

TRAFFIC, TRANSPORT AND VEHICLE MANAGEMENT ON SCHOOL SITE INFORMATION

GM34 England

Reviewed March 2018

TRAFFIC MANAGEMENT ON AND AROUND SITE			✓ / ✗
The competent member of staff responsible for traffic management on and around site is: Premises Manager			
Passmores Academy holds a written and implemented risk assessment for the movement of vehicles on site and vehicle circulation is included in Passmores Academy's Health and Safety Policy.			
Only certain vehicles may enter Passmores Academy grounds. This is enforced by controlled entrance at the gates through an intercom and/or barrier. List vehicles which may enter, conditions of entry and time of entry:			
Allowed vehicles	Conditions of entry	Time of entry	
Staff	Beyond Barrier	Anytime	
Parents/Carers of students attending Passmores Academy and Visitors	Before Barrier	Anytime	
Deliveries	Where possible avoiding the start and end of the school day's drop off/Pick up		

Vehicle and pedestrian areas are divided at all possible times.		
Pedestrians and cars are divided by:	Car Park Barrier and clear signage	
The areas allocated for each are:	Clearly marked on the ground	
Cyclists <u>must</u> dismount in school grounds. Bikes cannot be stored on fences or in places where they cause obstruction. Bikes must be stored in the allocated storage space or they will be removed.		
Bike storage is located:	In the school bike shed next to the car park separated by a fence	
Dismount at the gate is enforced by:	Clear signs and duty teachers	
Deliveries are carried out utilising a separate entrance and during lesson hours.		
The delivery entrance is located:	In the goods yard at the rear entrance of the school	

A speed limit of 5mph is enforced within the Passmores Academy grounds.	
<p>Safety measures include</p> <ul style="list-style-type: none"> • Bollards; • Yellow hatching and double yellow lines • Fencing; • Clear direction signs; • Clear warning signs; • One way system; and • Notices: issued to pupils and parents of rules. 	
Passmores Academy operates a one way system for entrance and exit.	
At the start and end of the day there will be a staff presence monitoring safe exit and entrance to the school. Parents are asked to encourage children to make their way quickly and safely into school when they are dropped off and to leave school in the same manner at the end of the day.	

Parents are asked to comply with vehicle restrictions and rules on site for the benefit and safety of all.	
Parents will be made aware of procedures and regulation in the following way:	Information on school website and via the Principal's newsletter
Under no conditions may vehicles park on double yellow lines or in restricted areas as this creates hazards through obstructed view and limited space.	
Parents and carers are encouraged to carpool or use bus services to reduce congestion.	
Parents/carers of children who are not pupils at Passmores Academy may not enter the school site at the end or beginning of the school day except under pre-arranged circumstances.	
A camera system will allow rules to be enforced if flaunted. Passmores Academy has a CCTV system for the purpose of preventing crime and promoting safety. Unsafe driving practices are in contravention of this and the footage will be utilised for criminal or insurance purposes.	
SCHOOL TRANSPORT AND VEHICLE MANAGEMENT	
The competent member of staff responsible for transport and vehicle management on and around site is: Premises Manager	
Passmores Academy holds an up to date and implemented School Transport and Vehicle Policy, which can be accessed via school website	
Only reputable local companies, whose drivers have been subject to DBS and relevant safety checks are used for bus transportation to Passmores Academy .	

All staff who drive minibuses are qualified to do so and when an external provider is sourced they are subject to full credential and suitability checks.		
The competence of driving staff is monitored and recorded and any additional training provided where required.		
Driving competence is recorded and monitored by (e.g. drivers log, accident and incident book):	EXL driving school assessment or D!	
All minibuses and coaches utilised by Passmores Academy meet bus and coach standards and the RoSPA Code of Practice for Minibus Safety . Mini buses owned by the school are subject to regular inspection by the nominated competent person with evidence committed to written record held in the Premises Manager's office		
Nominated drivers are aware of the daily vehicle checks and defect reporting procedure.		
Daily vehicle checks are:	Listed on the driver's journey log	
Defects are reported to and via:	Driver's journey log	
When a private car is used to transport pupils, the driver is always fully qualified and insured and parental permission is secured.		
Qualification is checked by:	Premises Manager	

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