# Traffic Management Plan template

Delete content that is not required including red text.

Example and prompt text is in grey font - change font to black where accepted, otherwise insert preferred text or delete. Use the [self-assessment](https://mpe.education.qld.gov.au/initiativesstrategies/Documents/traffic-management-plan-self-assesment.docx) resource if needed as a guide.

Highlighted text requires user amendment

It is acceptable to modify the layout and content of this template to meet your location’s needs.

Click or tap here to enter text.

This traffic management plan communicates how hazards associated with pedestrian/vehicle and vehicle/vehicle interactions are managed across the workplace in order to minimise the risk of harm to people, property, the environment and the workplace’s reputation.

**School/workplace address:** Click or tap here to enter text.

**Person(s) completing traffic management plan**: Click or tap here to enter text.

**Date of Plan**: Click or tap to enter a date.

**Persons consulted** in the development of this plan: [add more rows as required]

|  |  |
| --- | --- |
| Name | Role |
|  |  |
|  |  |
|  |  |
| optional | Regional Infrastructure Advisor |
| optional | Regional Health and Safety Consultant |

**Ratified at HSW Committee/Forum**- meeting date: Click or tap to enter a date.

**Endorsed by Principal/Manager**: Click or tap here to enter text. Signature:

**Workplace contact** for traffic management issues: Click or tap here to enter text.

**Date plan shared with workplace/school community**: Click or tap to enter a date.

**Date of scheduled annual\* review**: Click or tap to enter a date.

**Last reviewed:** Click or tap to enter a date.

\*The plan may be reviewed more frequently when changes occur at the workplace that impact the plan, an incident occurs, routine inspections identify hazards and/or if incidents have occurred within the traffic management scope. Use the plan to inform your annual safety assessment responses. Retain a copy of your TMP with local policies and procedures and make the TMP available to staff/school community e.g. via HSW noticeboard/staff SharePoint or website.

## Responsibilities

* All employees and others (including parents, contractors and students) are responsible for complying with the requirements of the traffic management plan.
* The Principal/Workplace Manager is responsible for ensuring the traffic management plan is maintained and reviewed.
* [insert others with specific responsibilities e.g. emergency response team, Chief warden, first aid officer]

## Site description

[insert general description of site, for example:]

The workplace consists of a multiple building site with car park facilities within the school grounds. Internal roads allow access around the site. The school’s standard hours of operation are [insert time range] with the exception of school and public holidays.

The traffic management plan considers traffic flow on the whole site which includes:

* + pick up and drop off of points for students e.g., student pick up/drop off; kiss ‘n’ go zones; school bus zones, taxi/share ride drop off zones
  + couriers/deliveries and designated garbage collection
  + employee, student, visitor, disability, special event and service provider parking
  + operation of mobile plant e.g. lawn mowers, golf carts, tractors, and multi-wheeled vehicles, construction vehicles, diggers, scissor lifts, amusement devices and contractor/ subcontractor/ service provider plant on site.
  + safe on-site pedestrian flow, including management of personal transport devices on site (bicycles, skateboards, eRideables etc)
  + special events e.g. fetes, open days, community hire
  + other

## Traffic management communication

This plan is shared with the school community via: [insert methods and timing of comms]

* School website and Term newsletter – week 2 each term
* Enrolment pack/student handbook – start of year and as required
* Staff induction/Staff handbook – start of year/on appointment
* HSW Committee Noticeboard

While the school/workplace works to actively communicate traffic management arrangements to students, parents and carers, there may be times when the school considers it is necessary for follow up actions to be undertaken to reinforce good behaviours to ensure safety. Where it becomes necessary to impose parking restrictions, speed limits and other road rules the school/workplace will take defined actions prior to making a formal request for enforcement via Department of Main Roads/Queensland Police Service/ local council, and communicate this to students, parents and carers in advance. This will ensure the school’s/workplace’s community is aware of the steps the school has taken prior to making this request, and why it is now considered necessary. This [action plan](#Traffic_enforcement_action_plan) is appears at the end of this document.

