

School Details	
School / Location	St Peter's Primary School, 955 Rochedale Road, Rochedale
School Principal	Michael McInerney
WHSO	Helen Hedditch

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:

- **Procedures for AM Drop Off by Car (Drop Off Zone)**
 - Entrance to the main parish/ school park (school electric sign and smaller school parish entrance signs)
 - Parish entrance signage – signage delineates accessibility.
- Designated pick up and drop off areas for students are located at:
 - 6 numbered bays in Front carpark of the school/ parish
- Designated Pick up and drop off areas for students are clearly marked by:
 - Line marking arrows entering and exiting the school
 - Drop off area 6 Bays (green marking Bays 1 -6) kiss and go and no parking signs
 - Children to exit car as quickly as they can (kiss and go) on the left-hand side of the vehicle. Ensure children have their bags not in the boot of car.
 - Children exit through designated drop of bay **ONLY**.
 - Right hand lane **NOT** to be utilised at drop off/ pick up. Through traffic only.
- **Procedures for PM Collection (Pick Up Zone)**
 - Move as far forward towards Green Drop Off / Pick Up Zone Bays 1 - 6 (green arrow indicates on entry)
 - Display your family name visor
 - Children to take bags into the car. DO NOT get out of the car.
 - Exit car park **LEFT TURN ONLY**
- Designated pedestrian crossings are:
 - in the main parish/school carpark
- Pedestrian walkways are physically protected from designated roadways by:
 - fences border areas of movement
 - Gardens with grown trees offer further protection

- Pedestrian walkways are clearly marked/indicated by:
 - Road markings and fenced off sections and pathways
- Speed restriction signage is clearly displayed at the following locations:
 - Entrance to main carpark 1 speed limit marker on ground (10kph)
- Speed controlling devices are in place to restrict vehicle speed on site:
 - 3 speedbumps in main carpark located at various points
 - Slow down curve at the school end of carpark
 - Speed bump outside parish office
- OHSC Car Parking – **Do not** use the Staff / OHSC entry between 7am and after 4.30pm. Restricted Access Signs to school grounds at staff car park.
- Supervised pick up arrangements in place until 3.30pm, to assist with flow of traffic we encourage you to collect children from 3.15pm when possible, to do so to reduce amount of congestion between 3.00pm and 3.15pm.
- **NO RIGHT TURN** on exiting the school between 8.00am and 8.45am and 3.00pm and 3.45pm.

Courier and/or delivery drop off points

The following safety controls are in place to ensure that deliveries of various items to the workplace are undertaken in a safe manner:

- All couriers and/or delivery drivers must report to the school reception before entering the school grounds. Designated courier and/or delivery drop-off points are directed by administration staff and if vehicle entry into the school is required a staff member will escort the driver:
- School speed limits are set at 10km per hour with clearly displayed signage located at:
 - Entrances to both car parks/access ways and along both routes
- Speed controlling devices are in place to restrict vehicle speed on site:
 - 2 speed humps located at each carpark.
- Other considerations
 - The chain barrier just past rubbish skips to prevent vehicle access to oval from back driveway until a spotter is available for escort.
 - Delivery vehicles are unable to access the school grounds outside of the back car park.

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

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, golf buggies 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: From 8:00am until the bell goes and children are in class; 10:30am – 11:00am; 1:00pm – 1:40pm and 3:00pm – 3:30pm.
- 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.
- Worksite speed limits are set at 10 km per hour with clearly displayed signage located at: entrances of both the main car park and OHSC access/staff carpark.
- roadways wide enough to safely allow for two-way vehicle traffic
- concave mirrors to assist with visibility
- Use of the ride on mower is only by nominated personnel who have reviewed and signed the Safe Operating Procedure. In the event of a medical emergency nominate personnel may operate the mower with a spotter.

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking within the school:

- There are 20 car parks available for employees, and 2 car parks available for people with disabilities.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - Main car park
 - Staff car parking
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park:
 - There is a large sign that gives directions to the school office.
 - Smaller signs at the front of the school
 - The school office is clearly signed with 'office' above the door.

- Cars are NOT permitted to turn right, leaving the main car park at the end of the school day to minimize congestion.
- Pick up and drop off zones are supervised to monitor parking and movement in the main car park space. Six (6) designated parks for kiss and go and utilized for this purpose only.
- OHSC car access is restricted to parents – restricted access applies between the hours of 7:00am and 4:30pm. Parents are asked to access OSHC by parking in the main car park.

Annual notification to parents around school traffic procedures and safety occurs at the start of each year and when updates or procedural methods are not being followed.

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.

The following safety arrangements are in place to minimise the risks associated with special events in conjunction with previously documented control measures:



- Additional car parking areas are clearly designated with marked parking bays and signage displayed in the following areas: Parish Car Park / additional street parking where permitted.
- Other considerations or risk controls:
 - Traffic safety and control to be included in any special event risk assessments.



Site Map



Signatures:

Principal		Date	20/01/2026
Business Manager / WHSO		Date	20/01/2027



ST PETER'S PRIMARY SCHOOL ROCHEDALE SCHOOL INTERNAL TRAFFIC MANAGEMENT PLAN



Approver: Principal

Issue date: 20/01/2026

Next review date: 20/01/2027