

School Traffic Management Plan



<<Insert your school name here>>

<<Insert your school address here>>

<<Replace this text with your school logo>>



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:	
Address:	
Grades at the school:	Administration contact number:
School population:	Expected population in three years time:

Table 2: Traffic management committee

Committee chairperson/champion:
Committee members:

Table 3: Traffic management plan endorsement

Name	Position	Date

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

Insert your drop and go map here.

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

1

2

3

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

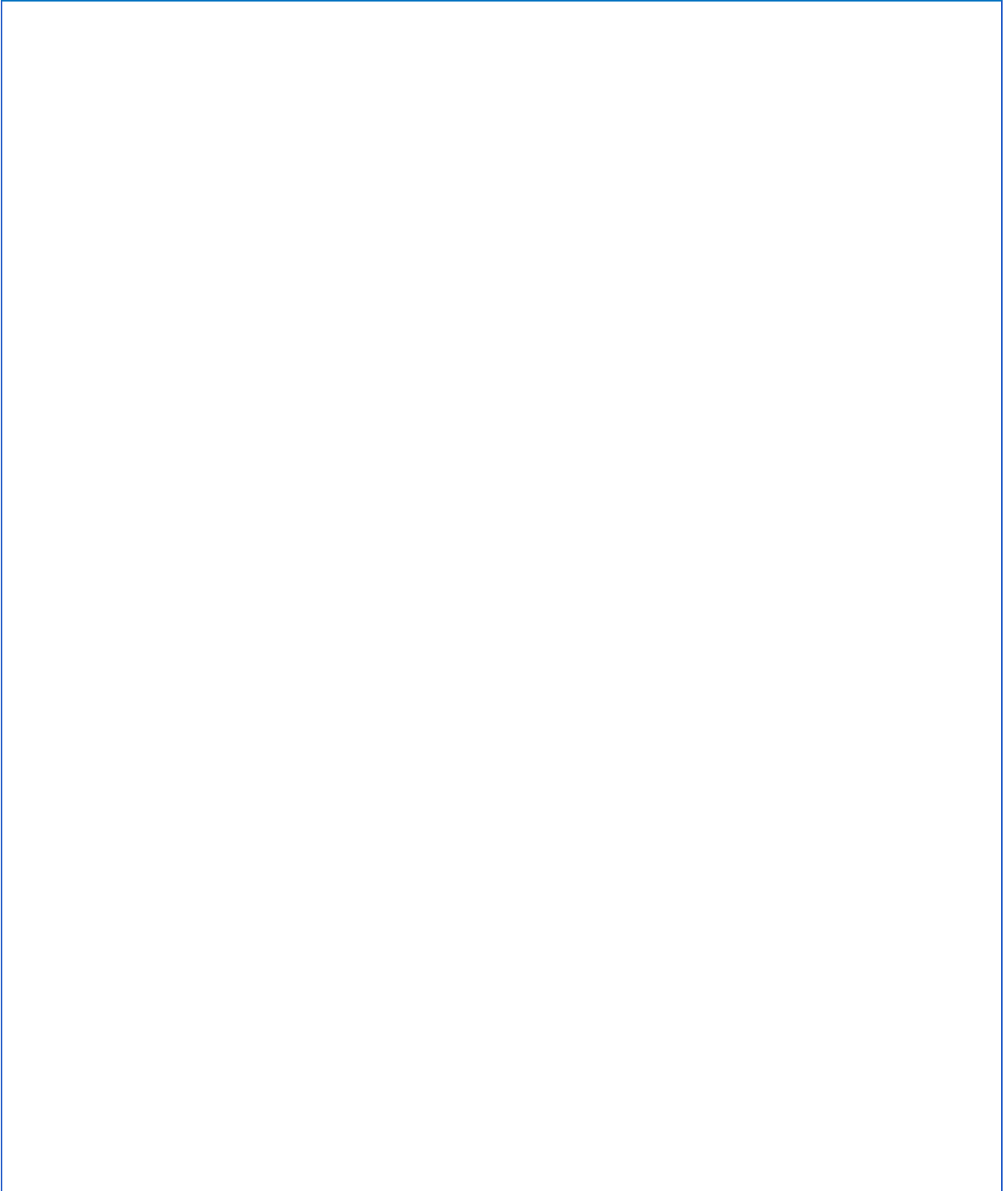


Table 5: Notes and rules for parking areas

1

2

3

4

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

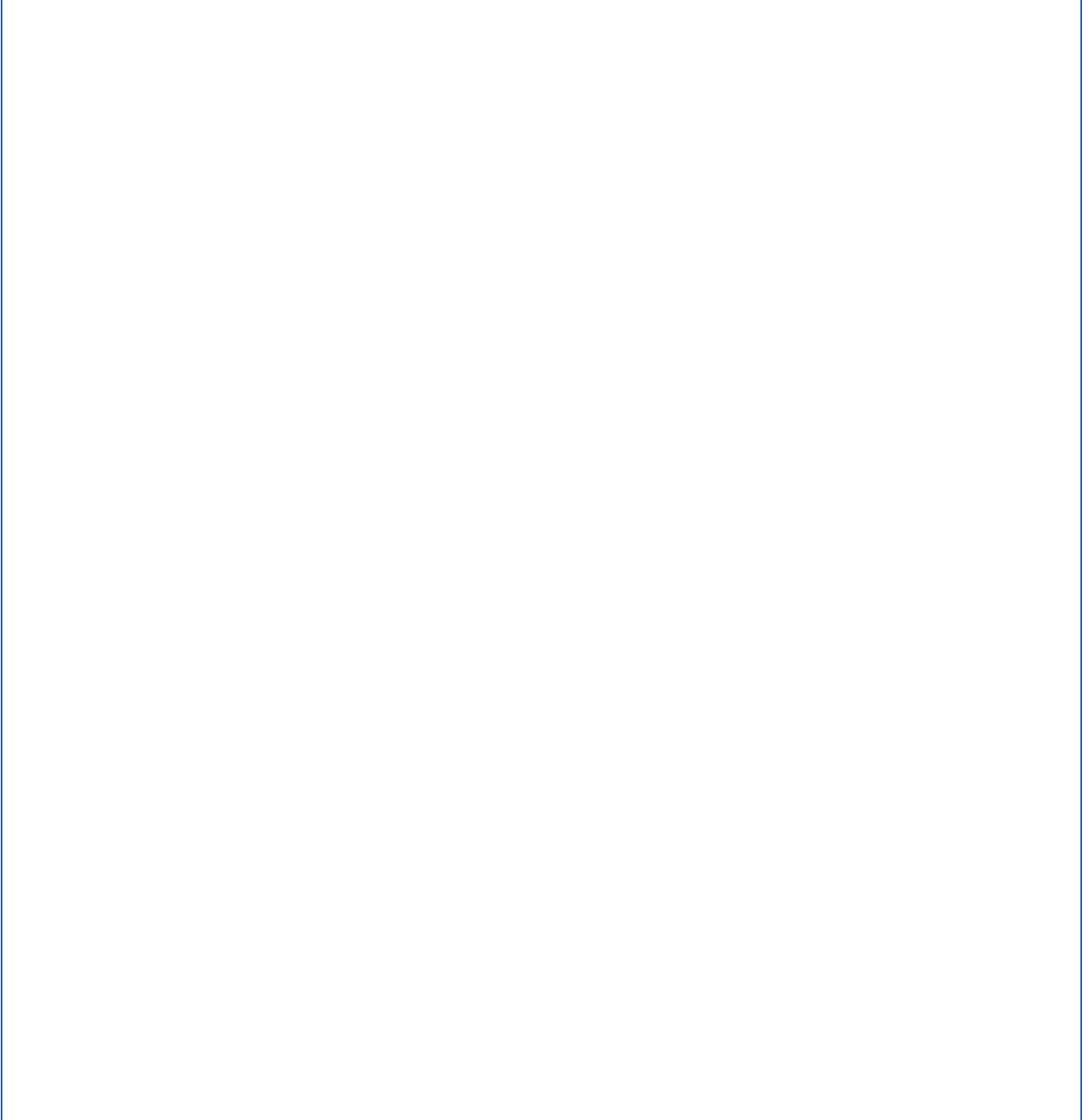


Table 6: Notes and rules for active and public transport

1

2

3

4

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.

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