

OPERATION TRAFFIC MANAGEMENT PLAN
Christian Brothers' High School, Lewisham



Prepared by



Revision Schedule and Stakeholders

Revision Schedule

| Date | Version No. | Changes | By: |
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Stakeholders

| Document Owner |
|---------------------------------|
| Christian Brothers' High School |

| Document Reviewers |
|---|
| Director – M ^C Laren Traffic Engineering (MTE) |

| Document Approval | | | |
|---------------------------------|-------------|------------|-----------|
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| Document Distribution |
|--|
| Teaching Staff |
| Administrative Staff |
| Parents & Carers of enrolled School Students |



1 OPERATIONAL TRAFFIC MANAGEMENT PLAN

1.1 Introduction

This Operational Traffic Management Plan (TMP) has been prepared to address traffic & parking conditions within the CBHS car parking areas, as well as the road network surrounding CBHS, Lewisham.

The aim of the TMP is to manage and identify objectives of the CBHS in relation to traffic management within the school site during operating hours and ensuring that the school will operate in a safe and efficient manner for parents and students / children associated with the school in an attempt to minimise risks / conflict between pedestrians and vehicles both on-site and along the site's frontage roads.

The operating hours of the School are from 8:35am to 3:15pm, Monday to Friday. Occasionally, there will be on-site events that occur outside of the typical class time such as parent-teacher meetings and student performances. This TMP has been prepared specifically for the subject site and is to be adhered to by all persons associated with or accessing the site. The operations outlined in this document are to be implemented at all times during these hours with no exceptions.

This TMP will be included in the Parent Enrolment Pack of future students, staff and other related members of the school, as well as updated information to existing parents.

1.2 General Objectives

This Plan of Management provides guidelines and management practices for the day to day operation of the school with respect to the traffic, parking and pedestrian impacts of the school both internally and externally.

The Plan aims to ensure that the school:

- a) Actively Promote the better utilisation of public transport by students;
- b) Operates in a manner consistent with good management;
- c) Operates with regard to the surrounding residential neighbourhood;
- d) Takes a proactive role in being a responsible neighbour / land owner within the Lewisham residential area;
- e) Operates in a manner so as not to disturb the surrounding residential area, and
- f) Operates in a manner whereby all users are accommodated in a safe and reduced risk environment



2 TYPICAL OPERATION

2.1 Parking- General

- i. Staff will have access to the car parking spaces, as marked, at all times during the hours of operation.
- ii. There is a total of 18 car parking spaces for staff use only.
- iii. Staff / parents / visitors are requested to park vehicles only as permitted by signage
- iv. Staff / parents / visitors must not Double Park in surrounding streets on any occasion. The drop off and pick up of students will be monitored to ensure compliance.
- v. Staff will direct parents/ visitors to obey the TMP. In the event that parents / visitors and / or staff engage in unsafe parking behaviour at any time, this will be brought to the attention of Council and / or Police.
- vi. A member of staff will perform random checks during any time of the day to ensure compliance.

2.2 Parking- Parent Drop-off / Pick-up for School

Parents / carers shall be aware that all drop-off / pick-ups are to occur from The Boulevard.

The following procedure will be enforced during the morning drop-off and afternoon pick-up times:

- Mornings:
 - Students can be dropped off in the drop off zones in The Boulevard
 - Students are to enter/exit from the kerbside doors ONLY
 - Parents are encouraged to be considerate of our neighbours – no blocking of driveways or using their drives to turn around or excessive noise.
- Afternoon:
 - Students can be picked up in the pickup zones in The Boulevard
 - Students are to enter/exit the vehicle from the kerbside doors ONLY.
 - Parents are encouraged to be considerate of our neighbours – no blocking of driveways or using their drives to turn around or excessive noise.

The school will allocate staff to supervise and manage the pick-up / drop-off zone. Staff are to encourage parents to move efficiently through the pick-up/drop-off zone and not to park for extended periods. Parents who are considering visiting the school for an extended period are requested to park outside of the pick-up / drop-off zone.



