 8.40am. As they generally arrive singly, they each pull in and students disembark in the top car park. The school conforms to the following regime for AM bus traffic:

- A teacher is on duty in the car park until 8.43am.
- Buses, including bendy buses, enter and exit slowly, observing the speed limit and the turning area restrictions at the Dell Street gate.

b) Afternoon period

The afternoon buses have undergone the most changes and the school continues to liaise with Forest Buses to improve and facilitate a high standard of safe and efficient services to the School. The school conforms to the following regime for PM bus traffic:

Buses travelling south enter via the Dell Street Gate and park in an orderly and regular manner. These buses travel to Chatswood, Belrose, Warringah Mall, East Lindfield via Forestville and Allambie Shops.

They arrive at or before 2.50pm, park in their designated spot and exit by 3.15pm.

Two teachers are on bus duty in this area.

Buses travelling north (see new procedure above in blue). These bendy buses travel to Terrey Hills, Narrabeen, Mona Vale, Pymble, Hornsby and Gordon Station. Again, they arrive at about 2.55pm and the last bus leaves at 3.25pm. Two teachers are on bus duty in this area.

Other buses. From time to time buses come into the school grounds for excursions or sport. Staff are always on duty at these times and the buses generally enter and leave via the Dell Street gates. Occasionally students walk to the Forest Way bus lay-by to catch sport buses. They are always supervised by staff at these times.

3.2 Staff Parking

Staff have options for parking during school hours within the grounds, in Dell Street, Bundaleer Street and Linden Avenue.

There are marked car parking places for 34 vehicles in the top car park. 18 of these parking spaces (in the centre section) are designated for our part time staff members and short stay parking. Although not necessary, these spaces will remain available during bus pick up times given the revised designated bus stacking arrangement as per plan provided separately. There are also spaces alongside G block for 12 vehicles. There are motorbike spaces near the main gates and other spaces for motor cycles and bicycles inside the main gates.

Dell Street has 48 marked spaces available for staff, senior students, parents, visitors and the general public.

There is additional parking available in Bundaleer Street (approximately 20) & Linden Avenue (approximately 10) on the western & northern side of the school. This nearby street parking is safe and convenient to use.

Outside school hours much more parking is available. Staff and visitors may park on the playground areas in front of the Hall where there are marked spaces. This area will hold up to 43 vehicles.

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Students are not permitted to drive into the school grounds except with special teacher permission and supervision, for example to collect a Major Work.

3.3 Parent Parking

During school hours there are 2 designated visitor spaces and 1 disabled space in the top car park, and spaces to park in Dell and Bundaleer Streets.

Parents arriving at school may use the turning circle at the Dell Street gates as a Kiss and Drop Zone (approved by the Council) but it is a No Parking Zone. Parents are not permitted to drive into the school to drop off children in the morning nor to pick them up in the afternoon. This is due to the traffic flow of buses at this time, as well as the safety of children and other pedestrians.

Parents parking in Bundaleer Street are requested to see their children across the street, not wait in the cars.

For special events in the evening, parking is available in the school grounds.

3.4 Student drop-off

Parents are expected to pick up or drop off their children in a timely manner. Generally this takes ten to fifteen minutes. Parents may use the Kiss and Drop Zone or park in Dell Street and walk their children down through the gates. The pathway facilitates this and the small pedestrian entrance gate ensures a safe entrance away from the roadway. Older children and senior students are able to walk in unaccompanied by parents. There is a crossing marked inside the gate across the driveway. A staff member is on duty in the top car park area in the morning from 8.15am.

3.5 Student Parking

Dell Street has marked spaces for the small number of senior students who drive to school. As they have more flexibility in their timetable often they arrive & leave outside normal peak traffic periods. Most students arrive and leave by the bus services provided.