Basic traffic rules

Vehicles accessing the site and parking areas must observe all standard road rules including:

* observing all signposted speed limits
* use designated and marked roadways at all times.
* pedestrians always have “right of way”
* pedestrian walkways must be kept clear at all times
* give way as needed
* traffic signs and directional marking must be adhered to
* keep to the left
* no right turn from [name] carpark onto [name] St.

All rideables must be dismounted and pushed or carried inside site fencing.

## Traffic management measures

The key traffic hazards and associated controls are detailed below.

**Pick up and drop off points for students**

|  |  |  |
| --- | --- | --- |
| Pick up and drop off zone | Our drop and go zone/s is/are designed to act like a flowing taxi rank with a maximum stopping time of two minutes. All drop off zones, including entry and exit location and signage are noted on the site map. The following safety features are in place to ensure that the pick up or drop off of students from vehicles is undertaken in a safe manner:  **Rules**: [insert local zone rules, for example:]   * Parents and carers are only permitted to stop for up to two minutes if they are dropping off and picking up students. * If students are not ready to be collected, motorists must leave the zone and re-join the queue. To ensure students are ready to be collected, motorists are asked to arrive at least 10 minutes after school has been let out. * School staff will be rostered to supervise zones at the following locations: e.g. * Pick up/drop off/Kiss ‘n’ go * [Location] bus stop * Accessibility zone * Motorists must listen to any instructions given by the zone supervisors to ensure the smooth and safe operation of the zone. Motorists who fail to obey instructions from the zone supervisor may be prohibited from using the school’s on-site pickup/drop off zone. * The zone operates from [insert time range] e.g. 7:30am to 9:00am and from 2:00pm to 3:30pm/ On Wednesdays during interschool sports the area is zoned off to allow for bus movements/ To manage traffic congestion junior school and senior school pick up/drop off times are staggered at: * 7.30 – 8.00am and 2.30-3pm for senior school students * 8.15 am to 8.45am and 3.15-4pm for junior school students * After hours pick up e.g. community hire, evening weekend sport events * Parents/caregivers are reminded to be respectful of neighbours and turn engines off if waiting longer than 2 minutes to pick students up to minimise the impact of noise and fumes on neighbours. | |
| Expectations for pick up/drop off are communicated to students/ parents/ staff at: | * Insert time and method of communication e.g. the start of the school/each term year via school newsletter/email/student handbook/website etc |
| Designated pick up and drop off areas for students are located at: | * Insert location * Insert location * Insert location |
| Disability zones | Disability pick up/drop off zones provide sufficient barrier free space for dis/embarkation with direct access onto a safe, accessible path of travel. | |
| Designated disability pick up and drop off areas for students with disabilities are located at: | * Insert location |
| Disability pickup/drop off areas are clearly marked with | * Insert type of signage * Painted markings |

## Taxi and ride share zones

|  |  |  |
| --- | --- | --- |
| Taxi /ride share zones | Designated taxi/ride share pick up and drop zones are located at: | * Insert location |
| Taxi/ride share pick up and drop off areas are marked by: | * Insert method e.g. signage, marked bays etc |
| Taxis providing accessible services are to: | * Access the site via the [insert entrance name] and embark/disembark passengers in the designated disabilities zone |

## Active travel

[Insert name of school/workplace] encourages students/staff to walk, ride or scoot to school or to catch public transport. Locations for public transport drop off/pick-ups including bus stops, railway stations and ferry stops are marked on the site map, as are bike and scooter racks where students can park their rideables. Common cycle and walking routes are also noted.

Students are encouraged, where possible, to travel to and from school by bus or other means of public transport. This helps to reduce traffic congestion at the school’s gates.

Students and parents can see what public transport options may be available to them by visiting TransLink’s Journey Planner at [www.translink.com.au](file:///C:/Users/jpedg0/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/IDL5Q3HT/www.translink.com.au), or by phoning TransLink directly on 13 12 30.