2.3 Pedestrian Movement

The school has a number of pedestrian access points along Denison Road and The Boulevard. The main pedestrian access point to the school's office is on The Boulevard.

Pedestrians are to use the allocated pedestrian gates to enter the school.

Pedestrians should always use the pedestrian crossings on The Boulevard, on Denison Road and Toothill Street.

2.4 General Safety Tips

- All parents/carers/staff shall comply with the 40km/h school zone operating from 8:00-9:00am and 2:30-4:00pm on school days
- Students should always get in and out of the car through the rear kerb side door.
- Students to be dropped off on the school side of The Boulevard.
- Students not to be hailed from across the road.
- Students to be reminded by parents of the 'STOP! LOOK! LISTEN! THINK!' routine every time an accompanied crossing is made of the road:
 - STOP! One step back from the kerb
 - LOOK! For traffic to your right, left and right again
 - LISTEN! For the sounds of approaching traffic
 - THINK! Whether it is safe to cross
 - Always look and listen for traffic as you cross the road



2.5 School Activities

The following table indicates the types and frequencies of school activities which generate traffic.

| TYPE | FREQUENCY | COMMENT |
|---|---|--|
| Daily drop off of children before school by cars | Generally Monday to Friday 38 weeks a year | Not on public holidays or school holidays. Approximately 26% of enrolments use this. |
| Daily pick up of children after school by cars | Generally Monday to Friday 38 weeks a year | Not on public holidays or school holidays. Approximately 17% of enrolments use this. |
| Daily drop off of children before school by buses | Generally Monday to Friday 38 weeks a year | Not on public holidays or school holidays. Approximately 45% of enrolments use this. |
| Daily drop off of children before school by buses | Generally Monday to Friday 38 weeks a year | Not on public holidays or school holidays. Approximately 46% of enrolments use this. |
| Bus to take classes on day excursions | Each grade (8 grades) generally has 1 excursion a term (4 terms). So around 32 days a year may have excursion bus pick up and drop off. | Not all excursions involve bus transport; some excursions involve transport by train. |
| Bus to take classes on overnight excursions | There are 3 main overnight excursions for Years 5, 6 & 11 | Coaches are used. Approximate times: departure 6am and return 3pm. Buses are directed to park in The Boulevard on these occasions so as to keep the noise down for the neighbours in Denison Road. |
| Opening School Mass | Once a year event held during a School Day | Involves approximately 250 extra people |
| Year 12 Graduation Assembly and Mass | Once a year event held during a School Day (assembly) and evening (Mass) | Involves approximately 250 extra people |
| Creative Arts & Exhibition Evening | Once a year event for a few hours in the evening | Generally we expect about 150 people at any one time for this event. |
| Annual School Open Day | Two sessions are held on the same School day. First session around 9am and second session around 7pm in the evening. | Around 300 people visit during the day session and approximately 600 in the evening. |
| Mother's Day Mass | Once a year | Involves about 600 people. |
| Father's Day Mass | Once a year | Involves about 450 people. |
| Information Nights | Approximately 5 different Information Nights are held throughout the Year. | Generally a year group at a time. Involves about 400 people. |
| Parents and Friends Meet & Greet | Held once a year on a Friday night | Approximately 200 people attend. |
| Parent and Friends Forums | Held Each Term | Held on a week night and approximately 30 people attend. |
| Parent Teacher Interviews | Three Times a Year | One all day / evening event. Involves no more than 50 parents at a time throughout the day. Two times afternoon / evening sessions also no more than 50 parents at a time. |
| School Musical | Once a year over two nights | Musical held over two evenings involves approximately 400 people each night. |



2.6 Buses For Sport And Excursion Transport

At the induction of new students annually the School will provide each student and their parents with details of public transport options seeking to reduce vehicle use.

The school will continue the use of public transport for sports travel and excursions and actively discourage other modes of transport.

The school directs buses to use identifiable curbside areas along Denison Road where they should park.