3.6 Special Events

A special event is a school related activity such as parent seminars and information evenings, music/drama nights, celebration evenings & graduation ceremonies. These special events occur infrequently throughout the year and are the type of event that is normal for most schools to hold. All school assemblies occur during the day. Additional on-site car parking is provided to the south of the Hall (lower car park) for special events to ensure vehicles can be accommodated in addition to the upper car park and Dell & Bundaleer Streets. Parking supervisors wearing fluorescent yellow vests and carrying torches are in attendance on these nights.

It is noted that the performance space of DA2010/1949 and the multifunction hall would not be used concurrently and additional overflow parking in the case of a special event such as an evening school concert/performance would use the central courtyard for parking. This would be managed by traffic wardens.

3.7 Staggered start times

Although the peak periods would be just before the morning bell and just after the end of day, there are different starting and finishing times for staff and students.

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Staff are required to be at school by 8.10am, thus spreading the impact of the morning traffic. Several afternoons a week there are late lessons for Senior Students and staff meetings for teachers. These generally finish at 5pm or 5.30pm and greatly reduce the end of day traffic at the peak times.

During the 10 weeks of school holidays traffic to and from the school is minimal.

3.8 Traffic Monitors & Protective Identification

All staff on duty at Covenant Christian School are required to wear fluorescent yellow safety vest to enhance visibility. This allows them to be easily located, seen by drivers and children and enforces their role as monitors and supervisors.

“Duty” includes playground supervision and bus supervision.

In the mornings the teachers on early duty in the car park areas are to monitor the arrival of students and buses.

In the afternoons, two teachers are on duty in the top car park to see students on to the buses, prevent any other vehicles from entering and supervise and signal the departure of the buses.

In addition a teacher, and whenever possible the Principal, is to monitor the turning circle/ kiss and drop zone.

Two teachers are on duty on Forest Way in the afternoon. One accompanies the younger students to the roadway area, the other waits there for the arrival of the students. These teachers are to see the students on to the buses, monitor the departure of the buses and to wait until all children have caught their bus.

A 40 School Zone with flashing lights has been installed in this area.

3.9 Alternative Transport and parking options

In addition to the main car parking areas there is adequate parking which is clearly signposted in Bundaleer Street. This is important for teachers in the Junior School as it is in close proximity to their classrooms and is thus a safe option for those leaving after dark or early in the morning. The top car park is also well lit at night, enhancing the security of staff leaving late.

Car pooling is encouraged and many staff share transport to and from school. In addition many families car pool and take turns in bringing the children to and from school.

4.0 Management of complaints

All complaints should be addressed to the School Principal. The Occupational Health and Safety Taskforce, the Building and Planning Committee and the School Board may also be involved in the handling of particular complaints. These groups within the school will oversee, supervise and review the Traffic plan at regular intervals, generally every six months.

4.1 Deliveries

Deliveries are not accepted during peak times. The Business Manager informs clients of these times and monitors compliance. Most delivery vehicles enter via Dell Street and park in the top playground. Deliveries to the Maintenance department are received via the Bundaleer Street driveway.

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4.2 Notification Requirements

The school community is informed about traffic management via the weekly school newsletter, via emails and on the school website under Policies. Information contained in this Policy document is referred to in parent information packs.

Attached is a site plan identifying the areas relevant to this policy: the car parks, kiss and drop zone, teacher parking, bus areas and additional special event car parking areas.

ADDENDA to the original policy (2011)

5.0 Additional changes due to new Building A

In May 2010 a new Infants building was opened on the old Belrose Nursery site which the school had purchased some years previously. While this building has had no impact on student numbers or bus movements it has meant that staff, parents and students can enter via Linden Avenue. A new footpath, well away from the bus entry area, facilitates stroller entry. In the mornings, a teacher is on duty near the play equipment and pathway.

5.1 Forest Way signage

The RTA installed flashing lights on Forest Way in addition to the 40 School Zone speed limit signs thus assisting in the management of safety for the Covenant Christian School community.

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