

SCHOOL TRAFFIC MANAGEMENT PLAN

It's all part of Council's plan



School name:

Our Lady of Lourdes Primary School

School address:

19 Shearwin St, Sunnybank QLD 4109



Dedicated to a better Brisbane



Lord Mayor's foreword

We all know schools are busy places and speaking from first-hand experience with young children of my own, I am very focused on the importance of improving safety at schools. Schools, like children, are all different, with specific requirements.

Council's school traffic management plan (TMP) template was created to help schools manage their individual traffic challenges, with more than 160 schools having completed a TMP and now implementing their own strategies for improving safety.

Road safety is of the utmost importance to Council and the feedback received on this initiative is that schools are very positive about having a step-by-step process they can follow to work with Council, address traffic matters and reinforce good road behaviour.

We are happy to assist you with completing the template and, as an added benefit, enhanced loading zone signage will be installed once the plan is finalised.

For further information on TMPs, please visit Council's website at www.brisbane.qld.gov.au or call our 24-hour Contact Centre on 3403 8888.

Thank you for working with Council to create a better Brisbane.



Adrian Schrinner
LORD MAYOR



Overview

About your school

Understanding your school's current environment is the first step in identifying issues and developing a traffic management plan to address them.

Use table 1 to describe your school's environment and understand how this may influence the traffic management conditions and activities around your school.

Traffic management committee or champion

A school's traffic management committee or champion documents existing traffic management arrangements, identifies emerging traffic management issues, and maintains an action plan to address these issues.

Where possible, Council recommends that the core committee consists of a mixture of parents or carers, staff, and possibly members of the student leadership. If there is an existing committee in place, for example a P&C or Active School Travel Committee, your school may wish to use this as the traffic management committee. Alternatively, you may choose to appoint one person as a traffic management champion, rather than establishing a committee.

Tables 2 and 3 can be used to keep track of your committee members, and contains areas where you can monitor when the traffic management plan was last endorsed.

Communication plan

Communicating the school's traffic management arrangements and issues to the school community is critical to ensure everyone, including parents, carers and students, understands the transport options that are available and the rules that need to be followed to ensure they can travel to and from school in a safe and efficient manner.

Depending on the target audiences, schools may often communicate through the school's newsletter, website and social media, or via the school's assemblies. Some may even choose to develop a communication plan to outline when specific messages are communicated to the community.

While there is no specific template for a communication plan, your school may wish to consider the following questions:

- What needs to be communicated?
- Who is the target audience?
- When should it be communicated?
- How will it be communicated?

Table 1: School overview

School Name: Our Lady of Lourdes Primary School	
Address: 19 Shearwin St, Sunnybank QLD 4109	
Grades at the school: Prep to Yr. 6	Administration contact number: 3345 0700
School population: 565	Expected population in three years time: 580

Table 2: Traffic management committee

Committee chairperson/champion: Mrs Sally Smith Assistant Principal
Committee members: Mrs Monica Gascoine, Mrs Trinity Mackenzie

Table 3: Traffic management plan endorsement

Name	Position	Date
Micheal O'Sullivan	Principal	4/10/19

Drop and go (passenger loading) zones

Drop and go zones are designed to act like a flowing taxi rank with a maximum stopping time of two minutes.

Locations

In figure 1, add a map of your school, including the location and number of drop and go zones, and the direction of traffic flow. The location of school buildings, gates and pedestrian crossings may also be marked on the map to help parents, carers and students plan their journey.

Rules

In the interest of safety and the efficient operation of drop and go zones, schools typically have rules that students, parents and carers must follow when using them.

Use table 4 to track your school's rules, and add to them if safety or traffic congestion issues arise. Consider how you can effectively communicate these rules to parents, students and carers to help address illegal parking and queuing.

If your school's drop and go zone is causing traffic congestion problems due to the large number of motorists wishing to access it at the same time, your school may consider staggering pick-up and drop-off times. For example, some schools let different grades start and finish at different times, while others encourage parents and carers to drop off older grades slightly earlier and pick them up later than others. This simple strategy can have a positive impact on road safety and traffic congestion.

Did you know?

Appointing volunteer monitors to drop and go zones helps ensure students are organised and that zones operate in a safe and efficient manner.