2.7 Measures to Ensure the Amenity of Local Residents is Protected

The school actively reviews its traffic management and regularly communicates to the school community about appropriate traffic behaviour.

Review and communication takes place in staff meetings, both teaching and administration. The School Leadership Team acts on feedback from these reviews including modification of procedures and consequential updating of staff training as required.

The weekly "Highlights" communication to parents and friends regularly includes communication and advice regarding following of traffic management procedures in order to maintain the amenity of local residents.

The school currently contains its major "outside normal school times" activity (that is, the Open Day, Information Nights, Parent Teacher Interviews etc.) to a minimum.

The school encourage and responds to individual resident concerns about issues including traffic management and takes these into account in refining the processes. The school's Complaints Management Plan includes the documentation of concerns and the school's timely response to address the issues that are raised.



2.8 Schools activities outside normal school times

| TYPE | FREQUENCY | Car park provisions |
|--------------------------------------|--|--|
| School Open Day | Once a year in the evening on a School night | On street car parking is available in surrounding areas. |
| Creative Art & Exhibition Evening | Once a year in the evening on a School night | On street car parking is available in surrounding areas. |
| Information Nights | Approximately 5 different Information Nights are held throughout the Year. | On street car parking is available in surrounding areas. |
| Parent and Friends Forums | Held Each Term | On street car parking is available in surrounding areas. |
| Parent Teacher Interviews | Three Times a Year | On street car parking is available in surrounding areas. |
| School Musical | Once a year over two nights | On street car parking is available in surrounding areas. |
| Parents and Friends Meet & Greet | Held once a year on a Friday Night | On street car parking is available in surrounding areas. |
| Year 12 Graduation Assembly and Mass | Once a year event held during a School Day (assembly) and evening (Mass) | On street car parking is available in surrounding areas. |



3 GREEN TRAVEL PLAN

3.1 Staff

The School actively encourages staff to car pool or to use the other forms of non-private vehicle travel such as heavy and light rail, bus services, bicycle and walk modes through a work place travel plan.

School resources are available in time and facilities to staff to make such arrangements and to every extent possible within operational requirements flexible arrangements will be made individually to assist staff in implementing carpooling.

The school will develop a Green Travel Plan (GTP) (also identified as Travel Access Guide (TAG)) for staff, promoting all the alternate transport modes that exist around the school.

The GTP shall be made freely available to all staff as a way of promoting and encouraging sustainable transport modes in order to reduce private car dependency. TAG's provide information on how to travel to and from the school by walking, cycling or public transport. The TAG is to also provide associated maps, walking times, bicycle and bus routes as well as updated rail time tables.

3.2 Parents & Children

The school is to actively promote car pooling of students to reduce private car dependency. The school can promote this travel mode through an online system or similar registry to better enable families to coordinate carpooling.

Throughout the year, the school will promote community initiatives such as a Walking School Bus, *Ride 2 School* day and *Walk to School/Work* day. These initiatives are not to be viewed as once of events, rather should be used to encourage transport modal shift within the school to sustainable transport modes.



4 EXPECTED BEHAVIOUR

4.1 Behaviour on Surrounding Streets

Parents are to adhere to motor traffic regulations including speed limits and parking controls.

Parents are advised that pedestrians have right-of-way on footpaths across driveways. Pedestrians should be allowed to safely traverse the pedestrian footpaths. Staff / parents / visitors are recommended to ensure eye contact is made with pedestrians prior to proceeding.

It is best practice if parents load and unload children from the kerbside of the vehicle (adjacent to the footpath) and not the traffic lane side of the parked vehicle.

Please note regular reminders of the Traffic Management Plan initiatives will be placed in the weekly “Highlights” newsletter distributed to all families.

4.2 Periodic Review of School Activity Traffic Management Plan

The school reviews its school activity traffic management plan annually and as the need arises. The school will also commission a Traffic and Safety Audit report on a regular basis that addresses the effectiveness and performance of traffic and pedestrian safety measures including this traffic management plan.

4.3 Related Documents

Development Consent DA200300504 dated 3 June 2004 as modified.

