



School Internal Traffic Management Plan



The **School Principal's** and **WHSO's** are to develop a Traffic Management Plan (TMP) by considering the unique traffic management issues at their school in consultation with the employees.

The TMP template includes prompts on common risk controls for managing traffic in order to assist in the development of your workplace TMP. The TMP template should be reviewed and amended annually to reflect specific traffic management controls at your school.

Traffic Management Plan:

School / Location	St Martin's School, Carina
School Principal	Peter Pashen
WHSO	Stephanie Sullivan

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:
 - *100 Mayfield Road, Carina; and 66 Broadway Street, Carina*
- Designated pick up and drop off areas for students are located at:
 - *100 Mayfield Rd, Carina – 4 drop off/pick up bays Infront of Church*
 - *66 Broadway Street, Carina – 5 drop off/pick up bays with coloured numbers*
- Pick up and drop off areas for students are clearly marked by:
 - *Signage, coloured bay numbered markings on the footpath, dedicated drop off and pick up zone area on the roadway provided by BCC.*
- Designated pedestrian crossings are:
 - *100 Mayfield Rd, Carina and*
 - *66 Broadway Street, Carina*
 - *Both locations supervised from 7.45 am to 8.45 am and 2.45 pm to 3.15 pm*
- School crossing supervisors use the following aids and personal protective equipment (PPE):
 - *Lollipop sign,*
 - *High Viz vest / Jacket,*
 - *crossing flags*



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- Pedestrian walkways are clearly marked/indicated by:
 - *Yellow line markings to all external walkways leading into the main school grounds area*
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - *Mayfield Rd and Broadways Street have 40km zone signage in school zone.*
 - *Mayfield Street has a 50km zone throughout the whole length of the street.*
 - *Mayfield Street has 40km through school zone (7.00am – 4.00pm)*
 - *No Right turn (8.00am to 9.00am and 2.30pm to 3.30pm) on Mayfield Rd exit.*
 - *No Right turn from Mayfield Road into School from 2.30pm – 3.30pm*
 - *No internal speed signage*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *None*
- Other considerations or risk controls that need to be documented?
 - *No standing signs between hours of 7.00am to 9.00am and 2.00am-4.00pm on Broadway Street*



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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. Designated courier and/or delivery drop off points are directed by reception and if vehicle entry into the school is required a staff member will escort the driver.
- Courier and/or delivery drop off points are clearly marked by:
 - *Signage in the front Administration car park stating, "deliveries only accepted".*
- Speed controlling devices are in place to restrict vehicle speed on site:
 - *Speed bump at entry to staff carpark*
- Other considerations that may need to be documented?
 - *All large itemed deliveries are redirected to Mayfield Rd, where they are met by a Spotter.*
 - *Small item deliveries are accepted within school hours.*
 - *Large items where possible are directed to either come before or after school or whilst students are in class within school hours.*
 - *Locked sliding gates are erected at the end of the staff car park entrance in Mayfield Rd, to prevent any delivery vehicles accessing the main school area within school hours and without a spotter.*



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Safe passage of vehicles within the school (e.g. tractors, ride on mowers, Utes,)

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

- Vehicles are not allowed to move around school grounds during the following time periods of peak pedestrian traffic: 7.45am to 3.15pm daily without a spotter.
- 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;
- Other considerations or risk controls that may need to be documented?
 - *Grounds person must travel at minimum speed at all times when operating ute or ride on mowers.*
 - *All grassed areas are to be only mowed when students are in class and not on the Oval/Valley area.*
 - *Nature strips are not to be mowed during pick up and drop off times.*
 - *Ride on Mower to come to a complete stop upon sight of pedestrians within proximity*
 - *Path of travel from the Grounds Shed along Dominic Centre is not to occur whilst the area is being accessed by persons or motor vehicles.*
 - *Ride on mower is not permitted on to the Public Roadway*
 - ***No access with a ride on mower in any designated Red Zone of the school noted on the Site Map after 7.45am. Mowing can resume after 3.15pm.***
 - ***Ride on mower to come a complete stop in a safe area and turn off between the times of 8:10am – 8:30am, 10:30am – 11:10am, 1:10pm – 1:30pm.***



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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:

- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - *10 parking bays in administration carpark on Broadway Street. Plus 1 disabilities park.*
 - *27 staff parking bays outside of Dominic Centre. Plus 2 disabilities parks.*
 - *39 church/visitor car parks available.*
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - 100 Mayfield Rd, Carina (school back entrance)
 - 66 Broadway Street, Carina (Main Entrance)
- Other considerations or risk controls that may need to be documented:
 - *Two dedicated pedestrian pathways marked with yellow lines at the Mayfield Rd entrance*
 - *Dedicated pathway to the Administration / Reception entrance to the school.*



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Special Events (e.g. Fetes, Sporting Events etc.)

