

SCHOOL / SITE INTERNAL TRAFFIC MANAGEMENT PLAN

School Details	
School / Location	St. William's Primary School, 67 Dawson Parade, Grovely
School Principal	Duncan Maitland
Business Manager / WHSO	Mike Grzesiak

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:

- ☞ Entry and exit signage to the school/workplace is located at:
 - **Dawson Parade, Keperra and**
 - **Fergus Street, Keperra**
- ☞ Designated pick up and drop off areas for students are located at:
 - **Stop, Drop, Go Zone (lower driveway)**
 - **Whitby Street**
 - **Dawson Parade (Bus Stop) for private bus charter**
- ☞ Pick up and drop off areas for students are clearly marked by:
 - **Signage, drop off bays, entry and exit points and teacher supervision**
- ☞ Designated pedestrian crossings are:
 - **Whitby Street Gate and Rolleston Street**
 - **Supervised; 7:45am – 8:45am and 2:50pm – 3:20pm**
- ☞ School crossing supervisors use the following aids and personal protective equipment (PPE):
 - **"Lollipop" signs**
 - **Crossing flags**
 - **High visibility jacket**

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- ☞ Pedestrian walkways are physically protected from designated roadways by:
 - ***Fencing***
- ☞ Pedestrian walkways are clearly marked/indicated by:
 - ***Designated walkways, road markings***
- ☞ Speed restriction signage is clearly displayed at the following locations:
 - ***Entry, exit, along driveway, & at Stop, Drop, Go Zone***
- ☞ Speed controlling devices are in place to restrict vehicle speed on site:
 - ***Speed reducing bumps at intervals along driveway from Dawson Parade to Fergus Street***
- ☞ Other considerations or risk controls that need to be documented?
 - **Security cameras located facing the pathway from undercover area, plus entry to pick up zone.**

Courier and/or delivery drop off points

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The following safety controls are in place to ensure that deliveries of various items to the workplace is 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 reception and if vehicle entry into the school is required a staff member will escort the driver:
- Courier and/or delivery drop off points are clearly marked by:
 - **Marked loading bay and signage outside SMCMC**
 - ☞ School / site speed limits are set at 10km/hr with clearly displayed signage located at:
 - **Intervals along the driveway from Dawson Parade to Fergus Street**
 - ☞ Speed controlling devices are in place to restrict vehicle speed on site:
 - **Speed humps are located at intervals along driveway from Dawson Parade to Fergus Street**
 - ☞ Other considerations that may need to be documented?
 - **Entry is from Dawson Parade & exit via lane way onto Fergus Street**

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:

- **Motor vehicles** (cars, trade Utes, delivery trucks, mobile food vehicles, waste collection vehicles) - No movement within school grounds unless prior arrangement of WHSO and a constant spotter to monitor vehicle movement.
- **Golf buggies** – may travel on routes and within designated zones (marked in blue). The buggy will only be used at a walking pace within the school buildings and outside of peak student movement times.

First Break 10:40am-11:25am Second Break 1:25pm-1:55pm

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- **Ride on mowers** – operated only on the oval and adjacent grassed areas, pedestrians not to use pathways while mower is in operation, not to be driven between buildings or along pathways used by pedestrians
- 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;
- Plant only to be operated in clearly marked areas as designated on the site plant traffic management map which is displayed in (Administration)
 - 📄 Other considerations or risk controls that may need to be documented
 - **Staff are not to park in the Church Carpark**
 - **Parking in the Administration carpark is reverse in only**

Parking arrangements

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

- Car parking is available for employees, visitors and people with disabilities (3) on the northern side of the car park located in front of the School Office.
- The Church car park is to be reserved for visitors to the Church and Parish Office only.
 - Additional car parking bays are available adjacent to the SMCMC and through to the Tennis Courts.
 - Drivers are requested to reverse park into 90 degree angle parks to reduce risk to pedestrians and other vehicles on departure.
 - Families are requested to not park on the school site for drop off and pick up purposes
 - Emergency Services – parking off Dawson Parade at front Administration Building
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park and is located at:
 - *Path from Stop and Drop to the undercover area*
 - 📄 Other considerations or risk controls that may need to be documented?
 - *Blindspot mirrors have been installed along the Buggy route*

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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 (considering learning's from previous special events).



The following safety arrangements 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;
- Parents and Carers are instructed there is no parking on school grounds and parking is in surrounding streets.

Additional documentation / Site Map (School map layout)

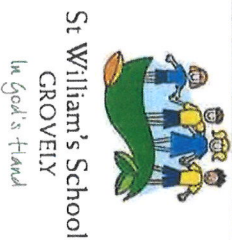
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Related Documents	BCE Safety Alert No.1 2018 – Powered Mobile Plant BCE Procedure: Traffic Management 30/10/2025 St. William's School – Map – Vehicle & Pedestrian Routes St. William's School - Site Specific Details St. William's School – Safe Work Instructions St. William's School – Safe Operating Procedures

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Signatures:			
Principal		Date	18.03.26
Business Manager / WHSO		Date	18.03.26

ROLLESTON STREET

ST WILLIAM'S SCHOOL GROVELLY VEHICLE AND PEDESTRIAN ROUTES



FEBRUARY 2026

CARPARK
VEHICLES AND
MOBILE PLANT

**SHARED GOLF BUGGY
ROUTE**
BUGGY SPEED LIMITED TO
WALKING SPACE

RESTRICTED ROUTE
FOR PEDESTRIANS
ONLY AND GOLF
BUGGY ACCESS
PERMITTED UNDER
ESCORT

DAWSON PARADE

EMERGENCY
ACCESS

Ramp

OVAL

WHITBY STREET

EMERGENCY
ACCESS

CHURCH

PRESBYTERY

SCHOOL ADMIN/
RECEPTION

DALEY CENTRE

ST MARY
OF THE CROSS
MACKILLOP
CENTRE
(SMCMC)

RESOURCE
CENTRE

COVERED
AREA

OSHC

GROUND(S)/
EQUIPMENT SHED

TENNIS COURTS

Loading Zone

Restricted OSHC
Parking

FERGUS STREET