To support road safety awareness, the school/workplace participates in the following road safety programs:

* [Name] City/Shire Council’s Active School Travel Program
* RACQ Streets Ahead Program
* Park and Stride
* Department of Transport and Main Roads’ [Look Out program](https://www.tmr.qld.gov.au/safety/school-road-safety/safe-school-travel-safest#:~:text=The%20Look%20Out!,a%20safe%20pick%20up%20point.)

Active travel is also supported by lollipop crossings guards at [insert road crossing names]:

**Pedestrian crossings/Crossing roads**

Staff, students, parents and carers are asked to cross roads at designated crossing points.

When crossing at **traffic lights**, only commence crossing when the green pedestrian signal is displayed and traffic has come to a complete stop. Always check the traffic has stopped before crossing.

When crossing at **children’s crossings**, only commence crossing the road when directed by the crossing supervisor (lollipop person). These crossings are flagged with orange ‘children crossing’ flags.

When crossing at **pedestrian refuges** and **un-signalled intersections**, only commence crossing when there is a suitable gap in traffic. Inexperienced pedestrians should be accompanied by an adult when crossing at these locations.

**Bus zones**

|  |  |  |
| --- | --- | --- |
| Bus zones | Bus zones are reserved for school and commuter bus services only. They are clearly signed with bus zone signage. Motorists who unlawfully park in these spaces may be reported to Council’s Parking Compliance team and/or the Queensland Police Service. | |
| Bus zones are located at: | * Insert locations include high use public bus stops if relevant |
| Bus zones are used for: | * (public) school buses * School-owned buses * Bus charters |
| The following bus stops are located near to [insert school/workplace name] | * E.g. stop 185 [stop name] |
| The following bus routes service [insert school/workplace name] | * E.g. ROUTE 460 - https://jp.translink.com.au/plan-your-journey/timetables/bus/t/460 |

### **Personal travel and mobility devices**

The following safety features are in place to ensure that bicycles, foot scooters, skateboards, and personal mobility devices such e-scooters, e-skateboards, uni-wheels and e-rideables etc. entering the workplace is undertaken in a safe manner. Bicycle and scooter rack locations are shown on the site map:

* All travellers must dismount from their device at the site entrance and push or carry it to its designated storage location.
* Staff personal travel devices are to be stored according to arrangements as agreed by the workplace.

|  |  |  |
| --- | --- | --- |
| Personal mobility devices | Student bicycles, foot scooters, larger personal mobility devices and protective equipment are to be parked/stored securely at: | * Insert storage location e.g. bike racks outside A Block |
| Smaller student personal travel devices (e.g. skateboards) and protective equipment are to be stored securely at/in: | * Insert location e.g. student locker, admin store etc. |
| Charging of e-devices at school/work | Is NOT permitted  Is permitted.   * Damaged chargers and cables are not permitted for use. * Charging is to occur at designated power outlets located at [insert location] |
| Other considerations or risk controls to manage personal travel devices include | Examples might include:   * Prohibition of certain devices * Education programs for road safety rules |

### Motorised mobility devices

A motorised mobility device is a motorised wheelchair or a mobility scooter. The following safety features are in place to ensure that use of motorised mobility devices is undertaken in a safe manner:

* Persons using or controlling motorised mobility devices are to comply with any road rules and safety behaviour that applies to pedestrians.
* Travel ways and pathways are clear and accessible.
* Speed of travel is limited to a maximum of 5 km per hour on site.
* Student IEPs address device support requirements.
* Insert local controls

