



TRAFFIC MANAGEMENT PLAN

NEWCASTLE GRAMMAR SCHOOL – PARK CAMPUS

**LOT 102 DP861562
127 UNION STREET, COOKS HILL**

PREPARED FOR: NEWCASTLE GRAMMAR SCHOOL

APRIL 2021

REF: 20/027

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127 UNION STREET, COOKS HILL**

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This document has been authorised by

Date 19th April 2021**Disclaimer**

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SCHOOL TRAFFIC MANAGEMENT PLAN

1. Traffic Management Plan Responsibility

The preparation and implementation of the school’s Traffic Management Plan will be the responsibility of the Principal of the school or nominated representative. The Principal or nominated representative will have the following specific responsibilities;

- ◆ Prepare, implement, review and modify the school’s traffic management plan;
- ◆ Consult with and seek guidance from representatives of Newcastle City Council, Newcastle Transport (Keolis Downer), NSW Police and Transport for NSW regarding the plan’s modification and implementation;
- ◆ Ensure all school crossings are managed at all times utilising the full TfNSW requirements for a school crossing e.g. use of crossing flags, safety vests, etc.
- ◆ Communicate the plan to staff, parents and students; and
- ◆ Ensure the actions within the plans are undertaken and enforced.

2. Available On-street Parking Areas for set down and pick-up of children.

Figure 1 identifies the available parking areas for the setting down and picking up of children within 200 metres of the school site, noting the school will arrange students to be marshalled to the remote parking areas by teachers/ staff to ensure the safety of the children. The school is encouraged to liaise with Newcastle City Council to consider some on-street 5 minute kiss and ride parking areas to compliment the proposed on-site kiss and ride facility.



Figure 1 – Available Parking Areas – Set down & pick-up of children

3. *Car Parking and Kiss and Ride Rules*

The rules for car parking when setting down and picking up children are;

- ◆ Do not park illegally within disabled car parking spaces,
- ◆ Do not park illegally across local resident driveways;
- ◆ Do not park for longer than 2 minutes within the school's on-site kiss and ride facility during set-down and pick up times identified within the signposting within the facility;
- ◆ Do not park illegally contrary to parking regulation signage particularly near school pedestrian crossings;
- ◆ Do not queue on the road at the entry to the on-site school kiss and ride as this impedes traffic and is an illegal traffic manoeuvre;
- ◆ Driver must not leave vehicle, if this is not possible, staying within 3 metres of the vehicle;
- ◆ Driver must have the handbrake engaged when the vehicle is stationary;
- ◆ Do not overtake another vehicle within the kiss and ride;
- ◆ Ensure child gets in or out of the vehicle on the kerb side and that all children under the age of 13 years travel in the back seat;
- ◆ Ensure bags are ready prior to dropping off in the kiss and ride;
- ◆ Students being collected at the kiss and ride gather at the designated meeting point after school under teacher supervision;
- ◆ Students are to wait at the designated meeting area under teacher supervision;
- ◆ Students are not to play or walk around the kiss and ride zone;
- ◆ Students are instructed and reminded by teachers to watch for their collection car;
- ◆ When all cars are in position and have stopped, teachers will direct students to walk to their cars.

Further the school provides staff for supervision of the kiss and ride area and undertakes regular education of staff and students as detailed in **Section 5**.

4. *Public Transport and Active Travel*

This traffic management plan encourages the use of public transport and active travel for students to and from school. In this regard, it is noted that;

- ◆ The school provides a free school bus service to and from most localities. Details of the school bus services, which are expanding each year, are available from the school's administration office. State funded school services are also available for travel to school with details available from Newcastle Transport (Keolis Downer).
- ◆ The school also encourages students to participate in the School Student Transport Scheme (SSTS) whereby students receive free or subsidised public transport for travel to and from school. Details are available from the school's administration office.
- ◆ The adjoining Cooks Hill, Hamilton South and The Junction residential areas have an excellent network of pedestrian footpaths;
- ◆ The school will be providing upgraded end of trip facilities for bicycle travel with showers, amenities, lockers and secure bicycle storage facilities for staff and students; and
- ◆ The school would be willing to help any parents wishing to set up and implement walking school bus programs in the adjoining residential areas and in particular provide the services of teachers to marshal and direct groups of children walking from the school in the afternoon to designated meeting points within 100 metres of the school. More information for parents on walking school buses is available at www.walkingschoolbus.org.

More information on Public Transport and Active Travel to and from the school can be obtained by contacting the school's administration or the school principal and is contained in the staff and parent's handbooks published each year.