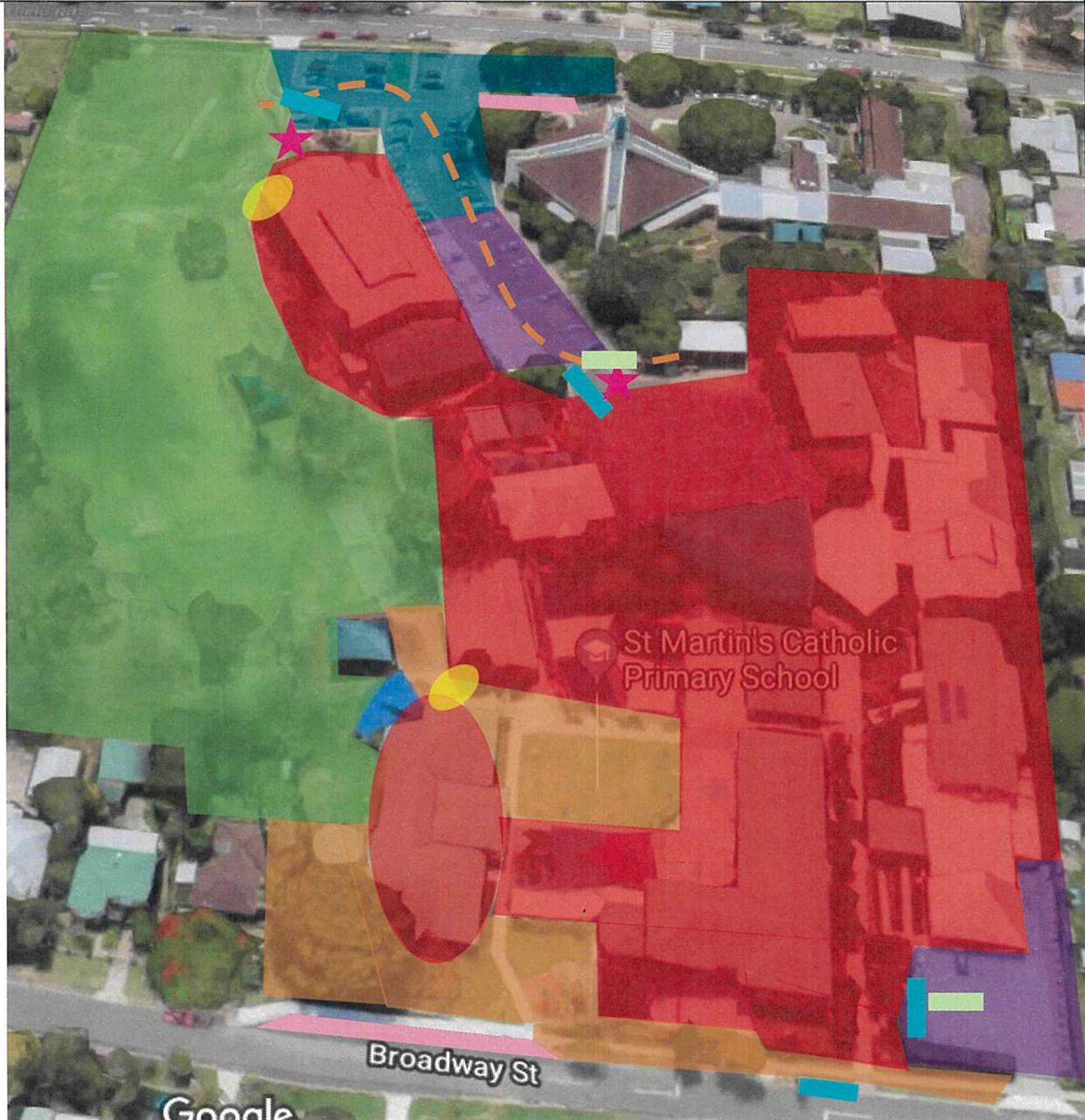
Traffic control requirements for special events may vary and control measures will need to be determined through a risk assessment (considering learning's from previous special events).

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 are clearly designated with marked parking bays and signage displayed in the following areas:
 - *The valley may be used for overflow parking during some special events determined through a risk assessment.*
- Other considerations or risk controls that need to be documented:
 - *Out of bounds areas are will be signed appropriately*
 - *Mayfield Car Park closed for parking during fetes as providers are positioned in this area.*
 - *Emergency vehicles are positioned strategically at the top of the Valley Area for easy access and departure in an emergency.*

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Additional documentation / Site Map
(St Martin's School, Carina)





School Internal Traffic Management Plan



Legend

- | | | |
|---|---|--|
| Deliveries |  | Site vehicle access  |
| Visitor parking |  | No private vehicles to access site during term time unless an escort/spotter is arranged. |
| Staff car parking |  | |
| Blind spots - stop/look and proceed at crawling pace (est 2km) |  | Contractors/deliveries report to Admin to organise an escort/spotter for site access. |
| Red zone – no vehicle access |  | |
| Amber zone – controls required to access |  | |
| Green zone – low risk area |  | |
| Emergency vehicle access |  | |
| Pick up drop off zone |  | |
| Mower access – operate with caution |  | |



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Signatures:

Principal	Peter Pashen	Date 11/02/2026	
WHSO	Stephanie Sullivan	Date 11/2/26	