If your school has a number of volunteers willing to monitor loading zones, you could look at joining the Department of Transport and Main Roads' Look Out program. Training is provided to volunteers under the program and many schools have achieved significant success, increasing both the turnover rate of vehicles moving through their drop-off and pick-up zones, and the safety of their students.

For more information about the program, please contact the Department of Transport and Main Roads safety advisors on 1300 360 135.

Figure 1: Map of drop and go (passenger loading) zones

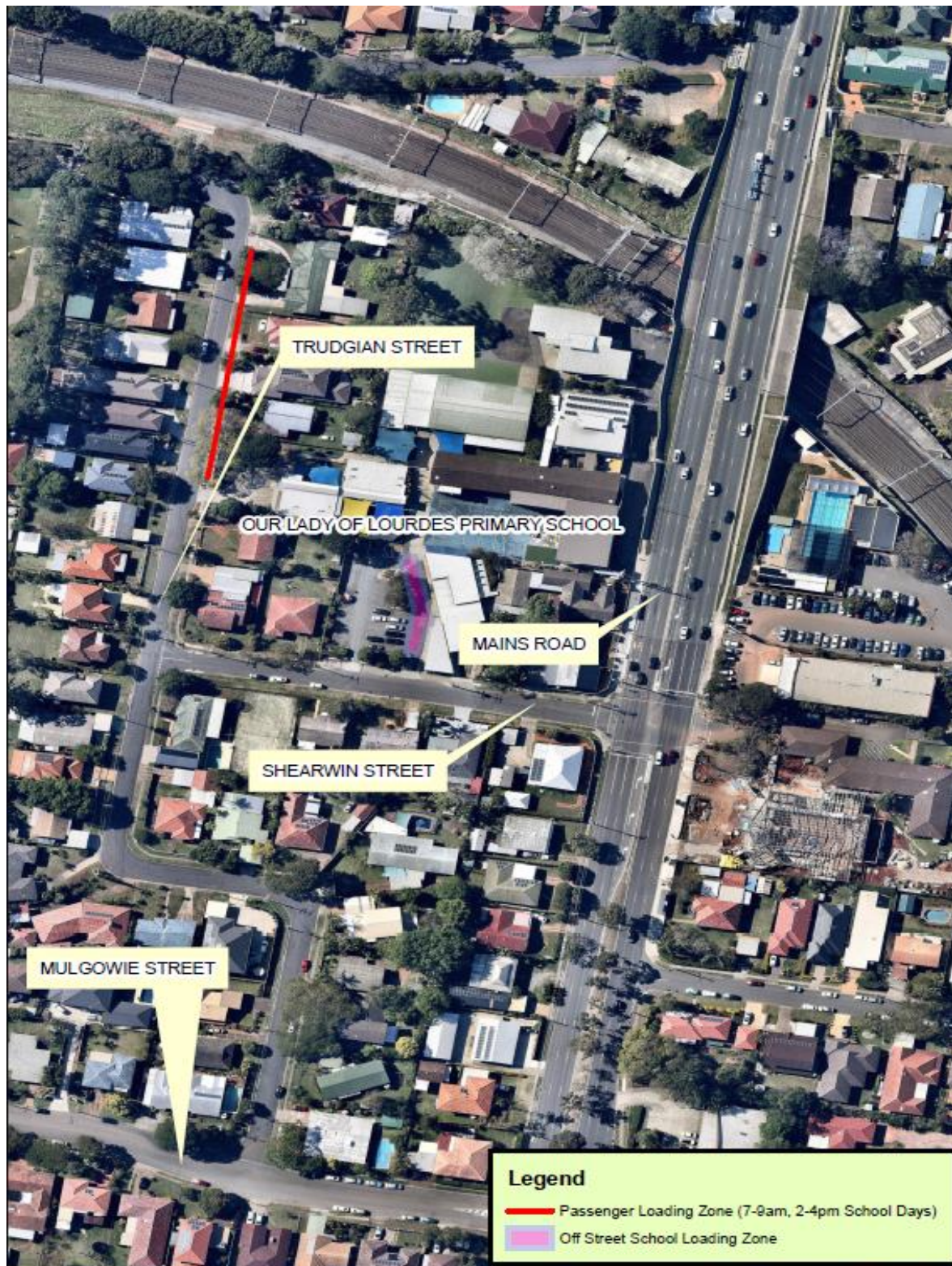


Table 4: Notes and rules for drop and go (passenger loading) zones

For pick up / set down of students during peak AM and PM periods, parents are able to use the passenger loading zone in Trudgian St and the Kiss and Go Zone within the School grounds (see **Figure 1**), best accessed via Mulgowie St and Shearwin St.

