



# Management of Transport on School Premises

[illegible]

## Introduction

Effective traffic management on a school site comprises a combination of:

- (i) "Physical measures" that can be put into place to segregate pedestrians from vehicular traffic.
- (ii) An effective supervisory regime to ensure the requirements as set out in the school traffic management risk assessment and LEA guidance is strictly adhered to.

### **The following guidance is issued to assist the school in obtaining a safe interface between pupils (and others) and vehicles on site.**

Staff cars are only to be parked in specific designated areas as set out in the school Traffic Management Risk Assessment and extreme caution is to be used by staff during access / egress.

Staff and pupils are to be made aware that areas where vehicles are parked are out of bounds to pupils.

Visitors and contractors will be expected to use extreme caution when bringing their vehicles onto school premises and advance warning of their visit must be received. The headteacher will ensure that the appropriate visitor or contractor is made aware of the school's requirements and arrangements as far as transport on site is concerned.

The term 'visitor' does not include parents transporting children to and from school and parents will be made aware of the school's policy and arrangements relating to transport on site.

If a vehicle has to be driven through the playground it should preferably be done whilst pupils are inside the school building. If this is not possible then, in exceptional circumstances, vehicles should be driven slowly through the playground and the horn should be sounded frequently to alert pupils and staff in the area. If possible, a person on foot should precede the vehicle and warn pupils etc., to clear the area.

Pupils will not be asked to collect or put things into staff cars, unless they are accompanied by the member of staff.

Pupils will not be allowed to open and close the school gates for vehicle access / egress.

All vehicles are parked at the owner's risk - the school accepts no responsibility for damage or loss.

Vehicles will not be parked anywhere other than the designated area unless permission has been granted by the headteacher. Before giving permission, the headteacher will perform a risk assessment to ensure that there is no danger to others using the site.

Temporary barriers can be put out in the morning to mark out the area where taxis etc., must not enter and to funnel pedestrians into the 'safe' area of the yard and away from the taxi drop-off and collection point.

These barriers must not be removed by anyone wishing to enter the 'safe' area with a vehicle and staff are reminded that once the barrier is closed, they must not bring their vehicle through the safe area until after the removal of the barrier at the designated time.

The barriers can be removed at the designated time to ensure that they are stored safely ready for use at the end of the day. Just before the end of the school day the barriers can be put out again for the time it takes for pupils to leave the school premises. The barriers can then be removed into storage for the evening.

Staff must be reminded regularly that the safety of pupils and pedestrians is of paramount importance and no vehicles should be removed from the safe area until all pupils have left the site.

Movement of parents' vehicles on site, where permitted, is subject to the same rules as set out above and will only be allowed onto school premises when absolutely necessary.

Cyclists/Scooter Riders should dismount before entering the school premises.

Vehicles must not exceed the 5 mph site speed limit.

Appropriate signage should be strategically sited to inform vehicle users of any speed restrictions or prohibitions.

### **Times of Entry – Where access is across playgrounds**

Specific times should be designated for the entry and parking of staff cars which should be before the normal morning arrival time for pupils. Any staff cars arriving after this designated time will park outside of the school premises until all pupils are inside the school buildings for the start of the school day. Only then may they bring their vehicles onto the school site and park in the designated parking zone.

There should also be a designated time for leaving the school site in a vehicle and this should be set at a minimum of ten minutes following the end of the school day.

All staff should be made aware of the designated times and will be expected to adhere to them (for specific times see Appendix A).

All delivery vehicles should only be permitted onto the school site at times when pupils are not using the playground. These times should be set as:

- i) no later than thirty minutes before the start of the school day **(8:25)**
- ii) between the start of school and morning break **(8:55-10:30)**
- iii) between the end of morning break and lunchtime **(10:45-12:00)**
- iv) between the end of lunchtime break and no later than fifteen minutes before the end of the school day **(1:05-2:45; 15mins before end of the school day at Ysgol y Foryd)**

All appropriate officers, contractors etc., should be made aware of the times of permitted entry onto the school site and should be made aware of the school transport on site safety policy and arrangements (for specific times see Appendix A).

Any breaches of the policy and arrangements by drivers of delivery or contractors' vehicles should be reported immediately to the appropriate offices.

No movement of vehicles on site should be allowed outside of the designated times unless they are emergency service vehicles attending an emergency, or any other vehicle being used for emergency transport or with the prior permission of the headteacher.

Consider extra-curricular activities (e.g. sports on school yard). Special attention must be given to risk assessing any sports or other activities that take place on hard based areas where it is reasonably foreseeable vehicular traffic could be involved.

Where school minibuses are in use then the headteacher should ensure that adequate safety measures

## **Appendix A – Specific Times of Entry/Exit**

### **Staff Cars**

- White gates are closed from 8:00am onwards – staff should close these gates behind them from this time onwards
- Green gates should be closed and locked between 8:45 am and 3:25 pm. Any traffic passing through within these times should ensure that the gate is locked after them

### **Other Vehicles/Contractors/Delivery Vehicles**

Movement of vehicles on site will only be allowed during the following times:

- i) Before **8.25**
- ii) Between **8:55-10:30**
- iii) Between **10:45-12:00**
- iv) Between **1:05-2:45**

No vehicle movement will be allowed on site outside of these times without the prior consent of the headteacher.