**Pedestrian access**

|  |  |  |
| --- | --- | --- |
| Pedestrian crossings, site access and walkways | Designated pedestrian crossings are located at | * Insert location * Insert location |
| Crossings are supervised at the following times | * Insert supervision times |
| Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE) | High vis vest  Sun hat  Crossing flags  Stop/go (‘lollipop’) signs  Signage – specify e.g. Pedestrian crossing sign, Give Way to pedestrians sign, walk to island and wait for further signal sign etc.  Insert other |
| Pedestrian access into the site occurs via: | * Insert locations |
| Pedestrian walkways are: | * Separated from roadways by kerbing * physically protected from designated roadways by [insert method e.g. fences, railing, bollards etc] * are clearly marked/indicated by [insert method e.g. designated walkways, road markings etc.] * Signed by shared zone signage * Other |
| Speed control | Speed restriction signage is clearly displayed for the pick/up drop off zone: | * Insert location and number of signs e.g. School zone speed limit signs, site speed limit signs |
| Speed controlling devices are in place to restrict vehicle speed: | * Insert location and type e.g. speed humps, traffic calmers, road design are located at…. |
| Local hazard mgt | Other pick up/drop of point considerations or risk controls include: | * Insert unique workplace hazards and controls if relevant   Examples might include:   * Road traffic flow impeded by vehicles picking up or dropping off students * Blind spots * Environmental/weather hazards e.g., excessive dust; pooling rain, blocked drains etc. |

### On site traffic

The following arrangements are in place to ensure on-site traffic safety. This includes site-owned buses and vehicles, mobile plant such as tractors, ride on mowers, golf carts etc. that are required to move around the worksite. It also includes all contractor, construction and service vehicles:

|  |  |  |
| --- | --- | --- |
| Vehicle entrances | Vehicle entrances are located at: | * Insert locations * [insert location] is the main site vehicle access point and: * is [open/closed] during school hours * is used for emergency vehicle access * is a pedestrian free zone * Remaining access points are kept locked. Access is arranged by contacting insert contact name and number |
| Entry and exit signage to the school/workplace are located at: | Entry locations:   * Insert location * Insert location * Insert location   Exit locations:   * Insert location * Insert location |
| Speed control | On site speed limits for all vehicle types are set at (5/10 km/hr) with clearly displayed signage located at: | * Insert number and location of signs |
| Speed controlling devices are in place to restrict vehicle speed on site | * Insert method and location e.g. double speed humps, boom gates, speed limiters on golf buggy etc. |
| Pedestrian restrictions | Pedestrians are not permitted in: | * Insert locations e.g. delivery drop off areas, staff and visitor carparks unless escorted by a parent/adult, vehicle site access points, grounds and maintenance work areas/sheds |
| Vehicle restrictions | Specific vehicle exclusion zones with clearly displayed signage (when relevant) are located at: | * Insert location e.g. undercover areas, near evac points, pedestrian gates, play areas etc |
| Specific restrictions apply for: | * Insert as required or delete e.g. mowing during peak pedestrian times, moving vehicles during break times, large vehicle movements e.g. arrange for a member of staff to escort vehicle on site, mobile plant must have an audible reversing alarm etc. * Identified plant e.g., scissor lifts are only to be used in clearly marked areas on the site map. |
| Construction work | Principal contractors/contractors/ sub-contractors are required to | * have their own traffic management plans when operating on site e.g. during construction * supply a copy to the Principal/Workplace manager/delegated officer. * ensure construction site vehicle and pedestrian entry and exit gates are closed at all times. * place appropriate warning signage to support pedestrian safety immediately around the construction site |
| Local hazard mgt | Other considerations or risk controls to manage vehicles on site: | * Insert hazards and controls (refer to your self-assessment findings)   Examples might include:   * Internal roadways are only one way/ roadways are of sufficient width to allow for cars going in both directions to pass each other safely * Concave mirrors to assist with visibility at blind spots * Inclusion of relevant site traffic management controls in service provider/contractor induction/sign in. |

### **Parking arrangements**

The school offers the following parking options. Car parking areas are clearly designated with marked parking bays and signage and are noted on the site map.