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.

Motorists must listen to any instructions given by loading zone supervisors to ensure the smooth and safe operation of the zone.

Parking areas

Highlighting the school's available parking areas, especially in streets surrounding the school, can help parents and carers locate longer term parking options to meet their specific needs.

Encouraging parking in these areas can reduce traffic congestion at the school gates and instances of motorists unlawfully parking in other dedicated areas.

Locations

In figure 2, draw or insert a map outlining the location of your school's:

- long-term parking options in streets surrounding the school
- shorter-term parking areas (e.g. 10 minutes)
- staff parking areas
- disability parking spaces
- parking areas for special events (e.g. fetes).

Clearly outlining and promoting these opportunities to parents and carers in an easy format can help to encourage positive behaviours for the benefit of the wider school community.

If you have traffic congestion problems caused by a large number of motorists wishing to access particular parking areas, your school may consider promoting alternative areas to distribute this demand. Some schools promote the use of parking areas which are a short walk (500m) from the school's gates. Not only does this help to alleviate traffic congestion in front of the school, it helps to promote a healthier lifestyle and allows students to develop important road safety skills by walking part of the way to school.

Rules

Schools often have rules that students, parents and carers must follow when parking in particular areas. Table 5 can be used by your school to track your most important parking rules. These rules should be reviewed and updated if safety or traffic congestion problems arise, or as the school grows.

Setting and effectively communicating your school's parking rules to parents, students and carers may help to address the following common problems:

- Illegal parking in designated disability parking spaces.
- Illegal parking across local residents' driveways.
- Illegal parking at intersections.
- Illegal parking across school crossings.
- Unauthorised parking in designated staff parking areas.

Figure 2: Map of parking areas



Table 5: Notes and rules for parking areas**PARKING**

Figure 2 shows parking available for staff / parents on / off street).

Parents/carers are encouraged to use the parking spaces at the back of the church wherever possible. Parents are encouraged to enter the school via the tunnel and not the lights on Main St.

Motorists are reminded to obey all No Stopping 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 Council's Suburban Safety and Parking Compliance team and/or the Queensland Police Service.

Public and active travel

Public transport

Public transport helps to reduce traffic congestion and improve air quality around schools.

Students who learn to use public transport also gain valuable skills for travelling to work and higher education institutions after leaving school.

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, or by phoning TransLink directly on 13 12 30.

Active travel

Encouraging students to walk, ride or scoot to school, either all or part of the way, not only helps ease traffic congestion and decrease pollution, but also promotes a healthy lifestyle and teaches children valuable road safety skills.

In figure 3, draw or insert a map highlighting where your school's public and active transport infrastructure is located, such as bicycle and scooter parking, suggested cycle and walking routes, as well as bus stops, railway stations and ferry stops.

Did you know?

Australian physical activity guidelines recommend that children get at least 60 minutes of moderate to vigorous activity each day. Walking, cycling or scooting to and from school is an easy way to help kids achieve this. Active travel not only combats increasing levels of obesity and Type II diabetes but also improves bone strength and mental health.

Public and active travel programs and activities

Various organisations have a number of public and active transport travel programs on offer which your school may already have in place, or may wish to take up.

The following list contains some of the more popular programs and activities which Brisbane schools take advantage of:

- Brisbane City Council's Active School Travel Program
- RACQ Streets Ahead Program
- Park and Stride
- Walking School Bus

- Bicycle Train.

Table 6 helps to keep track of the programs and activities on offer at your school. Your school may want to appoint a program coordinator or champion so that interested students, parents and carers can contact them for more information about the program.

For more information about public and active travel programs and activities see appendix A of the example document. Your school may wish also wish to contact Brisbane City Council on (07) 3403 8888, or the Department of Transport and Main Roads' road safety advisors on 1300 360 135 for additional assistance.

Did you know?

