

Traffic Management Plan Template (TMP)

Traffic Management Plan:

School/Workplace:	Mortlake P-12 College
Workplace Manager:	Daniel Forrest
Management OHS Nominee:	Cherie Robertson
Person completing TMP:	Cherie Robertson
Date of Plan:	June 2020
Date of Plan Review:	June 2021

Pick up and drop off points for students (e.g. private vehicles, buses etc.):

The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

- Entry and exit signage to the school/workplace is located at:
 - Staff Car park & Activity Centre;
- Designated pick up and drop off areas for students are located at:
 - Bus Zone 8.30am-9.00am 2:30- 3.45pm on Hood Avenue.
 - Activity Centre car park
 - Car parking at the front of the school
- Designated pedestrian crossings are:
 - Activity Centre car park marked in yellow
 - Hamilon Highway (Main street of Mortlake) manned with traffic/crossing controller between 8.00 – 9.00am & 3.00–4.00pm during the school terms.
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
 - Lollipop sign ;
 - Crossing flags
 - High visibility jacket
 - Whistle
- Pedestrian walkways are physically protected from designated roadways by:
 - NA
- Pedestrian walkways are clearly marked/indicated by:
 - Footpaths at front and rear of school
 - Yellow marked area in Activity Centre car park
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Along Hood Avenue in front of the school
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed Humps at Activity Centre
- Other considerations or risk controls that need to be documented?
 - STAFF ONLY CAR PARK signage to stop children wandering in the car park
 - A notice in the school newsletter regarding parking at Mortlake College
 - Bus pick up supervision in the afternoon
 - A speed restriction for Boundary Road has been submitted to the Moyne Shire Council as well as more signage in Tea Tree Lake and on Officer street near the rear access
 - A sign at the rear entrance

Courier and/or delivery drop off points

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

- Designated courier and/or delivery drop off points are located at:
 - Hood Avenue (signage in front of school)

- Courier and/or delivery drop off points are clearly marked by:
 - YES
- Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - N/A
- Speed controlling devices are in place to restrict vehicle speed on site:
 - Speed humps at Activity Centre
- Other considerations that may need to be documented?
 - Clearly sign 'No Parking' zone at the Activity Centre walls. This area is a safe passage for all students and parents with a designated safe passage area marked in yellow paint.

Safe passage of vehicles in Mortlake College Grounds(large vehicles, buses, 4WD, mobile plant etc.)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the worksite:

- Vehicles are not allowed to move around the Mortlake College grounds during the following time periods of peak pedestrian traffic:
 - 8.30am to 9.30am (Before school)/ 10.40 to 11.30am(Recess)/ 12.45 to 1.45pm(Lunch) / 3.00 to 3.40pm(After school)
 - Please be aware children will be walking in between classes (Home group to Period 1, Period 1 to Period 2, Period 3 to Period 4, Period 5 to Period 6) as indicated on the school bell times below.

BELL TIMES 2020

	Monday	Tuesday	Wednesday	Thursday	Friday
Assembly	8.55 – 9.15 20 minutes				
Housegroup	9.15 – 9.20 5 minutes	9.00 – 9.05 5 minutes	9.00 – 9.20 20 minutes	9.00 – 9.05 5 minutes	9.00 – 9.05 5 minutes
Period 1	9.20 – 10.10 50 minutes	9.05 – 9.55 50 minutes	9.20 – 10.10 50 minutes	9.05 – 9.55 50 minutes	9.05 – 9.55 50 minutes
Period 2	10.10 – 11.00 50 minutes	9.55 - 10.45 50 minutes	10.10 – 11.00 50 minutes	9.55 - 10.45 50 minutes	9.55 - 10.45 50 minutes
Recess	11.00 – 11.20 20 minutes	10.45 – 11.10 25 minutes	11.00 – 11.20 20 minutes	10.45 – 11.10 25 minutes	10.45 – 11.10 25 minutes
Period 3	11.20 – 12.10 50 minutes	11.10 – 12.00 50 minutes	11.20 – 12.10 50 minutes	11.10 – 12.00 50 minutes	11.10 – 12.00 50 minutes
Period 4	12.10 – 1.00 50 minutes	12.00 – 12.50 50 minutes	12.10 – 1.00 50 minutes	12.00 – 12.50 50 minutes	12.00 – 12.50 50 minutes
Lunch	1.00 – 1.40 40 minutes	12.50 – 1.40 50 minutes	1.00 – 1.40 40 minutes	12.50 – 1.40 50 minutes	12.50 – 1.40 50 minutes
Period 5	1.40 – 2.30 50 minutes	1.40 – 2.30 50 minutes	1.40 – 2.30 50 minutes	1.40 – 2.30 50 minutes	1.40 – 2.30 50 minutes
Period 6	2.30 – 3.20 50 minutes	2.30 – 3.20 50 minutes	2.30 – 3.20 50 minutes	2.30 – 3.20 50 minutes	2.30 – 3.20 50 minutes

- Worksite speed limits are set at (10 km/hr) with clearly displayed signage located at:
 - N/A
- Other considerations or risk controls that may need to be documented?
 - Heavy vehicles not on Basketball Courts;
 - Heavy vehicle are to only enter Mortlake College grounds as indicated on Appendix A

Parking arrangements

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

- There are 38 cars available for employees & visitors in the staff car park, car parks in the front of school which includes one car park available for people with disabilities and car parking is available in the front and down the side of the Activity Centre.
- Car parking areas are clearly designated with marked parking bays and signage displayed in the following areas:
 - One sign at the entrance of staff car park
 - Signage at the entrance & exit of Activity Centre car park
- Signage identifying the whereabouts of the Office/Reception is clearly visible from car parks and is located at:
 - Front of school sign
 - Staff car park entrance wall.
- Other considerations or risk controls that may need to be documented?
 - Signs at the front of school indicate areas for Bus / deliveries.
 - Council 'NO Standing' signs on the opposite side of the road to the Bus pick up zone.
 - Newsletter articles indicating staff car park, parent pick up / drop off zones, bus zones, safe passage zones.