* Long-term parking options in streets surrounding the school
  + Long-term all-day parking is available on [name] St, [name] St, [name] Rd and [name] St. Parking is also available in other residential streets within a short walk from the school.
  + Motorists are reminded to obey Council parking signs and Clearway conditions that may apply, and not park across resident’s driveways, pedestrian crossings or intersections.
  + Motorists who park in an unlawful manner may be reported to/or receive infringement notices from Council’s [Suburban Safety and Parking Compliance] team and/or the Queensland Police Service.
* Shorter-term parking areas (e.g. 10 minutes)
  + Parents and carers are only permitted to stop for up to 10 minutes to attend to school business or pick up students.
  + If parks are not available, motorists must leave the zone and re-enter later.
* Staff parking areas
  + Staff parking is available within the school/workplace grounds. Parents and carers are not permitted to pick up or set down students within the car park unless authorised by the school.
* Ad hoc/unsealed staff parking is shown on the site map and includes specific hazards that require persons parking to be aware of and actively manage e.g. potential to become bogged, uneven/slippery ground that poses slip trip fall hazards, may be accessed by unsupervised students (specified out of bounds area), may be impacted by falling limbs, bird/bat faecal material or ejecta from onsite mowing, poor lighting at dawn and dusk insert other. Specific controls are described in the table below.
* Disability parking spaces are described below and shown on the site map
* Parking areas for special events (e.g. fetes) is identified as part of event planning and communication (e.g. on promotional flyers, tickets)
* Deliveries
  + Please contact the school’s administration to arrange deliveries.

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

* Unescorted students are not permitted in employee, services, disability or visitor car parks
* Pedestrians are required to use footpaths provided

|  |  |  |
| --- | --- | --- |
| General | Car park speed limits for all vehicle types are set at: | * [5] km/hr) * [insert number] speed limit signs are clearly displayed speed limit signage and are located at: * Insert location * Insert location |
| Carparks are: | * Sufficiently lit with adequate lighting on adjacent pathways * Offer accessible, barrier free access points |
| Signage for all visitors to attend Admin first and the location of Administration/ Office/Reception | * Is clearly visible from the visitor car park * Is located at insert location |
| Employees | Employee parking: | * There are [insert number of parks] allocated for employees * Parking areas are located at: * Insert location * Insert location * Signage for staff parking is located at * Insert location * Insert location |
| Visitors | Parent/visitor parking: | * There are [insert number of parks] allocated for visitors * Parking areas are located at: * Insert location * Insert location * Signage for visitor parking is located at * Insert location * Insert location |
| Disability | Disability parking: | * There are [insert number of parks] allocated for disability parking * Disability parking areas are located at: * Insert location * Insert location * Signage for disability parking is located at * Insert location * Insert location |
| Students | Student parking | * On site student parking is/is not permitted * Insert local requirements for student parking |
| Local hazard mgt | Local considerations to manage safe parking arrangements include: | * Insert controls as required   For example:   * Staff only parking with entrance away from main pedestrian entrance * Carpark entrances signed with ‘no pedestrian access’ * Concave mirrors to assist with visibility * Suitable surfaces for parking (carpark surfaces maintained * Pedestrian only pathways * Clear lines of sight – e.g., maintain low vegetation growth, trim trees * Poor lighting |

### Regular deliveries, services and workplace activities

A risk assessment with site map has been completed and is available for:

regular deliveries

rubbish collection

use of mobile plant on site by employees e.g. golf carts, tractors, mowers and trailers etc.

|  |  |  |
| --- | --- | --- |
| Trades and deliveries | On first service to the school/workplace, please contact administration on [phone number] to arrange deliveries and/or parking. Regular service providers (e.g. QBuild, tradespersons, couriers) are briefed on traffic management requirements and expected driving behaviours on site at sign in. | |
| Trade and delivery parking is located at: | * Insert location * Note that a boom gate is installed at this entry point to control unauthorised vehicle access |
| Designated courier and/or delivery drop off points are located at: | * Insert location |
| Courier and/or delivery drop off points are prohibited areas for pedestrians and clearly marked by: | * Insert method e.g. marked loading bays, signage etc. |
| Additional controls to manage courier/delivery vehicles onsite include: | * Insert location   Examples might include:   * Delivery via a secondary entrance away from pedestrians * Vehicles are prevented from accessing the following areas etc. |
| Rubbish collection | Waste collection times are scheduled for: | * Insert frequency and time e.g. 6 - 7 am Wednesday morning fortnightly |
| Garbage trucks enter the site via: | * Insert gate location/name |
| Designated garbage collection points are located at | * Insert location(s) * Pedestrian access at these locations is not permitted |
| Garbage collection points are clearly marked by: | * Insert method e.g. loading bays marked with (insert colour) lines on roadway/concrete, signage etc. |
| Other considerations or risk controls to manage garbage collection vehicles on site: | * Insert controls as required   Examples might include:   * Access via a secondary entrance away from pedestrians * Kerbside collection * Reduced frequency of collection or after ‘normal hours’ collection |
| Emergency vehicles | Emergency vehicles enter the workplace via: | * [insert street/gate location] |
| Emergency vehicle on site transit | * Emergency vehicles are met by a staff member who directs/guides them to the relevant location. |