Carpooling can be an effective way of reducing the number of vehicles trying to access parking spaces, reducing traffic and parking congestion. Your school may even have other creative strategies to help reduce the demand for parking spaces.

Figure 3: Map of walking and cycling routes, and public transport stops



Table 6: Notes and rules for active and public transport

ACTIVE TRANSPORT

As shown in **Figure 3**, the school is served by nearby foot / bikepaths:

- Main Street
- Trudgian St
- Mulgowie St.

These paths in turn connect to pedestrian / bicycle routes through the wider local road network.

There are several crossing points near the school, including:

- Main Street
- The Tunnel

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

When crossing at supervised crossings, only commence crossing the road when directed by the crossing supervisor.

When crossing at pedestrian refuges and unsignalised 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.

PUBLIC TRANSPORT

A Public bus stops near the school on Main St and Altandi Train Station is directly opposite the school as shown in **Figure 3**.

Students are encouraged, where possible, to travel to and from school by public transport. This helps to reduce traffic congestion at the school's gates and teaches students valuable skills for later in life.

For information about what services (public and school-only) are available, students, parents and carers can visit Translink's online Journey Planner (<http://www.translink.com.au>).

Developing and implementing your plan

Action plan

Use table 7 to outline your school's plan for addressing its travel management issues. A school's action plan is intended to be a living document and outlines emerging travel management issues your school is actively aiming to address. Your school's traffic management champion or committee should review the progress at pre-arranged meetings.

To plan for future growth and change, your school may proactively implement new programs and activities to mitigate future problems from emerging.

Remember that once you have actioned identified issues in your action plan, you should update the relevant part of this document to make sure it contains the latest rules, initiatives and contact information.

Enforcement

While one of the most effective way of addressing issues at schools is through communicating rules and arrangements to students, parents and carers, there may be times when the school considers it is necessary for enforcement activities to be undertaken to reinforce good behaviours.

Enforcing parking restrictions, speed limits and other road rules can receive a mixed response from your school's community. Your school should therefore clearly define what actions will be taken prior to making a formal request for enforcement, and communicate this to students, parents and carers in advance. This will ensure the school's community is aware of the steps the school has taken prior to making this request, and why it is now considered necessary.

Table 7: Action plan

Date raised	Issue Description / School Comments	Council Use Only	
		Agreed action	Status
September 2019	The school does not have a School Traffic Management Plan (TMP).	<p>Council to assist the school to develop a TMP by:</p> <ul style="list-style-type: none"> • Providing TMP Template. • Attending a TMP meeting with the school. <p>Populating the TMP Table 7 - Action Plan.</p>	Completed
		<p>School to populate / edit, as best suits their needs, the following sections of the TMP Template:</p> <ul style="list-style-type: none"> • Table 1: School overview • Table 2: Traffic management committee • Table 3: Traffic management plan endorsement • Table 4: Notes and rules for drop and go (passenger loading) zones • Table 5: Notes and rules for parking areas • Table 6: Notes and rules for active and public transport • Figure 1: Map of drop and go (passenger loading) zones • Figure 2: Map of parking areas <p>Figure 3: Map of walking, cycling routes, and public transport stops</p>	Completed
September 2019	Mains Road / Shearwin Street intersection - The School is concerned about the phasing of the signals at the Mains Road / Shearwin Street intersection.	The intersection was observed to be operating in a satisfactory condition and was generally clearing the queue from Shearwin Street. Council has investigated the signal phasing and timing during the school peak periods and can confirm that the intersection is optimised.	Completed
September 2019	Active School Travel - The school is interested in Councils Active School Travel (AST) program and would like more information on	Council Officers provided the school with the AST brochure and the AST	Completed