The rules and procedures for public transport use are as follows;

- All school buses arrive and depart from the Parkway Avenue bus stop. Public Transport buses will utilise the Union Street bus stop adjacent to the site.
- In the morning buses arrive at the school between 8.15 am and 8.45 am and drop the children at the Parkway Avenue bus zone and children then enter the school grounds immediately via the Parkway Avenue school entry;
- Students using the public transport buses will utilise the Union Street entry to the school. In the afternoon the students will walk from the school to the appropriate Union Street bus stop accompanied by a teacher after meeting within the school at the designated meeting point;
- Children line up at the designated meeting point in the afternoon according to bus routes / numbers and are escorted to the Parkway Avenue bus zone as the buses arrive between 2.45 pm and 3.20 pm.

In regard to students walking and cycling to the school they are required to abide by the following rules;

Safety of students as they travel to and from school each day is important. It is expected that parents / carers, grandparents and family members will support the school through role modelling safe road use behaviours such as;

- *Using designated footpaths or walking in areas away from the road;*
- *Holding the children's hand (for those up to 8 years of age) and actively supervising all children as they walk to and from school.*
- *Teaching children to stop, look, listen and think every time they cross the road;*
- *Walking with children to cross-roads (do not call children across the road);*
- *Crossing roads away from parked cars;*
- *Parking correctly in designated areas;*
- *Getting children in and out of the car on the footpath side;*
- *Using seatbelt restraints for all passengers before driving away;*
- *Waiting safely at bus stops and waiting until bus has gone and choosing a safe place to cross the road.*

Parent / carers and family members are encouraged to walk with their child to school to reduce traffic congestion around the school, to promote physical activity and to teach children about correct road use behaviours.

There will be 3 points of entry into Newcastle Grammar School Park Campus for Kindergarten to Year 6 these are;

- *Pedestrian access gate – Parkway Avenue – for bus arrivals and departures. This access gate is only supervised for departures.*
- *A pedestrian access gate on Union Street. This is access for walkers and riders as well as for parents to use for “in-school pick up”; and*
- *A pedestrian access gate on Corlette Street. This is access for walkers and riders as well as for parents to use for “in-school pick up”.*

Parents/carers, family members and students are expected to use the available pedestrian facilities around the school to cross the road. These include the signalised pedestrian crossings at the Union Street / Parkway Avenue intersection. Where no pedestrian crossing facilities are available parents/carers, family members and students should stop, look, listen, think before crossing the road and cross in an area away from parked cars and especially buses. Walk quickly and directly across the road.

To improve and encourage Active Travel the school commits to;

- Continuing to educate drivers who do not follow the road rules and parking restrictions around the school precinct. In this respect the local police assistance will continue to be sought.
- Encouraging students to ride or walk to school.; and
- Encourage students to use the School Student Transport Scheme (SSTS).

5. Action Plan

The following Action Plan has been developed to implement the schools Traffic Management Plan;

1. Ensure this traffic management plan is communicated to all parents and students through inclusion in all school information sessions and orientations.
2. Ensure the objectives of the plan are regularly reinforced to parents and students through information within regular school communications such as weekly or monthly newsletters and / or principal messages. This is to include details of any issues arising from the operation of the Traffic Management Plan as a means of enforcement of the plan.
3. Roster and train suitable numbers of teachers for duties such as marshalling students and parents within the kiss and ride facility and within the street to ensure students are set down or picked up in a timely and safe manner and that the 5-minute parking limit within the kiss and ride facility is strictly enforced.
4. Roster and train suitable numbers of teachers to lead and direct walking school buses from the school in the afternoon pick up period to suitable meeting points for parents within 100 metres of the school.
5. Ensure teachers/ staff undertaking marshalling and enforcement duties are provided with suitable personal protective gear. i.e. high visibility vests.
6. Should Council or the Police advise that periodic enforcement of parking and driving regulations around the school will be enforced, the Principal is to advise the school community through a regular or special communication of this action being taken before the enforcement period commences.

6. Contacts

1. Emergency – Triple Zero (000) – Local police, ambulance and fire brigade;
2. School Principal (Mrs. Alisha Dyer) and Administration Office - (02) 49252121 or e-mail: office@ngs.nsw.edu.au.
3. Newcastle Police – (02) 4929 0999.
4. Newcastle City Council Traffic Co-ordinator – Jocelyn Cardona – (02) 497472666.
5. Newcastle Transport – 131500.
6. Walking School Buses - www.walkingschoolbus.org.