### Special events

Traffic control requirements for special events vary e.g. fetes, open days, community hire, professional development venue etc.

* Specific traffic management measures for each event are determined through a documented risk assessment process. The assessment considers learnings from previous special events and provides a unique traffic management plan for the event.

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

* Additional car parking for special events is communicated to attendees via event communication e.g. school newsletter, parental consent letter/emails, ticketing information Appropriate numbers of traffic controllers are 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 (or guidance (e.g. bunting) and signage displayed.
* All amusement devices have barriers around them.
* Pedestrians are excluded from areas where vehicles/mobile plant is used during event bump in/bump out.
* Walkways and crossings are clearly identified with signage/bunting
* Crowd control, movement and safety is considered during event planning.
* Traffic controllers are required to wear high vis vests
* Emergency service access and evacuation points are noted on venue plan
* Effective monitoring of and response to traffic management occurs throughout the event.

Emergency management

In an emergency situation, traffic management controls are implemented by the Principal/Workplace manager and/or the emergency management team. This includes:

* Direction of emergency vehicles onsite by delegated person
* Evacuation wardens guiding pedestrians to assembly areas
* Delegated persons controlling traffic or restricting access to the site

### Site map showing traffic management layout

* Depending on site complexity, a map or multiple maps showing specific groups of features should be based on workplace building plans or be simple, clear sketches that are understood by all readers. The example provided uses a school facilities map obtained from the schools directory.
* Where detail is required, box the area on the site plan and reference the appropriate insert, ensuring you provide an enlarged map/sketch of the traffic management plan for that area.
* Remember to include features (where relevant) such as:
  + drop off/pick up zones
  + parking locations e.g.
  + public and active transport infrastructure locations, e.g. such as bicycle and scooter parking, suggested cycle and walking routes, as well as bus stops, railway stations and ferry stops
  + pedestrian walkways
  + location of traffic control devices e.g. speed humps, boom gates, bollards etc
  + traffic free zones
  + delivery areas

**Example site map (example only- not intended to infer management practice for particular school. Where present additional traffic control features such as speed humps, boom gates etc can be added.)**

A list of information on a white background

Description automatically generated

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**Traffic management action plan [record when issues arise - examples only]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date raised | Description | Agreed action | Action Officer | Status |
| Click or tap to enter a date. | Concerns raised over pedestrians crossing the road not at designated pedestrian crossings | School to provide information regarding dangers of not crossing at designated pedestrian crossings via newsletter/assembly. | Principal | Completed |
| Click or tap to enter a date. | Concerns raised over motorists performing illegal U-turns | Discuss with local council about upgrade/signage options | Deputy Principal | In progress |
| Click or tap to enter a date. | Prolonged parking in drop of zones | Parent/carer communication during pickup/drop off. Investigate TMR ‘Look out’ program | Staff member on duty | Consultation |
| Click or tap to enter a date. | Smoking in on site carparks (prohibited under State Regulation) | Referral to QPS | Principal | Choose an item. |
| Click or tap to enter a date. |  |  |  | Choose an item. |
| Click or tap to enter a date. |  |  |  | Choose an item. |
| Click or tap to enter a date. |  |  |  | Choose an item. |