	<p>applying. They were previously involved and would like a copy of their map.</p>	<p>team has been asked to contact the school with more information.</p> <p>The Active School Travel (AST) program offers Brisbane primary schools a suite of free resources, tools and incentives to enable students, parents, carers and teachers to leave the car at home and actively travel to school. It's all about creating healthier, more active students and families, increasing road safety awareness, safer streets and continuing to tackle traffic congestion.</p> <p>The award-winning three-year program promotes road safety and sustainable and healthy travel options such as walking, cycling, scootering, carpooling and public transport.</p> <p>If the school would like more information or to apply for the program, visit this link or search "active school travel" on Councils website - https://www.brisbane.qld.gov.au/traffic-and-transport/public-transport/school-transport/active-school-travel-program.</p>	
September 2019	<p>Parking map - The school would like help producing a map showing parking and drop off.</p>	<p>Parking map - Council have developed a map showing the school pick up and drop off areas and provided it to the school for use.</p>	Completed
September 2019	<p>Car park exit - School has left out only line marking installed at the car park exit. It was questioned if this should be formalised with a no right turn sign opposite the exit or if the line marking should be removed.</p>	<p>It was decided at the meeting that the school would like to leave the configuration of the exit as it is and monitor.</p>	No action required
September 2019	<p>Parents handbook - School advised that they plan to produce a parents handbook next year.</p>	<p>We advised to include a section on parking and school pick-up/drop-off. Also include this information on the school website and in newsletters.</p>	Completed

September 2019	<p>Congestion - Vehicles are queuing out of the loading zone on Shearwin Street onto Trudgian Street, blocking traffic.</p> <p>Vehicles also queue from the Trudgian Street loading zone.</p> <p>Additionally, drivers were observed to be queueing over yellow lines and were unaware that they cannot stop in this location.</p>	<p>School to consider the following potential solutions;</p> <ol style="list-style-type: none"> 1. Encourage parents to arrive 5-10 minutes after school finishes to reduce queuing out of the loading zone. 2. Continue to utilise an afternoon pick up system that helps the loading zone operate more effectively. 3. Targeted reminders through the school's newsletter, website, P&C Facebook page (if available), or a dedicated flyer to remind parents and carers of the provided parking options surrounding the school. A diagram showing the loading areas, short term parking and no stopping areas should be used in conjunction with a list of clear directions and rules. 4. Review and share the general parking rules and road rules which can be found in the Parking Guide to Brisbane 5. Encourage more students, if possible, to catch public transport, or walk, cycle or scoot to school. 6. School to arrange for parking enforcement at the school by contacting the Council contact centre on (07) 3403 8888. 	Completed
September 2019	<p>Trudgian Street Loading Zone – The Trudgian Street is highly utilised for pick-up/drop-off.</p> <p>The loading zone was observed to be very long and is only utilised for pick-up/drop-off at the front few spaces.</p>	<p>In order to promote a forward moving queue and pick-up/drop-off from the front of the loading zone, Council have scheduled works to reduce the length of the loading zone, converting a section of the loading zone to no parking, allowing for queuing space.</p> <p>The loading zone will have enhanced green and white school loading zone signage installed.</p>	Completed

September 2019	<p>No right turn into school carpark</p> <p>– A request has been made by a parent to change the current no right turn ban (2-4pm) into the school carpark to include the morning drop off period (7-9am).</p> <p>This issue is that most vehicles queue from the west along Shearwin Street. Right turning vehicles into the school are blocked and have infrequent turning opportunities which delays through traffic.</p>	<p>Council have investigated the issue and agree that a right turn ban into the carpark in the mornings would have a positive impact on the flow of the school traffic.</p> <p>Vehicles utilising the internal school drop off on Shearwin Street are required to approach the school from Trudgian Street.</p> <p>Works have been scheduled to trial a no right turn ban into the Shearwin Street carpark in the mornings. Works are expected to be completed within 8 weeks of 30 September 2019.</p>	Completed
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Contacts

The following list contains contacts who may be able to provide support to your school. Schools often have other people and organisations which it calls upon for assistance which you could add to this list.

Contact Card		
Name	Phone number	Description
Emergency (Triple Zero)	000	<ul style="list-style-type: none"> Emergency Police, Fire and Ambulance
Queensland Police Service	131 444	<ul style="list-style-type: none"> Speeding and moving vehicle enforcement Theft and property damage
Brisbane City Council	(07) 3403 8888	<ul style="list-style-type: none"> Traffic management plans Parking enforcement Footpath and road maintenance
Department of Transport and Main Roads	1300 360 135	<ul style="list-style-type: none"> Local road safety advisors Crossing supervisor enquiries Drop and go zone monitor training
Councillor Kim Marx Runcorn Ward Office	(07) 3407 0566	<ul style="list-style-type: none"> Brisbane City Council Local Councillor