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

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:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the workplace;
 - E.g. Delivery of materials (softfall/mulch etc) – All entrances
- Other considerations or risk controls that need to be documented:
 - Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration learning's from previous special events.
On days of sporting events. Traffic cones will be displayed so spectators cannot drive near events

Additional documentation

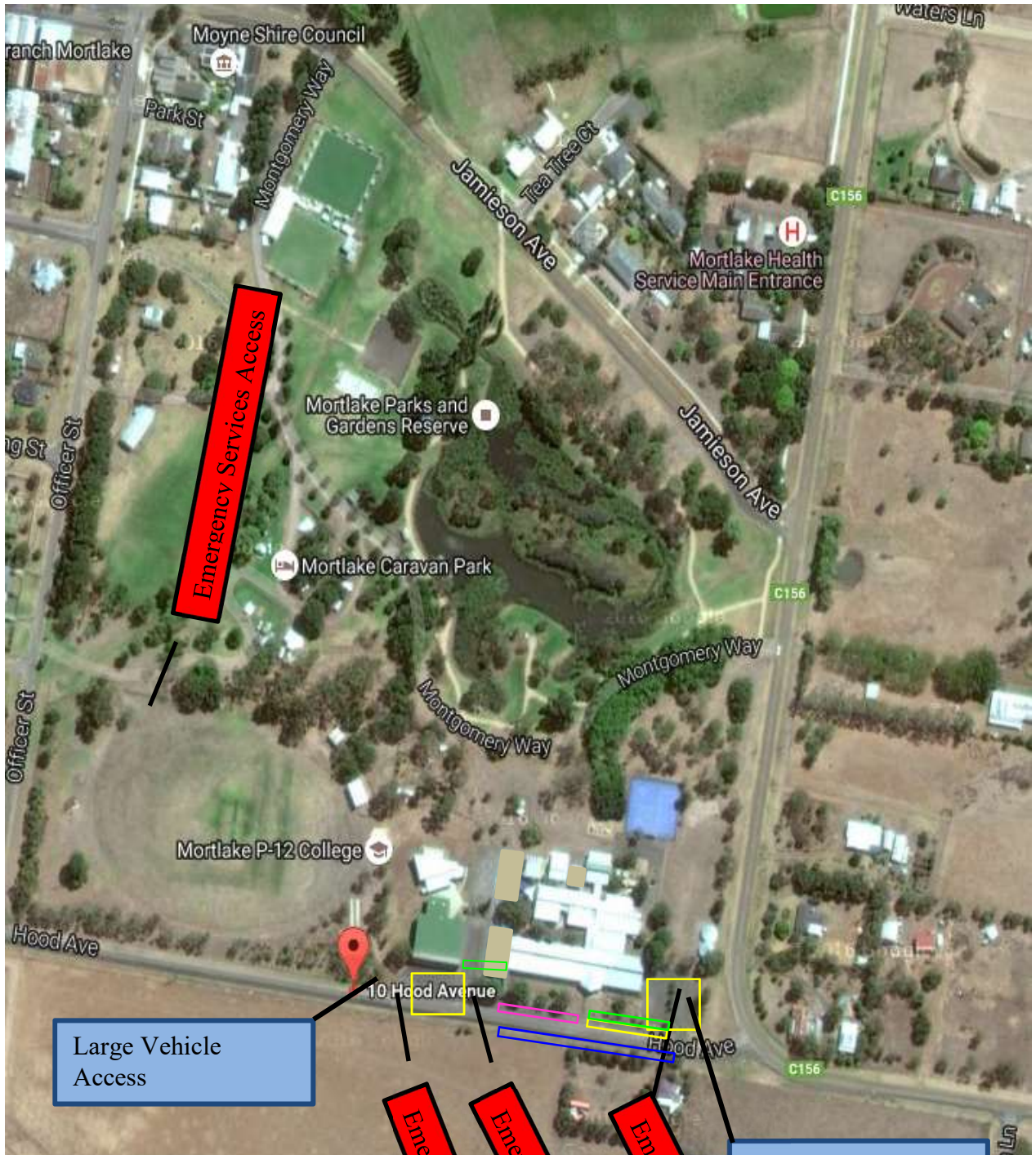
APPENDIX A - site map of the Traffic Management Plan

Signatures:

Workplace Manager: **Daniel Forrest****Date: June 2020**

Person Completing TMP: **Cherie Robertson**.....**Date: June 2020**

APPENDIX A – TRAFFIC MANAGEMENT PLAN FOR MORTLAKE COLLEGE



- Legend:
- Car Parks
 - Bus Pick Up Zone/Loading Zone
 - No Standing Zone
 - Safe Passage Zone

Emergency Services Access

Emergency Services Access

Emergency Services Access

Large Vehicle Access

Large Vehicle Access